

BEHAVIORAL HEALTH



HEALTHCARE



HOUSING



COMMUNITY CORRECTIONS



BENEFITS & SUPPORT SERVICES



Acknowledgement:

Cover images courtesy of Orange County Departments

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

Integrated Services 2025 Vision Report

BEHAVIORAL HEALTH

Be Well OC Campus

HEALTHCARE

17th Street Clinic

HOUSING

Della Rosa

COMMUNITY CORRECTIONS

**Orange County
Central Men's Jail**

BENEFITS & SUPPORT SERVICES

**Social Services Agency
Mobile Response Vehicle**

FY 2021-22 MID-YEAR BUDGET REPORT

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EXECUTIVE SUMMARY

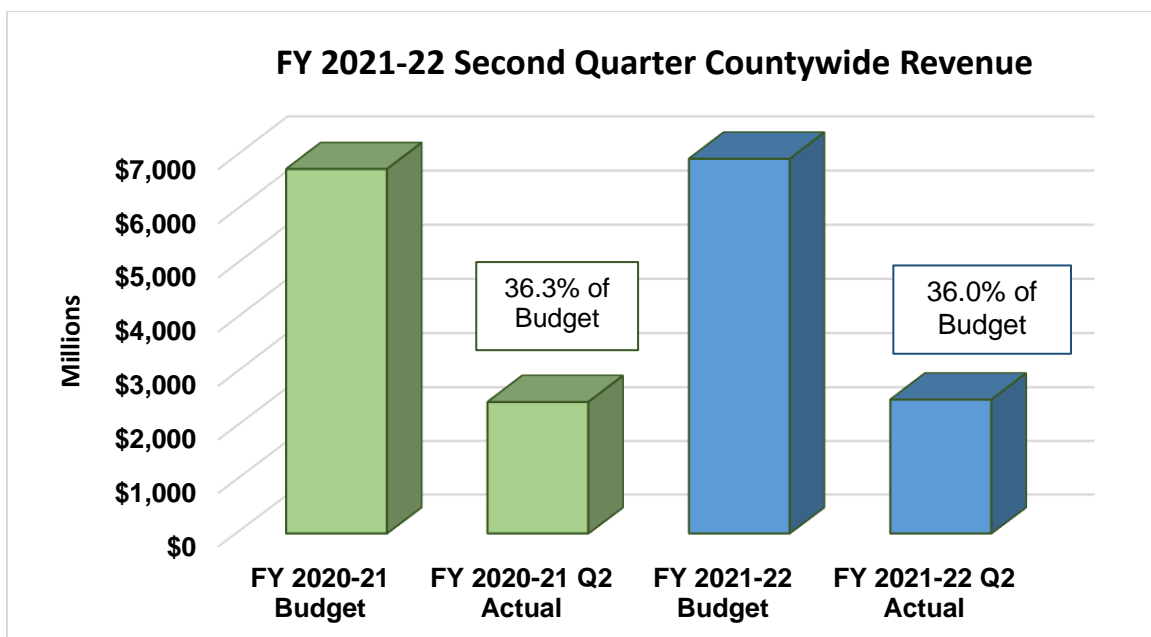
The Mid-Year Budget Report provides the Board of Supervisors, County departments, members of the public, and other interested parties with an overview of the current status of revenues, expenditures, Net County Cost (NCC), total budgeted positions and various departmental issues requiring recommended changes to the County's budget. The Executive Summary provides information at a summary level.

Overall Status

On June 22, 2021, the County adopted a balanced budget that was conservatively developed and included modest or relatively flat revenue growth consistent with the economic conditions at the time of budget development.

The Mid-Year Budget Report provides a year-to-date overview of revenue, expense and Net County Cost measured against prior year revenue, expense, and NCC at December 31. Variances are generally associated with one-time items and the timing of revenue receipts and expenditures from year to year. In addition, the variances are in large part associated with the County's response efforts to the COVID-19 pandemic which impacted Departments' spending and revenues.

Revenue



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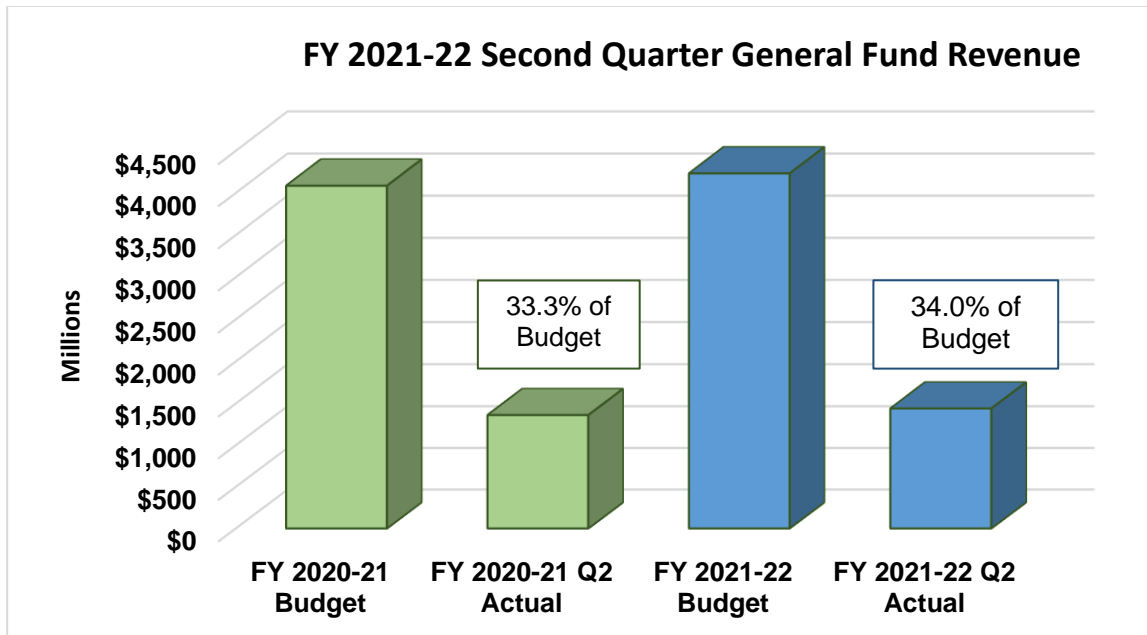
Total County revenue receipts are 36.0% of budgeted revenue as of December 31, 2021. In the prior fiscal year, total County revenues were 36.3% of those budgeted as of December 31, 2020.

Total County revenues recorded in the first six months of the current fiscal year were 1.8% above prior year second quarter revenue due primarily to net increases in intergovernmental revenues, inclusive of COVID-19 cost reimbursements, charges for services, miscellaneous revenue and other financing sources detailed as follows:

(Amounts in Millions)

Revenue Source Description	Year-Over-Year Increase	Year-Over-Year (Decrease)
Intergovernmental Revenue:		
COVID-19 Cost Reimbursement	\$ 31.1	
Proposition 172	11.4	
Public Assistance Program Revenue (SSA)	6.7	
Timing of Claims for 1991 & 2011 Realignment		(\$ 32.4)
Charges for Services:		
Election Services	8.4	
Law Enforcement Services	7.7	
Mental Health Services	5.4	
Other Charges for Services (Utilities, System of Care Coordination Services, Fleet, OC Parks)	5.4	
Miscellaneous Revenue:		
Property Acquisition Deposit Refund	9.1	
John Wayne Airport - Passenger Facility Charges	5.3	
Other Financing Sources:		
Teeter Buyout Proceeds	29.3	
Bond Proceeds for RMV (Village of Esencia)		(45.1)
Increases/(Decreases)	\$ 119.8	(\$ 77.5)

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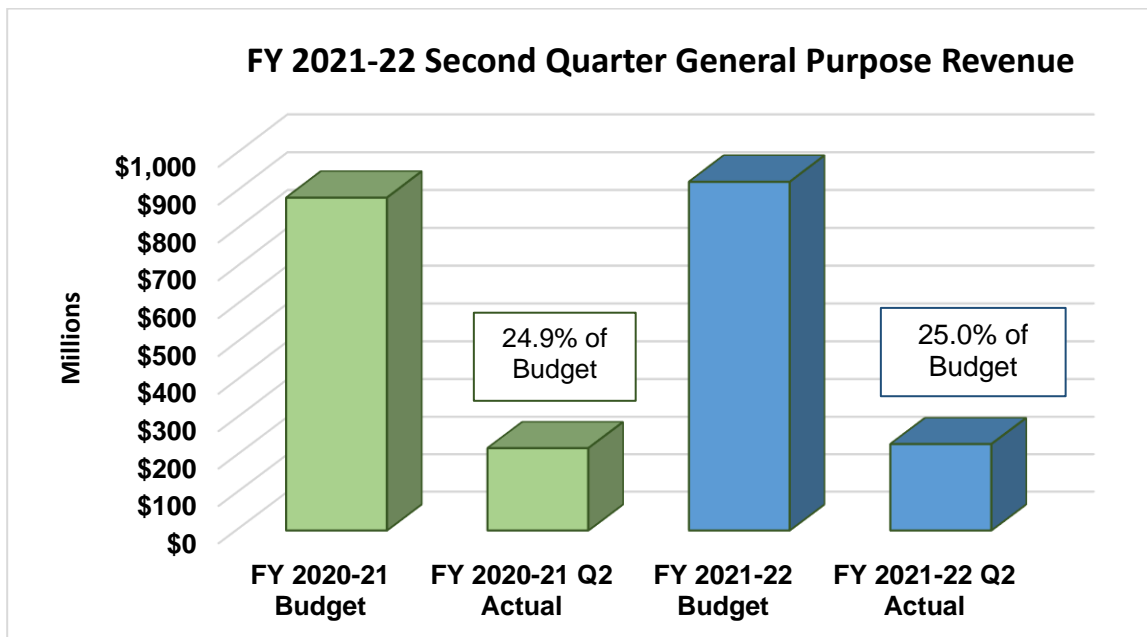


General Fund Revenue is 5.7% higher than prior year second quarter revenue primarily due to the following:

(Amounts in Millions)

Revenue Source Description	Year-Over-Year Increase	Year-Over-Year (Decrease)
Taxes:		
Secured Property Taxes	\$ 2.8	
Sales and Use Taxes	1.2	
Other Taxes (Timing of RDA Residual Allocations)	6.4	
Intergovernmental Revenue:		
COVID-19 Cost Reimbursement	41.0	
Proposition 172	11.4	
Public Assistance Program Revenue (SSA)	6.7	
AB 1869 Fee Elimination Revenue Backfill (Probation)	5.0	
1991 & 2011 Realignment Revenue		(\$ 32.4)
Charges for Services:		
Election Services	8.4	
Law Enforcement Services	7.7	
Mental Health Services Revenue	6.9	
Environmental Health Fees Revenue	0.8	
Increases/(Decreases)	\$ 98.3	(\$ 32.4)

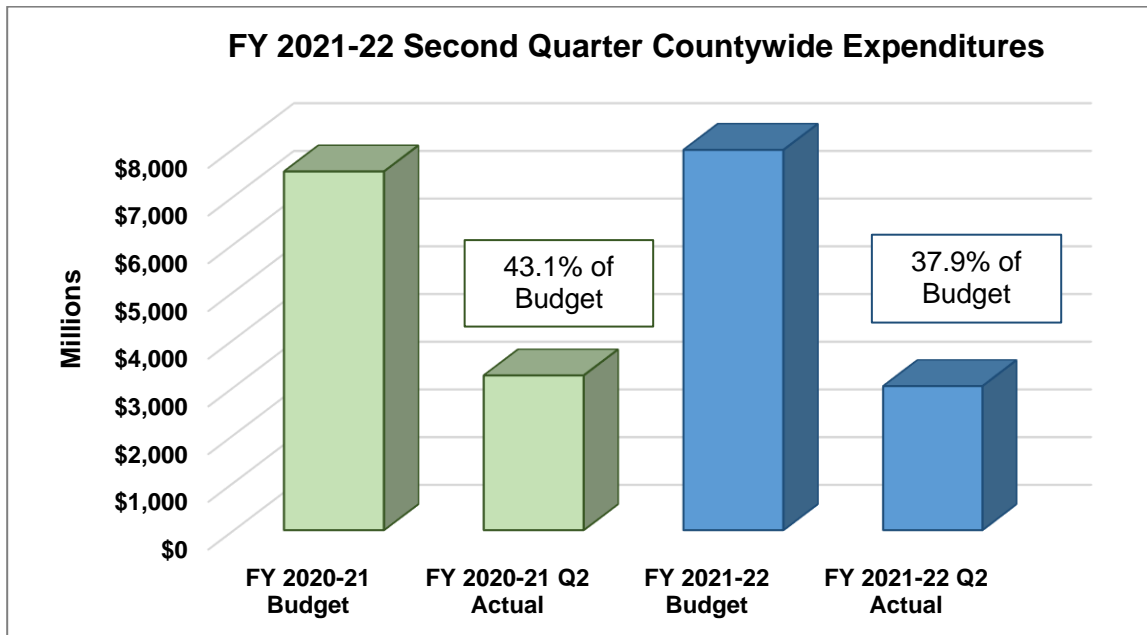
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General Purpose Revenue is 4.9% (\$10.8 million) above prior year second quarter primarily due to increased property tax revenues. The variance is primarily due to increased secured property tax revenues (\$2.8 million), increased sales and use tax revenue (\$1.2 million) and increased other taxes revenue, such as timing of the RDA Residual Allocation (\$6.4 million).

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Expense



Total County expenditures are 37.9% of budgeted appropriations in the current fiscal year as of December 31, 2021. In the prior fiscal year, total County expenditures were 43.1% of budgeted appropriations as of December 31, 2020.

On a year-over-year basis, total County expenditures were 6.9% below prior year second quarter expenditures. Decreases occurred in five of the seven program areas with the exceptions of Public Protection and Insurance, Reserves and Miscellaneous.

(Amounts in Millions)

Program	Year-Over-Year Increase	Year-Over-Year (Decrease)
Public Protection	\$ 29.7	
Community Services		(\$ 265.1)
Infrastructure & Environmental Resources		(26.2)
General Government Services		(3.9)
Capital Improvements		(11.9)
Debt Service		(39.3)
Insurance, Reserves & Miscellaneous	92.8	
Increases/(Decreases)	\$ 122.5	(\$ 346.4)

Increased spending of 4.2% in Public Protection is primarily due to increases in salaries and benefits costs and one-time building and improvements spending for the James A. Musick (JAMF) facility expansion.

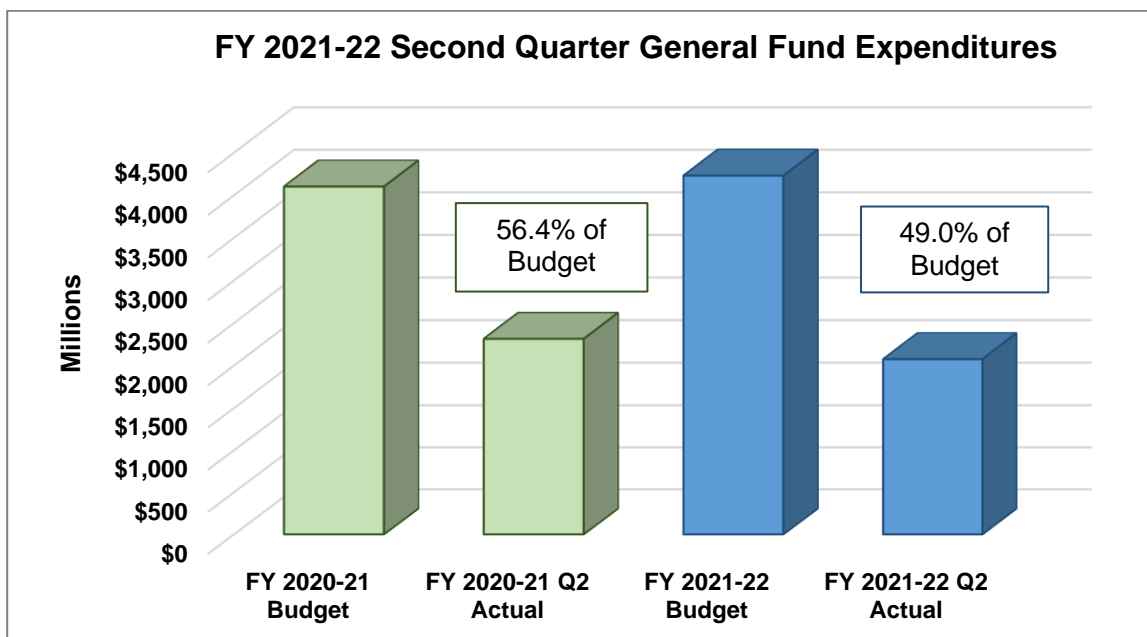
Decreased spending of 14.8% in Community Services is mostly attributable to prior year COVID-19 pandemic response costs and one-time prior year housing and

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community development costs. The variance in the Infrastructure & Environmental Resources program is due primarily to prior year funding transfers for the JAMF facility expansion and current year OC Road and OC Flood capital improvements.

The decrease in General Government Services expenditures is due mostly to one-time prior year supplies purchases for the general election offset by increases in salaries and benefits costs. The decrease in Capital Improvements expenditures is related to prior year one-time buildings and improvements spending for the Yale Transitional Center offset by current year increased costs for the Juvenile Hall Multipurpose Center.

Debt Service program decreases are largely a result of timing of the Teeter bond prepayments and a decrease to prior year bond payments for community facilities districts. And the increase to Insurance, Reserves & Miscellaneous is due to year over year timing of payments for County self-insured funds.



General Fund Department expenditures are 10.3% lower than in the second quarter of the prior year primarily due to decreased services and supplies for prior year COVID-19 pandemic response costs and prior year purchases for the general election. The decreases are partially offset by current year increased salaries and benefits.

Net County Cost

General Fund Net County Cost (NCC) is \$306.1 million (or 26.1%) below prior year NCC for the second quarter. The decreased NCC in the current year is due to expense decreases of \$238.7 million in addition to revenue increases of \$67.4 million primarily

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due to COVID-19 pandemic response efforts coupled with increases to salaries and benefits and other charges.

This mid-year total NCC impacts funded by Miscellaneous, Budget Control 004, contingency monies are as follows:

Budget Control	Department	NCC Request	Description
012	OC Community Resources	\$ 44,838	One position for Office on Aging programs
017	County Executive Office	645,000	Media Platforms and Redistricting & Veterans Cemetery Efforts
054	Human Resource Services	110,946	Three positions for Central Human Resource units
	Total NCC Request	\$ 800,784	

Cash, Obligated Fund Balances and Reserves

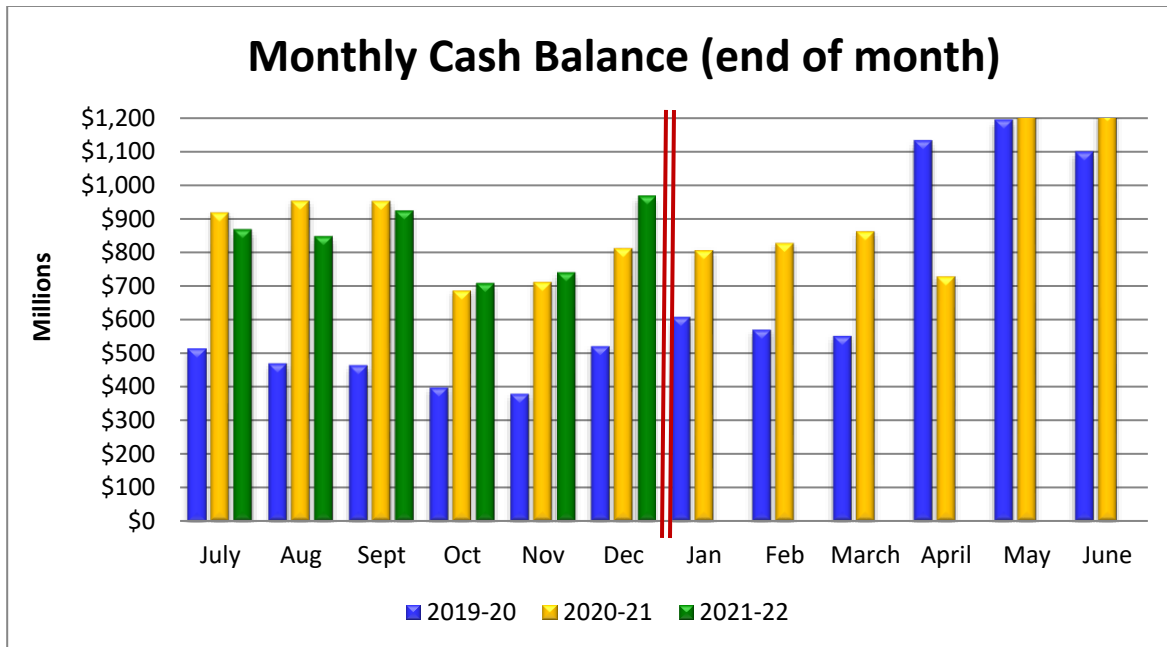
Cash: Overall, total County cash balances were 16.4% above the level 12 months ago. This is primarily due to one-time receipt of and American Rescue Plan Act funds for COVID-19 pandemic response efforts and increases to non-General Fund cash balances. The increases in non-General Fund cash balances are due primarily to the timing of revenue receipts and project expenditures in capital projects funds.

The General Fund cash balance of \$968.2 million is above the level 12 months ago by \$153.7 million or 18.9% which is due to a number of factors including: the one-time receipt of the American Rescue Plan Act funds for COVID-19 response efforts and transfers of funding to non-General Funds for re-budget of multi-year projects.

It is anticipated that cash balances will fluctuate throughout the year depending on the timing of revenue receipts and expenditures consistent with the normal business cycle for the County. Cash is monitored on a regular basis to ensure sufficient available balances to meet the County's obligations.

General Fund cash balance comparisons are presented in the following table:

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Obligated Fund Balances and Reserves: There is a net increase in total County reserves of \$55.2 million from the beginning of the current fiscal year (from \$3.257 billion to \$3.312 billion) which is primarily related to the net \$62.9 million positive Fund Balance Unassigned booked after fiscal year end June 30, 2021. The budgeted increases are primarily associated with non-General Fund budgets and consistent with GASB 54 requirements and year-end accounting practices, and planned use of funds previously set aside for ongoing multi-year capital projects.

Budget Issues

This report contains recommended budget changes related to a variety of departmental issues including recognition of revenue allocations, changes to transfers between funds and technical budget adjustments.

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Investments and Debt

Investments: The Treasurer's Monthly Investment Report and other items of interest are available by accessing the Treasurer-Tax Collector's web site at <http://ttc.ocgov.com/investments/reports>. The Treasurer's Monthly Investment Report includes sections on investment pool balances, investment inventory with market values, detail transaction report and other relevant information.

Debt: The following are **Completed FY 2021-22 Debt Issuances** as of December 31, 2021:

- On July 14, 2021, the County issued approximately \$80 million in taxable Teeter Plan Obligation Notes to refund outstanding Teeter Plan Obligation Notes and to finance the purchase of delinquent property tax receivables associated with the Teeter Plan. The Teeter Notes mature on July 18, 2022 and bear interest at the rate of 0.43% per annum.

The following are **Contemplated Debt Issuances** as of December 31, 2021:

- The County expects to issue short term taxable Pension Obligation Bonds on January 13, 2022 to prepay, at a discount, the County's FY 2022-23 pension obligation, resulting in a net cost avoidance of approximately \$30.4 million.

The following table includes the prior three years' history of existing General Fund debt as well as a projection of the principal debt outstanding at the end of the current fiscal year.

General Fund Debt	Maturity	FY 2018-19	FY 2019-20	FY 2020-21	FYE 2021-22 Projection
Lease Revenue Bonds 2016, Central Utility Facility	April 2036	50,615,000	48,640,000	46,585,000	44,425,000
Grand Total		\$ 50,615,000	\$ 48,640,000	\$ 48,640,000	\$ 44,425,000

Additional information related to Outstanding Debt is available at the following website links: <https://cfo.ocgov.com/public-finance/outstanding-debt> and <https://cfo.ocgov.com/public-finance/continuing-disclosure-reports>.

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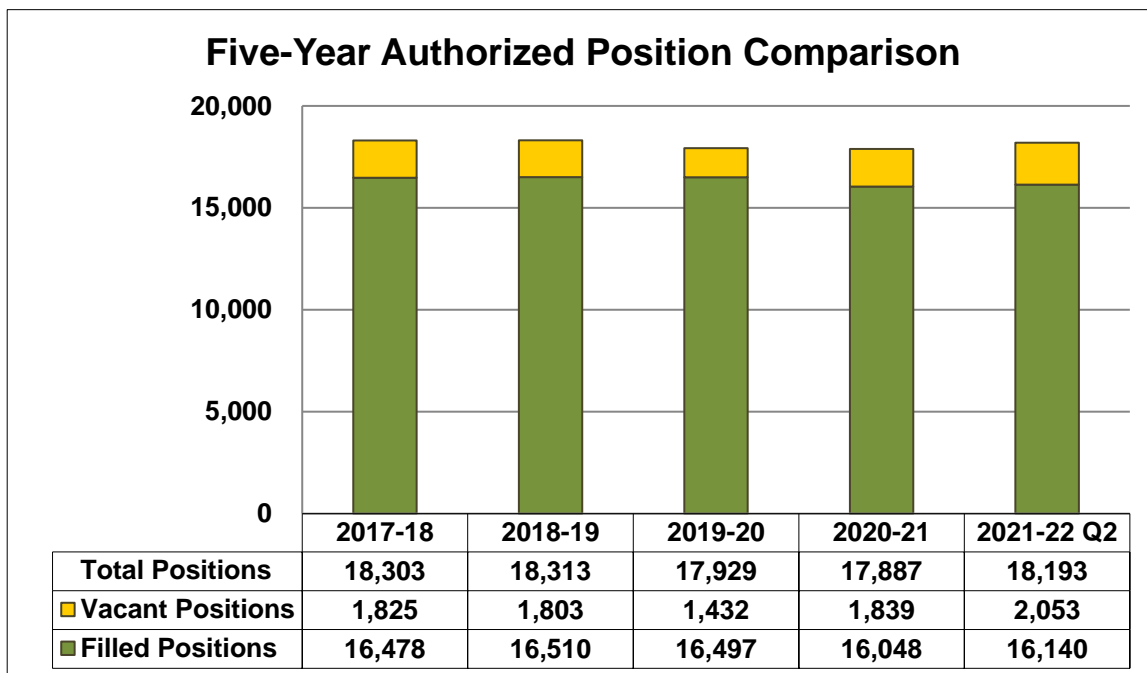
Positions

FY 2021-22 began with an adopted position count of 18,000. The total authorized position count following approved position changes from the FY 2020-21 September Budget Report was 18,204. Since then, a total of 11 aged vacant positions were deleted in accordance with the Vacant Position Policy approved by the Board on June 26, 2018. This report includes a net addition of 225 positions. Position changes approved in this report will result in an authorized position count of 18,418. Further detail of Mid-Year position actions can be found in the *Human Resources Issues* section of this report.

Current fiscal year position actions are summarized in the following table:

Proposed Mid-Year Position Changes	
Board Adopted FY 2020-21 Positions	18,000
Net FY 2020-21 September Budget Report Actions	204
Vacant Position Policy Deletions	(11)
Net FY 2021-22 Mid-Year Actions	225
Current Authorized Positions	18,418

A historical summary of authorized budgeted positions is presented in the following chart:



Vacant and Filled Positions are as of December 31, 2021, and do not include Mid-Year changes.

Supplemental Data

The County of Orange utilizes the OpenOC Data Tool which is a web-based software providing increased transparency and easy access to finance and budget information. Supplemental expense and revenue data are available by accessing the OpenOC link: <http://data.egovoc.com/?FY2022Q2#/b0>. Budget and actual reports as of December 31, 2021 can be viewed using the Budget Report – Report Links found on the left hand side of the web page.



BUDGET ISSUES

For the budget issues discussed below, the County Executive Office (CEO) evaluated the justification provided by departments and based recommended action on the following policy:

- Expectation that departments will absorb requested changes within existing appropriations.
- CEO may recommend an appropriation transfer to a General Fund budget control from elsewhere in the General Fund if necessary.
- Position actions will be effective January 28, 2022, unless otherwise indicated.
- For this Mid-Year Budget Report, CEO is recommending use of Miscellaneous Fund contingency appropriations to fund Net County Cost (NCC) impacts when indicated in this section.

Department Budget Actions

Program I – Public Protection

District Attorney-Public Administrator (Department 026)

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

- In District Attorney-Public Administrator (DA-PA), Budget Control 026, increase revenue from the Workers' Compensation Insurance Fraud Program by \$600,000 and increase transfers in from Fund 12G, Real Estate Prosecution Fund by \$889,700, offset by a decrease of \$1,489,700 to transfers in from Proposition 64 - Consumer Protection, Fund 12H, to meet current operational needs.

In Real Estate Prosecution Fund 12G, increase transfers out to DA-PA, Budget Control 026, by \$889,700 offset by a corresponding decrease in special items appropriations to meet current operational needs.

In Fund 12H, Proposition 64 - Consumer Protection, decrease transfers out to DA-PA, Budget Control 026, by \$1,489,700 offset by a corresponding increase to fund balance restricted.

- In DA-PA, Budget Control 026, increase equipment by a net of \$400,000 offset by an equivalent increase to transfers in from Excess Public Safety Sales Tax, Fund 14J, for additional IT equipment and make the following adjustments to the equipment schedule:

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Seq. #	Description	FY 21-22 Budget	Increase	Decrease	Revised Total
#9	Backup Server	\$ 125,000	\$ 0	(\$ 25,000)	\$ 100,000
#10	Courtroom Display	6,000	0	(6,000)	0
#11	Host Server	350,000	25,000	0	375,000
#12	Network B&W Printers	50,000	0	(50,000)	0
#13	Network Color Printers	60,000	0	(60,000)	0
#14	Network Security Firewall	80,000	400,000	0	480,000
New	Battery Backup	0	116,000	0	116,000
	Totals	\$ 671,000	\$ 541,000	(\$ 141,000)	\$ 1,071,000

In Excess Public Safety Sales Tax, Fund 14J, increase transfers out by \$400,000 to Budget Control 026, DA-PA, offset by a corresponding decrease to fund balance restricted for additional and revised equipment purchases to meet DA-PA IT security needs.

- In DA-PA, Budget Control 026, increase services and supplies by \$600,000, offset by an equivalent increase to transfers in from Excess Public Safety Sales Tax, Fund 14J, for case files digitization.

In Excess Public Safety Sales Tax, Fund 14J, increase transfers out by \$600,000 to DA-PA, Budget Control 026, offset by a corresponding decrease to fund balance restricted for case files digitization.

- In DA-PA, Budget Control 026, increase transfers in from Narcotic Forfeiture and Seizure, Fund 116, by \$25,000, offset by an equivalent increase to equipment budget for a leased vehicle purchase.

In Narcotic Forfeiture and Seizure, Fund 116, increase transfers out to DA-PA, Budget Control 026, by \$25,000 offset by a corresponding decrease to fund balance restricted for purchase of a leased vehicle.

Narcotic Forfeiture and Seizure (Fund 116, Department 026, Budget Control 116)

- In Narcotic Forfeiture and Seizure, Fund 116, increase equipment by \$140,000 offset by an equivalent decrease to fund balance restricted for the purchase of a new bucket truck.

Probation (Department 057)

Probation (Fund 100, Department 057, Budget Control 057)

- In Probation, Budget Control 057, increase equipment by \$366,350 offset by a decrease in services and supplies of \$10,350 and an increase in State Revenue of \$356,000 and authorize the purchase of one body scanner (\$150,000), one mail

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scanner (\$159,250) and two narcotics detection devices (\$57,100) funded by the SB 823 Youth Program and Facilities Grant.

- In Probation, Budget Control 057, establish transfers out of \$5,000,000 to Countywide Capital Projects Non-General Fund 15D, offset by a decrease to salaries and benefits of \$1,598,049 and increases to realignment revenue of \$3,176,451 and other state revenue of \$225,500 to set aside funding for future capital projects and/or strategic priorities.

In Countywide Capital Projects Non-General Fund 15D, establish transfers in of \$5,000,000 from Probation, Budget Control 057, offset by an equivalent increase to special items appropriations for funding set aside for future capital projects and/or strategic priorities.

Public Defender (Department 058)

Public Defender (Fund 100, Department 058, Budget Control 058)

- In Public Defender, Budget Control 058, add 26 limited-term positions (one Administrative Manager I, 17 Attorney Is, two Attorney's Clerk IIs, one Paralegal, and five Social Worker IIs) and increase salaries and benefits by \$3,437,572 offset by a corresponding increase in state revenue for the Public Defense Pilot Program upon grant approval. The Budget Act of 2021, Senate Bill 129, established the Public Defense Pilot Program which provides funding for indigent defense in criminal matters for the purposes of workload associated with certain provisions of the Penal Code.

Sheriff-Coroner (Department 060)

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

- To reconcile to final contracts for police services approved by the Board on June 22, 2021, the Sheriff-Coroner, Budget Control 060, requests to add two Mobile Data Computers and modify the number of limited-term positions for the City of Laguna Hills, City of Mission Viejo, City of San Clemente and City of Stanton as indicated in the table below:

Authorize the purchase of two Mobile Data Computers: one for the City of San Clemente and one for the City of Stanton.

The effective dates for all position changes is July 1, 2021 and the net change of four additional budgeted positions is comprised of the following:

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City	Position Classification	Net Position Change
Laguna Hills	Crime Prevention Specialist	+ 1
Mission Viejo	Crime Prevention Specialist	-1
	Sheriff's Community Service Officer	+ 1
San Clemente	Sheriff's Community Service Officer	+ 1
Stanton	Crime Prevention Specialist	+ 1
	Office Specialist	+ 1
	Total	+ 4

The current Sheriff-Coroner budget will absorb the costs of the added positions and Mobile Data Computers.

- In Sheriff-Coroner, Budget Control 060, increase services and supplies by \$1,431,510 offset by establishment of equivalent transfers in from Sheriff-Coroner Replacement and Maintenance Fund (SCRAM), Fund 13R, for the Body Worn Camera program implementation.

In SCRAM, Fund 13R, establish transfers out of \$1,431,510 to Sheriff-Coroner, Budget Control 060, offset by a corresponding decrease to equipment for the Body Worn Camera program implementation.

- In Sheriff-Coroner, Budget Control 060, increase equipment by \$969,351 offset by an equivalent increase in Federal revenue for expenses eligible for reimbursement from grant funds. Authorize purchase of a records management system (\$244,351), night vision devices (\$525,000), uninterruptible power supply batteries (\$50,000), and one gas chromatograph/mass spectrometer (\$150,000). The various grants adjustments are as follows:

Grant Title	Adjustment Amount	Increase Appropriations
2018 Urban Area Security Initiative (UASI)	\$ 244,351	Increase equipment by \$244,351
2019 State Homeland Security Program (SHSP) Grant	375,000	Increase equipment by \$375,000
2020 State Homeland Security Program (SHSP) Grant	150,000	Increase equipment by \$150,000
2019 DNA Capacity Enhancement and Backlog Reduction (CEBR) Program	50,000	Increase equipment by \$50,000
2021 Drug Prevalence in DUI Drivers (DUID)	150,000	Increase equipment by \$150,000
Total	\$ 969,351	

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Sheriff Narcotics Program – Department of Justice (Fund 132, Department 060, Budget Control 132)

- In Sheriff Narcotics Program – Department of Justice, Fund 132, increase equipment by \$275,000 offset by a corresponding decrease to special items appropriations and authorize the purchase of a Rapid DNA machine for the Coroner Division.

Excess Public Safety Sales Tax (Fund 14J Department 060, Budget Control 14J)

- In Excess Public Safety Sales Tax, Fund 14J, increase services and supplies by \$15,000 offset by a corresponding increase to interest revenue to ensure sufficient appropriations for investment administrative fees.

Sheriff-Coroner Construction and Facility Development (Fund 14Q, Department 060, Budget Control 14Q)

- In Sheriff-Coroner Construction and Facility Development, Fund 14Q, increase structures and improvements by \$2,698,093 offset by an equivalent decrease to fund balance restricted to re-appropriate cancelled prior year encumbrances. Funding uses include:

Description	Amount
Replacement Generators – Loma Ridge	\$ 1,151,357
Theo Lacy Emergency Generator Replacement	366,872
Intake Release Center (IRC) Upgrades:	
+ Mod K Mental Health	950,000
+ Mod L Mental Health	13,280
+ Mod M Mental Health	16,760
IRC Emergency Generators Replacement	199,824
Total	\$ 2,698,093

- In Sheriff-Coroner Construction and Facility Development, Fund 14Q, increase structures and improvements by \$1,092,500 offset by a corresponding increase to transfers in from Countywide Capital Projects, Fund 15D, for the Intake Release Center (IRC) fire monitoring system upgrade project.

In Countywide Capital Projects, Fund 15D, decrease services and supplies by \$1,092,500 offset by a corresponding transfer out to Sheriff-Coroner Construction and Facility Development, Fund 14Q for the IRC fire monitoring upgrade project.

- In Sheriff-Coroner Construction and Facility Development, Fund 14Q, increase structures and improvements by \$446,400 offset by a corresponding increase to transfers in from Countywide Capital Projects, Fund 15D, for the Jail Facilities Americans with Disabilities Act (ADA) accessibility upgrade project.

In Countywide Capital Projects, Fund 15D, decrease services and supplies by \$446,400 offset by a corresponding transfer out to Sheriff-Coroner Construction and

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Facility Development, Fund 14Q, for the Jail Facilities Americans with Disabilities Act (ADA) accessibility upgrade project.

- In Sheriff-Coroner Construction and Facility Development, Fund 14Q, increase structures and improvements by \$300,000 offset by a corresponding increase to transfers in from Countywide Capital Projects, Fund 15D, for the Theo Lacy Facility security block wall project.

In Countywide Capital Projects, Fund 15D, decrease services and supplies by \$300,000 offset by a corresponding transfer out to Sheriff-Coroner Construction and Facility Development, Fund 14Q, for the Theo Lacy Facility security block wall project.

County Executive Office (Department 017)

Proposition 69 - DNA Identification Fund (Fund 12J, Department 017, Budget Control 12J)

On December 1, 2021, the Prop 69 Committee (“Committee”) approved the allocation of 2021 DNA Identification Fund revenues and estimated funding totaling \$840,000. The Committee voted to allocate \$795,385 as one-time funding requests to enhance the DNA programs for local law enforcement entities and County Departments and set aside \$44,615 for future funding requests.

Funds allocated for one-time funding requests will be used to provide crime scene light aids to locate DNA evidence, evidence handling and storage solutions, two rapid DNA instruments and continued funding for the Advanced Forensic Testing Program. Allocations by entity are summarized in the following table:

Agency	Details	2021 Recommended One-Time Allocation
Buena Park Police Department	Forenscope Tablet	\$ 30,189
Costa Mesa Police Department	Crime-Lite Auto Kit Cold Case Storage System	101,361
Garden Grove Police Department	Two DNA Clothing Dyers Plastic Storage Bins	15,000
Irvine Police Department	Two Crime-Lite Auto Kits DNA Evidence Storage	121,325
Newport Beach Police Department	Crime-Lite Auto Kit Crime Scene Lights DNA Storage Lockers	37,847
Orange Police Department	Shelving Units Storage File Boxes	4,000
Placentia Police Department	High Density Mobile Storage Two Drying Cabinets	132,000
Seal Beach Police Department	DNA Freezer Chest Storage	3,000

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Agency	Details	2021 Recommended One-Time Allocation
District Attorney's Office	Two Rapid DNA Instruments Rapid DNA Kits, Maintenance, and Disposal Advanced Forensic Testing Program	350,663
Total		\$ 795,385

In order to implement the Committee's recommendations, the following adjustments are requested:

- The Committee recommends a one-time allocation of \$350,663 to the District Attorney to cover costs for: two Rapid DNA instruments (\$234,403), rapid DNA program supplies and maintenance (\$115,260), and professional services for advanced forensics testing (\$1,000).

In DNA Identification Fund 12J, increase transfers out by \$350,663 to District Attorney, Budget Control 026, offset by an equivalent decrease to obligated fund balance for one-time funding allocations approved by the Committee.

In District Attorney, Budget Control 026, increase transfers in by \$350,663 from DNA Identification Fund 12J, offset by increases of \$116,260 to services and supplies and \$234,403 to equipment.

- In DNA Identification Fund 12J, increase other charges appropriations by \$444,722 to local non-County agencies, offset by an equivalent decrease in obligated fund balance to support local law enforcement DNA storage and programs.
- Re-budget a 2020 allocation of \$26,000 to the Sheriff-Coroner to purchase an Evidence Refrigerated Locker.

In DNA Identification Fund 12J, increase transfers out to Sheriff-Coroner, Budget Control 060, by \$26,000 offset by an equivalent decrease in obligated fund balance for one-time funding allocations.

In Sheriff-Coroner, Budget Control 060, increase transfers in by \$26,000 from DNA Identification Fund 12J, offset by a corresponding increase to equipment.

- Direct the Auditor-Controller to make payment up to the total allocation amount of \$444,722 identified in the table on the prior page, from Fund 12J to the local non-County agencies upon receipt of a Payment Request Form from County Budget Office. Local agencies will be required to provide supporting documentation to request 2021 reimbursement including proof of purchase and copies of vendor invoices to ensure the monies are spent consistent with Prop 69 guidelines.

Program II – Community Services

OC Community Resources (OCCR, Department 012)

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

- In OC Community Resources (OCCR), Budget Control 012, increase services and supplies by \$12,223,790 offset by an equivalent increase in federal revenue for additional funding allocated from the California Department on Aging (CDA) for emergency programs. The programs include CDA's portion of the American Rescue Plan Act (ARPA) allocated to the Office on Aging; CalFresh expansion; the Consolidated Appropriations Act; Elder Justice; Connection, Health, Aging and Technology (CHAT); and Older Adult Vaccine Outreach as well as the carryover of prior year Measure M2 funding for the Senior Non-Emergency Medical Transportation Program.
- In OCCR, Budget Control 012, add one Staff Specialist to provide administrative support to new and expanded Office on Aging programs. Increase salaries and benefits by \$44,838 offset by a corresponding increase to NCC.
- In OCCR, Budget Control 012, add four limited-term Staff Specialist positions and seven regular positions (one Administrative Manager I, one Administrative Manager II, three Customer Services Representatives, one Staff Assistant and one Staff Specialist) to the Community Investment Program to meet federal funding requirements of providing adequate staffing levels for fiscal and program oversight of grant proceeds. Increase salaries and benefits by \$522,474 and services and supplies by \$1,250,000 offset by an increase in federal revenue of \$1,429,346 and charges for services of \$343,128.
- In OCCR, Budget Control 012, add four limited-term Staff Specialists to support the Veteran's Employment-Related Assistance Program (VEAP) and the National Dislocated Worker Program. Increase salaries and benefits by \$179,346 offset by a corresponding increase to charges for services.
- In OCCR, Budget Control 012, increase capital assets by \$350,000 offset by an equivalent increase to federal CAREER National Dislocated Worker Grant revenue for the purchase of a customizable mobile workforce unit. The Department of Labor awarded the grant on September 24, 2021.
- In OCCR, Budget Control 012, add one Procurement Contract Specialist to restore an equivalent position deleted in FY 2020-21 as part of the County's Volunteer Incentive Program. Increase salaries and benefits by \$53,838 offset by a corresponding increase to charges for services.

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OC Public Libraries - Capital (Fund 119, Department 012, Budget Control 119)

- In OC Public Libraries - Capital, Fund 119, increase services and supplies by \$479,000 for the Los Alamitos/Rossmoor Tenant Enhancements heating, ventilation and air conditioning (HVAC) and roof replacement projects offset by a corresponding decrease to buildings and improvements for the Seal Beach Library Tenant Enhancements and HVAC project. The Los Alamitos/Rossmoor Tenant Enhancements is a new project utilizing appropriations previously set aside for the Seal Beach Library Enhancements and HVAC project which is now deferred to FY 2024-25.

OC Public Libraries (Fund 120, Department 012, Budget Control 120)

- In OC Public Libraries, Fund 120, add 22 positions to reinstate positions deleted in November 2020 in accordance with the Voluntary Incentive Program, as follows:

Position Classification	Position Type	Count
Library Assistant I	Part-Time	4
Library Assistant I	Full-Time	1
Library Assistant II	Part-Time	6
Library Assistant II	Full-Time	10
Senior Library Assistant	Full-Time	1
	Total	22

Increase salaries and benefits by \$549,660 offset by an equivalent increase to property tax revenue.

Workforce Innovation and Opportunity Act (Fund 146, Department 012, Budget Control 146)

- In Workforce Innovation and Opportunity Act, Fund 146, increase services and supplies by \$2,855,188 offset by a corresponding increase to federal revenue in anticipation of FY 2021-22 federal grant funding supporting economic recovery through workforce development that increases employment and reduces welfare dependency.

OC Housing (Fund 15G, Department 012, Budget Control 15G)

- In OC Housing, Fund 15G, increase services and supplies by \$752,642 offset by an equivalent increase to federal revenue to plan and administer the HOME Investment Partnership-American Rescue Plan (HOME-ARP) Program that will provide housing and other services to individuals experiencing homelessness.
- In OC Housing, Fund 15G, increase services and supplies by \$1,710,966, increase transfers out to Countywide Capital Projects Non-General Fund 15D by \$302,072 and establish transfers out to Health Care Agency, Budget Control 042, of \$242,396 offset

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by an increase of \$2,255,434 to state revenue for the Permanent Local Housing Allocation (PLHA) Program.

In Health Care Agency, Budget Control 042, establish transfers in from OC Housing, Fund 15G, of \$242,396 offset by an equivalent increase to services and supplies to be applied to the cost of projects at the Yale Transitional Shelter under the PLHA Program.

In Countywide Capital Projects Non-General Fund 15D, increase transfers in from OC Housing, Fund 15G, by \$302,072 offset by a corresponding increase to buildings and improvements for the PLHA Program.

- In OC Housing, Fund 15G, increase services and supplies by \$2,290,480 offset by an equivalent decrease to fund balance restricted for construction and operation of the Cypress House transitional housing.
- In OC Housing, Fund 15G, increase buildings and improvements by \$30,594,400, establish transfers out of \$2,405,600 to HCA Interest Bearing Purpose Restricted Revenue, Fund 13U, and establish transfers out of \$1,500,000 to Real Estate Development Program, Fund 135, offset by an increase to state revenue of \$34,500,000 for the Homekey Program to be used for interim and supportive housing for homeless individuals or those at risk of being homeless.

In HCA Interest Bearing Purpose Restricted Revenue, Fund 13U, establish transfers in of \$2,405,600 from OC Housing, Fund 15G, offset by a corresponding increase to special items for future eligible costs of the Homekey Program grant.

In Real Estate Development Program, Fund 135, establish transfers in of \$1,500,000 from OC Housing, Fund 15G, offset by a corresponding increase to fund balance restricted for preliminary costs in securing additional housing for the Homekey Program.

- In OC Housing, Fund 15G, increase services and supplies by \$2,500,000 offset by an equivalent establishment of transfers in from CEO Single Family Housing, Fund 15B, for development of Homekey projects.

In CEO Single Family Housing, Fund 15B, establish transfers out to OC Housing, Fund 15G, of \$2,500,000 offset by a decrease of \$500,000 to special items appropriations and establish a miscellaneous revenue budget of \$2,000,000 from the Southern California Home Financing Authority for development of Homekey projects.

OC Parks CSA26 (Fund 405, Department 012, Budget Control 405)

- In OC Parks CSA26, Fund 405, add four positions for OC Zoo operations expansion (two Park Animal Keepers, one Park Maintenance Worker II and one Senior Animal

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Keeper). Increase salaries and benefits by \$148,374 offset by an equivalent decrease to services and supplies.

Health Care Agency (Department 042)

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

- Health Care Agency (HCA), Budget Control 042, requests conversion of one part-time Public Health Nurse III to full-time to support increased workload in the Communicable Disease Control Division. The additional cost will be absorbed within HCA's current budget.
- In HCA, Budget Control 042, increase services and supplies by \$4,836,569 offset by a corresponding increase to transfers in from OC Tobacco Settlement, Fund 13N, to provide appropriations for eligible programs.

In OC Tobacco Settlement, Fund 13N, increase transfers out by \$4,836,569 to HCA, Budget Control 042, offset by an equivalent decrease to fund balance restricted to true up fund balance and provide appropriations for eligible programs.

- In HCA, Budget Control 042, increase equipment by \$272,000 offset by a corresponding increase to transfers in from Mental Health Services Act, Fund 13Y, to purchase eight new vans to be used for community outreach services and client transportation.

In Mental Health Services Act, Fund 13Y, increase transfers out by \$272,000 to HCA, Budget Control 042, offset by an equivalent decrease to fund balance restricted to purchase eight new vans.

HCA Interest Bearing Purpose Restricted Revenue (Fund 13U, Department 042, Budget Control 13U)

- In HCA Interest Bearing Purpose Restricted Revenue, Fund 13U, increase transfers out to HCA, Budget Control 042, by \$8,880,000 offset by a corresponding increase to state revenue to recognize CalOptima, California Emergency Solutions Housing Grant (CESH), California Health Facilities Financing Authority (CHFFA) and Homeless Housing Assistance and Prevention (HHAP) grant funding for homelessness services operations.

In HCA, Budget Control 042, increase services and supplies by \$3,263,502 and transfers in by \$8,880,000 from HCA Interest Bearing Purpose Restricted Revenue, Fund 13U, offset by a decrease to state revenue of \$5,616,498 to reimburse eligible costs related to CalOptima, CESH, CHFFA and HHAP programs.

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Social Services Agency (SSA) (Department 063)

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

- In SSA, Budget Control 063, add 25 positions for California Opportunity and Responsibility to Kids (CalWORKS) Programs and add six positions to support In-Home Supportive Services (IHSS). Positions counts and classifications are as follows:

Position Classification	Program	Count
Administrative Manager II	CalWORKs	1
Office Technician	CalWORKs	4
Social Services Supervisor I	CalWORKs	11
Social Services Supervisor II	CalWORKs	5
Social Worker II	CalWORKs	4
Eligibility Supervisor	IHSS	1
Eligibility Technician	IHSS	2
Office Technician	IHSS	3
	Total	31

The cost for these positions will be absorbed within existing budgeted expense and revenue appropriations.

- In SSA, Budget Control 063, add 11 positions (one Senior Social Services Supervisor, six Senior Social Workers, three Social Worker IIs and one Social Services Supervisor I) to support Adult Protective Services (APS) with the new and expanded APS case management and the Home Safe Program. The cost for these positions will be absorbed within existing budgeted expense and revenue appropriations.
- In SSA, Budget Control 063, add 75 positions for Child Welfare Services (CWS) Programs and add five positions to support Adult Protective Services (APS) caseload growth. Positions counts and classifications are as follows:

Position Classification	Program	Count
Information Processing Technician	CWS	22
Office Technician	CWS	5
Senior Social Services Supervisor	CWS	13
Senior Social Worker	CWS	30
Social Services Supervisor I	CWS	1
Social Services Supervisor II	CWS	1
Social Worker II	CWS	3
Office Technician	APS	1
Social Worker II	APS	4
	Total	80

The cost for these positions will be absorbed within existing budgeted expense and revenue appropriations.

Program III – Infrastructure and Environmental Resources

OC Public Works (OCPW) (Department 080)

OC Public Works (Fund 100, Department 080, Budget Control 080)

- In OCPW, Budget Control 080, delete one Supervising Procurement Contract Specialist position transferred to Utilities, Budget Control 040, for workload balancing within the department's Budget Controls.

In Utilities, Budget Control 040, add one Staff Specialist position transferred from OCPW, Budget Control 080, for workload balancing within the department's Budget Controls. Utilities has sufficient appropriations to absorb the cost of this position.

- In OCPW, Budget Control 080, add one Senior Planner position to reinstate a position deleted on June 2, 2020, with the FY 2020-21 Recommended Budget. The position is responsible for implementing state legislation related to long-term planning policies including updates to the General Plan. OCPW has sufficient appropriations to absorb the cost of this position.
- In OCPW, Budget Control 080, add one Procurement Contract Specialist position to reinstate an equivalent position deleted in November 2020 in accordance with the Voluntary Incentive Program. OCPW will reallocate the position to a Senior Engineering Technician to be responsible for maintaining accurate record drawings of County facilities. OCPW has sufficient appropriations to absorb the cost of this position.
- In OCPW, Budget Control 080, establish capital asset appropriations of \$95,000 offset by a corresponding decrease in services and supplies and authorize the purchase of a liquified petroleum gas (LPG) prover for the Agricultural Commissioner Sealer of Weights and Measures to continue meeting its state mandate of inspecting wholesale LPG devices throughout the county.
- In OCPW, Budget Control 080, increase capital assets by \$90,000 offset by a corresponding decrease in services and supplies and authorize the purchase of a water testing bench equipment for the Agricultural Commissioner Sealer of Weights

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and Measures to continue meeting its state mandate of inspecting both residential and commercial building water submeter devices throughout the county.

Utilities (Fund 100, Department 080, Budget Control 040)

- In Utilities, Budget Control 040, delete two positions (one Air Conditioning Mechanic and one Electrician) transferred to OCPW, Budget Control 080, for workload balancing within the department's Budget Controls.

In OC Public Works (OCPW), Budget Control 080, add two positions (one Air Conditioning Mechanic and one Electrician) transferred from Utilities, Budget Control 040, for workload balancing within the department's Budget Controls. OCPW has sufficient appropriations to absorb the cost of these positions.

Building & Safety General Fund (Fund 100, Department 080, Budget Control 071)

- In Building & Safety General Fund, Budget Control 071, add one Staff Specialist position to reinstate an equivalent position deleted on June 2, 2020, with the FY 2020-21 Recommended Budget. The position is responsible for administrative duties related to Reimbursement Agreements and Consultant contracts for expedited entitlement and permit processing for the Ranch Plan Planned Community. Building & Safety General Fund has sufficient appropriations to absorb the cost of this position.
- In Building & Safety General Fund, Budget Control 071, add one Permit Technician position to reinstate an equivalent position deleted on June 2, 2020 with the FY 2020-21 Recommended Budget. The position will ensure timely processing of permit applications and building and plan check reviews of simple permits. Building & Safety General Fund has sufficient appropriations to absorb the cost of this position.

Building & Safety – Operating Reserve (Fund 113, Department 080, Budget Control 113)

- In Building & Safety Operating Reserve, Fund 113, increase transfers out to Building & Safety General Fund, Budget Control 071, by \$150,000 offset by a corresponding decrease to fund balance restricted to provide funding for current permitting operations and offset lower than anticipated permit revenue.

In Building & Safety General Fund, Budget Control 071, increase transfers in from Building & Safety Operating Reserve, Fund 113, by \$150,000 offset by an equivalent decrease in permit revenue to ensure funding for current permitting operations.

OC Road (Fund 115, Department 080, Budget Control 115)

- In OC Road, Fund 115, establish transfers out to OC Parks Capital, Fund 406, of \$95,000 offset by a corresponding increase to charges for services for retrofitting the bridge over Santiago Canyon Road.

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In OC Parks Capital, Fund 406, establish transfers in from OC Road, Fund 115, of \$95,000 offset by a corresponding increase to services and supplies for retrofitting the bridge over Santiago Canyon Road.

Major Thoroughfare & Bridge Fee Program (Fund 158, Department 080, Budget Control 158)

- In Major Thoroughfare & Bridge Fee Program, Fund 158, establish charges for services revenue of \$7,044,373 and interest revenue of \$191,452 offset by an increase to services and supplies of \$13,825, transfers out to OC Road, Fund 115 of \$1,222,000 and special items of \$6,000,000 to comply with GASB 84 implementation. GASB 84 establishes criteria for identifying fiduciary activities of all state and local governments for accounting and financial reporting purposes.

In OC Road, Fund 115, establish transfers in from Major Thoroughfare & Bridge Fee Program, Fund 158, of \$1,222,000 offset by a corresponding decrease to charges for services for fees collected as condition of approval of a final map or as a condition of issuing a building permit.

OC Flood (Fund 400, Department 080, Budget Control 400)

- In OC Flood, Fund 400, delete two positions (one Maintenance Inspector and one Sr. Maintenance Inspector) transferred to OC Road, Fund 115, for workload balancing within the department's Budget Controls.

In OC Road, Fund 115, add two positions (one Maintenance Inspector and one Sr. Maintenance Inspector) transferred from OC Flood, Fund 400, for workload balancing within the department's Budget Controls. OC Road has sufficient appropriations to absorb the cost of these positions.

County Service Area #13 – La Mirada (Fund 468, Department 080, Budget Control 468)

- In County Service Area #13 – La Mirada, Fund 468, increase transfers out to OC Road, Fund 115, by \$3,000 offset by an equivalent decrease to special items for sewer lines maintenance costs.

In OC Road, Fund 115, increase transfers in from County Service Area #13 – La Mirada, Fund 468, by \$3,000 offset by an equivalent increase to services and supplies for sewer lines maintenance costs.

OC Waste & Recycling (Department 299)

OC Waste and Recycling (Fund 299, Department 299, Budget Control 299)

- In OC Waste and Recycling (OCWR) Fund 299, increase transfers out to OCWR Corrective Action Escrow, Fund 274, by \$1,500,000 offset by an equivalent decrease to other charges to meet corrective action cost estimate.

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In OCWR Corrective Action Escrow, Fund 274, increase transfers in from OCWR Fund 299, by \$1,500,000, decrease special items by \$612,581 and decrease Net Position – Reserved by \$941,497 offset by a net increase to Net Position – Restricted of \$3,054,078 to meet corrective action cost estimate.

Program IV – General Government Services

Auditor-Controller (Department 003)

Auditor-Controller (Fund 100, Department 003, Budget Control 003)

- In Auditor-Controller (A-C), Budget Control 003, add one Accountant/Auditor II position to support ongoing A-C workload requirements for OC Community Resources (OCCR). Increase salaries and benefits by \$50,838 offset by a corresponding increase in cost apply to OCCR, Budget Control 012. Sufficient appropriations exist in OCCR's budget to absorb the cost of the additional position.

County Executive Office (Department 017)

County Executive Office (Fund 100, Department 017, Budget Control 017)

- In County Executive Office, Budget Control 017, increase services and supplies by \$645,000 offset by a corresponding increase in Net County Cost (NCC) to support ongoing county-wide media platforms (\$500,000) and one-time redistricting (\$107,000) & non-reimbursable Veterans Cemetery efforts (\$38,000).

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

- In CEO Real Estate, Budget Control 035, increase services and supplies by \$800,000 offset by a corresponding increase in charges for services to support one-time external legal counsel services associated with the El Toro project.

Human Resources (Fund 100, Department 017, Budget Control 054)

- In Human Resource Services (HRS), Budget Control 054, add nine positions (two Administrative Manager Is, four Staff Specialists and three Office Specialists) to support ongoing recruitment efforts and employee relations workload on behalf of the Social Services Agency (SSA). Increase salaries and benefits by \$470,004 offset by a corresponding increase in cost apply to SSA, Budget Control 063. Sufficient appropriations exist in SSA's budget to absorb the cost of the additional positions.

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- In HRS, Budget Control 054, add one limited-term Administrative Manager I position to support the Learning & Organizational Development (L&OD) Integrated Talent Management System (ITMS) performance module implementation. Increase salaries and benefits by \$69,942 offset by a corresponding increase in transfers in from Countywide IT Projects Non-General Fund, Fund 15I.

In Countywide IT Projects Non-General Fund, Fund 15I, increase transfers out to HRS, Budget Control 054, by \$69,942 offset by a corresponding decrease in services & supplies for the ITMS performance module implementation.

- In Human Resource Services (HRS), Budget Control 054, add six positions (four Office Specialists and two Staff Specialists) to support ongoing recruitment efforts and employee relations workload on behalf of the Health Care Agency (HCA). Increase salaries and benefits by \$221,898 offset by a corresponding increase in cost apply to HCA, Budget Control 042. Sufficient appropriations exist in HCA's budget to absorb the cost of the additional positions.
- In Human Resource Services (HRS), Budget Control 054, add one Staff Specialist for the Classification and Compensation unit, one Office Specialist for the Equal Employment Opportunity (EEO) Office and one Office Specialist for Employee and Labor Relations Division support. Increase salaries and benefits by \$110,946 offset by an equivalent increase to Net County Cost.

Registrar of Voters (Department 031)

Registrar of Voters (Fund 100, Department 031, Budget Control 031)

- In Registrar of Voters, Budget Control 031, increase services and supplies by \$248,531 offset by a corresponding increase in grant revenue to provide outreach and education services to voters under the Voter's Choice Act implementation plan for the Statewide Special recall election.
- In Registrar of Voters, Budget Control 031, increase salaries and benefits by \$2,289,547 and services and supplies by \$6,269,716 offset by an increase of \$8,559,263 in election services revenue received from the California Secretary of State for administration of the September 14, 2021 recall election.

Treasurer-Tax Collector (Department 074)

Treasurer-Tax Collector (Fund 100, Department 074, Budget Control 074)

- In Treasurer-Tax Collector (TTC), Budget Control 074, add three positions (one Accounting Specialist, one Senior Accounting Office Supervisor II and one Staff Specialist) to reinstate equivalent positions deleted on June 2, 2020, with the FY 2020-

21 Recommended Budget. TTC has sufficient appropriations to absorb the cost of these positions.

Program V – Capital Improvements

County Executive Office (Department 017)

Countywide IT Projects Non-General Fund (Fund 15I, Department 017, Budget Control 15I)

- In Countywide IT Projects Non-General Fund 15I, increase transfers out to OCIT Countywide Services, Fund 289 by \$894,755 offset by an equivalent decrease to special items to support continued efforts of the Treasurer-Tax Collector (TTC) IT transition project.

In OCIT Countywide Services, Fund 289, increase transfers in from Countywide IT Projects Non-General Fund 15I, by \$894,755 offset by an equivalent increase to services and supplies to support continued efforts of the TTC IT transition project.

- In Countywide IT Projects Non-General Fund 15I, establish transfers out to HCA, Budget Control 042, of \$3,080,000 offset by an equivalent decrease to services and supplies for System of Care Data Integration System (SOCDIS) development costs.

In HCA, Budget Control 042, establish transfers in from Countywide IT Projects Non-General Fund 15I, of \$3,080,000 offset by an equivalent increase to services and supplies for SOCDIS development costs.

Capital Projects (Department 036)

Countywide Capital Projects Non-General Fund (Fund 15D, Department 036, Budget Control 15D)

- In Countywide Capital Projects Non-General Fund 15D, increase capital assets by \$500,000 offset by a corresponding decrease to services and supplies to complete the noise attenuation measures at the Bridges at Kraemer Place emergency shelter to comply with mandated federal noise abatement standards.
- In Countywide Capital Projects Non-General Fund 15D, increase services and supplies by \$1,096 and capital assets by \$198,904 offset by an increase to miscellaneous revenue of \$200,000 to recognize the unanticipated refund received from Homeaid OC for unspent project funds.

Sheriff-Coroner (Department 060)

800 MHz Countywide Coordinated Communication System (Fund 15L, Department 060, Budget Control 15L)

- In 800 MHz Countywide Coordinated Communication System (CCCS), Fund 15L, increase services and supplies by \$1,816,218 offset by an equivalent increase to intergovernmental revenue for the 800 MHz System Upgrade Agreement, which will allow the Sheriff-Coroner to access centralized technical support for the County's public safety radio system and equipment.

Program VI – Debt Service

County Executive Office (Department 017)

Pension Obligation Bond Debt Service Fund (Fund 15J, Department 017, Budget Control 15J)

- Direct Auditor-Controller to close the Pension Obligation Bond Debt Service Fund 15J, and transfer any residual balances, estimated to be \$10, to Miscellaneous, Budget Control 004, as the final debt service payment was made in September 2021. Increase services and supplies by \$4,349 and establish transfers out to Miscellaneous, Budget Control 004, of \$10 offset by an increase in interest revenue of \$876 and a decrease to fund balance restricted for debt service of \$3,483.

In Miscellaneous, Budget Control 004, establish transfers in from Pension Obligation Bond Debt Service Fund 15J, of \$10 offset by a corresponding increase to services and supplies to allow for transfer of residual balances resulting from closure of the Pension Obligation Bond Debt Service Fund.

Program VII – Insurance, Reserves and Miscellaneous

County Executive Office (Department 017)

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

- In Miscellaneous, Budget Control 004, decrease contingency appropriations by \$800,784 offset by an equivalent decrease to NCC to fund FY 2021-22 Mid-Year Budget Adjustment requests from departments.

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Employee Benefits (Fund 100, Department 017, Budget Control 056)

- In Employee Benefits, Budget Control 056, add one Administrative Manager I position to support the County's open enrollment program. Employee Benefits has sufficient appropriations to absorb the cost of this position.

Workers' Compensation ISF (Fund 293, Department 017, Budget Control 293)

- In Workers' Compensation ISF, Fund 293, add two positions (one Administrative Manager II and one Staff Specialist) to support the County's ADA Title II Program. Increase salaries and benefits by \$132,222 offset by a corresponding increase to insurance premiums.

Registrar of Voters (Department 031)

Reprographics ISF (Fund 297, Department 031, Budget Control 297)

- In Reprographics ISF, Fund 297, increase equipment by \$895,249 and IT equipment by \$122,796 offset by a decrease in services and supplies of \$509,022 and buildings and improvements of \$509,023 and authorize the purchase of the following capital assets:
 - Mailing Equipment \$72,649
 - Folding Machine \$205,650
 - Packet Collator and Tower Collator \$274,200
 - Label Press \$342,750
 - Network Server \$122,796

OC Public Works (Department 080)

New and Replacement Vehicle Purchases

OC Fleet Services, Fund 296, is the centralized fund from which County vehicles are purchased and managed. The following purchases, changes to classes of vehicles and vehicle auction proceed adjustments are requested by departments:

OC Fleet Services (Fund 296, Department 080, Budget Control 296)

- In OC Fleet Services, Fund 296, establish transfers out to DA-PA, Budget Control 026, of \$4,048 offset by an equivalent decrease in fund balance designated for equipment replacement for proceeds collected from a vehicle auction.

In DA-PA, Budget Control 026, establish transfers in from OC Fleet Services, Fund 296, of \$4,048 offset by a corresponding increase in services and supplies for proceeds collected from a vehicle auction.

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- In OC Fleet Services, Fund 296, establish transfers out of \$33,909 to Probation, Budget Control 057, offset by an equivalent decrease in fund balance designated for equipment replacement for proceeds collected from a vehicle auction.

In Probation, Budget Control 057, establish transfers in of \$33,909 from OC Fleet Services, Fund 296, offset by a corresponding increase in services and supplies to replace equipment using vehicle auction proceeds.

- In OC Fleet Services, Fund 296, increase equipment by \$53,000 offset by an equivalent increase to transfers in from Probation, Budget Control 057, to purchase one new full-size Sport Utility Vehicle (Class MT-H) for the Professional Standards Division.

In Probation, Budget Control 057, increase transfers out to OC Fleet Services, Fund 296, by \$53,000 offset by a corresponding decrease in services and supplies and authorize the purchase of one full-size Sport Utility Vehicle for the Professional Standards Division.

- In OC Fleet Services, Fund 296, establish transfers out to HCA, Budget Control 042, of \$10,228 offset by an equivalent decrease in fund balance designated for equipment replacement for proceeds collected from a vehicle auction.

In HCA, Budget Control 042, establish transfers in of \$10,228 from OC Fleet Services, Fund 296, offset by a corresponding increase in services and supplies for proceeds collected from a vehicle auction.

- In OC Fleet Services, Fund 296, establish transfers out to John Wayne Airport, Fund 280, of \$5,067 offset by an equivalent decrease in fund balance designated for equipment replacement for proceeds collected from a vehicle auction.

In John Wayne Airport, Fund 280, establish transfers in from OC Fleet Services, Fund 296, of \$5,067 offset by a corresponding increase in services and supplies for proceeds collected from a vehicle auction.

Other Issues

American Rescue Plan Act (ARPA)

ARPA provides additional financial relief to address the continued impact of COVID-19 on the economy, public health, state and local governments, individuals, and businesses. The following actions set aside ARPA funding from the revenue replacement category for the provision of government services for eligible priorities and projects:

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

- In OC Community Resources, Budget Control 012, increase services and supplies by \$2,000,000, offset by a corresponding increase in ARPA revenue to reconcile with Board approved action from October 19, 2021, ASR S26C, for purchase of food and water storage equipment to aid in the event of a disaster or emergency, upon receipt and approval of an emergency preparedness plan from OC Hunger Alliance.
- In OC Community Resources, Budget Control 012, increase services and supplies by \$1,000,000, offset by a corresponding increase in ARPA revenue to reconcile with Board approved action from December 14, 2021, ASR S39Q, to provide program services for enhancement and expansion of anti-hate work.

American Rescue Plan Act (Fund 100, Department 017, Budget Control 087)

- In ARPA, Budget Control 087, increase special items appropriations by \$200,695,625 offset by a corresponding increase to federal revenue to reflect transfer of ARPA funding and appropriations from Miscellaneous, Budget Control 004.

In Miscellaneous, Budget Control 004, decrease special items appropriations by \$200,695,625 offset by an equivalent decrease to federal revenue to reflect transfer of ARPA funding and appropriations to ARPA, Budget Control 087.

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

- In HCA, Budget Control 042, increase services and supplies by \$2,475,804, offset by a corresponding increase in ARPA revenue to reconcile with Board approved action from December 14, 2021, ASR 21-001041, for temporary isolation shelter services.
- In HCA, Budget Control 042, increase services and supplies by \$1,283,250 offset by a corresponding increase in ARPA revenue to reconcile with Board approved action from January 11, 2022, ASR S33B, for increase in beds for temporary isolation shelter services.

Countywide Capital Projects Non-General Fund (Fund 15D, Department 036, Budget Control 15D)

- In Countywide Capital Projects Non-General Fund 15D, increase buildings and improvements by \$75,000,000 offset by an equivalent establishment of transfers in

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from ARPA, Budget Control 087, for design and construction of an Emergency Medical Services facility at El Toro.

In ARPA, Budget Control 087, increase transfers out to Countywide Capital Projects Non-General Fund 15D, by \$75,000,000 offset by an equivalent decrease to special items appropriations for design and construction of an Emergency Medical Services facility at El Toro.

OCIT Countywide Services (Fund 289, Department 017, Budget Control 289)

- In OCIT Countywide Services, Fund 289, increase services and supplies by \$1,280,000 and increase IT equipment by \$650,000 offset by an establishment of transfers in from ARPA, Budget Control 087, of \$1,930,000 to reconcile with Board approved action from September 28, 2021, ASR 21-000749, for the Remote Workspace delivery project.

In ARPA, Budget Control 087, increase transfers out to OCIT Countywide Services, Fund 289, by \$1,930,000 offset by an equivalent decrease to special items appropriations for the Remote Workspace delivery project.

- In OCIT Countywide Services, Fund 289, increase services and supplies by \$395,000 and IT equipment by \$50,000 offset by an establishment of transfers in from ARPA, Budget Control 087, of \$445,000 to reconcile with Board approved action from September 28, 2021, ASR 21-000749 for the Virtual Private Network (VPN) Solution project.

In ARPA, Budget Control 087, increase transfers out by \$445,000 to OCIT Countywide Services, Fund 289, offset by an equivalent decrease to special items appropriations for the Virtual Private Network (VPN) Solution project.

Projected ARPA Appropriations and Revenues Budget Adjustments

The COVID-19 pandemic may result in some County Departments' COVID-19 expenditures exceeding current budgeted appropriations, while other Departments may have expenditures below budgeted appropriations. In order to address current year ARPA appropriations and revenue needs due to the public health COVID-19 emergency, authorize Auditor-Controller to allocate **up to** the amounts identified in the table below, appropriate and reimburse actual department costs of COVID-19 related expenses that are not covered by other sources of state and federal revenues, as identified by the County Budget Office (CBO). Authorize Auditor-Controller to perform transfers between department allocations within the *FY 2021-22 Total ARPA Estimates*, as identified by the CBO.

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The \$11,360,932 MBAR Adjustment, if approved, will be withdrawn from the *FY 2021-22 Mid-Year/FY 2022-23 Budget/Strategic Priorities/Workers' Compensation* and will result in a remaining balance of \$21,014,372 in that category.

(1) The following MBAR adjustments are Department COVID-19 expenditure estimates for the current fiscal year and include costs associated with salaries and employee benefits to continue responding to the pandemic; hospital gowns and other supplies to enable compliance with COVID-19 measures; emergency shelter costs; Employee Health software system costs; Jail Pharmacy reconfiguration for COVID-19 operations; accounting staff time for preparing various ARPA claims and reports; and costs associated with COVID-19 campaigns, broadcasting services and translation services.

ARPA Revenue Loss Category	FY 2021-22	FY 2021-22	FY 2021-22
Department	Budget	MBAR Adjustment (1)	Total ARPA Estimates
Assessor	\$ 48,000	\$ -	\$ 48,000
Auditor-Controller	446,536	62,464	509,000
County Executive Office	825,000	500,000	1,325,000
Clerk of the Board	23,524	-	23,524
County Counsel	231,585	-	231,585
Child Support Services	483,000	-	483,000
Health Care Agency	-	10,796,368	10,796,368
John Wayne Airport	218,687	-	218,687
OC Community Resources	5,962,640	-	5,962,640
OC Public Works	252,577	-	252,577
OC Waste & Recycling Enterprise	90,561	-	90,561
Probation	463,212	-	463,212
Public Defender	584,500	-	584,500
Registrar of Voters	49,000	-	49,000
Social Services Agency	200,000	2,100	202,100
Countywide - Employee Emergency Paid Sick Leave (EPSL)	10,000,000	-	10,000,000
Total	\$ 19,878,822	\$ 11,360,932	\$ 31,239,754

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Projected Appropriations Savings Budget Adjustments

In order to address the current year projected appropriations savings, CEO recommends the following actions:

County Executive Office (Fund 100, Department 017, Budget Control 004)

- In Miscellaneous, Budget Control 004, authorize Auditor-Controller to increase transfers out to Countywide Capital Projects Non-General Fund 15D, by **up to \$5,000,000** offset by projected appropriations savings in Miscellaneous, as identified by CBO, for Central Utility Facility bond debt repayment. The use of projected appropriations savings in Miscellaneous will not result in service or program reductions.

In Countywide Capital Projects Non-General Fund 15D, authorize Auditor-Controller to increase transfers in from Miscellaneous, Budget Control 004, by up to \$5,000,000 offset by an equivalent increase in special items appropriations, as identified by CBO, for Central Utility Facility bond debt repayment.

Probation (Fund 100, Department 057, Budget Control 057)

- In Probation, Budget Control 057, authorize Auditor-Controller to increase transfers out to Countywide Capital Projects Non-General Fund 15D, by **up to \$6,000,000** offset by projected appropriations savings in Probation, as identified by CBO, for funding of future capital projects/strategic priorities. The use of projected appropriations savings and revenues higher than budget in Probation will not result in service or program reductions.

In Countywide Capital Projects Non-General Fund 15D, authorize Auditor-Controller to increase transfers in from Probation, Budget Control 057, by **up to \$6,000,000** offset by an equivalent increase in special items appropriations, as identified by CBO for funding of future capital projects/strategic priorities.

Retiree Medical Plan Information

In compliance with a recommendation from Internal Audit, the County established a policy to ensure submittal of Annual Required Contribution (ARC) rates to the Board of Supervisors. The County of Orange Third Amended Retiree Medical Plan is an Other Post-Employment Benefit (OPEB) plan intended to assist employees in maintaining health insurance coverage following retirement from County service. Eligible retired County employees receive a monthly grant which helps offset the cost of monthly County offered health plans and/or Medicare premiums. The monthly grant amount is determined by a formula that multiplies a base dollar amount by the number of years of County employment up to a maximum of twenty-five years. The base dollar amount for calendar year 2022 is \$24.63.

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In order to more adequately fund benefits under the Retiree Medical Plan, the Board adopted the Retiree Medical Trust in 2007. Governmental Accounting Standards Board (GASB) Statements No. 74 and 75 require the preparation of a biennial actuarial valuation for OPEB plans. The County contracts with Bartel to prepare the biennial actuarial valuation. The County has received the June 30, 2021, valuation for the Retiree Medical Plan for Fiscal Years 2022-23 and 2023-24. The 2021 valuation calculates the ARC rates for the various rate groups. The following table demonstrates the change in the ARC rates for FY 2022-23 as compared to FY 2021-22 and estimated FY 2022-23 budgetary impact:

Table A

Retiree Medical ARC Comparison						
Rate Groups	Retiree Medical Contribution Rates		Variance	FY 22-23		
	FY 21-22	FY 22-23		Budgeted Payroll (1)	Change in Contributions	Estimated NCC Impact
	American Federation of State, County and Municipal Employees (AFSCME)	0.20%		0.20%	0.00%	\$ 86,348,329
Association of Orange County Deputy Sheriffs	1.60%	1.30%	-0.30%	263,125,684	(789,377)	(577,656)
General	3.40%	3.30%	-0.10%	997,432,036	(997,432)	(690,178)
Orange County Attorneys Association	0.30%	0.30%	0.00%	81,295,697	-	-
Law Enforcement Management	3.10%	2.70%	-0.40%	16,143,364	(64,573)	(53,538)
Public Safety - General	2.00%	1.80%	-0.20%	8,640,911	(17,282)	(9,718)
Public Safety - Probation	2.90%	3.30%	0.40%	49,690,203	198,761	198,761
Total				\$ 1,502,676,224	\$ (1,669,903)	\$ (1,132,329)

Notes:

1) FY 2022-23 Budgeted Payroll from FY 2022-23 SBFS projection as of 9/3/2021. Budgeted payroll includes supplemental pay items.

Budget Adoption Schedule

In accordance with the SB 1315 amendment to the County Budget Act, approved by the Governor on July 1, 2016, the County may, in lieu of approving the recommended budget, approve a budget adoption schedule on or before May 30 that provides:

1. The Recommended Budget be made available to the public on or before May 30.
2. A notice be published stating that the Recommended Budget is available to members of the public, and that the Board will conduct a public hearing on the Recommended Budget, including the time and place of that hearing.
3. On or before June 20, but not fewer than 10 days after the Recommended Budget is made available to the public, the Board shall conduct the public hearing on the Recommended Budget.
4. After the conclusion of the hearing on the Recommended Budget, and not later than June 30, the Board shall adopt the budget by resolution.

The following is the proposed budget adoption schedule for the FY 2022-23 Budget:

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1. The FY 2022-23 Recommended Budget will be available to the public on or before May 25, 2022.
2. A notice stating that the Recommended Budget is available to members of the public and the time and place of the public hearing will be published on or before May 25, 2022.
3. On June 14, 2022, or no later than June 27, the Board shall conduct the public budget hearing on the Recommended Budget.
4. On June 28, or no later than June 30, 2022, the Board shall adopt the FY 2022-23 Budget by resolution.



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HUMAN RESOURCES ISSUES

Position Update

Included in this section are documents identifying changes to the total number of County positions. The Board adopted FY 2021-22 total position count was 18,000. The total authorized position count following approved position changes from the FY 2020-21 September Budget Report was 18,204. Since then, a total of 11 aged vacant positions were deleted in accordance with the Vacant Position Policy, bringing the position count to 18,193. As part of the FY 2021-22 Mid-Year Budget Report, a net of 225 position additions are requested. Position changes, if approved, will result in an authorized position count of 18,418.

Department Position Change Requests

Detailed departmental position change request information is included in the *Budget Issues* section of this report. As part of the FY 2021-22 Mid-Year Budget Report, departments requested the net addition of 225 positions.

Vacant Position Policy

In accordance with the vacant position policy approved by the Board on June 26, 2018, and effective July 1, 2018, the following aged vacant positions were deleted from October 1, 2021 to January 1, 2022:

Department/Budget Control/Fund	Title Class	Title Class Description	# of Positions
Program I – Public Protection			
Probation (057)	0822SM	Accounting Office Supervisor II	(1)
	7408PS	Deputy Probation Officer II	(2)
		Subtotal – Program I	(3)
Program II – Community Services			
Child Support Services (027)	6522SM	Supervising Child Support Specialist	(2)
	0830CL	Cashier	(1)
		Subtotal – Program II	(3)
Program VII - Insurance, Reserves & Miscellaneous			
OCIT Shared Services (037)	7979GE	IT Database Administrator II	(1)
	7966GE	IT Systems Engineer II	(1)
	7905GE	IT Systems Technician II	(1)
	7977SM	Senior Information Technologist	(1)
OCIT Countywide Services (289)	7988SM	Senior IT Business Analyst	(1)
		Subtotal – Program VII	(5)
		Total Aged Vacant Deletions	(11)

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Vacant Positions

The *Vacant Positions-Aged* document displays vacant positions by the length of time they have been vacant. Most vacant positions have been vacant eleven months or less and are a result of normal turnover.

Total Positions

The *Position Summary* document displays the total number of positions by program and budget control. Recommended changes to the Master Position Control are summarized in the *Position Change Summary* section.

Classification Issues

The Classification Maintenance Studies section begins on page 73 of this document.

**FY 2021-22 MID-YEAR BUDGET REPORT
POSITION SUMMARY**

Budget Control Description	Budget Control	FY 2021-22 Adopted Positions	Authorized Positions at September 28, 2021	Position Deletions*	Current Authorized Positions	Mid-Year Budget Report Changes		Total Positions
						Regular Positions	Limited-Term Positions	
Program I - Public Protection								
District Attorney-Public Administrator	026	827	843		843			843
Public Administrator	029	19	19		19			19
Emergency Management Division	032	0	0		0			0
Sheriff Court Operations	047	0	0		0			0
Office of Independent Review	051	4	4		4			4
Probation	057	1,115	1,104	(3)	1,101			1,101
Public Defender	058	418	419		419		26	445
Sheriff-Coroner	060	3,900	3,900		3,900		4	3,904
General Fund Subtotal		6,283	6,289	(3)	6,286	0	30	6,316
County Automated Fingerprint ID	109	14	14		14			14
Jail Commissary	143	37	36		36			36
Inmate Welfare	144	28	28		28			28
Non-General Funds Subtotal		79	78	0	78	0	0	78
TOTAL PROGRAM I - PUBLIC PROTECTION		6,362	6,367	(3)	6,364	0	30	6,394
Program II - Community Services								
OC Community Resources	012	107	117		117	9	8	134
OC Animal Care	024	124	128		128			128
Child Support Services	027	395	395	(3)	392			392
HCA Public Guardian	030	36	36		36			36
Health Care Agency	042	2,894	2,929		2,929			2,929
Social Services Agency	063	4,286	4,356		4,356	122		4,478
General Fund Subtotal		7,842	7,961	(3)	7,958	131	8	8,097
OC Public Libraries	120	377	377		377	22		399
OC Housing Authority (OCHA)	15F	114	120		120			120
OC Housing	15G	13	13		13			13
OC Parks	405	346	336		336	4		340
Non-General Funds Subtotal		850	846	0	846	26	0	872
TOTAL PROGRAM II - COMMUNITY SERVICES		8,692	8,807	(3)	8,804	157	8	8,969
Program III - Infrastructure & Environmental Resources								
OC Watersheds	034	42	42		42			42
Utilities	040	19	19		19	(1)		18
Building & Safety General Fund	071	43	43		43	2		45
OC Public Works	080	270	274		274	3		277
General Fund Subtotal		374	378	0	378	4	0	382
OC Road	115	156	159		159	2		161
Parking Facilities	137	3	3		3			3
Airport Operating Enterprise	280	169	176		176			176
OC Waste & Recycling	299	284	284		284			284
OC Flood	400	256	261		261	(2)		259
Non-General Funds Subtotal		868	883	0	883	0	0	883
TOTAL PROGRAM III - INFRASTRUCTURE & ENVIRONMENTAL RESOURCES		1,242	1,261	0	1,261	4	0	1,265

**FY 2021-22 MID-YEAR BUDGET REPORT
POSITION SUMMARY**

Budget Control Description	Budget Control	FY 2021-22 Adopted Positions	Authorized Positions at September 28, 2021	Position Deletions*	Current Authorized Positions	Mid-Year Budget Report Changes		Total Positions
						Regular Positions	Limited-Term Positions	
Program IV - General Government Services								
Assessor	002	263	282		282			282
Auditor-Controller	003	404	414		414	1		415
Board of Supervisors - 1st District	006	10	10		10			10
Board of Supervisors - 2nd District	007	10	10		10			10
Board of Supervisors - 3rd District	008	10	10		10			10
Board of Supervisors - 4th District	009	10	10		10			10
Board of Supervisors - 5th District	010	10	10		10			10
Clerk of the Board	011	26	26		26			26
County Executive Office	017	77	84		84			84
County Counsel	025	98	101		101			101
Registrar of Voters	031	49	49		49			49
OC Real Estate	035	30	31		31			31
OC Campaign Finance & Ethics Commission	052	2	2		2			2
Human Resources	054	152	167		167	18	1	186
Clerk-Recorder	059	111	110		110			110
Treasurer-Tax Collector	074	70	76		76	3		79
Internal Audit	079	13	13		13			13
General Fund Subtotal		1,345	1,405	0	1,405	22	1	1,428
TOTAL PROGRAM IV - GENERAL GOVERNMENT SERVICES		1,345	1,405	0	1,405	22	1	1,428
Program VII - Insurance, Reserves & Miscellaneous								
OCIT Shared Services	037	140	141	(4)	137			137
Employee Benefits	056	19	19		19	1		20
General Fund Subtotal		159	160	(4)	156	1	0	157
OCIT Countywide Services	289	75	75	(1)	74			74
Workers' Compensation ISF	293	21	21		21	2		23
Property & Casualty ISF	294	12	13		13			13
OC Fleet Services	296	74	77		77			77
Reprographics ISF	297	18	18		18			18
Non-General Funds Subtotal		200	204	(1)	203	2	0	205
TOTAL PROGRAM VII - INSURANCE, RESERVES & MISCELLANEOUS		359	364	(5)	359	3	0	362
GENERAL FUND TOTAL		16,003	16,193	(10)	16,183	158	39	16,380
NON-GENERAL FUNDS TOTAL		1,997	2,011	(1)	2,010	28	0	2,038
GRAND TOTAL		18,000	18,204	(11)	18,193	186	39	18,418

* Includes Aged Vacant Position Policy position deletions effective between October 1, 2021 and January 1, 2022.

**FY 2021-22 MID-YEAR BUDGET REPORT
VACANT POSITIONS - AGED
as of December 31, 2021**

Budget Control Description	Number of Months Vacant				TOTAL VACANT	Percent of Total Vacant	Percent of Total Authorized
	Budget Control	18+	12 - 17	0 - 11			
Program I - Public Protection							
District Attorney-Public Administrator	026	6	4	42	52	2.5%	6.2%
Public Administrator	029	0	1	2	3	0.2%	15.8%
Office of Independent Review	051	0	0	2	2	0.1%	50.0%
Probation	057	55	16	77	148	7.2%	13.4%
Public Defender	058	2	1	17	20	1.0%	4.8%
Sheriff-Coroner	060	38	85	248	371	18.1%	9.5%
County Automated Fingerprint ID	109	0	0	0	0	0.0%	0.0%
Jail Commissary	143	2	0	4	6	0.3%	16.7%
Inmate Welfare	144	0	11	2	13	0.6%	46.4%
TOTAL PROGRAM I - PUBLIC PROTECTION		103	118	394	615	30.0%	9.7%
Program II - Community Services							
OC Community Resources	012	1	0	9	10	0.5%	8.6%
OC Animal Care	024	0	3	18	21	1.0%	16.4%
Child Support Services	027	0	3	40	43	2.1%	11.0%
HCA Public Guardian	030	0	1	7	8	0.4%	22.2%
Health Care Agency	042	72	171	383	626	30.5%	21.4%
Social Services Agency	063	13	45	263	321	15.6%	7.4%
OC Public Libraries	120	3	4	39	46	2.2%	12.2%
OC Housing Authority (OCHA)	15F	0	2	11	13	0.6%	10.8%
OC Housing	15G	1	1	1	3	0.2%	23.1%
OC Parks	405	0	0	21	21	1.0%	6.3%
TOTAL PROGRAM II - COMMUNITY SERVICES		90	230	792	1112	54.2%	12.6%
Program III - Infrastructure & Environmental Resources							
OC Watersheds	034	0	0	2	2	0.1%	4.8%
Utilities	040	0	0	0	0	0.0%	0.0%
Building & Safety General Fund	071	1	0	4	5	0.2%	11.6%
OC Public Works	080	6	7	17	30	1.5%	11.0%
OC Road	115	1	4	17	22	1.1%	13.8%
Parking Facilities	137	0	0	0	0	0.0%	0.0%
Airport Operating Enterprise	280	1	5	12	18	0.9%	10.2%
OC Waste & Recycling	299	6	4	16	26	1.3%	9.2%
OC Flood	400	8	7	27	42	2.1%	16.1%
TOTAL PROGRAM III - INFRASTRUCTURE & ENVIRONMENTAL RESOURCES		23	27	95	145	7.1%	11.5%

**FY 2021-22 MID-YEAR BUDGET REPORT
VACANT POSITIONS - AGED
as of December 31, 2021**

Budget Control Description	Number of Months Vacant					Percent of Total Vacant	Percent of Total Authorized
	Budget Control	18+	12 - 17	0 - 11	TOTAL VACANT		
Program IV - General Government Services							
Assessor	002	0	3	34	37	1.8%	13.1%
Auditor-Controller	003	1	1	27	29	1.4%	7.0%
Board of Supervisors - 1st District	006	1	0	2	3	0.2%	30.0%
Board of Supervisors - 2nd District	007	0	1	1	2	0.1%	20.0%
Board of Supervisors - 3rd District	008	0	1	1	2	0.1%	20.0%
Board of Supervisors - 4th District	009	2	0	0	2	0.1%	20.0%
Board of Supervisors - 5th District	010	0	0	2	2	0.1%	20.0%
Clerk of the Board	011	2	0	2	4	0.2%	15.4%
County Executive Office	017	0	0	12	12	0.6%	14.3%
County Counsel	025	0	1	1	2	0.1%	2.0%
Registrar of Voters	031	0	0	4	4	0.2%	8.2%
OC Real Estate	035	0	1	1	2	0.1%	6.5%
OC Campaign Finance & Ethics Commission	052	0	0	0	0	0.0%	0.0%
Human Resources	054	0	0	18	18	0.9%	10.8%
Clerk-Recorder	059	0	2	7	9	0.4%	8.2%
Treasurer-Tax Collector	074	4	1	10	15	0.7%	19.7%
Internal Audit	079	0	0	1	1	0.1%	7.7%
TOTAL PROGRAM IV - GENERAL GOVERNMENT SERVICES		10	11	123	144	7.0%	10.3%
Program VII - Insurance, Reserves & Miscellaneous							
OCIT Shared Services	037	2	3	5	10	0.5%	7.3%
Employee Benefits	056	0	0	0	0	0.0%	0.0%
OCIT Countywide Services	289	1	1	7	9	0.4%	12.2%
Workers' Compensation ISF	293	1	0	3	4	0.2%	19.1%
Property & Casualty ISF	294	0	0	1	1	0.1%	7.7%
OC Fleet Services	296	0	0	11	11	0.5%	14.3%
Reprographics ISF	297	0	0	2	2	0.1%	11.1%
TOTAL PROGRAM VII - INSURANCE, RESERVES & MISCELLANEOUS		4	4	29	37	1.8%	10.3%
GRAND TOTAL		230	390	1,433	2,053	100.0%	11.3%
% of Total Vacant		11.2%	19.0%	69.8%	100.0%		
Comparison to Previous Periods:		18+	12 - 17	0 - 11	TOTAL		
FY 20-21 July - December		5.6%	14.8%	79.7%	100.0%		
FY 19-20 July - December		5.5%	12.8%	81.7%	100.0%		
FY 18-19 July - December		14.0%	7.5%	78.5%	100.0%		

RECOMMENDED ACTIONS

A four-fifths vote is required on Recommended Actions One, Two, and Five. The requested appropriation, revenue, transfers in/out and reserve changes are summarized in this section of the report in the *Budget Adjustment Summary* document. The requested position changes are summarized in the *Position Change Summary*.

1. Direct the Auditor-Controller to revise appropriations, revenues, transfers in/out, reserves and obligated fund balances as detailed in the *Budget Adjustment Summary* in accordance with Government Code Sections 29130, 29125 and 25252. **(Requires four-fifths vote)**
2. Authorize the Auditor-Controller to revise Departments' American Rescue Plan Act (ARPA) appropriations and revenues and perform the budgetary actions identified in the Budget Issues Section. **(Requires four-fifths vote)**
3. Direct County Executive Office Human Resource Services to amend the master position control, subject to final classification review, as detailed in the *Position Change Summary*.
4. Direct the Auditor-Controller to make payment from Fund 12J to the entities and up to amounts as summarized in the table included in the Budget Issues section of this report and upon receipt of approved payment request forms from the County Executive Office.
5. Direct Auditor-Controller to close the Pension Obligation Bond Debt Service Fund 15J, and transfer any residual balances to Miscellaneous, Budget Control 004. **(Requires four-fifths vote)**
6. Approve the addition of events to the FY 2021-22 County Event Calendar, as set forth in Attachment C, and per Government Code Section 26227, find that the events therein will serve a public purpose of the County of Orange and will meet the social needs of the population of the County, including but not limited to, the areas of health, law enforcement, public safety, rehabilitation, welfare, education, and legal services, and the needs of physically, mentally and financially handicapped persons and aged persons; that County staff and resources may be used in furtherance of such events; and that County staff may solicit donations of funds and services for such events.
7. Approve the FY 2022-23 budget adoption schedule as follows: (a) The FY 2022-23 Recommended Budget will be available to the public on or before May 25, 2022; (b) A notice stating that the Recommended Budget is available to members of the public and the time and place of the public hearing will be published on or before May 25, 2022; (c) On June 14, 2022, or no later than June 27, the Board shall conduct the public budget hearing on the

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Recommended Budget; and (d) By June 28, or no later than June 30, 2022, the Board shall adopt the FY 2022-23 Budget by resolution.

Note: Recommended Actions eight through twenty, related to position maintenance studies, begin on page 73 of this document.

FY 2021-22 Mid-Year Budget Report - Budget Adjustment Summary

Budget Control Name	Fund	Dept Code	Budget Control	Budget Unit	Rev Source	Object	Balance Sheet Acct	Dept Rev Source	Dept Obj Code	Dept Bal Sheet Code	Appropriations	Revenue	Inc/Dec Reserves	Net County Cost
P1 - Public Protection														
Recognize Revenue and Adjust Transfers In														
District Attorney - Public Administrator	100	026	026	026-2000	6970			0040			0	600,000	0	0
District Attorney - Public Administrator	100	026	026	026-2000	7811			T12G			0	889,700	0	0
District Attorney - Public Administrator	100	026	026	026-2000	7811			T12H			0	(1,489,700)	0	0
Real Estate Prosecution Fund	12G	026	12G	12G-2000		4800			T026		889,700	0	0	0
Real Estate Prosecution Fund	12G	026	12G	12G-2000		5000			0000		(889,700)	0	0	0
Proposition 64 - Consumer Protection	12H	026	12H	12H-2000		4800			T026		(1,489,700)	0	0	0
Proposition 64 - Consumer Protection	12H	026	12H	12H-2000			9720				0	0	1,489,700	0
Recognize Revenue and Adjust Transfers In											0	1,489,700	0	0
IT Equipment Purchases														
District Attorney - Public Administrator	100	026	026	026-7000		4040			0000		400,000	0	0	0
District Attorney - Public Administrator	100	026	026	026-2000	7811			T14J			0	400,000	0	0
Excess Public Safety Sales Tax	14J	017	14J	14J-5500		4800			T026		400,000	0	0	0
Excess Public Safety Sales Tax	14J	017	14J	14J-5500			9720				0	0	(400,000)	0
IT Equipment Purchases											800,000	400,000	(400,000)	0
Case Files Digitization														
District Attorney - Public Administrator	100	026	026	026-7000		1900			0000		600,000	0	0	0
District Attorney - Public Administrator	100	026	026	026-7000	7811			T14J			0	600,000	0	0
Excess Public Safety Sales Tax	14J	017	14J	14J-5500		4800			T026		600,000	0	0	0
Excess Public Safety Sales Tax	14J	017	14J	14J-5500			9720				0	0	(600,000)	0
Case Files Digitization											1,200,000	600,000	(600,000)	0
Leased Vehicle Purchase														
District Attorney - Public Administrator	100	026	026	026-3000		4000			0000		25,000	0	0	0
District Attorney - Public Administrator	100	026	026	026-3000	7811			T116			0	25,000	0	0
Narcotic Forfeiture & Seizure	116	026	116	116-2000		4800			T026		25,000	0	0	0
Narcotic Forfeiture & Seizure	116	026	116	116-2000			9720				0	0	(25,000)	0
Leased Vehicle Purchase											50,000	25,000	(25,000)	0

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Bucket Truck Purchase														
Narcotic Forfeiture & Seizure	116	026	116	116-2000		4000			0000		140,000	0	0	0
Narcotic Forfeiture & Seizure	116	026	116	116-2000			9720				0	0	(140,000)	
											140,000	0	(140,000)	0
Youth Program & Facilites Grant Equipment Purchases														
Probation	100	057	057	057-8000		1900			0000		(10,350)	0	0	0
Probation	100	057	057	057-8000		4000			0000		337,800	0	0	0
Probation	100	057	057	057-9400		4000			0000		28,550	0	0	0
Probation	100	057	057	057-8000	6970			6150			0	327,450	0	0
Probation	100	057	057	057-9400	6970			6150			0	28,550	0	0
											356,000	356,000	0	0
Youth Program & Facilites Grant Equipment Purchases														
Transfers from Probation to Countywide Capital Projects														
Probation	100	057	057	057-5000		0101			0000		(1,000,000)	0	0	0
Probation	100	057	057	057-8000		0101			0000		(598,049)	0	0	0
Probation	100	057	057	057-8000		4801			T15D		5,000,000	0	0	0
Probation	100	057	057	057-3500	6830			0109			0	950,703	0	0
Probation	100	057	057	057-3500	6970			0109			0	225,500	0	0
Probation	100	057	057	057-4000	6830			0109			0	382,781	0	0
Probation	100	057	057	057-8000	6830			012Y			0	1,842,967	0	0
Countywide Capital Projects Non-General Fund	15D	036	15D	15D-P0GF	7810			T057			0	5,000,000	0	0
Countywide Capital Projects Non-General Fund	15D	036	15D	15D-P0GF		5000			0000		5,000,000	0	0	0
											8,401,951	8,401,951	0	0
Add Positions for Public Defense Pilot Program														
Public Defender	100	058	058	058-2010		0101			0000		1,902,600	0	0	0
Public Defender	100	058	058	058-2010		0102			0000		469,872	0	0	0
Public Defender	100	058	058	058-2010		0200			0000		681,926	0	0	0
Public Defender	100	058	058	058-2010		0205			0000		8,142	0	0	0
Public Defender	100	058	058	058-2010		0206			0000		21,158	0	0	0
Public Defender	100	058	058	058-2010		0207			0000		14,040	0	0	0
Public Defender	100	058	058	058-2010		0301			0000		1,894	0	0	0
Public Defender	100	058	058	058-2010		0305			0000		10,062	0	0	0

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Add Positions for Public Defense Pilot Program (continued)														
Public Defender	100	058	058	058-2010		0306			0000		245,244	0	0	0
Public Defender	100	058	058	058-2010		0308			0000		9,792	0	0	0
Public Defender	100	058	058	058-2010		0309			0000		1,920	0	0	0
Public Defender	100	058	058	058-2010		0310			0000		840	0	0	0
Public Defender	100	058	058	058-2010		0319			0000		4,992	0	0	0
Public Defender	100	058	058	058-2010		0401			0000		27,586	0	0	0
Public Defender	100	058	058	058-2010		0403			0000		37,504	0	0	0
Public Defender	100	058	058	058-2010	6970			0000			0	3,437,572	0	0
Add Positions for Public Defense Pilot Program											3,437,572	3,437,572	0	0
Patrol Video System Replacement														
Sheriff-Coroner	100	060	060	060-9420		1840			0000		1,431,510	0	0	0
Sheriff-Coroner	100	060	060	060-9420	7811			T13R			0	1,431,510	0	0
Sheriff-Coroner Replacement and Maintenance Fund (SCRAM)	13R	060	13R	13R-9493		4040			R301		(1,431,510)	0	0	0
Sheriff-Coroner Replacement and Maintenance Fund (SCRAM)	13R	060	13R	13R-9493		4800			T060		1,431,510	0	0	0
Patrol Video System Replacement											1,431,510	1,431,510	0	0
Grant Revenue and Equipment Purchases														
Sheriff-Coroner	100	060	060	060-1444		4000			0000		525,000	0	0	0
Sheriff-Coroner	100	060	060	060-5451		4000			0000		50,000	0	0	0
Sheriff-Coroner	100	060	060	060-5451		4000			0000		150,000	0	0	0
Sheriff-Coroner	100	060	060	060-1444		4040			0000		244,351	0	0	0
Sheriff-Coroner	100	060	060	060-1444	7110			1163			0	244,351	0	0
Sheriff-Coroner	100	060	060	060-1444	7110			1170			0	525,000	0	0
Sheriff-Coroner	100	060	060	060-5451	7110			1167			0	50,000	0	0
Sheriff-Coroner	100	060	060	060-5451	7110			1336			0	150,000	0	0
Grant Revenue and Equipment Purchases											969,351	969,351	0	0
Purchase Rapid DNA Machine														
Sheriff Narcotics Program-Department of Justice	132	060	132	132-1499		4000			0000		275,000	0	0	0
Sheriff Narcotics Program-Department of Justice	132	060	132	132-1499		5000			0000		(275,000)	0	0	0
Purchase Rapid DNA Machine											0	0	0	0

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Investment Administrative Fees														
Excess Public Safety Sales Tax	14J	017	14J	14J-5500		1912			0000		15,000	0	0	0
Excess Public Safety Sales Tax	14J	017	14J	14J-5500	6610			0000			0	15,000	0	0
											15,000	0	0	0
Re-appropriate Cancelled Encumbrances														
Sheriff-Coroner Construction and Facility Development	14Q	060	14Q	14Q-P182		4200			0000		199,824	0	0	0
Sheriff-Coroner Construction and Facility Development	14Q	060	14Q	14Q-P183		4200			0000		366,872	0	0	0
Sheriff-Coroner Construction and Facility Development	14Q	060	14Q	14Q-P19F		4200			0000		1,151,357	0	0	0
Sheriff-Coroner Construction and Facility Development	14Q	060	14Q	14Q-P212		4200			0000		950,000	0	0	0
Sheriff-Coroner Construction and Facility Development	14Q	060	14Q	14Q-P213		4200			0000		13,280	0	0	0
Sheriff-Coroner Construction and Facility Development	14Q	060	14Q	14Q-P214		4200			0000		16,760	0	0	0
Sheriff-Coroner Construction and Facility Development	14Q	060	14Q	14Q-P182			9720				0	0	(199,824)	0
Sheriff-Coroner Construction and Facility Development	14Q	060	14Q	14Q-P183			9720				0	0	(366,872)	0
Sheriff-Coroner Construction and Facility Development	14Q	060	14Q	14Q-P19F			9720				0	0	(1,151,357)	0
Sheriff-Coroner Construction and Facility Development	14Q	060	14Q	14Q-P212			9720				0	0	(950,000)	0
Sheriff-Coroner Construction and Facility Development	14Q	060	14Q	14Q-P213			9720				0	0	(13,280)	0
Sheriff-Coroner Construction and Facility Development	14Q	060	14Q	14Q-P214			9720				0	0	(16,760)	0
											2,698,093	0	(2,698,093)	0
Re-appropriate Cancelled Encumbrances														
Intake Release Center Fire Monitoring System Upgrade														
Sheriff-Coroner Construction and Facility Development	14Q	060	14Q	14Q-P227		4200			0000		1,092,500	0	0	0
Sheriff-Coroner Construction and Facility Development	14Q	060	14Q	14Q-P227	7811			T15D			0	1,092,500	0	0
Countywide Capital Projects Non-General Fund	15D	036	15D	15D-P000		1400			0000		(1,092,500)	0	0	0
Countywide Capital Projects Non-General Fund	15D	036	15D	15D-PL27		4801			T14Q		1,092,500	0	0	0
											1,092,500	1,092,500	0	0
Intake Release Center Fire Monitoring System Upgrade														

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Jail Facilities ADA Accessibility Upgrade Project														
Sheriff-Coroner Construction and Facility Development	14Q	060	14Q	14Q-P228		4200			0000		446,400	0	0	0
Sheriff-Coroner Construction and Facility Development	14Q	060	14Q	14Q-P228	7811			T15D			0	446,400	0	0
Countywide Capital Projects Non-General Fund	15D	036	15D	15D-P000		1400			0000		(446,400)	0	0	0
Countywide Capital Projects Non-General Fund	15D	036	15D	15D-PL26		4801			T14Q		446,400	0	0	0
Jail Facilities ADA Accessibility Upgrade Project												446,400	0	0
Theo Lacy Facility Security Block Wall Project														
Sheriff-Coroner Construction and Facility Development	14Q	060	14Q	14Q-P226		4200			0000		300,000	0	0	0
Sheriff-Coroner Construction and Facility Development	14Q	060	14Q	14Q-P226	7811			T15D			0	300,000	0	0
Countywide Capital Projects Non-General Fund	15D	036	15D	15D-P000		1400			0000		(300,000)	0	0	0
Countywide Capital Projects Non-General Fund	15D	036	15D	15D-PL25		4801			T14Q		300,000	0	0	0
Theo Lacy Facility Security Block Wall Project												300,000	0	0
Proposition 69 - DNA Identification Fund Revenues Allocation														
District Attorney-Public Administrator	100	026	026	026-2000		4000			0000		234,403	0	0	0
District Attorney-Public Administrator	100	026	026	026-2000		1900			0000		116,260	0	0	0
District Attorney-Public Administrator	100	026	026	026-2000	7811			T12J			0	350,663	0	0
Sheriff-Coroner	100	060	060	060-9422		4000			0000		26,000	0	0	0
Sheriff-Coroner	100	060	060	060-9422	7811			T12J			0	26,000	0	0
Proposition 69 - DNA Identification Fund	12J	017	12J	12J-5500		3100			0000		444,722	0	0	0
Proposition 69 - DNA Identification Fund	12J	017	12J	12J-5500		4800			T026		350,663	0	0	0
Proposition 69 - DNA Identification Fund	12J	017	12J	12J-5500		4800			T060		26,000	0	0	0
Proposition 69 - DNA Identification Fund	12J	017	12J	12J-5500			9720				0	0	(26,000)	0
Proposition 69 - DNA Identification Fund	12J	017	12J	12J-5500			9720				0	0	(795,385)	0
Proposition 69 - DNA Identification Fund Revenues Allocation												1,198,048	376,663	(821,385)

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P2 - Community Services														
Increase Appropriations and Revenue for OCCR Programs														
OC Community Resources	100	012	012	012-2700		1900			0000		12,223,790	0	0	0
OC Community Resources	100	012	012	012-2700	7110			0000			0	12,223,790	0	0
Increase Appropriations and Revenue for OCCR Programs											12,223,790	0	0	0
Add One Staff Specialist for Office on Aging														
OC Community Resources	100	012	012	012-2700		0101			0000		29,010	0	0	29,010
OC Community Resources	100	012	012	012-2700		0200			0000		10,014	0	0	10,014
OC Community Resources	100	012	012	012-2700		0205			0000		582	0	0	582
OC Community Resources	100	012	012	012-2700		0206			0000		984	0	0	984
OC Community Resources	100	012	012	012-2700		0301			0000		30	0	0	30
OC Community Resources	100	012	012	012-2700		0306			0000		3,486	0	0	3,486
OC Community Resources	100	012	012	012-2700		0319			0000		312	0	0	312
OC Community Resources	100	012	012	012-2700		0401			0000		420	0	0	420
Add One Staff Specialist for Office on Aging											44,838	0	0	44,838
Add 11 Positions for Community Investment														
OC Community Resources	100	012	012	012-2800		0101			0000		330,510	0	0	0
OC Community Resources	100	012	012	012-2800		0200			0000		115,872	0	0	0
OC Community Resources	100	012	012	012-2800		0205			0000		4,686	0	0	0
OC Community Resources	100	012	012	012-2800		0206			0000		11,238	0	0	0
OC Community Resources	100	012	012	012-2800		0301			0000		330	0	0	0
OC Community Resources	100	012	012	012-2800		0305			0000		246	0	0	0
OC Community Resources	100	012	012	012-2800		0306			0000		47,838	0	0	0
OC Community Resources	100	012	012	012-2800		0308			0000		540	0	0	0
OC Community Resources	100	012	012	012-2800		0309			0000		84	0	0	0
OC Community Resources	100	012	012	012-2800		0310			0000		24	0	0	0
OC Community Resources	100	012	012	012-2800		0319			0000		2,808	0	0	0
OC Community Resources	100	012	012	012-2800		0401			0000		4,794	0	0	0
OC Community Resources	100	012	012	012-2800		0403			0000		3,504	0	0	0
OC Community Resources	100	012	012	012-2800		1900			0000		1,250,000	0	0	0

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Add 11 Positions for Community Investment (continued)														
OC Community Resources	100	012	012	012-2800	7110			0000			0	1,429,346	0	0
OC Community Resources	100	012	012	012-2800	7590			0000			0	343,128	0	0
											1,772,474	0	0	
Add Four Limited-Term Positions for Employment Program Support														
OC Community Resources	100	012	012	012-2800		0101			0000		116,028	0	0	0
OC Community Resources	100	012	012	012-2800		0200			0000		40,056	0	0	0
OC Community Resources	100	012	012	012-2800		0205			0000		2,322	0	0	0
OC Community Resources	100	012	012	012-2800		0206			0000		3,948	0	0	0
OC Community Resources	100	012	012	012-2800		0301			0000		114	0	0	0
OC Community Resources	100	012	012	012-2800		0306			0000		13,950	0	0	0
OC Community Resources	100	012	012	012-2800		0319			0000		1,248	0	0	0
OC Community Resources	100	012	012	012-2800		0401			0000		1,680	0	0	0
OC Community Resources	100	012	012	012-2800	7590			0000			0	179,346	0	0
											179,346	0	0	
Add Four Limited-Term Positions for Employment Program Support														
Mobile Workforce Unit Purchase														
OC Community Resources	100	012	012	012-2800		4000			0000		350,000	0	0	0
OC Community Resources	100	012	012	012-2800	7110			0000			0	350,000	0	0
											350,000	0	0	
Add One Procurement Contract Specialist Position														
OC Community Resources	100	012	012	012-1304		0101			0000		35,376	0	0	0
OC Community Resources	100	012	012	012-1304		0200			0000		12,210	0	0	0
OC Community Resources	100	012	012	012-1304		0205			0000		708	0	0	0
OC Community Resources	100	012	012	012-1304		0206			0000		1,200	0	0	0
OC Community Resources	100	012	012	012-1304		0301			0000		36	0	0	0
OC Community Resources	100	012	012	012-1304		0306			0000		3,486	0	0	0
OC Community Resources	100	012	012	012-1304		0319			0000		312	0	0	0
OC Community Resources	100	012	012	012-1304		0401			0000		510	0	0	0
OC Community Resources	100	012	012	012-1304	7590			0000			0	53,838	0	0
											53,838	0	0	
Add One Procurement Contract Specialist Position														
											53,838	0	0	

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OC Public Libraries - Capital Projects Reallocation														
OC Public Libraries - Capital	119	012	119	119-PL10		1900			0000		479,000	0	0	0
OC Public Libraries - Capital	119	012	119	119-PL07		4200			0000		(479,000)	0	0	0
OC Public Libraries - Add 22 Positions														
OC Public Libraries	120	012	120	120-4101		0101			0000		329,448	0	0	0
OC Public Libraries	120	012	120	120-4101		0200			0000		113,736	0	0	0
OC Public Libraries	120	012	120	120-4101		0205			0000		6,594	0	0	0
OC Public Libraries	120	012	120	120-4101		0206			0000		11,196	0	0	0
OC Public Libraries	120	012	120	120-4101		0301			0000		330	0	0	0
OC Public Libraries	120	012	120	120-4101		0306			0000		76,716	0	0	0
OC Public Libraries	120	012	120	120-4101		0319			0000		6,864	0	0	0
OC Public Libraries	120	012	120	120-4101		0401			0000		4,776	0	0	0
OC Public Libraries	120	012	120	120-4101	6210			0000			0	549,660	0	0
OC Public Libraries - Add 22 Positions											549,660	0	0	0
Workforce Innovation & Opportunity Act Appropriations & Revenue														
Workforce Investment Act	146	012	146	146-2800		1900			0000		2,855,188	0	0	0
Workforce Investment Act	146	012	146	146-2800	7110			0000			0	2,855,188	0	0
Workforce Innovation & Opportunity Act Appropriations & Revenue											2,855,188	0	0	0
HOME-ARP Program Appropriations & Revenue														
OC Housing	15G	012	15G	15G-2300		1900			0000		752,642	0	0	0
OC Housing	15G	012	15G	15G-2300	7110			0000			0	752,642	0	0
HOME-ARP Program Appropriations & Revenue											752,642	0	0	0
Permanent Local Housing Allocation Program														
OC Housing	15G	012	15G	15G-2300		1900			0000		1,710,966	0	0	0
OC Housing	15G	012	15G	15G-2300		4800			T042		242,396	0	0	0
OC Housing	15G	012	15G	15G-2300		4801			T15D		302,072	0	0	0
OC Housing	15G	012	15G	15G-2300	6970			0000			0	2,255,434	0	0
Health Care Agency	100	042	042	042-5000		1900			0000		242,396	0	0	0
Health Care Agency	100	042	042	042-5000	7811			T15G			0	242,396	0	0

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Permanent Local Housing Allocation Program (continued)														
Countywide Capital Projects Non-General Fund	15D	036	15D	15D-PHZ8		4200			0000		302,072	0	0	0
Countywide Capital Projects Non-General Fund	15D	036	15D	15D-PHZ8	7811			T15G			0	302,072	0	0
Permanent Local Housing Allocation Program											2,799,902	0	0	0
Cypress House Construction & Operation														
OC Housing	15G	012	15G	15G-2300		1900			0000		2,290,480	0	0	0
OC Housing	15G	012	15G	15G-2300			9720				0	0	(2,290,480)	0
Cypress House Construction & Operation											2,290,480	0	(2,290,480)	0
Homekey Program - Interim & Supportive Housing														
OC Housing	15G	012	15G	15G-2300		4200			0000		30,594,400	0	0	0
OC Housing	15G	012	15G	15G-2300		4801			T13U		2,405,600	0	0	0
OC Housing	15G	012	15G	15G-2300		4801			T135		1,500,000	0	0	0
OC Housing	15G	012	15G	15G-2300	6970			0000			0	34,500,000	0	0
Real Estate Development Program	135	017	135	135-6100	7811			T15G			0	1,500,000	0	0
Real Estate Development Program	135	017	135	135-6100			9720				0	0	1,500,000	0
HCA Interest Bearing Purpose Restricted Revenue	13U	042	13U	13U-2000		5000			0000		2,405,600	0	0	0
HCA Interest Bearing Purpose Restricted Revenue	13U	042	13U	13U-2000	7811			T15G			0	2,405,600	0	0
Homekey Program - Interim & Supportive Housing											36,905,600	38,405,600	1,500,000	0
Homekey Projects Development														
OC Housing	15G	012	15G	15G-2300		1900			0000		2,500,000	0	0	0
OC Housing	15G	012	15G	15G-2300	7811			T15B			0	2,500,000	0	0
CEO Single Family Housing	15B	017	15B	15B-5300		4801			T15G		2,500,000	0	0	0
CEO Single Family Housing	15B	017	15B	15B-5300		5000			0000		(500,000)	0	0	0
CEO Single Family Housing	15B	017	15B	15B-5300	7670			0000			0	2,000,000	0	0
Homekey Projects Development											4,500,000	4,500,000	0	0
Add Four Positions for OC Zoo Operations														
OC Parks CSA26	405	012	405	405-9022		0101			0000		93,312	0	0	0
OC Parks CSA26	405	012	405	405-9022		0200			0000		32,208	0	0	0
OC Parks CSA26	405	012	405	405-9022		0205			0000		1,866	0	0	0
OC Parks CSA26	405	012	405	405-9022		0206			0000		3,174	0	0	0

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Add Four Positions for OC Zoo Operations (continued)														
OC Parks CSA26	405	012	405	405-9022		0301			0000		96	0	0	0
OC Parks CSA26	405	012	405	405-9022		0306			0000		13,944	0	0	0
OC Parks CSA26	405	012	405	405-9022		0319			0000		2,424	0	0	0
OC Parks CSA26	405	012	405	405-9022		0401			0000		1,350	0	0	0
OC Parks CSA26	405	012	405	405-9022		1900			0000		(148,374)	0	0	0
Add Four Positions for OC Zoo Operations											0	0	0	0
Tobacco Settlement Revenue Appropriations & Fund Balance														
Health Care Agency	100	042	042	042-1420		1900			0000		102,482	0	0	0
Health Care Agency	100	042	042	042-1520		1900			0000		189,292	0	0	0
Health Care Agency	100	042	042	042-2200		1900			0000		232,174	0	0	0
Health Care Agency	100	042	042	042-2500		1900			0000		(568,459)	0	0	0
Health Care Agency	100	042	042	042-2600		1900			0000		10,237	0	0	0
Health Care Agency	100	042	042	042-2800		1900			0000		715,022	0	0	0
Health Care Agency	100	042	042	042-6500		1900			0000		2,182,397	0	0	0
Health Care Agency	100	042	042	042-7000		1900			0000		1,973,424	0	0	0
Health Care Agency	100	042	042	042-1420	7811			T13N			0	102,482	0	0
Health Care Agency	100	042	042	042-1520	7811			T13N			0	189,292	0	0
Health Care Agency	100	042	042	042-2200	7811			T13N			0	232,174	0	0
Health Care Agency	100	042	042	042-2500	7811			T13N			0	(568,459)	0	0
Health Care Agency	100	042	042	042-2600	7811			T13N			0	10,237	0	0
Health Care Agency	100	042	042	042-2800	7811			T13N			0	715,022	0	0
Health Care Agency	100	042	042	042-6500	7811			T13N			0	2,182,397	0	0
Health Care Agency	100	042	042	042-7000	7811			T13N			0	1,973,424	0	0
OC Tobacco Settlement Fund	13N	017	13N	13N-5500		4800			T042		4,836,569	0	0	0
OC Tobacco Settlement Fund	13N	017	13N	13N-5500			9720				0	0	(4,836,569)	0
Tobacco Settlement Revenue Appropriations & Fund Balance											9,673,138	4,836,569	(4,836,569)	0
Purchase Eight Vans for Community Outreach														
Health Care Agency	100	042	042	042-2120		4000			0000		272,000	0	0	0
Health Care Agency	100	042	042	042-2120	7811			T13Y			0	272,000	0	0

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Purchase Eight Vans for Community Outreach (continued)														
Mental Health Services Act	13Y	017	13Y	13Y-5500		4800			T042		272,000	0	0	0
Mental Health Services Act	13Y	017	13Y	13Y-5500			9720				0	0	(272,000)	
											272,000	(272,000)	0	
Recognize State Revenues to Offset Eligible Costs														
HCA Interest Bearing Purpose Restricted Revenue	13U	042	13U	13U-2000		4800			T042		8,880,000	0	0	0
HCA Interest Bearing Purpose Restricted Revenue	13U	042	13U	13U-2000	6970			1000			0	3,380,000	0	
HCA Interest Bearing Purpose Restricted Revenue	13U	042	13U	13U-2000	6970			0169			0	1,116,498	0	
HCA Interest Bearing Purpose Restricted Revenue	13U	042	13U	13U-2000	6970			0172			0	4,383,502	0	
Health Care Agency	100	042	042	042-2200		1900			0000		180,000	0	0	
Health Care Agency	100	042	042	042-5000		1900			0000		3,083,502	0	0	
Health Care Agency	100	042	042	042-2200	7811			T13U			0	180,000	0	
Health Care Agency	100	042	042	042-5000	7811			T13U			0	8,700,000	0	
Health Care Agency	100	042	042	042-5000	6970			0172			0	(1,300,000)	0	
Health Care Agency	100	042	042	042-5000	6970			0169			0	(1,116,498)	0	
Health Care Agency	100	042	042	042-5000	6970			0170			0	(2,500,000)	0	
Health Care Agency	100	042	042	042-5000	6970			0171			0	(700,000)	0	
											12,143,502	12,143,502	0	
P3 - Infrastructure & Environmental														
Purchase One Liquefied Petroleum Gas Prover														
OC Public Works	100	080	080	080-4920		2602			0000		(95,000)	0	0	0
OC Public Works	100	080	080	080-4910		4000			0000		95,000	0	0	0
											0	0	0	
Purchase One Water Testing Bench														
OC Public Works	100	080	080	080-4920		2602			0000		(79,000)	0	0	0
OC Public Works	100	080	080	080-4930		2602			0000		(11,000)	0	0	0
OC Public Works	100	080	080	080-4910		4000			0000		90,000	0	0	0
											0	0	0	

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Building & Safety Operation Transfers														
Building & Safety Operating Reserve	113	080	113	113-0950		4800			T071		150,000	0	0	0
Building & Safety Operating Reserve	113	080	113	113-0950			9720				0	0	(150,000)	
Building & Safety General Fund	100	080	071	071-0950	6430			B029			0	(150,000)	0	0
Building & Safety General Fund	100	080	071	071-0950	7811			T113			0	150,000	0	0
											150,000	0	(150,000)	0
Retrofit the Bridge over Santiago Canyon Road														
OC Road	115	080	115	115-0950		4804			T406		95,000	0	0	0
OC Road	115	080	115	115-0950	7480			0000			0	95,000	0	0
OC Parks Capital	406	012	406	406-9001		1900			0000		95,000	0	0	0
OC Parks Capital	406	012	406	406-9001	7811			T115			0	95,000	0	0
											190,000	190,000	0	0
Appropriations & Transfers to Comply with GASB 84														
Major Thoroughfare & Bridge Fee Program	158	080	158	158-0950	6610			0000			0	191,452	0	0
Major Thoroughfare & Bridge Fee Program	158	080	158	158-0950	7480			0000			0	7,044,373	0	0
Major Thoroughfare & Bridge Fee Program	158	080	158	158-0950		1900			0000		1,000	0	0	0
Major Thoroughfare & Bridge Fee Program	158	080	158	158-0950		1912			K002		12,825	0	0	0
Major Thoroughfare & Bridge Fee Program	158	080	158	158-0950		4801			T115		1,222,000	0	0	0
Major Thoroughfare & Bridge Fee Program	158	080	158	158-0950		5000			0000		6,000,000	0	0	0
OC Road	115	080	115	115-0950	7811			T158			0	1,222,000	0	0
OC Road	115	080	115	115-0950	7480			0000			0	(1,222,000)	0	0
											7,235,825	7,235,825	0	0
Transfers for Sewer Maintenance														
County Service Area #13 - La Mirada	468	080	468	468-0950		4801			T115		3,000	0	0	0
County Service Area #13 - La Mirada	468	080	468	468-0950		5000			0000		(3,000)	0	0	0
OC Road	115	080	115	115-5440		1900			0000		3,000	0	0	0
OC Road	115	080	115	115-5440	7814			T468			0	3,000	0	0
											3,000	3,000	0	0

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Corrective Action Adjustment														
OC Waste & Recycling Enterprise	299	299	299	299-5005		3100			HOST		(1,500,000)	0	0	0
OC Waste & Recycling Enterprise	299	299	299	299-2005		4802			T274		1,500,000	0	0	0
OCWR Corrective Action Escrow	274	074	274	274-1100		5000			0000		(612,581)	0	0	0
OCWR Corrective Action Escrow	274	074	274	274-1100	7812			T299			0	1,500,000	0	0
OCWR Corrective Action Escrow	274	074	274	274-1100			9760			0000	0	0	(941,497)	0
OCWR Corrective Action Escrow	274	074	274	274-1100			9790			1123	0	0	1,500,000	0
OCWR Corrective Action Escrow	274	074	274	274-1100			9790			1123	0	0	1,554,078	0
Corrective Action Adjustment											1,500,000	2,112,581	0	
P4 - General Government Services														
Add One Position for OCCR Accounting														
Auditor-Controller	100	003	003	003-2401		0101			0000		33,252	0	0	0
Auditor-Controller	100	003	003	003-2401		0200			0000		11,478	0	0	0
Auditor-Controller	100	003	003	003-2401		0205			0000		666	0	0	0
Auditor-Controller	100	003	003	003-2401		0206			0000		1,128	0	0	0
Auditor-Controller	100	003	003	003-2401		0301			0000		36	0	0	0
Auditor-Controller	100	003	003	003-2401		0306			0000		3,486	0	0	0
Auditor-Controller	100	003	003	003-2401		0319			0000		312	0	0	0
Auditor-Controller	100	003	003	003-2401		0401			0000		480	0	0	0
Auditor-Controller	100	003	003	003-2401		5100			0000		(50,838)	0	0	0
Add One Position for OCCR Accounting											0	0	0	
Media Platforms and Redistricting & Veterans Cemetery Efforts														
County Executive Office	100	017	017	017-1050		1900			0000		145,000	0	0	145,000
County Executive Office	100	017	017	017-5100		1900			0000		500,000	0	0	500,000
Media Platforms and Redistricting & Veterans Cemetery Efforts											645,000	0	0	
Legal Counsel Services for El Toro Project														
CEO Real Estate	100	017	035	035-6200		1900			0000		800,000	0	0	0
CEO Real Estate	100	017	035	035-6200	7590			0000			0	800,000	0	0
Legal Counsel Services for El Toro Project											800,000	0	0	

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Add Nine Positions for SSA														
Human Resource Services	100	017	054	054-2111		0101			0000		298,818	0	0	0
Human Resource Services	100	017	054	054-2111		0200			0000		104,700	0	0	0
Human Resource Services	100	017	054	054-2111		0205			0000		4,290	0	0	0
Human Resource Services	100	017	054	054-2111		0206			0000		10,158	0	0	0
Human Resource Services	100	017	054	054-2111		0301			0000		294	0	0	0
Human Resource Services	100	017	054	054-2111		0305			0000		210	0	0	0
Human Resource Services	100	017	054	054-2111		0306			0000		40,860	0	0	0
Human Resource Services	100	017	054	054-2111		0308			0000		546	0	0	0
Human Resource Services	100	017	054	054-2111		0309			0000		84	0	0	0
Human Resource Services	100	017	054	054-2111		0310			0000		24	0	0	0
Human Resource Services	100	017	054	054-2111		0319			0000		2,184	0	0	0
Human Resource Services	100	017	054	054-2111		0401			0000		4,338	0	0	0
Human Resource Services	100	017	054	054-2111		0403			0000		3,498	0	0	0
Human Resource Services	100	017	054	054-2111		5100			0000		(470,004)	0	0	0
Add Nine Positions for SSA											0	0	0	0
Add One Limited-Term Position for L&OD														
Human Resource Services	100	017	054	054-2901		0101			0000		42,126	0	0	0
Human Resource Services	100	017	054	054-2901		0200			0000		15,318	0	0	0
Human Resource Services	100	017	054	054-2901		0206			0000		1,434	0	0	0
Human Resource Services	100	017	054	054-2901		0301			0000		42	0	0	0
Human Resource Services	100	017	054	054-2901		0305			0000		108	0	0	0
Human Resource Services	100	017	054	054-2901		0306			0000		8,226	0	0	0
Human Resource Services	100	017	054	054-2901		0308			0000		270	0	0	0
Human Resource Services	100	017	054	054-2901		0309			0000		42	0	0	0
Human Resource Services	100	017	054	054-2901		0310			0000		12	0	0	0
Human Resource Services	100	017	054	054-2901		0401			0000		612	0	0	0
Human Resource Services	100	017	054	054-2901		0403			0000		1,752	0	0	0
Human Resource Services	100	017	054	054-2901	7811			T151			0	69,942	0	0

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Add One Limited-Term Position for L&OD (continued)														
Countywide IT Projects Non-General Fund	151	017	151	151-IA04		1900			0000		(69,942)	0	0	0
Countywide IT Projects Non-General Fund	151	017	151	151-IA04		4800			T054		69,942	0	0	0
Add One Limited-Term Position for L&OD												69,942	0	0
Add Six Positions for HCA Support														
Human Resource Services	100	017	054	054-2112		0101			0000		140,742	0	0	0
Human Resource Services	100	017	054	054-2112		0200			0000		48,576	0	0	0
Human Resource Services	100	017	054	054-2112		0205			0000		2,814	0	0	0
Human Resource Services	100	017	054	054-2112		0206			0000		4,788	0	0	0
Human Resource Services	100	017	054	054-2112		0301			0000		144	0	0	0
Human Resource Services	100	017	054	054-2112		0306			0000		20,922	0	0	0
Human Resource Services	100	017	054	054-2112		0319			0000		1,872	0	0	0
Human Resource Services	100	017	054	054-2112		0401			0000		2,040	0	0	0
Human Resource Services	100	017	054	054-2112		5100			0000		(221,898)	0	0	0
Add Six Positions for HCA Support												0	0	0
Add Three Positions for Central HR														
Human Resource Services	100	017	054	054-2301		0101			0000		29,010	0	0	29,010
Human Resource Services	100	017	054	054-2701		0101			0000		20,682	0	0	20,682
Human Resource Services	100	017	054	054-2720		0101			0000		20,682	0	0	20,682
Human Resource Services	100	017	054	054-2301		0200			0000		10,014	0	0	10,014
Human Resource Services	100	017	054	054-2701		0200			0000		7,140	0	0	7,140
Human Resource Services	100	017	054	054-2720		0200			0000		7,140	0	0	7,140
Human Resource Services	100	017	054	054-2301		0205			0000		582	0	0	582
Human Resource Services	100	017	054	054-2701		0205			0000		414	0	0	414
Human Resource Services	100	017	054	054-2720		0205			0000		414	0	0	414
Human Resource Services	100	017	054	054-2301		0206			0000		984	0	0	984
Human Resource Services	100	017	054	054-2701		0206			0000		702	0	0	702
Human Resource Services	100	017	054	054-2720		0206			0000		702	0	0	702
Human Resource Services	100	017	054	054-2301		0301			0000		30	0	0	30
Human Resource Services	100	017	054	054-2701		0301			0000		18	0	0	18
Human Resource Services	100	017	054	054-2720		0301			0000		18	0	0	18

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Add Three Positions for Central HR (continued)														
Human Resource Services	100	017	054	054-2301		0306			0000		3,486	0	0	3,486
Human Resource Services	100	017	054	054-2701		0306			0000		3,486	0	0	3,486
Human Resource Services	100	017	054	054-2720		0306			0000		3,486	0	0	3,486
Human Resource Services	100	017	054	054-2301		0319			0000		312	0	0	312
Human Resource Services	100	017	054	054-2701		0319			0000		312	0	0	312
Human Resource Services	100	017	054	054-2720		0319			0000		312	0	0	312
Human Resource Services	100	017	054	054-2301		0401			0000		420	0	0	420
Human Resource Services	100	017	054	054-2701		0401			0000		300	0	0	300
Human Resource Services	100	017	054	054-2720		0401			0000		300	0	0	300
Add Three Positions for Central HR											110,946	0	0	110,946
VCA Implementation Plan Grant														
Registrar of Voters	100	031	031	031-4410		2400			0000		248,531	0	0	
Registrar of Voters	100	031	031	031-4410	6970			0204			0	248,531	0	
VCA Implementation Plan Grant											248,531	248,531	0	0
Gubernatorial Recall Election														
Registrar of Voters	100	031	031	031-4410		0102			0000		1,692,716	0	0	
Registrar of Voters	100	031	031	031-4410		0103			0000		588,341	0	0	
Registrar of Voters	100	031	031	031-4410		0111			0000		8,490	0	0	
Registrar of Voters	100	031	031	031-4410		2400			0000		6,269,716	0	0	
Registrar of Voters	100	031	031	031-4410	7340			0309			0	8,559,263	0	
Gubernatorial Recall Election											8,559,263	8,559,263	0	0
P5 - Capital Improvements														
TTC IT Transformation Project														
Countywide IT Projects Non-General Fund	151	017	151	151-IL01		4802			T289		894,755	0	0	
Countywide IT Projects Non-General Fund	151	017	151	151-IOGF		5000			0000		(894,755)	0	0	
OCIT Countywide Services	289	017	289	289-3310		1941			0000		894,755	0	0	
OCIT Countywide Services	289	017	289	289-3310	7811			T151			0	894,755	0	
TTC IT Transformation Project											894,755	894,755	0	0

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SOCDIS Development Costs														
Countywide IT Projects Non-General Fund	151	017	151	151-II16		1940			0000		(3,080,000)	0	0	0
Countywide IT Projects Non-General Fund	151	017	151	151-II16		4800			T042		3,080,000	0	0	0
Health Care Agency	100	042	042	042-5000		1900			0000		3,080,000	0	0	0
Health Care Agency	100	042	042	042-5000	7811			T151			0	3,080,000	0	0
									SOCDIS Development Costs		3,080,000	3,080,000	0	0
Bridges at Kraemer Place Noise Attenuation														
Countywide Capital Projects Non-General Fund	15D	036	15D	15D-P000		1400			0000		(500,000)	0	0	0
Countywide Capital Projects Non-General Fund	15D	036	15D	15D-PL22		4200			0000		500,000	0	0	0
									Bridges at Kraemer Place Noise Attenuation		0	0	0	0
Appropriate Unanticipated Refund from Homeaid OC														
Countywide Capital Projects Non-General Fund	15D	036	15D	15D-PH28		0740			0000		219	0	0	0
Countywide Capital Projects Non-General Fund	15D	036	15D	15D-PH28		2801			0000		(2,939)	0	0	0
Countywide Capital Projects Non-General Fund	15D	036	15D	15D-PH28		2802			0000		4,073	0	0	0
Countywide Capital Projects Non-General Fund	15D	036	15D	15D-PH28		2803			0000		(257)	0	0	0
Countywide Capital Projects Non-General Fund	15D	036	15D	15D-PH28		4200			0000		198,904	0	0	0
Countywide Capital Projects Non-General Fund	15D	036	15D	15D-PH28	7670			0000			0	200,000	0	0
									Appropriate Unanticipated Refund from Homeaid OC		200,000	200,000	0	0
Appropriations for the 800 Mhz System Upgrade Agreement														
800 Mhz Cccs	15L	060	15L	15L-9360		1341			0000		1,816,218	0	0	0
800 Mhz Cccs	15L	060	15L	15L-9360	7130			0000			0	1,816,218	0	0
									Appropriations for the 800 Mhz System Upgrade Agreement		1,816,218	1,816,218	0	0
P6 - Debt Service														
Closure of Pension Obligation Bond Debt Service Fund														
Pension Obligation Bond Debt Service Fund	15J	017	15J	15J-5300		1900			0000		4,349	0	0	0
Pension Obligation Bond Debt Service Fund	15J	017	15J	15J-5300		4800			T004		10	0	0	0

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Pension Obligation Bond Debt Service Fund Closure (continued)															
Pension Obligation Bond Debt Service Fund	15J	017	15J	15J-5300	6610			0000			0	876	0	0	
Pension Obligation Bond Debt Service Fund	15J	017	15J	15J-5300			9721				0	0	(3,483)		
Miscellaneous	100	017	004	004-5500		1900			B068		10	0	0	0	
Miscellaneous	100	017	004	004-5500	7811			T15J			0	10	0	0	
Pension Obligation Bond Debt Service Fund Closure											4,369	886	(3,483)	0	
P7 - Insurance, Reserves & Miscellaneous															
General Fund Balancing															
Miscellaneous	100	017	004	004-5500		5200			0000		(44,838)	0	0	(44,838)	
Miscellaneous	100	017	004	004-5500		5200			0000		(645,000)	0	0	(645,000)	
Miscellaneous	100	017	004	004-5500		5200			0000		(110,946)	0	0	(110,946)	
General Fund Balancing											(800,784)	0	0	0	(800,784)
Add One Position for Open Enrollment Program															
Employee Benefits	100	017	056	056-2000		0101			0000		42,126	0	0	0	
Employee Benefits	100	017	056	056-2000		0102			0000		(69,942)	0	0	0	
Employee Benefits	100	017	056	056-2000		0200			0000		15,318	0	0	0	
Employee Benefits	100	017	056	056-2000		0206			0000		1,434	0	0	0	
Employee Benefits	100	017	056	056-2000		0301			0000		42	0	0	0	
Employee Benefits	100	017	056	056-2000		0305			0000		108	0	0	0	
Employee Benefits	100	017	056	056-2000		0306			0000		8,226	0	0	0	
Employee Benefits	100	017	056	056-2000		0308			0000		270	0	0	0	
Employee Benefits	100	017	056	056-2000		0309			0000		42	0	0	0	
Employee Benefits	100	017	056	056-2000		0310			0000		12	0	0	0	
Employee Benefits	100	017	056	056-2000		0401			0000		612	0	0	0	
Employee Benefits	100	017	056	056-2000		0403			0000		1,752	0	0	0	
Add One Position for Open Enrollment Program											0	0	0	0	0
Add Two Positions for ADA Program															
Workers' Compensation ISF	293	017	293	293-5605		0101			0000		83,454	0	0	0	
Workers' Compensation ISF	293	017	293	293-5605		0200			0000		29,814	0	0	0	
Workers' Compensation ISF	293	017	293	293-5605		0205			0000		582	0	0	0	

FY 2021-22 Mid-Year Budget Report - Budget Adjustment Summary

Budget Control Name	Fund	Dept Code	Budget Control	Budget Unit	Rev Source	Object	Balance Sheet Acct	Dept Rev Source	Dept Obj Code	Dept Bal Sheet Code	Appropriations	Revenue	Inc/Dec Reserves	Net County Cost
Add Two Positions for ADA Program (continued)														
Workers' Compensation ISF	293	017	293	293-5605		0206			0000		2,838	0	0	0
Workers' Compensation ISF	293	017	293	293-5605		0301			0000		84	0	0	0
Workers' Compensation ISF	293	017	293	293-5605		0305			0000		138	0	0	0
Workers' Compensation ISF	293	017	293	293-5605		0306			0000		11,712	0	0	0
Workers' Compensation ISF	293	017	293	293-5605		0308			0000		270	0	0	0
Workers' Compensation ISF	293	017	293	293-5605		0309			0000		42	0	0	0
Workers' Compensation ISF	293	017	293	293-5605		0310			0000		12	0	0	0
Workers' Compensation ISF	293	017	293	293-5605		0319			0000		312	0	0	0
Workers' Compensation ISF	293	017	293	293-5605		0401			0000		1,212	0	0	0
Workers' Compensation ISF	293	017	293	293-5605		0403			0000		1,752	0	0	0
Workers' Compensation ISF	293	017	293	293-5605	7710			0000			0	132,222	0	0
Add Two Positions for ADA Program											132,222	132,222	0	0
Authorize Capital Assets Purchase														
Reprographics ISF	297	031	297	297-3200		1400			0000		(509,022)	0	0	0
Reprographics ISF	297	031	297	297-3200		4000			0000		895,249	0	0	0
Reprographics ISF	297	031	297	297-3200		4040			0000		122,796	0	0	0
Reprographics ISF	297	031	297	297-3200		4200			0000		(509,023)	0	0	0
Authorize Capital Assets Purchase											0	0	0	0
Vehicle Auction Proceeds														
District Attorney - Public Administrator	100	026	026	026-3000		1900			0000		4,048	0	0	0
District Attorney - Public Administrator	100	026	026	026-3000	7812			T296			0	4,048	0	0
OC Fleet Services	296	080	296	296-3710		4800			T026		4,048	0	0	0
OC Fleet Services	296	080	296	296-3710			9821				0	0	(4,048)	0
Vehicle Auction Proceeds											8,096	4,048	(4,048)	0
Equipment Purchases From Auction Proceeds														
Probation	100	057	057	057-8000		1809			0000		33,909	0	0	0
Probation	100	057	057	057-1000	7812			T296			0	2,767	0	0
Probation	100	057	057	057-2000	7812			T296			0	10,033	0	0
Probation	100	057	057	057-3000	7812			T296			0	442	0	0

FY 2021-22 Mid-Year Budget Report - Budget Adjustment Summary

Budget Control Name	Fund	Dept Code	Budget Control	Budget Unit	Rev Source	Object	Balance Sheet Acct	Dept Rev Source	Dept Obj Code	Dept Bal Sheet Code	Appropriations	Revenue	Inc/Dec Reserves	Net County Cost
Equipment Purchases From Auction Proceeds (continued)														
Probation	100	057	057	057-9400	7812			T296			0	8,787	0	0
Probation	100	057	057	057-9700	7812			T296			0	11,880	0	0
OC Fleet Services	296	080	296	296-3710		4800			T057		33,909	0	0	0
OC Fleet Services	296	080	296	296-3710			9821				0	0	(33,909)	0
Equipment Purchases From Auction Proceeds											67,818	33,909	(33,909)	0
Professional Standards Division Vehicle Purchase														
Probation	100	057	057	057-9400		1900			0000		(53,000)	0	0	0
Probation	100	057	057	057-6800		4802			T296		53,000	0	0	0
OC Fleet Services	296	080	296	296-3710		4000			0000		53,000	0	0	0
OC Fleet Services	296	080	296	296-3710	7810			T057			0	53,000	0	0
Professional Standards Division Vehicle Purchase											53,000	53,000	0	0
Vehicle Auction Proceeds														
Health Care Agency	100	042	042	042-1430		1900			0000		10,228	0	0	0
Health Care Agency	100	042	042	042-1430	7812			T296			0	10,228	0	0
OC Fleet Services	296	080	296	296-3710		4800			T042		10,228	0	0	0
OC Fleet Services	296	080	296	296-3710			9821				0	0	(10,228)	0
Vehicle Auction Proceeds											20,456	10,228	(10,228)	0
Vehicle Auction Proceeds														
John Wayne Airport	280	280	280	280-0600		2400			0000		5,067	0	0	0
John Wayne Airport	280	280	280	280-0600	7812			T296			0	5,067	0	0
OC Fleet Services	296	080	296	296-3710		4802			T280		5,067	0	0	0
OC Fleet Services	296	080	296	296-3710			9821				0	0	(5,067)	0
Vehicle Auction Proceeds											10,134	5,067	(5,067)	0
Other Issues														
ARPA OC Hunger Alliance & Anti-hate Enhancement														
OC Community Resources	100	012	012	012-1100		1900			0000		2,000,000	0	0	0
OC Community Resources	100	012	012	012-1100		1900			0000		1,000,000	0	0	0

FY 2021-22 Mid-Year Budget Report - Budget Adjustment Summary

Budget Control Name	Fund	Dept Code	Budget Control	Budget Unit	Rev Source	Object	Balance Sheet Acct	Dept Rev Source	Dept Obj Code	Dept Bal Sheet Code	Appropriations	Revenue	Inc/Dec Reserves	Net County Cost
ARPA OC Hunger Alliance & Anti-hate Enhancement (continued)														
OC Community Resources	100	012	012	012-1100	7060			ARPA			0	2,000,000	0	0
OC Community Resources	100	012	012	012-1100	7060			ARPA			0	1,000,000	0	0
ARPA OC Hunger Alliance & Anti-hate Enhancement											3,000,000	0	0	0
Transfer ARPA Revenue & Appropriations														
Miscellaneous	100	017	004	004-5510		5000			0000		(200,695,625)	0	0	0
Miscellaneous	100	017	004	004-5510	7060			0000			0	(200,695,625)	0	0
American Rescue Plan Act	100	017	087	087-5510		5000			0000		200,695,625	0	0	0
American Rescue Plan Act	100	017	087	087-5510	7060			0000			0	200,695,625	0	0
Transfer ARPA Revenue & Appropriations											0	0	0	0
HCA Illumination Foundation														
Health Care Agency	100	042	042	042-5000		1900			0000		2,475,804	0	0	0
Health Care Agency	100	042	042	042-5000		1900			0000		1,283,250	0	0	0
Health Care Agency	100	042	042	042-5000	7060			ARPA			0	2,475,804	0	0
Health Care Agency	100	042	042	042-5000	7060			ARPA			0	1,283,250	0	0
HCA Illumination Foundation											3,759,054	0	0	0
Appropriations for EMS EL Toro														
Countywide Capital Projects Non-General Fund	15D	036	15D	15D-PL24		4200			0000		75,000,000	0	0	0
Countywide Capital Projects Non-General Fund	15D	036	15D	15D-PL24	7810			T087			0	75,000,000	0	0
American Rescue Plan Act	100	017	087	087-5510		5000			0000		(75,000,000)	0	0	0
American Rescue Plan Act	100	017	087	087-5510		4801			T15D		75,000,000	0	0	0
Appropriations for EMS EL Toro											75,000,000	0	0	0
Appropriations for OCIT Remote Workspace Project														
OCIT Countywide Services	289	017	289	289-3319		1900			0000		430,000	0	0	0
OCIT Countywide Services	289	017	289	289-3319		2140			0000		850,000	0	0	0
OCIT Countywide Services	289	017	289	289-3319		4040			0000		650,000	0	0	0
OCIT Countywide Services	289	017	289	289-3319	7810			T087			0	1,930,000	0	0
American Rescue Plan Act	100	017	087	087-5510		5000			0000		(1,930,000)	0	0	0
American Rescue Plan Act	100	017	087	087-5510		4802			T289		1,930,000	0	0	0
Appropriations for OCIT Remote Workspace Project											1,930,000	0	0	0

FY 2021-22 Mid-Year Budget Report - Budget Adjustment Summary

Budget Control Name	Fund	Dept Code	Budget Control	Budget Unit	Rev Source	Object	Balance Sheet Acct	Dept Rev Source	Dept Obj Code	Dept Bal Sheet Code	Appropriations	Revenue	Inc/Dec Reserves	Net County Cost
Appropriations for OCIT VPN Solution														
OCIT Countywide Services	289	017	289	289-3319		1900			0000		370,000	0	0	0
OCIT Countywide Services	289	017	289	289-3319		2140			0000		25,000	0	0	0
OCIT Countywide Services	289	017	289	289-3319		4040			0000		50,000	0	0	0
OCIT Countywide Services	289	017	289	289-3319	7810			T087			0	445,000	0	0
American Rescue Plan Act	100	017	087	087-5510		5000			0000		(445,000)	0	0	0
American Rescue Plan Act	100	017	087	087-5510		4802			T289		445,000	0	0	0
Appropriations for OCIT VPN Solution											445,000	0	0	0
GRAND TOTALS											208,517,406	(7,187,981)	0	0

FY 2021-22 MID-YEAR BUDGET REPORT POSITION CHANGE SUMMARY

BUDGET CONTROL NAME & CODE	NO. OF POSNS	TITLE CODE	POSITION TITLE DESCRIPTION	FUNDING SOURCE	LIMITED TERM EXP DATE	
POSITION ADDITIONS / DELETIONS						
PUBLIC PROTECTION						
PUBLIC DEFENDER - 058						
	1	8011MA	ADMINISTRATIVE MANAGER I	State Grant	1/31/2025	
	17	2306AT	ATTORNEY I		1/31/2025	
	2	0559CL	ATTORNEY'S CLERK II		1/31/2025	
	1	2303GE	PARALEGAL		1/31/2025	
	5	7012CS	SOCIAL WORKER II		1/31/2025	
NET 058 POSITION CHANGES	26					
SHERIFF-CORONER - 060						
	1	8908GE	CRIME PREVENTION SPECIALIST	Law Enforcement Contract - City of Laguna Hills	06/30/2022	
	(1)	8908GE	CRIME PREVENTION SPECIALIST	Law Enforcement Contract - City of Mission Viejo	06/30/2022	
	1	6122GE	SHERIFF'S COMMUNITY SERVICES OFFICER	Law Enforcement Contract - City of Mission Viejo	06/30/2022	
	1	6122GE	SHERIFF'S COMMUNITY SERVICES OFFICER	Law Enforcement Contract - City of San Clemente	06/30/2022	
	1	8908GE	CRIME PREVENTION SPECIALIST	Law Enforcement Contract - City of Stanton	06/30/2022	
	1	0536CL	OFFICE SPECIALIST	Law Enforcement Contract - City of Stanton	06/30/2022	
NET 060 POSITION CHANGES	4					
	30	TOTAL PUBLIC PROTECTION				
COMMUNITY SERVICES						
OC COMMUNITY RESOURCES - 012						
	1	8011MA	ADMINISTRATIVE MANAGER I	Federal	N/A	
	1	8012MA	ADMINISTRATIVE MANAGER II		N/A	
	3	0686GE	CUSTOMER SERVICE REPRESENTATIVE		N/A	
	1	8542GE	STAFF ASSISTANT		N/A	
	4	8543GE	STAFF SPECIALIST		06/30/2022	
	1	8543GE	STAFF SPECIALIST		N/A	
	4	8543GE	STAFF SPECIALIST		Federal	06/30/2022
	1	8543GE	STAFF SPECIALIST	Net County Cost	N/A	
	1	9110GE	PROCUREMENT CONTRACT SPECIALIST	Reinstate equivalent of position deleted in FY 2020-21; Charges for Services	N/A	
NET 012 POSITION CHANGES	17					
SOCIAL SERVICES AGENCY - 063						
	1	8012MA	ADMINISTRATIVE MANAGER II	State - CalWORKs	N/A	
	4	0522CL	OFFICE TECHNICIAN		N/A	
	1	7020SM	SOCIAL SERVICES SUPERVISOR I		N/A	
	10	7020SM	SOCIAL SERVICES SUPERVISOR I		N/A	
	1	7021SM	SOCIAL SERVICES SUPERVISOR II		N/A	
	2	7021SM	SOCIAL SERVICES SUPERVISOR II		N/A	
	2	7021SM	SOCIAL SERVICES SUPERVISOR II		N/A	
	4	7012CS	SOCIAL WORKER II		N/A	
	1	7004SM	ELIGIBILITY SUPERVISOR		State - IHSS	N/A
	2	7005EW	ELIGIBILITY TECHNICIAN			N/A
	3	0522CL	OFFICE TECHNICIAN	N/A		
	1	7068SM	SENIOR SOCIAL SERVICES SUPERVISOR	Absorb into budget	N/A	
	6	7017CS	SENIOR SOCIAL WORKER		N/A	
	3	7012CS	SOCIAL WORKER II		N/A	
	1	7020SM	SOCIAL SERVICES SUPERVISOR I		N/A	

FY 2021-22 MID-YEAR BUDGET REPORT POSITION CHANGE SUMMARY

BUDGET CONTROL NAME & CODE	NO. OF POSNS	TITLE CODE	POSITION TITLE DESCRIPTION	FUNDING SOURCE	LIMITED TERM EXP DATE
POSITION ADDITIONS / DELETIONS (CONTINUED)					
SOCIAL SERVICES AGENCY - 063 (continued)					
	22	0534CL	INFORMATION PROCESSING TECHNICIAN	State - Child Welfare Services	N/A
	1	0522CL	OFFICE TECHNICIAN		N/A
	4	0522CL	OFFICE TECHNICIAN		N/A
	11	7068SM	SENIOR SOCIAL SERVICES SUPERVISOR		N/A
	1	7068SM	SENIOR SOCIAL SERVICES SUPERVISOR		N/A
	1	7068SM	SENIOR SOCIAL SERVICES SUPERVISOR		N/A
	26	7017CS	SENIOR SOCIAL WORKER		N/A
	2	7017CS	SENIOR SOCIAL WORKER		N/A
	2	7017CS	SENIOR SOCIAL WORKER		N/A
	1	7020SM	SOCIAL SERVICES SUPERVISOR I		N/A
	1	7021SM	SOCIAL SERVICES SUPERVISOR II		N/A
	1	7012CS	SOCIAL WORKER II		N/A
	2	7012CS	SOCIAL WORKER II		N/A
	1	0522CL	OFFICE TECHNICIAN		State - Adult Protective Services
	4	7012CS	SOCIAL WORKER II	N/A	
NET 063 POSITION CHANGES	122				
OC PUBLIC LIBRARIES - 120					
	4	2400GE	LIBRARY ASSISTANT I (Part-Time)	Property Taxes	N/A
	1	2400GE	LIBRARY ASSISTANT I		N/A
	6	2401GE	LIBRARY ASSISTANT II (Part-Time)		N/A
	10	2401GE	LIBRARY ASSISTANT II		N/A
	1	2402GE	SENIOR LIBRARY ASSISTANT		N/A
NET 120 POSITION CHANGES	22				
OC PARKS CSA26 - 405					
	1	3025OS	PARK MAINTENANCE WORKER II	Absorb into budget	N/A
	2	3027OS	PARKS ANIMAL KEEPER		N/A
	1	3026SM	SR. PARKS ANIMAL KEEPER		N/A
NET 405 POSITION CHANGES	4				
	165		TOTAL COMMUNITY SERVICES		
INFRASTRUCTURE & ENVIRONMENTAL RESOURCES					
UTILITIES - 040					
	(1)	3112CP	AIR CONDITIONING MECHANIC	Transfer to OC Public Works (080)	N/A
	(1)	3122CP	ELECTRICIAN	Transfer to OC Public Works (080)	N/A
	1	8543GE	STAFF SPECIALIST	Transferred from OC Public Works (080); Absorb into budget	N/A
NET 040 POSITION CHANGES	(1)				
BUILDING & SAFETY GENERAL FUND - 071					
	1	1661GE	PERMIT TECHNICIAN	Reinstate equivalent of position deleted on 06/02/2020; absorb into budget	N/A
	1	8543GE	STAFF SPECIALIST	Reinstate equivalent of position deleted on 06/02/2020; absorb into budget	N/A
NET 071 POSITION CHANGES	2				
OC PUBLIC WORKS - 080					
	1	3112CP	AIR CONDITIONING MECHANIC	Transferred from Utilities (040); Absorb into budget	N/A
	1	3122CP	ELECTRICIAN	Transferred from Utilities (040); Absorb into budget	N/A

FY 2021-22 MID-YEAR BUDGET REPORT POSITION CHANGE SUMMARY

BUDGET CONTROL NAME & CODE	NO. OF POSNS	TITLE CODE	POSITION TITLE DESCRIPTION	FUNDING SOURCE	LIMITED TERM EXP DATE
POSITION ADDITIONS / DELETIONS (CONTINUED)					
OC PUBLIC WORKS - 080 (Continued)					
	1	9110GE	PROCUREMENT CONTRACT SPECIALIST	Reinstate equivalent of position deleted in November 2020; absorb into budget	N/A
	1	2116SM	SENIOR PLANNER	Reinstate equivalent of position deleted on 06/02/2020; absorb into budget	N/A
	(1)	9111SM	SUPERVISING PROCUREMENT CONTRACT SPECIALIST	Transfer to Utilities (040); absorb into budget	N/A
NET 080 POSITION CHANGES	3				
OC ROAD - 115					
	1	3588GE	MAINTENANCE INSPECTOR	Transferred from OC Flood (400); absorb into budget	N/A
	1	3589SM	SENIOR MAINTENANCE INSPECTOR		N/A
NET 115 POSITION CHANGES	2				
OC FLOOD - 400					
	(1)	3588GE	MAINTENANCE INSPECTOR	Transferred to OC Road (115)	N/A
	(1)	3589SM	SENIOR MAINTENANCE INSPECTOR		N/A
NET 400 POSITION CHANGES	(2)				
	4		TOTAL INFRASTRUCTURE & ENVIRONMENTAL RESOURCES		
GENERAL GOVERNMENT SERVICES					
AUDITOR-CONTROLLER - 003					
	1	7807GE	ACCOUNTANT/AUDITOR II	Cost apply to OC Community Resources (012)	N/A
NET 003 POSITION CHANGES	1				
HUMAN RESOURCE SERVICES - 054					
	2	8011MA	ADMINISTRATIVE MANAGER I	Cost apply to Social Services Agency (063)	N/A
	3	0536CL	OFFICE SPECIALIST		N/A
	4	8543GE	STAFF SPECIALIST		N/A
	1	8011MA	ADMINISTRATIVE MANAGER I	Transfer in from Countywide IT Projects Non-General Fund (15I)	06/30/2022
	4	0536CL	OFFICE SPECIALIST	Cost apply to Health Care Agency (042)	N/A
	2	8543GE	STAFF SPECIALIST		N/A
	1	0536CL	OFFICE SPECIALIST	Net County Cost	N/A
	1	0536CL	OFFICE SPECIALIST		N/A
	1	8543GE	STAFF SPECIALIST		N/A
NET 054 POSITION CHANGES	19				
TREASURER-TAX COLLECTOR - 074					
	1	0832CL	ACCOUNTING SPECIALIST	Reinstate equivalent of positions deleted on 06/02/2020; absorb into budget	N/A
	1	0824SM	SR. ACCOUNTING OFFICE SUPERVISOR II		N/A
	1	8543GE	STAFF SPECIALIST		N/A
NET 074 POSITION CHANGES	3				
	23		TOTAL GENERAL GOVERNMENT SERVICES		
INSURANCE, RESERVES & MISCELLANEOUS					
EMPLOYEE BENEFITS - 056					
	1	8011MA	ADMINISTRATIVE MANAGER I	Absorb into budget	N/A
NET 056 POSITION CHANGES	1				

**FY 2021-22 MID-YEAR BUDGET REPORT
POSITION CHANGE SUMMARY**

BUDGET CONTROL NAME & CODE	NO. OF POSNS	TITLE CODE	POSITION TITLE DESCRIPTION	FUNDING SOURCE	LIMITED TERM EXP DATE
POSITION ADDITIONS / DELETIONS (CONTINUED)					
WORKERS' COMPENSATION ISF - 293					
	1	8012MA	ADMINISTRATIVE MANAGER II		N/A
	1	8543GE	STAFF SPECIALIST	Insurance premium revenue	N/A
NET 293 POSITION CHANGES	2				
	3	TOTAL INSURANCE, RESERVES & MISCELLANEOUS			
POSITION CONVERSION FROM PART-TIME TO FULL-TIME					
HEALTH CARE AGENCY - 042					
	1	4185HP	PUBLIC HEALTH NURSE III	Absorb into budget	N/A
TOTAL 042 POSITION CONVERSIONS FROM PART-TIME TO FULL-TIME	1				
SUMMARY OF POSITION CHANGES					
TOTAL ALL ADDITIONS	231				
TOTAL ALL DELETIONS	(6)				
NET ADDITIONS & DELETIONS	225				
TOTAL POSITIONS CONVERTING FROM PART-TIME TO FULL-TIME	1				

CLASSIFICATION MAINTENANCE STUDIES



RECOMMENDED ACTIONS – CLASSIFICATION MAINTENANCE STUDIES

8. Effective January 28, 2022, approve revised classification specification and adjust pay grade for Pumping Station Operator (Title Code 3521OS, Salary Range T-29).
9. Effective January 28, 2022, approve revised title descriptions and classification specifications, and adjust pay grade for Chief Veterinarian (Title Code 5154SM, Salary Range C-62).
10. Effective January 28, 2022, approve new title description and classification specification, and set pay grade for Supervising Registered Veterinary Technician (Title Code: 5921SM, Salary Range C-31).
11. Effective January 28, 2022, approve revised title description and classification specification, and adjust pay grade for Tax Services Technician (Title Code 0505CL, Salary Range C-16), and approve new title descriptions and classification specifications, and set pay grades for Tax Services Technician Trainee (Title Code 0502CL, Salary Range C-13) and Senior Tax Services Technician (Title Code 0506CL, Salary Range C-20).
12. Effective January 28, 2022, approve revised classification specification, and adjust pay grade for Licensed Vocational Nurse (Title Code 4108HP, Salary Range C-19).
13. Effective January 28, 2022, approve revised classification specification, and adjust pay grade for Behavioral Health Nurse (Title Code 4175HP, Salary Range C-43).
14. Effective January 28, 2022, approve revised title descriptions and classification specifications, and adjust pay grades for Registered Nurse (Title Code 4143HP, Salary Range C-37) and Senior Registered Nurse (Title Code 4144HP, Salary Range C-39).
15. Effective January 28, 2022, approve revised title descriptions and classification specification, and adjust pay grades for Public Health Nurse Trainee (Title Code 4181HP, Salary Range C-40), Public Health Nurse (Title Code 4185HP, Salary Range C-44), Lead Public Health Nurse (Title Code 4188SM, Salary Range C-46), Supervising Public Health Nurse (Title Code 4189SM, Salary Range C-48).
16. Effective January 28, 2022, approve deletion of Public Health Nurse II (Title Code 4182HP and Senior Public Health Nurse (Title Code 4186HP) and direct Human Resource Services to remove the obsolete classifications from all Orange County Classification Plan documents.

County of Orange
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17. Effective January 28, 2022, approve and adopt the attached Side Letter Agreement between the County of Orange and the Orange County Employees Association, included as Attachment D.
18. Effective January 28, 2022, approve revised classification specification, and adjust pay grades for Nurse Practitioner I (Title Code 4151HP, Salary Range C-48), and Nurse Practitioner II (Title Code 4152HP, Salary Code C-53).
19. Effective January 28, 2022, approve deletion of Supervising Animal Control Services Representative (Title Code 5918SM) classification title and direct Human Resource Services to remove the obsolete classification from all Orange County Classification Plan documents.
20. Effective January 28, 2022, approve and adopt revised ML-E salary schedule, as detailed in Attachment E.

BACKGROUND INFORMATION:

With Board approval of the current Memoranda of Understanding between the Orange County Employees Association (OCEA), Teamsters Local 952 and the County of Orange, along with requests by County departments, Human Resource Services (HRS) conducted multiple classification maintenance studies. Included for Board consideration and approval are recommended updates to the classification specifications and/or salaries of the Pumping Station Operator classification, Chief Veterinarian classification, Supervising Registered Veterinarian Technician classification, Tax Services Technician series, Licensed Vocation Nurse classification, Behavioral Health Nurse Classification, Public Health Nurse series, Registered Nurse series, Nurse Practitioner series, deletion of the Supervising Animal Control Representative, and a pay range adjustment for the ML-E salary schedule.

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.

Pumping Station Operator

Positions in the Pumping Station Operator classification, assigned to Orange County Public Works, maintain, inspect, operate and repair flood control pumping station equipment, as well as monitor and repair flood control systems and equipment at the pump stations, diversions, and dams.

HRS conducted a market salary survey and determined that the pay range for Pumping Station Operator was 11.36% below the market average. The following table displays a comparison of salaries from surrounding public sector organizations:

Organization	Title Description	Maximum Monthly Pay
City of Long Beach	Water Treatment Operator - II	\$ 6,886
County of Los Angeles	Heavy Stationary Equipment Mechanic	6,829
County of Ventura	Stationary Engineer	6,733
County of Riverside	Stationary Engineer	6,582
	Average Monthly Maximum Salary of Comparators	\$ 6,758
County of Orange	<i>Pumping Station Operator</i>	\$ 6,068
	Variance Under Market Average	11.36%

Following an assessment of the existing classification structure, HRS requests approval to revise the class specification and adjust the pay grade to the "T" Salary Schedules for the Pumping Station Operator occupational series as follows:

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Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
3521OS	Pumping Station Operator	B-54 \$4,524 - \$6,068	3521OS	Pumping Station Operator	T-29 \$4,852 - \$6,536

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	
6	Pumping Station Operator	6	Pumping Station Operator	7.71%

If all positions are filled, Orange County Public Work's budget will absorb the approximate \$45,423 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Pumping Station Operator	\$ 45,423	93% - Other 7% - Fees/Charges	\$ 0

Chief Veterinarian

The position of Chief Veterinarian, assigned to Orange County Animal Care (OCAC), is responsible for the oversight of the OC Animal Care veterinary clinic, including delivery of medical care and treatment to supported animals, and supervising subordinate staff, including other veterinarians. The department last used this classification in March 2000 and there are no current budgeted positions in this class. In addition, a Veterinarian series classification maintenance study completed in 2016 omitted this classification. As a result, OCAC requested to update the class specification and review market salaries in order to reinstitute the use of the Chief of Veterinary Services classification. The market salary survey determined that the pay range for Chief Veterinarian was 73.89% below the market average. The following table displays a comparison of salaries from surrounding public sector organizations:

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Organization	Title Description	Maximum Monthly Pay
County of Riverside	Chief Veterinarian	\$ 16,769
County of Los Angeles	Senior Veterinarian	16,456
County of Ventura	Managing Veterinarian	13,810
County of San Diego	Chief Veterinarian	13,681
	Average Monthly Maximum Salary of Comparators	\$ 15,179
County of Orange	Chief of Veterinary Services	\$ 8,729
	Variance Under Market Average	73.89%

Following an assessment of the existing classification structure, HRS requests approval to revise the title description, class specification and adjust the pay grade to the “C” Salary Schedules for the Chief Veterinarian as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
5154SM	Chief of Veterinary Services	A3-66 \$6,497 - \$8,729	5154SM	Chief Veterinarian	C-62 \$11,551 - \$15,564

The position of Director of OCAC (filled as an AM III – Specialty) recently vacated which allowed the department to reassess reporting structures, operational efficiencies and department needs. It was determined that a supervisory role in the OC Animal Care’s veterinary clinic would better serve the agency. The department requests the new Chief Veterinarian classification and indicates the existing budget can absorb any additional cost.

Supervising Registered Veterinary Technician Classification (New Class)

Recent changes in the OC Animal Care’s veterinary clinic allowed the department to reassess reporting structures, operational efficiencies and department needs. It was determined that a supervisory role over the paraprofessional staff, comprised of

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Registered Veterinary Technicians and Veterinary Assistants, in the OC Animal Care's veterinary clinic would better serve the agency.

The Supervising Registered Veterinary Technician position will serve as the first-level supervisory classification in the Registered Veterinary Technician occupational series. The position will supervise and oversee paraprofessional staff providing veterinary medical assistance in the care and treatment of ill and/or injured animals at OC Animal Care.

HRS requests approval to create a new title code, title description, class specification and set the salary to the "C" Salary Schedule for the Supervising Registered Veterinary Technician classification as follows:

Title Code	Title Description	Pay Grade & Monthly Range
5921SM	Supervising Registered Veterinary Technician	C-31 \$4,978 - \$6,711

HRS conducted a cursory review of external market salaries; however, internal pay equity was the primary factor used to determine salary since the Registered Veterinary Technician class received a market increase from a previous study. The proposed pay range will be placed on the corrected "C" salary schedule now used for Orange County Employees Association, establish a competitive wage for this role, and ensure an appropriate salary differential (4 pay grades) from the highest paid subordinate class (Registered Veterinary Technician – Max Monthly \$6,023).

There are currently no positions budgeted in this class. The department plans to reallocate a position to this classification and indicated the existing budget can absorb any additional cost.

Tax Services Technician Series

Positions in the Tax Services Technician classifications, assigned to Treasurer-Tax Collector, perform tax collection from the public, explain tax policies and procedures, review and explain tax bills and make determinations on penalty cancellations.

HRS conducted a market salary survey and determined that the pay range for Property Tax Technician was 3.17% below the market average. In addition, an internal survey within the County found that the Property Tax Technician's duties similarly align with the

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Office Specialist classification, whose pay grade is approximately 10.9% higher. The following table displays a comparison of salaries from surrounding public sector organizations:

Organization	Title Description	Maximum Monthly Pay
County of Riverside	Accounting Assistant II	\$ 4,517
County of Ventura	Accounting Assistant II	4,441
County of Los Angeles	Tax Services Clerk I	4,157
County of San Diego	Treasurer-Tax Collector Specialist	3,881
County of San Bernardino	Office Assistant III	3,846
	Average Monthly Maximum Salary of Comparators	\$ 4,169
County of Orange	Property Tax Technician	\$ 4,040
	Variance Under Market Average	3.17%

Following an assessment of the existing classification structure, HRS determined that additional levels to the Tax Services Technician series were necessary to properly classify and compensate the various levels within this structure, clearly convey roles and responsibilities, establish a career path for this series, and attract qualified candidates for current and future vacant positions. HRS requests approval to create and revise class specifications and set pay grades to the "C" Salary Schedules for the Tax Services Technician occupational series as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
	New Classification		0502CL	Tax Services Technician Trainee	C-13 \$3,056 - \$4,120
0505CL	Property Tax Technician	D3-36 \$3,071 - \$4,040	0505CL	Tax Services Technician	C-16 \$3,316 - \$4,469
	New Classification		0506CL	Senior Tax Services Technician	C-20 \$3,697 - \$4,978

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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	New	0	Tax Services Technician Trainee	-----
5	Property Tax Technician	5	Tax Services Technician	10.6%
2	Accounting Assistant II	2	Tax Services Technician	7.9%
1	Senior Accounting Assistant	1	Senior Tax Services Technician	5.0%
2	Office Specialist	2	Senior Tax Services Technician	11.1%
1	Accounting Assistant II	1	Senior Tax Services Technician	20.2%
11	Total	11	Total	

If all positions are filled, Orange County Treasurer Tax Collector's budget will absorb the approximate \$61,641 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Tax Services Technician	\$ 43,123	100% - Fees/Charges	\$ 0
Senior Tax Services Technician	18,518	100% - Fees/Charges	0
Total	\$ 61,641	Total	\$ 0

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Behavioral Health Nurse Classification

Positions in the Behavioral Health Nurse classification, assigned to the Health Care Agency, oversee the general health of and provide necessary treatment for clients with behavioral disorders.

HRS conducted a market salary survey and determined that the pay range for Behavioral Health Nurse was 22.13% below the market average. The following table displays a comparison of salaries from surrounding public sector organizations:

Organization	Title Description	Maximum Monthly Pay
County of Los Angeles	Mental Health Counselor, R.N.	\$ 11,991
County of Ventura	Registered Nurse - Mental Health	9,214
County of San Bernardino	Mental Health Nurse II	8,863
County of San Diego	Psychiatric Nurse	8,199
	Average Monthly Maximum Salary of Comparators	\$ 9,566
County of Orange	Behavioral Health Nurse	\$ 7,833
	Variance Under Market Average	22.13%

Following an assessment of the existing classification structure, HRS requests approval to revise the class specification and adjust the pay grade to the "C" Salary Schedules for Behavioral Health Nurse as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
4175HP	Behavioral Health Nurse	A3-62 \$6,497 - \$7,833	4175HP	Behavioral Health Nurse	C-43 \$6,897 - \$9,292

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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	
18	Behavioral Health Nurse	18	Behavioral Health Nurse	18.63%

If all positions are filled, Health Care Agency's budget will attempt to absorb the approximate \$414,319 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Behavioral Health Nurse	\$ 414,319	84.7% State; 13.9% Fees; 1.4% General Fund	\$ 5,800

Licensed Vocational Nurse Classification

Positions in the Licensed Vocational Nurse classification, assigned to the Health Care Agency, perform routine nursing duties in the care and treatment of patients in community health settings; assist registered nurses in the care of the acutely ill; and prepare and administer medication.

HRS conducted a market salary survey and determined that the pay range for Licensed Vocational Nurse was 5.42% below the market average. The following table displays a comparison of salaries from surrounding public sector organizations:

Organization	Title Description	Maximum Monthly Pay
City of Long Beach	Licensed Vocational Nurse	\$ 5,889
County of Ventura	Licensed Vocational Nurse	4,935
County of Los Angeles	Clinic Licensed Vocational Nurse I	4,808
County of Riverside	Licensed Vocational Nurse II - CN	4,612
County of San Diego	Licensed Vocational Nurse	4,384

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Organization	Title Description	Maximum Monthly Pay
County of San Bernardino	Licensed Vocational Nurse II	4,349
	Average Monthly Maximum Salary of Comparators	\$ 4,829
County of Orange	Licensed Vocational Nurse	\$ 4,581
	Variance Under Market Average	5.42%

Following an assessment of the existing classification structure, HRS requests approval to revise class specification and adjust the pay grade to the "C" Salary Schedules for the Licensed Vocational Nurse as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
4108HP	Licensed Vocational Nurse	A3-42 \$3,423 - \$4,581	4108HP	Licensed Vocational Nurse	C-19 \$3,597 - \$4,848

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	Licensed Vocational Nurse	1	Licensed Vocational Nurse	5.83%

Since this position is filled, Health Care Agency's budget will attempt to absorb the approximate \$4,557 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Licensed Vocational Nurse	\$ 4,557	100% State Realignment	\$ 0

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Public Health Nurse Series

Positions in the Public Health Nurse classifications, assigned to the Health Care Agency, provide professional nursing care and public health services, including instruction and counseling, to individuals and families in a variety of settings including homes, clinics, special program sites, acute facilities and schools.

The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Public Health Nurse (journey level):

Organization	Title Description	Maximum Monthly Pay
County of Los Angeles	Public Health Nurse	\$ 11,303
City of Long Beach	Public Health Nurse III	9,047
County of Ventura	Senior Registered Nurse Public Health	9,034
County of Riverside	Registered Nurse III	8,898
County of San Bernardino	Public Health Nurse II	8,862
County of San Diego	Senior Public Health Nurse	8,306
County of Ventura	Registered Nurse-Public Health Coordinator	8,233
	Average Monthly Maximum Salary of Comparators	\$ 9,098
County of Orange	Public Health Nurse III	\$ 9,207
	Variance Over Market Average	1.19%

Following an assessment of the existing classification structure and to maintain internal equity, HRS requests approval to revise title descriptions and class specifications, and adjust the pay grades to the "C" Salary Schedules for the Public Health Nurse occupational series as follows:

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Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
4181HP	Public Health Nurse I	A3-64 \$7,237 - \$8,254	4181HP	Public Health Nurse Trainee	C-40 \$6,356 - \$8,568
4182HP	Public Health Nurse II	A3-66 \$7,628 - \$8,729	Delete		
4185HP	Public Health Nurse III	A3-68 \$8,043 - \$9,207	4185HP	Public Health Nurse	C-44 \$7,085 - \$9,549
4186HP	Senior Public Health Nurse	A3-68 \$8,043 - \$9,207	Delete		
4188SM	Supervising Public Health Nurse I	A3-70 \$8,043 - \$9,715	4188SM	Lead Public Health Nurse	C-46 \$7,481 - \$10,078
4189SM	Supervising Public Health Nurse II	A3-72 \$8,486 - \$10,273	4189SM	Supervising Public Health Nurse	C-48 \$7,897 - \$10,643

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	Public Health Nurse I	11	Public Health Nurse Trainee	3.80%
75	Public Health Nurse III	124	Public Health Nurse	3.71%
61	Senior Public Health Nurse			
1	Supervising Public Health Nurse I	1	Lead Public Health Nurse	3.73%
22	Supervising Public Health Nurse II	23	Supervising Public Health Nurse	3.60%
159	Total	159		

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If all positions are filled, the Health Care Agency's budget will attempt to absorb the approximate \$1,032,958 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Public Health Nurse Trainee	\$ 50,678	58% Federal; 38% State; 2% Cost Apply; 3% General Fund	\$ 26,545
Public Health Nurse	834,170		
Lead Public Health Nurse	6,183	100% Federal	0
Supervising Public Health Nurse	141,927	58.3% Federal; 41.3% State; 0.4% General Fund	568
Total	\$ 1,032,958	Total	\$ 27,113

The proposed changes will move all classes to the corrected "C" salary schedule now used for OCEA, rename classes to more appropriate titles, delete unnecessary classes to create a more streamlined public health nurse series, and update class specifications to better reflect the current duties performed.

HRS also recommends approval and adoption of a Side Letter Agreement between the County and OCEA. The Side Letter allows employees holding the title of Behavioral Health Nurse (Title Code 4175HP) who voluntarily reduce to Public Health Nurse Trainee (Title Code 4181HP) to maintain their current pay while completing the probationary period. The agreement is necessary to avoid potential future negative impacts to these employees' salaries and benefits resulting from the proposed changes to the Public Health Nurse classification structure.

Registered Nurse Series

Positions in the Registered Nurse classifications, assigned to the Health Care Agency, perform professional nursing duties in a community health clinic or mental health program.

HRS conducted a market salary survey and determined that the pay range for Registered Nurse was 14.01% below the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Registered Nurse (journey level):

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Organization	Title Description	Maximum Monthly Pay
County of Los Angeles	Registered Nurse I	\$10,343
County of San Bernardino	Registered Nurse II - Clinic	\$8,216
City of Long Beach	Registered Nurse I	\$8,173
County of Riverside	Registered Nurse II	\$7,785
County of San Diego	Staff Nurse	\$7,467
County of Ventura	Registered Nurse I	\$6,166
	Average Monthly Maximum Salary of Comparators	\$8,025
County of Orange	Staff Nurse	\$7,039
	Variance Below Market Average	14.01%

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

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
4143HP	Staff Nurse	A3-58 \$5,226 - \$7,039	4143HP	Registered Nurse	C-37 \$5,860 - \$7,897
4144HP	Senior Staff Nurse	A3-60 \$5,521 - \$7,434	4144HP	Senior Registered Nurse	C-39 \$6,186 - \$8,336

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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	
12	Staff Nurse	12	Registered Nurse	12.19%
1	Senior Staff Nurse	1	Senior Registered Nurse	12.13%
13	Total	13	Total	

If all positions are filled, Health Care Agency's budget will attempt to absorb the approximate \$183,788 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Registered Nurse	\$ 168,404	100% State	\$ 0
Senior Registered Nurse	15,384	100% State	0
Total	\$ 183,788	Total	\$ 0

Nurse Practitioner Series

Positions in the Nurse Practitioner II classification, assigned to the Health Care Agency, provide primary, chronic, or specialty health care to patients in a community or clinic setting

HRS conducted a market salary survey and determined that the pay range for Licensed Vocational Nurse was 3.68% above the market average. The following table displays a comparison of salaries from surrounding public sector organizations:

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Organization	Title Description	Maximum Monthly Pay
County of Los Angeles	Nurse Practitioner	\$14,747
County of Riverside	Nurse Practitioner II	\$10,748
County of San Bernardino	Nurse Practitioner II	\$10,695
County of Ventura	Nurse Practitioner	\$10,634
City of Long Beach	Nurse Practitioner	\$10,536
County of San Diego	Certified Nurse Practitioner	\$9,604
	Average Monthly Maximum Salary of Comparators	\$11,161
County of Orange	Nurse Practitioner II	\$11,551
	Variance Above Market Average	3.34%

Following an assessment of the existing classification structure and to maintain internal equity, HRS requests approval to revise class specifications and adjust the pay grades for the Nurse Practitioner occupational series as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
4151HP	Nurse Practitioner I	C-46 \$7,481 - \$10,078	4108HP	Nurse Practitioner I	C-48 \$7,897 - \$10,643
4152HP	Nurse Practitioner II	C-51 \$8,568 - \$11,551	4152HP	Nurse Practitioner II	C-53 \$9,041 - \$12,192

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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	Nurse Practitioner I	0	Nurse Practitioner I	5.61%
8	Nurse Practitioner II	8	Nurse Practitioner II	5.55%
8	Total	8	Total	

All positions are currently filled and Health Care Agency's budget will attempt to absorb the approximate \$84,440 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Nurse Practitioner I	\$0	100% State	\$ 0
Nurse Practitioner II	\$84,440	100% State	0
Total	\$84,440	Total	\$ 0

Obsolete Classifications

As part of routine maintenance and review of County of Orange job classifications, Human Resource Services has one obsolete classification for deletion: Supervising Animal Control Services Representative (5918SM). This classification is no longer necessary based on current organizational structure, services provided and business practices. Deletion of the identified classification will ensure a more efficient classification structure and allow for more focused progress in the ongoing classification maintenance study process.

The County notified the labor organization of the proposed deletion of the classification. There are no positions nor employees assigned to the identified classification; therefore, there is no cost for implementing the proposed deletion.

ML-E Salary Schedule

The last adjustment to the current executive management salary schedule occurred in July 2018. Since that time, other bargaining units have seen increases to their pay ranges up to 10.5% (ACODS/ACLEM) as a result of negotiated increases. This has resulted in pay inequities and salary compaction issues with positions overseen by the executives. Therefore, HRS recommends approval of a salary range adjustment of 10% to the minimums and maximums of the range in order to address these salary concerns.



PUMPING STATION OPERATOR

Class Code: 35210S

COUNTY OF ORANGE

Established Date: 08/26/1988

Revision Date: 01/28/2022

DEFINITION:

Under general supervision, operates, maintains, inspects, and repairs flood control pumping station equipment; monitors and repairs flood control systems and equipment at the pump stations, diversions and dams; and performs other work as required.

CLASS CHARACTERISTICS:

Pumping Station Operators are responsible for the operation, maintenance, inspection and repair of flood control pumping stations, diversions and dams. Incumbents in this classification are independently responsible for inspecting, testing, maintaining, operating and repairing diverse equipment that monitors the flood control pump stations, flood control systems, diversions and dams.

EXAMPLES OF DUTIES:

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

1. Maintains, inspects, and repairs Pump Stations and plant equipment including engines, motors, compressors, generators and main and portable pumps. Tests, adjusts and calibrates various plant equipment (i.e., engines, pumps, drivetrains, clutches, control systems, chemical testing).
2. Monitors, analyzes, interprets, reacts to, and documents readings from instrumentation gauges from various pump station & monitoring equipment; monitors and controls water flow to ensure efficient and safe operation and compliance with permit requirements; performs sight and sound inspections of equipment; records data related to plant operation processes, including complete daily operating logs of routine and unusual operating or maintenance conditions encountered and any repair work performed.
3. Installs wiring, panels and conduits; makes connections on low voltage and high voltage control systems and test circuits. Performs Electrical Preventative Maintenance (EPN) on high voltage panels, circuits and switchgears.

4. Inspects various flood control basins, dams and channels checking dam face, toe, crest, embankments and flap gates for any deficiencies. Operates channel diversions that distribute water to sanitation districts and natural wetlands. Operates and maintains water treatment systems, monitoring UV lights and sand media equipment.
5. Performs isolations, shut-downs, tag-outs and start-ups of plant operation equipment before and after performing testing, maintenance and emergency repairs. Adjusts processes within authorized parameters, including plant flow and pump cycles.
6. Performs complex preventive mechanical maintenance by inspecting and cleaning equipment, including, but not limited to, replacing oil, adjusting and/or replacing belts, gear boxes, pistons, rollers, filters, valves, water, gaskets and other related parts. Collects various lubricant, coolant and other samples for lab testing and analysis.
7. Performs complex corrective mechanical maintenance by troubleshooting and determining root causes of malfunctions using visual inspection and precision measuring and testing instruments. Replaces or repairs broken parts such as gauges, gaskets, plugs, coils, wires, bearings, drive lines, valves, pistons, rings, crankshafts and pumps.
8. Rebuilds equipment by disassembling, cleaning, and repairing mechanical malfunctions; reassembles, installs and tests equipment to ensure it is in proper working condition.
9. Performs inspection and general housekeeping and clean-up of pump station facilities and property, including, but not limited to, equipment bays, wet wells, structures and office areas.
10. Ensures established safety policies and practices are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
11. Prepares specifications and contract scopes of work to address maintenance and repair; conducts preliminary meetings with contractors, discusses and interprets contract specifications and requirements, and coordinates schedules with vendors; certifies work completed for payment per conditions of contract; consults with contractors regarding observed work deficiencies, potential time delays or unexpected conditions at job site.
12. Creates procurement requisitions and develops and creates inspection reports; completes and logs daily written and electronic work sheets and service sheets.
13. Reviews equipment service logs for previous comments or repairs on equipment; completes work orders detailing work completed during maintenance and repair tasks; maintains all records.
14. Performs balance and vibration checks on various equipment as required by manufacturer and plant procedures.
15. Monitors third party vendors' scope of work (tasks and deliverables) to ensure personal and plant safety, and compliance with County policies and facility performance. Monitors the third party as they perform the approved work.

16. Works with the pump station team to review and update policy and procedures to meet evolving operational and regulatory changes and practices.
17. Drives a County work vehicle in the performance of duties; may operate crane trucks and drive commercial vehicles and various types of equipment.

MINIMUM QUALIFICATIONS

General Knowledge of

- Large natural and dual gas engines, including overhaul, maintenance, performance curves and installation
- Operation, repair and installation of large and small water pumps
- Electronic devices related to flood control, including microprocessors, controllers, chart recorders, computers and telemetry equipment
- Electrical systems and circuits for high and low voltage, AC and DC currents.

Ability to

- Diagnose, repair, maintain and install engines and water pumps
- Investigate and troubleshoot electrical and control systems
- Use hand and power tools and engine and controller diagnostic equipment. Read and understand blueprints, charts, maps, service manuals, engineering reports and new product specifications
- Maintain accurate records of flood control pumping station maintenance and operations
- Advise, direct and check the work of others

Education and Experience

Three years of experience which demonstrates possession of the required knowledges and abilities

License/Certification

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

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Positions in this class typically require body mobility to stand, sit, walk, stoop, twist, bend, climb ladders, crawl, balance, kneel, crouch, reach overhead, lift and carry up to 50 pounds, and perform other strenuous work. Incumbents must possess vision sufficient to read standard size text, distinguish colors, and at distances over 20 feet. 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 a keyboard, tools and specialized equipment. Incumbents are required to drive work vehicles

Environmental and Working Conditions

Work involves exposure to dangerous machinery, bio-hazardous materials and chemicals, toxic chemicals and other contagious environments, confined spaces, high elevations and potential physical harm. Incumbents may be subjected to moving mechanical parts or vehicles, electrical currents, fumes, gases, oils and intense noise levels. Requires the use and wear of safety equipment, including safety glasses and footwear, hard hats and face shields, protective clothing and gloves, respirator, safety harness and hearing protection.

May be required to work weekends, nights, holidays or call back hours. Required to be on-call during storm season or emergency situations.



CHIEF VETERINARIAN

Class Code:
5154SM

COUNTY OF ORANGE

Established Date: 09/04/1981

Revision Date: 01/28/2022

DEFINITION:

Under direction, supervise and direct the operation of the veterinary services team; perform veterinarian duties; and do other work as required.

The Veterinarian series includes the following:

Veterinarian (5150HP)

Chief Veterinarian (5154SM)

CLASS CHARACTERISTICS:

The Chief Veterinarian is a single position classification which reports to either the Director of OC Animal Care or Assistant Director of OC Animal Care. This class is responsible for ensuring thorough oversight of OC Animal Care's veterinary clinic, including the delivery of medical care and treatment to supported animals. This class is also responsible for supervising subordinate staff, including other veterinarians. Additionally, this class is responsible for providing oversight and guidance on the health and well-being of animals housed at the OC Animal Care Shelter.

This class participates in the creation of policy, procedure, and program protocols, represents the County to government agencies and the public, and facilitates the prevention and control of animal diseases within the County.

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. Manages the daily operation of OC Animal Care's veterinary clinic; supervises and trains subordinate clinical staff, including other veterinarians
2. Monitors the diagnostic, non-surgical, and surgical treatment of sick and injured animals ensuring adherence to established protocols and procedures
3. Provides control over ordering drugs and medical supplies, monitoring inventory and reviewing computerized records of drugs and supplies ordered and dispensed by direct action or through subordinate staff

4. Performs veterinary clinical and surgical work as necessary
5. Ensures and maintains vaccination and cleaning protocols for herd health of all species impounded in shelter
6. Assists in establishing work standards to ensure the humane care and treatment of animals at the OC Animal Care Shelter
7. Conducts periodic in-service classes in zoonotic diseases, infection control, vaccination protocols, euthanasia and serves as liaison with contract and private veterinarians
8. Participates in the development of the budget for the area of assignment, monitors expenditures and provides information as needed
9. Develops partnerships with local shelters and other organizations to establish programs and new initiatives, including intern/extern programs for medical staff
10. Represents the department and advocates for the humane treatment and care of animals by speaking at public forums and providing statements to the media as needed
11. Consults with the Director of Animal Care in developing, implementing and evaluating OC Animal Care practices and initiatives
12. Examines reported instances of inhumane treatment of animals; performs necropsies; evaluates case information; prepares reports; or provides testimony in court as an expert witness as needed
13. Consults with the County Health Officer concerning rabies, other zoonotic diseases, and matters of animal and public health

MINIMUM QUALIFICATIONS:

Thorough Knowledge of

- Current veterinary principles, practices, and techniques relating to sick or injured animals
- Shelter practices and population medicine
- United States Department of Agriculture (USDA) regulations regarding health certificates and animal transport
- High volume, high-quality spay and neuter techniques
- Bacteriology, pathology, serology, and other veterinary laboratory procedures
- Principles of public health related to animal carried diseases

General Knowledge of

- Principles of veterinary services, public health programs, and their administration
- Veterinary forensics and animal cruelty laws
- Rabies control laws
- Principles of effective supervision and training

Ability to

- Perform high volume, high-quality spay and neuter surgeries
- Diagnose and treat diseases among animals
- Apply animal care knowledge in a shelter setting
- Establish and enforce quarantine of animals
- Gather evidence in case of violation of rules and regulations
- Establish and maintain cooperative working relationships; communicate in a manner that is both compassionate and informative when interacting with staff and with public
- Maintain records and prepare reports
- Supervise subordinate staff as needed
- Compose health certificates
- Use a County-approved means of transportation to travel to work sites as needed

Education and Experience

Graduation from an accredited school of veterinary medicine with a degree of Doctor of Veterinary Medicine, or a school and program otherwise recognized by the California Veterinary Medical Board as sufficient for licensure in the State of California to practice as a veterinarian

And

Three (3) years of experience working as a veterinarian, with at least one (1) of those years in a supervisory or lead role of other veterinarians and technical staff

License/Certification

Possession of a valid license to practice as a veterinarian in the State of California

Must be able to obtain a Drug Enforcement Administration (DEA) license within six (6) months of appointment and maintain it while serving as OC Animal Care's DEA Registrant.

Special Requirements

Must be able to obtain and maintain accreditation from the United States Department of Food and Agriculture (USDA) to issue Certificates of Veterinary Inspection (CVI) as needed.

Must be able to serve as the registered Managing Licensee on OC Animal Care's premise permit.

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

Strength to pull, drag, lift, and carry up to 50 pounds. Strength to handle, restrain, lead and maneuver large animals, including livestock, from one area to another. Strength to secure, handle and restrain a variety of animals which are often physically uncooperative and aggressive. Agility to walk and physically maneuver oneself to avoid being bitten, kicked, or injured by various domestic and wild animals. Ability to stand for extended periods of time. The ability to perform continuous upward and downward flexion of the neck while examining animals. Body mobility to walk and run on uneven ground, climb stairs, bend, twist, reach, kneel, and squat. Manual dexterity to complete handwritten paperwork, use a computer and to use and manipulate the controls of various medical tools and devices. Vision sufficient to read standard text and fine print, to view a computer screen, to see animals at a short distance and to distinguish colors and body language. Hear and speak well enough to converse with others in person and over the phone.

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

The ability to perform a wide variety of routine medical, surgical, and diagnostic procedures common to the veterinary setting, including humane euthanasia and handling of sick, injured, fractious, or aggressive animals without fear. Function within significant time constraints, make rapid decisions in urgent situations and meet deadlines.

Environmental and Working Conditions

Will be required to work with and around wild, domestic and exotic animals in an environment where animals are captured, housed, transported and maintained. Animals may be large, aggressive, injured, dangerous and/or venomous. Will be required to work in a standard office environment around office equipment. May be required to occasionally work outside in all weather conditions in various locations in Orange County and surrounding areas. Will be required to work in dusty, loud and/or sometimes malodorous environments.

May be exposed to various zoonotic diseases, noxious odors, animal blood, animal dander, blood-borne pathogens, feces and urine, fleas, ticks, mites as well as injured, sick, dead and/or diseased animals. Will be required to work around commonly used pet chemicals such as flea medications and/or various types of soaps, cleansers and disinfectant agents. Required to interact with various members of the public as needed.



COUNTY OF ORANGE

Established Date: 01/28/2022

**SUPERVISING REGISTERED VETERINARY
TECHNICIAN**

Class Code:
5921SM

DEFINITION:

Under general supervision, supervises and oversees the work of Registered Veterinary Technicians, Veterinary Assistants, and other staff as assigned; performs Registered Veterinary Technician work and other work as required.

The Registered Veterinary Technician series includes the following:

Registered Veterinary Technician (5920GE)

Supervising Registered Veterinary Technician (5921SM)

CLASS CHARACTERISTICS:

The Supervising Registered Veterinary Technician is the first-level supervisory classification in the Registered Veterinary Technician occupational series. Incumbents oversee staff providing veterinary medical assistance in the care and treatment of ill and/or injured animals at OC Animal Care. This includes assigning and prioritizing work, as well as implementing performance management measures as appropriate. Supervising Registered Veterinary Technicians are expected to perform complex medical assistance for housed animals and work in close coordination with the Veterinarians and the Chief Veterinarian in addition to supervisory duties and ancillary administrative tasks. Supervising Registered Veterinary Technicians are expected to perform the duties listed within the Registered Veterinary Technician classification as needed. It is distinguished from the lower level of Registered Veterinary Technician in that supervisory duties are required.

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. Supervise and direct the work of assigned Registered Veterinary Technicians, Veterinary Assistants and other staff working in the OC Animal Care clinic.
2. Set and assign schedules for subordinate staff, approve and coordinate approved time-off for subordinate staff, and participate in performance management as appropriate.
3. Provide, under direction of a veterinarian, medical care and treatment to animals by assisting in conducting physical examinations, administering medications and immunizations, observing for clinical symptoms; and assisting with admissions, discharges, and surgical releases; checking

incisions and checking and applying splints; and clipping and bathing animals to remove mats, blood, tar or other materials detrimental to the animal's health.

4. Collect lab specimens including blood, urine, sputum, feces, and specimens for rabies antibody testing.
5. Assist veterinarians in surgery by ensuring that correct equipment and instruments are at hand, that monitoring and support equipment such as anesthetic machines, monitors, scopes, breathing apparatus are operable and by sanitizing necessary equipment, instruments and the surgery area.
6. Render emergency treatment to animals.
7. Monitor supply and drug inventories. Assist in inventory maintenance as requested.
8. Maintain animal treatment records and monitor the feeding, care, and physical condition of animals under veterinary care.
9. Euthanize impounded animals by injection of appropriate substances when medical conditions or behavioral defects adversely affect the animal or public safety.
10. Attend meetings with and for the Veterinarian, Chief Veterinarian, or other meetings related to the area of assignment.
11. Participate in policy, procedure, and workflow discussions related to area of assignment. Provide feedback to management to facilitate establishment of protocols or practices when requested.

MINIMUM QUALIFICATIONS:

Knowledge of

- Animal behavior, anatomy, common animal diseases, care and feeding of animals, cleaning, and disinfecting methods
- Medication administration and animal treatment techniques
- General surgical procedures and equipment used in an animal health clinic
- Proper inventory and maintenance of pharmaceutical supplies and equipment
- Principles of supervision and performance management

Ability to

- Handle and care for animals in a humane manner that avoids injury to persons and animals
- Establish and maintain cooperative working relationships with those contracted in the course of work; deal tactfully with the public under sensitive or difficult circumstances
- Maintain accurate recordkeeping and write reports
- Build and maintain rapport with subordinate staff
- Promote teamwork and effectively communicate with team members

Education and Experience**Option I**

Graduate of an American Veterinary Medical Association (AVMA) Accredited RVT program or a California Veterinary Medical Board (VMB)-approved RVT program.

Option II

Completion of a combination of 20 semester units (or 30 quarter units) or 300 hours of specific education and 4,416 hours of directed clinical practice experience completed in no less than 24 months under the direct supervision of a California licensed veterinarian (Alternate Route).

Option III

Licensed, certified, or registered as a Registered Veterinary Technician in another state and has taken an examination determined by the VMB to be equivalent to the California examination and have 4,416 hours of directed clinical practice experience completed in no less than 24 months under the direct supervision of a licensed veterinarian.

Option IV

Three (3) years of experience working as a Registered Veterinary Technician in California or a role equivalent to a Registered Veterinary Technician in a State other than California.

Education substitution: A bachelor's degree or higher in a related field, such as Animal Science, Veterinary Medical Sciences, Zoology, or a similar area of study can substitute for up to two (2) years of the required experience

License/Certification

Must possess a valid Certificate of Registration as a Registered Veterinary Technician issued by the California Veterinary Medical Board by the date of appointment. Note: Must be able to maintain a valid Certificate of Registration as a Registered Veterinary Technician for the duration of employment.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Strength to pull, drag, lift and carry up to 50 pounds. Strength to handle, restrain, lead and maneuver large animals, including livestock, from one area to another. Strength to secure, handle and restrain a variety of animals which are often physically uncooperative and aggressive. Agility to walk and physically maneuver oneself to avoid being bitten, kicked or injured by various domestic and wild animals. Ability to stand for extended periods of time. The ability to perform continuous upward and downward flexion of the neck while examining animals. Body mobility to walk and run on uneven ground, climb stairs, bend, twist, reach, kneel, and squat. Manual dexterity to complete handwritten paperwork, use a computer and to use and manipulate the controls of various medical tools and devices. Vision sufficient to read standard text and fine print, a computer screen; to see animals at a short distance and to distinguish colors and body language. Hear and speak well enough to converse with others in person and over the phone.

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

The ability to perform a wide variety of routine medical, surgical, and diagnostic procedures common to the veterinary setting, including humane euthanasia and handling of sick, injured, fractious, or aggressive animals without fear. Function within significant time constraints, make rapid decisions in urgent situations and meet deadlines.

Environmental and Working Conditions

Will be required to work with and around wild, domestic and exotic animals in an environment where animals are captured, housed, transported and maintained. Animals may be large, aggressive, injured, dangerous and/or venomous. Will be required to work in a standard office environment around office equipment. May be required to occasionally work outside in all weather conditions in various locations in Orange County and surrounding areas. Will be required to work in dusty, loud and/or sometimes malodorous environments. May be exposed to various zoonotic diseases, noxious odors, animal blood, animal dander, blood-borne pathogens, feces and urine, fleas, ticks, mites as well as injured, sick, dead and/or diseased animals. Will be required to work around commonly used pet chemicals such as flea medications and/or various types of soaps, cleansers and disinfectant agents. Required to interact with various members of the public as needed.



COUNTY OF ORANGE

Established Date: 01/28/2022

TAX SERVICES TECHNICIAN TRAINEE

Class Code:

0502CL

DEFINITION:

Under close supervision, learn to perform daily tax collection, financial, and office work in the areas of property tax collection and provide information to the general public relative to property tax matters; learn tax policies and procedures; learn property tax functions such as reviewing, calculating and explaining tax bills, making determinations on penalty cancellations, researching property titles; and learn other work as required.

The Tax Services Technician series includes the following:

Tax Services Technician Trainee (0502CL)

Tax Services Technician (0505CL)

Senior Tax Services Technician (0506CL)

CLASS CHARACTERISTICS:

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

There is no permanent status in this class. Incumbents must successfully complete the probationary period to qualify for promotion to Tax Services Technician or be subject to termination.

EXAMPLES OF DUTIES:

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

1. Learn to answer property tax questions and inquiries at the Treasurer-Tax Collector (TTC) public counter and via phone.
2. Learn to collect property tax payments at the TTC public counter.
3. Learn to post property tax payments and accounts for payments received.

4. Learn to compile and record property tax financial transactions.
5. Assist in opening, processing and responding to property tax correspondence.
6. Learn to conduct research of property tax rolls and tax payment issues.
7. Learn to balance and reconcile cash drawer on a daily basis.
8. Learn to prepare property taxes and other agency deposits for armored car receipt.
9. Learn to assist taxpayers in person with payment plans, penalty cancellations, parcel maps and tax clearance certificates.
10. Learn to collect, review, and audit property tax payments of various types including checks, credit, or cash.
11. Learn to audit and reconcile payments with the collections that posted to Assessment Tax System.
12. In reviewing, learn to explain updated or new tax laws and propositions to the public and others.
13. Perform a variety of general office tasks as assigned.

MINIMUM QUALIFICATIONS

Knowledge of

- Modern office practices and procedures including filing and operating office equipment
- Fundamental principles of writing and grammar, and proofreading skills to identify omissions and errors
- General clerical experience with demonstrated knowledge of office computer software packages

Ability to

- Perform a broad range of office tasks and clerical duties
- Read and learn to interpret property tax statements
- Learn current tax methods and regulations and explain them to the public accurately and tactfully
- Learn to clearly and effectively communicate with the public or others in situations requiring the explanation of complex property tax methods and regulations
- Learn to operate and use a variety of electronic and automated office machines and equipment

- Speak, understand, read and/or write a second language in addition to English may be required for some assignments

Education and Experience

High school diploma or GED; one year of experience in customer service, cash handling transactions, data entry, or a related field. A combination of training and experience will be considered.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Essential functions require sufficient physical ability and mobility to work in an office setting; frequent sitting and/or standing for extended periods of time; may be required to stand, walk, stoop, and bend routinely to perform daily tasks and to access a standard office environment; possess vision sufficient to read standard text and a computer monitor; speak and hear well enough to communicate clearly and understandably in person and over the telephone; use a telephone for long periods of time; possess manual dexterity to use hands, arms, and shoulders repetitively to operate a computer keyboard and utilize office equipment; may be required to lift and carry up to 10 pounds.

Possess the ability to interact with the public and co-workers both in verbal and written format; utilize multiple software applications to complete case actions and perform case assessments; independently reason logically and analyze data, perform calculations, reach conclusions, and negotiate a payment plan; perform both routine and complex tasks, and make recommendations and/or decisions; influence people; remain calm and appropriately focused in rapidly changing and difficult situations.

Environmental and Working Conditions

Work is performed in an indoor office environment. May sit at a desk or stand consistently up to an hour at a time speaking on the telephone or at a public counter. May need to utilize diplomacy when interacting with customers in sensitive or hostile situations. May be required to speak, understand, read, and write in a second language in some assignments.



COUNTY OF ORANGE

Established Date: 01/28/2022

TAX SERVICES TECHNICIAN

Class Code:

0505CL

DEFINITION:

Under general supervision, perform tax collection, financial, and office work of average difficulty and complexity in the areas of property tax collection and information to the general public relative to property tax matters; explain tax policies and procedures; perform a wide variety of functions such as reviewing, calculating and explaining tax bills, making determinations on penalty cancellations, researching property titles; and other work as required.

The Tax Services Technician series includes the following:

Tax Services Technician Trainee (0502CL)

Tax Services Technician (0505CL)

Senior Tax Services Technician (0506CL)

CLASS CHARACTERISTICS:

This is the journey level class in the Tax Services Technician series. This position differs from those in other journey level office services classes because of the required level of technical knowledge in the area of property tax methods and regulations. Positions in this class are found in the property tax information, financial, and payment processing divisions of the Treasurer-Tax Collector department. This class is distinguished from the next higher class, Senior Tax Services Technician, in that the latter performs more difficult and complex property tax collection, financial and assessment tasks.

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. Answer property tax questions and inquiries at the Treasurer-Tax Collector (TTC) via phone
2. Collect property tax payments over the phone
3. Post property tax payments and accounts for payments received
4. Compile and record property tax financial transactions
5. Open, process and respond to property tax correspondence

6. Conduct research of property tax rolls and tax payment issues
7. Assist taxpayers in person with payment plans, penalty cancellations, parcel maps and tax clearance certificates
8. Collect, review and audit property tax payments by various types including checks, credit or cash
9. Audit and reconcile payments with the collections posted to the Assessment Tax System
10. Interact with the public or others in situations which require gaining cooperation and using a broad base of knowledge related to the Tax Collector policies and procedures in order to resolve problems
11. Review tax bills to determine amount due; provide information in valuation, accounting refunds and various exemption requirements
12. Review and explain updated or new tax laws and propositions to the public and others
13. Perform a variety of general office tasks
14. May collect property tax payments at the TTC public counter
15. May answer property tax questions and inquiries at the TTC public counter
16. May balance and reconcile cash drawer on occasion
17. May act as lead worker for employees in the same or lower-level classes; assist in training new employees; act for supervisor in his/her absence

MINIMUM QUALIFICATIONS

Thorough Knowledge of

- Operations, services and activities of comprehensive TTC property tax principles, practices, techniques, policies and procedures
- Rules and regulations applicable to processing and recording property tax financial transactions
- Codes, forms, rules and regulations applicable to processing and recording property tax transactions

Knowledge of

- Modern office practices and procedures including filing and operating office equipment
- Fundamental principles of writing and grammar, and proofreading skills to identify omissions and errors

- Current tax methods and regulations and understanding of CA Revenue and Taxation code, general accounting processes, and cash handling principles

Ability to

- Perform a broad range of office tasks
- Read and interpret property tax statements
- Understand current tax methods and regulations and explain them to the public accurately and tactfully; locate, classify and interpret a variety of property tax and related information for research purposes
- Clearly and effectively communicate with the public or others in situations requiring the explanation of complex property tax methods and regulations
- Learn to operate and use a variety of electronic and automated office machines and equipment
- Speak, understand, read and/or write a second language in addition to English which may be required for some assignments

Education and Experience

Any combination of education and experience which has led to the acquisition of the required knowledge, skills, and abilities as noted above

Option I

One year of experience as a Tax Services Technician Trainee

Option II

Two (2) years financial or fiscal record keeping

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Essential functions require sufficient physical ability and mobility to work in an office setting; frequent sitting and/or standing for extended periods of time; may be required to stand, walk, stoop, and bend routinely to perform daily tasks and to access a standard office environment; possess vision sufficient to read standard text and a computer monitor; speak and hear well enough to communicate clearly and understandably in person and over the telephone; use a telephone for long periods of time; possess

manual dexterity to use hands, arms, and shoulders repetitively to operate a computer keyboard and utilize office equipment; may be required to lift and carry up to 10 pounds.

Possess the ability to interact with the public and co-workers both in verbal and written format; utilize multiple software applications to complete case actions and perform case assessments; independently reason logically and analyze data, perform calculations, reach conclusions, and negotiate a payment plan; perform both routine and complex tasks, and make recommendations and/or decisions; influence people; remain calm and appropriately focused in rapidly changing and difficult situations.

Environmental and Working Conditions

Work is performed in an indoor office environment. May sit at a desk or stand consistently up to an hour at a time speaking on the telephone or at a public counter. May need to utilize diplomacy when interacting with customers in sensitive or hostile situations. May be required to speak, understand, read, and write in a second language in some assignments.



COUNTY OF ORANGE

Established Date: 01/28/2022

SENIOR TAX SERVICES TECHNICIAN

Class Code:

0506CL

DEFINITION:

Under direction, perform tax collection and provide property tax information to the public. Perform tax collection and financial tasks of above average difficulty and complexity in the area of property tax transactions. Incumbents answer various tax questions and inquiries at the public counter; collect and account for property tax payments received; process and respond to related correspondence; conduct research of tax payment issues; set up payment plans; and do other work as required.

The Tax Services Technician series includes the following:

Tax Services Technician Trainee (0502CL)

Tax Services Technician (0505CL)

Senior Tax Services Technician (0506CL)

CLASS CHARACTERISTICS:

This is the advanced journey level class in the Tax Services Technician series. This class performs more difficult and complex property tax collection, financial, and assessment tasks; and may train entry and journey level technicians assigned to a specific functional area. This class is distinguished from the journey class, Tax Services Technician, in that the latter works in the call center and performs more routine tax collection and financial tasks.

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. Provide property tax technical guidance and training to other tax collection staff.
2. Perform property tax collection tasks of above average difficulty and complexity.
3. Perform complex property tax account reconciliation between banking and various information system reports.
4. Compile and record property tax financial transactions.
5. Gather facts and set up payment plans per department policies.

6. Conduct research of property tax rolls and tax payment issues.
7. Answer complex property tax and financial questions at the public counter.
8. Assist taxpayers in person with payment plans, penalty cancellations, parcel maps, and tax clearance certificates.
9. Audit and reconcile payments with the collections posted to the Assessment Tax System.
10. Interact with the public or others in situations which require gaining cooperation and using a broad base of knowledge related to the property tax collector policies and procedures in order to resolve problems.
11. Review and explain updated or new property tax laws and propositions to the public and others.
12. Provide courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referrals.
13. Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
14. May act as lead for employees in lower-level classes; assist in training new employees; act for supervisor in his/her absence.
15. May be required to perform the functions of the lower-level classes in this series.

MINIMUM QUALIFICATIONS

Thorough Knowledge of

- Operations, services and activities of comprehensive TTC property tax principles, practices, techniques, and policies and procedures
- Rules and regulations applicable to processing and recording property tax financial transactions
- Codes, forms, rules and regulations applicable to processing and recording property tax transactions; California Revenue and Taxation Code, state law, civil and bankruptcy law, and IRS rules and regulations

Knowledge of

- Current County property tax methods, regulations, and understanding of general accounting processes and cash handling principles
- Mathematical concepts and computations

- Modern office practices and procedures including filing and operating office equipment
- Fundamental principles of writing and grammar and proofreading skills to identify omissions and errors

Ability to

- Communicate effectively with the public and co-workers with confidence and tact
- Understand and interpret property tax statements and records
- Perform mathematical calculations related to property taxes, interest and records
- Operate office equipment such as: personal computers, terminals, printers, scanners, fax machines, photocopiers, typewriters, calculators and touch-key adding machines
- Access and use data from computerized record keeping systems
- Understand and interpret property tax related legal documents
- Reconcile record keeping systems and related transactions
- Retrieve, store, and purge information in various filing systems
- Understand and interpret financial transactions and records
- Perform mathematical calculations related to property taxes, interest, and records
- Access and use data from computerized record keeping systems
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or making appropriate referral
- Provide prompt, efficient, and responsive service
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations
- Speak, understand, read and/or write a second language in addition to English which may be required for some assignments

Education and Experience

Any combination of education and experience which has led to the acquisition of the required knowledge, skills, and abilities as noted above.

Option I

One (1) year of experience as a Tax Services Technician at the County of Orange

Option II

Two (2) years of experience processing financial transactions in a Treasurer-Tax Collector Office in the State of California

Option III

Three (3) years of clerical experience including two (2) years of experience processing financial transactions

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

Essential functions require sufficient physical ability and mobility to work in an office setting; frequent sitting and/or standing for extended periods of time; may be required to stand, walk, stoop, and bend routinely to perform daily tasks and to access a standard office environment; possess vision sufficient to read standard text and a computer monitor; speak and hear well enough to communicate clearly and understandably in person and over the telephone; use a telephone for long periods of time; possess manual dexterity to use hands, arms, and shoulders repetitively to operate a computer keyboard and utilize office equipment; may be required to lift and carry up to 10 pounds.

Possess the ability to interact with the public and co-workers both in verbal and written format; utilize multiple software applications to complete case actions and perform case assessments; independently reason logically and analyze data, perform calculations, reach conclusions, and negotiate a payment plan; perform both routine and complex tasks, and make recommendations and/or decisions; influence people; remain calm and appropriately focused in rapidly changing and difficult situations.

Environmental and Working Conditions

Work is performed in an indoor office environment. May sit at a desk or stand consistently up to an hour at a time speaking on the telephone or at a public counter. May need to utilize diplomacy when interacting with customers in sensitive or hostile situations. May be required to speak, understand, read, and write in a second language in some assignments.



BEHAVIORAL HEALTH NURSE

Class Code:
4175HP

COUNTY OF ORANGE

Established Date: 10/01/1971

Revision Date: 01/28/2022

DEFINITION:

Under direction, provides behavioral health client and referral program services to Orange County residents; performs specialized behavioral health nursing, substance use disorder treatment service or case management in a variety of settings; completes behavioral health nursing evaluations and assists a physician in implementing appropriate medical treatment plans; performs physical nursing assessments; provides crisis intervention and performs behavioral health casework and other related work as required.

CLASS CHARACTERISTICS:

This is a full journey level class. Positions in this class oversee the general health and provide nursing services for behavioral health clients. Incumbents in this class participate in assessing and evaluating a client's physical and behavioral health condition and assist in developing and implementing an appropriate treatment plan. This class is distinguished from the Registered Nurse series by the additional requirement of specialized training and experience in behavioral health and substance use treatment programs, and application of specialized clinical skills and judgment.

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. Provide case management and crisis intervention services designed to address the behavioral health and medical needs of clients. Interview and assess the needs of clients, initiate plans for care based on assessments and assist clients in cooperating with treatment; relate and interpret medical records and lab reports and psychiatric evaluations to behavioral health program staff; provide skilled nursing input in the formulation of client treatment plans; participate in daily treatment meetings with multidisciplinary team.
2. Examine and evaluate physical condition of client and identify evidence of physical illness; prepare written psychiatric evaluations of the individual's condition and recommend involuntary hospitalization under W.I.C. section 5150, in cases where individuals will not voluntarily accept treatment.

3. Develop and implement client treatment service plans; conduct individual, group and family therapy and crisis counseling; conduct health education group sessions.
4. Coordinate medication orders with pharmacies, dispense medications and assist physicians in providing treatment orders; order medical supplies; store and dispose of expired medications per HCA policy and procedures.
5. Observe, identify, interpret, record and report changes in client's condition in the Electronic Health Record (EHR) system.
6. Provide continuity of client care through linkage to community services, consultation and other types of after care and case management service; assist in securing appropriate placement arrangements; evaluate condition of the client in the home environment; identify evidence of physical or mental illness and refer to appropriate treatment or service sources; consult with board and care operators and monitor/visit clients at nursing homes.
7. May perform staff training.
8. Provide specialized counseling, social wellness education and outpatient and referral services to clients and their significant others regarding lifestyle habits, substance use, parenting, pregnancy and domestic violence.

MINIMUM QUALIFICATIONS:

Knowledge of

- Principles and techniques, of diagnosis, treatment, and rehabilitation of clients with behavioral health, or substance use disorders
- Patterns of symptoms associated with behavioral health disorders
- Medications administered to behavioral health clients and their possible side effects
- Medical and psychiatric emergency procedures and laws relating to the involuntary detention of clients with medical/emotional disorders, or substance abuse disorders
- County and community resources for referral
- Sociological, psychological, and physical factors involved in behavioral health nursing
- Parenting, child development, pregnancy, and domestic violence as it relates to substance use disorders may be required for some assignments

Ability to

- Apply nursing care principles and procedures in evaluation and treatment of behavioral health clients
- Respond to medical and mental health emergencies, taking appropriate intervention action based on policy
- Interview, evaluate, conduct individual, group and crisis counseling and transmit information to behavioral health personnel, clients and client families
- Work effectively with individuals and families to assist them in satisfactory solution to behavioral health and/or substance use disorders and develop interpersonal therapeutic relationships with clients
- Be sensitive to the socio-economic and cultural differences of clients/client families and their impact on attitudes and behavior
- Establish and maintain effective working relationships with other programs, agencies, external contacts and the community
- Speak and write effectively including preparation of clear and concise records and reports
- Use medical related software as well as general software such as MS Word, Excel, and Outlook

Education and Experience

Two (2) years of experience as a Registered Nurse, of which at least six (6) months was providing direct patient care in a behavioral health setting. Graduation from an accredited school of nursing with a bachelor's degree may be substituted for one (1) year of the required experience.

License/Certification

Possession of a current valid Registered Nurse License issued by the California Board of Registered Nursing, or Registered Nurse licensure in another state with California licensure pending is at the discretion of the respective program. A legible copy of the license must be provided upon appointment.

And

Possession of valid Basic Life Support (BLS), Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillator (AED) certificates issued by the American Heart Association for professional healthcare providers.

And

Possession of a valid California Class C Driver License 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

Independent body mobility to stand, walk, bend, turn neck, reach above and below shoulder, occasional squatting and stamina to sit for a prolonged time; may be required to carry, push and pull up to 25 pounds; strength to lift and carry objects such as nursing supplies or audiovisual equipment, which may weigh up to 25 pounds; repetitive use of hands and fine hand manipulation; manual dexterity to reach, grasp, manipulate small objects and precision to give injections, take pulse and blood pressure; manual dexterity to hand write or use a computer keyboard; sufficient vision to read gauges, thermometers and calibrated measuring instruments, labels on medications, medical charts and computer screen; hear and speak well enough to communicate with patients at normal conversation level in person and over the phone; ability to assist with CPR as needed. May require fit testing for N95 respirator/face mask.

Environmental and Working Conditions

Ability to work in a community or high-volume outpatient clinic setting, restricted and non-restricted environments, or in the field as a case manager with patients as specific for the position; able to interact with and communicate with clients, other health professionals, office support staff, and community partners on a continual basis. Depending on position, may be responsible for security and/or transport of a controlled substance (methadone); may be subjected to patients with communicable diseases and potentially hostile, violent or physically abusive clients. May be required to travel to community areas that are potentially dangerous. Some assignments may include work in locked facilities. As such, the Orange county Jail System and Orange County Probation have a "No Negotiations for Hostage" policy.



COUNTY OF ORANGE

Established Date: 03/1964

Revision Date: 01/28/2022

LICENSED VOCATIONAL NURSE

Class Code:
4108HP

DEFINITION:

Under supervision, perform routine nursing duties in the direct care and treatment of patients in community health settings; assist registered nurses in the care of the acutely ill; prepare and administer medication; and perform other work as required.

CLASS CHARACTERISTICS:

The Licensed Vocational Nurse (LVN) is a journey level class. Positions allocated to this class function under the supervision of physicians, registered nurses or written standardized procedures, and follow specific instructions and established nursing procedures. Duties performed by incumbents in the position require application of nursing principles and techniques acquired through completion of vocational nurse training. Positions in this class differ from those of Nursing Assistant in that incumbents are required to be licensed, administer a more highly skilled form of patient care, perform a variety of treatments, and administer medications. The LVN acts in a supportive role for all clinics.

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. Review patients' records to keep informed of the patients' health status; interview patients and assist in the development of patient health care plans.
2. Assist with initiating standard procedures applicable to the individual patient; assists in initiating patient referrals for services required.
3. Administer medications and treatments; observe patients' reactions, condition, and symptoms; initiate appropriate action as indicated; consult with nurses or physicians routinely and whenever indicated by change in condition or behavior.
4. May perform venipuncture, medication injections or other skin punctures for drawing blood or for testing when directed by a physician.
5. Maintain accurate and concise records concerning nursing care, document patient's reactions and changes in condition or behavior.

6. Assist in arranging for and setting up clinics, take personal histories, assist in examinations and treatment, and instructs patients in carrying out physician/nurse practitioner's orders.
7. Counsel, advise, and educate individuals, families and groups regarding specific diseases or health conditions, as well as health maintenance, promotion and rehabilitation.
8. Under a physician's orders or written procedures, may perform and read antigen skin test, (i.e., tuberculin); may administer medication, therapeutic agents or immunizing agents orally, parenterally or to skin and mucous membranes; may perform other skilled nursing procedures such as gastric, aerosols, nasogastric, intubation, audiograms and vision screening.
9. Order medications, supplies, and equipment; receive, unpack, and stock medications and supplies for all programs.
10. Participate in conferences, committee meetings, staff development and education programs to increase or maintain professional competency.

MINIMUM QUALIFICATIONS:

Knowledge of

- Modern principles, techniques and procedures used in vocational nursing
- Common medical terminology and equipment
- Purposes and effects of medicines
- Techniques of administering medications and treatments

Ability to

- Perform interviews, evaluate, and transmit information to other health personnel, patients, and the public
- Administer medications as ordered by physicians
- Maintain accurate and concise patient records
- Maintain an empathetic attitude toward patients
- Develop and maintain cooperative working relationships with other health disciplines and the public
- Work in a community health setting
- Communicate effectively both orally and in writing

- Speak a specified second language may be required for some positions
- Use computer to input information in County health management application

Education and Experience

No experience required

License/Certification

Possession of a valid Vocational Nurse License issued by the California Board of Vocational Nurse and Psychiatric Technician Examiners. A legible copy of the license must be provided upon appointment.

And

Possession of a valid Basic Life Support (BLS) certificate issue by the American Heart Association for professional healthcare providers.

Possession of a valid California Class C Driver's License or the ability to use an alternative method of transportation to carry out the essential functions of the job may be required for some assignments.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Independent body mobility to stand, walk, bend, turn neck, reach above and below shoulder, occasional squatting and stamina to sit for a prolonged time; may be required to carry push and pull up to 25 pounds; strength to lift and carry objects such as nursing supplies or audiovisual equipment, which may weigh up to 25 pounds; repetitive use of hands and fine hand manipulation; manual dexterity to reach, grasp, manipulate small objects and precision to give injections, take pulse and blood pressure; manual dexterity to hand write or use a computer keyboard; sufficient vision to read gauges, thermometers and calibrated measuring instruments, labels on medications, medical charts and computer screen; hear and speak well enough to communicate with patients at normal conversation level in person and over the phone; ability to assist with CPR as needed. May require fit testing for N95 respirator/face mask.

Environmental and Working Conditions

Ability to work in a community or high-volume outpatient clinic setting, restricted and non-restricted environments, or in the field as a case manager with patients as specific for the position; able to interact with and communicate with clients, other health professionals, office support staff, and community partners on a continual basis; depending on position, may be responsible for security and/or transport of a controlled substance (methadone); may be subjected to patients with communicable diseases and potentially hostile, violent or physically abusive clients. May be required to travel to community areas that are potentially dangerous. Some assignments may include work in locked facilities. As such, the Orange county Jail System and Orange County Probation have a "No Negotiations for Hostage" policy.



PUBLIC HEALTH NURSE TRAINEE

Class Code:
4181HP

COUNTY OF ORANGE

Established Date: 04/05/1991

Revision Date: 01/28/2022

DEFINITION:

Under direction, to provide professional nursing care and public health services, including instruction and counseling, to individuals and families in a variety of settings including homes, clinics, special program sites, acute facilities, and schools; and to perform other related work as required.

The Public Health Nurse series includes the following:

Public Health Nurse Trainee (4181HP)

Public Health Nurse (4185HP)

Lead Public Health Nurse (4190SM)

Supervising Public Health Nurse (4189SM)

CLASS CHARACTERISTICS:

Positions in this series provide professional nursing care and case management/coordination services in a public health setting. The objectives of the series are to recognize the assignment of increasingly responsible and complex duties and to establish a career pattern which acknowledges the professional growth and advanced qualities and skills in the public health nursing profession attained through education and experience.

This is the entry level class designed to recruit and provide practical experience and training to nurses who require such experience prior to entry or reentry into the full journey level. Work of increasing difficulty and complexity is assigned under supervision as experience and familiarity with the nursing services being provided in the assignment are acquired. Positions in the Public Health Nurse Trainee (PHN Trainee) level differ from the Public Health Nurse (PHN) level in that the PHN incumbents perform the more responsible and less routine assignments without direct supervision and may act as lead workers over the PHN Trainee. Incumbents are required to develop the proficiency and knowledge necessary to advance to the next higher level by completion of the one-year probation period. Incumbents who are not promoted by the end of the probationary period shall not pass probation.

EXAMPLES OF DUTIES:

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

1. Under supervision, provide a variety of nursing services in homes or in clinic settings to patients and their families.
2. Recognize multi-cultural practices and beliefs, and be sensitive to their impact on health care promotion and maintenance; identify and evaluate barriers to service provision, such as language, literacy, immigration status, transportation, financial status, age, handicaps, mental status and lack of support systems, and take appropriate steps to mitigate their impact.
3. As directed, conduct physical assessments, administer prescribed treatment, and dispense medications; perform diagnostic tests; review and interpret laboratory findings and follow up in accordance with standardized procedures and protocols.
4. Complete assessments and identify environmental, psycho-social, economic, nutritional, and physical factors related to medical diagnosis and educational level of patient and family; establish nursing diagnosis and identify problems including patient education needs, treatment, availability and navigation to appropriate resources and effectiveness of compliance.
5. Assess, plan, counsel, teach, and demonstrate nursing care to patients, family members or other persons who will give care to patients; assist individuals and families in understanding and carrying out medical recommendations and in making necessary adjustments in the treatment regimen.
6. Support future workforce development through introduction and orientation of Public Health Nursing from an entry level perspective to student nurses and volunteers.
7. Acquire and maintain knowledge of federal, state and local health laws, regulations, policies, procedures and protocols; inform and interpret applicable rules and program requirements to patients, other individuals and groups as they relate to area of assignment and responsibility; explain and obtain required consents for treatment and tests; explain patient's rights and act as patient advocate in obtaining needed services and treatment.
8. Conduct epidemiological investigations of communicable diseases for food and water-borne illnesses, and similar illnesses in the community; track outbreaks, collect specimens, and provide instruction and counseling on treatment and prevention; coordinate information between the Public Health Lab, other Health Care Agency programs, private physicians, employers, and other affected individuals and groups.
9. Under close supervision and direction, serve as a case manager on journey level assignments; respond to and research inquiries from patients, members of the public, and other public and private social service and health care providers to explain program services offered; relay and interpret test results, make referrals and coordinate care.
10. Prepare accurate records, charts, case files, legal documents, and reports.

11. Participate in special occurring incidents such as assisting with individuals who are members of a vulnerable population or high-risk groups.

MINIMUM QUALIFICATIONS:

General Knowledge of

- Public health issues and related health services
- Common communicable diseases and infection control
- Computer software programs and current related electronic medical technology

Ability to

- Work effectively for various programs or response efforts
- Establish and maintain effective working relationships with clients and their families, other programs and agencies, and the community
- Educate and provide resources and referrals to clients and the community

Education and Experience

No experience required.

License/Certification

Possession of a valid Registered Nurse License issued by the California Board of Registered Nursing

And

Possession of a valid certificate as a Public Health Nurse issued by the California Board of Registered Nursing

And

Possession of valid Basic Life Support (BLS) certificate issued by the American Heart Association for professional healthcare providers

Possession of a valid California Class C Driver License or the ability to use an alternative method of transportation to carry out the essential functions of the job may be required for some assignments

Desirable

Able to administer injections, perform laboratory tests, perform phlebotomy

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

Independent body mobility to stand, walk, bend, turn neck, reach above and below shoulder, occasional squatting and stamina to sit for a prolonged time; may be required to carry push and pull up to 25 pounds; strength to lift and carry objects such as nursing supplies or audiovisual equipment, which may weigh up to 25 pounds; repetitive use of hands and fine hand manipulation; manual dexterity to reach, grasp, manipulate small objects and precision to give injections, take pulse and blood pressure; manual dexterity to hand write or use a computer keyboard; sufficient vision to read gauges, thermometers and calibrated measuring instruments, labels on medications, medical charts and computer screen; hear and speak well enough to communicate with patients at normal conversation level in person and over the phone; ability to assist with CPR as needed. May require fit testing for N95 respirator/face mask.

Highest level of mental aptitude required to perform complex tasks including medical assessment, diagnosis, and treatment of public health clients; make sound judgments, actions and decisions to prevent injury/loss of life and manage risk; able to adapt to changes, and learn new procedures/techniques; flexibility in working at a variety of locations and nursing assignments.

Environmental and Working Conditions

Ability to work in a community or high-volume outpatient clinic setting, restricted and non-restricted environments, or in the field as a case manager with patients as specified for the position; able to interact with and communicate with clients, other health professionals, office support staff, and community partners on a continual basis. Depending on position, may be responsible for security and/or transport of a controlled substance (methadone); may be subjected to patients with communicable diseases and potentially hostile, violent, or physically abusive clients. May be required to travel to community areas that are potentially dangerous. Some assignments may include work in locked facilities. As such, the Orange County Jail System and Orange County Probation have a "No Negotiations for Hostage" policy.



PUBLIC HEALTH NURSE

Class Code:
4185HP

COUNTY OF ORANGE

Established Date: 04/05/1991

Revision Date: 01/28/2022

DEFINITION:

Under direction, provide professional public health nursing care and coordinate specialized services, including instruction and counseling, to individuals and families in a variety of settings including homes, clinics, special program sites, acute facilities and schools; and to perform other related work as required.

The Public Health Nurse series includes the following:

Public Health Nurse Trainee (4181HP)

Public Health Nurse (4185HP)

Lead Public Health Nurse (4190SM)

Supervising Public Health Nurse (4189SM)

CLASS CHARACTERISTICS:

Positions in this series provide professional nursing care and case management and coordination services in a public health setting. The objectives of the series are to recognize the assignment of increasingly responsible and complex duties and to establish a career pattern which acknowledges the professional growth and advanced qualities and skills in the public health nursing profession attained through education and experience.

This Public Health Nurse (PHN) is the journey level in the series. Incumbents in this classification perform a wide range of professional nursing duties which require independent judgment and skillful application of public health nursing practices and case management and coordination services. Incumbents typically work under the general direction of a Supervising Public Health Nurse or higher-level health program manager to provide primary care in collaboration with physicians and/or nurse practitioners and provide continuity of care to patients through appropriate case management services. Positions in the PHN class differ from the Lead Public Health Nurse class in that the latter class is the advanced journey lead-level class. These positions will serve in a lead, training, or special project role.

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. Provide a variety of nursing programs and direct services in homes or in-clinic settings to patients including children, foster children, teens, high-risk pregnant women, adults with chronic conditions and homeless individuals and families.
2. Recognize diverse cultural practices and beliefs, and be sensitive to their impact on health care promotion and maintenance; identify and evaluate barriers to service provision, such as language, literacy, immigration status, transportation, financial status, age, handicaps, mental status, and lack of support systems and take appropriate steps to mitigate their impact.
3. Conduct comprehensive physical assessments, administer prescribed treatment, and dispense medications; perform diagnostic tests; review and interpret laboratory findings and follow up in accordance with standardized procedures and protocols.
4. Complete assessments and identify environmental, psycho-social, economic, nutritional and physical factors related to medical diagnosis; plan, counsel, teach and demonstrate nursing care to patients, family members or other persons who will give care to patients; assist individuals and families in understanding and carrying out medical recommendations and in making necessary adjustments in the treatment regimen; assist in the navigation to appropriate resources.
5. Acquire and maintain knowledge of federal, state and local health laws and regulations; provide input on policies, procedures, protocols and program goals ; inform and interpret applicable rules and program requirements to patients, other individuals and groups as they relate to area of assignment and responsibility; explain and obtain required consents for treatment and tests; explain patient's rights and acts as patient advocate in obtaining needed services and treatment; may analyze legislation and prepare reports and summaries.
6. Conduct epidemiological investigations of communicable diseases for food and water-borne illnesses, and similar illnesses in the community; track outbreaks, collect specimens, and provide instruction and counseling on treatment and prevention; coordinate information between the Public Health Lab, other Health Care Agency programs, private physicians, employers, and other affected individuals and groups.
7. Provide case coordination and resource management services through needs assessment, plan development, and active interface with inter- and intra-agency/department professionals, community agencies and other public and private sector providers to ensure the receipt of effective treatment and continuity of care.
8. Function as a case manager by providing counseling, reinforcing instructions, ensuring compliance and follow-up, establishing mutual goals, and developing feedback systems between patient, families and all involved professionals; coordinate discharge planning for clients with hospitals and other facilities; provide transitioning services into stable living and health care environments.

9. Use program/service knowledge to review and prioritize referrals and active cases; make assignments to other professional and para-professional staff members to ensure effective and efficient operation of unit.
10. Respond to and research inquiries from patients, members of the public, and other public and private social service and health care providers to explain program services offered; relay and interpret test results, make referrals, and coordinate care.
11. May meet with community organizations, private individuals, administrators, patients, physicians and other medical personnel to secure cooperation in achieving service goals, to promote the exchange of information, to gain or give specific information related to patient needs, and to provide instruction concerning the specialized area; may serve as county representative at state level meetings and conferences.
12. Support future workforce development through training and orientation of student nurses and volunteers.
13. Prepare, organize, and maintain accurate narrative or statistical research and records, charts, case files, legal documents and reports; may manage applicable grant funding and associated activities.
14. Prepare, organize, and maintain accurate records, charts, case files, legal documents and reports.
15. Provide input to development, revision and implementation of protocols, policies, and standard procedures and to identification of program goals, objectives and changes.
16. Participate in special occurring incidents such as assisting with individuals who are members of a vulnerable population or high-risk groups.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of

- Public health issues and related health services
- Common communicable diseases
- Infection control
- Social determinants of health and understanding of issues affecting health equity

General Knowledge of

- Computer software programs and current related electronic medical technology

Ability to

- Establish and maintain effective working relationships with clients and their families, other programs and agencies and the community

- Work seamlessly for various programs or response efforts.
- Work in a fast-paced environment
- Educate and provide resources and referrals to clients and the community

Education and Experience

One (1) year of experience as a licensed/certificated Public Health Nurse in an agency providing generalized public health nursing services

License/Certification

Possession of a current valid Registered Nurse License issued by the California Board of Registered Nursing

And

Possession of a current valid certificate as a Public Health Nurse issued by the California Board of Registered Nursing

And

Possession of valid Basic Life Support (BLS) certificate issued by the American Heart Association for professional healthcare providers

And

Possession of a valid California Class C Driver License or the ability to use an alternative method of transportation to carry out the essential functions of the job may be required for some assignments

Desirable

Able to administer injections, perform laboratory tests and perform phlebotomy.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Independent body mobility to stand, walk, bend, turn neck, reach above and below shoulder, occasional squatting and stamina to sit for a prolonged time; may be required to carry push and pull up to 25 pounds; strength to lift and carry objects such as nursing supplies or audiovisual equipment, which may weigh up to 25 pounds; repetitive use of hands and fine hand manipulation; manual dexterity to reach, grasp, manipulate small objects and precision to give injections, take pulse and blood pressure; manual dexterity to hand write or use a computer keyboard; sufficient vision to read gauges, thermometers and calibrated measuring instruments, labels on medications, medical charts and computer screen; hear and speak well enough to communicate with patients at normal conversation level in person and over the phone; ability to assist with CPR as needed. May require fit testing for N95 respirator/face mask.

Highest level of mental aptitude required to perform complex tasks including the medical assessment, diagnosis, and treatment of public health clients; make sound judgments, actions or decisions to prevent injury/loss of life and manage risk; able to adapt to changes and learn new procedures/techniques; flexibility in working at a variety of locations and nursing assignments.

Environmental and Working Conditions

Ability to work in a community or high-volume outpatient clinic setting, restricted and non-restricted environments, or in the field as a case manager with patients as specified for the position; able to interact with and communicate with clients, other health professionals, office support staff, and community partners on a continual basis. Depending on position, may be responsible for security and/or transport of a controlled substance (methadone); may be subjected to patients with communicable diseases and potentially hostile, violent, or physically abusive clients. May be required to travel to community areas that are potentially dangerous. Some assignments may include work in locked facilities. As such, the Orange County Jail System and Orange County Probation have a “No Negotiations for Hostage” policy.



LEAD PUBLIC HEALTH NURSE

Class Code:
4190SM

COUNTY OF ORANGE

Established Date: 04/05/1991

Revision Date: 01/28/2022

DEFINITION:

Under general direction, provide professional nursing care and public health services, including instruction and counseling, to individuals and families in a variety of settings including homes, clinics, special program sites, acute facilities and schools; and perform other related work as required.

The Public Health Nurse series includes the following:

Public Health Nurse Trainee (4181HP)

Public Health Nurse (4185HP)

Lead Public Health Nurse (4190SM)

Supervising Public Health Nurse (4189SM)

CLASS CHARACTERISTICS:

This is the Lead Public Health Nurse classification characterized by providing consultation and assisting in the supervision of subordinate level staff within a public health program. Incumbents are expected to exercise considerable independence and clinical judgment. In addition, incumbents will possess a broad in-depth knowledge of public health issues and health necessary to critically evaluate patients and, as necessary, provide skilled nursing care, case management and coordination of services often without the benefit of on-site supervision or medical services direction from a physician. Furthermore, positions at this level may perform in a special project, training, program quality assurance, or special resource role. Positions in the Lead PHN class differ from the Supervising PHN in that the latter class is responsible for supervising Public Health Nurses.

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. Lead a nursing service, clinic, or project, serving as a consultant and advisor to coordinate specialized services for an assigned program or project.

2. Perform in a lead worker role to orient/train other health care employees; may be assigned as acting supervisor or clinic manager and, on those occasions, is responsible for providing direction and assigning work to other unit/clinic staff.
3. Organize, lead, and/or participate in discussion groups or on committees to develop educational programs; researches and compiles material for class presentations; prepares teaching aids, delivers lectures, and performs demonstrations.
4. Provide leadership for the development, revision and implementation of protocols, policies and standard procedures and for the identification of program goals, objectives and changes.
5. Participate in special occurring incidents such as assisting with individuals who are members of a vulnerable population or high-risk groups or working with the State Department of Health with their investigations.
6. Serve in a lead role in a variety of nursing programs and services in homes or clinic settings for patients including children, foster children, teens, high-risk pregnant women, adults with chronic conditions and homeless individuals and families.
7. Recognize diverse cultural practices and beliefs, and be sensitive to their impact on health care promotion and maintenance; identify and evaluate barriers to service provision, such as language, literacy, immigration status, transportation, financial status, age, handicaps, mental status and lack of support systems, and take appropriate steps to mitigate their impact.
8. Complete assessments and identify environmental, psycho-social, economic, nutritional and physical factors related to medical diagnosis, and educational level of patient and family; establish nursing diagnosis and identify problems including patient education needs; perform diagnostic tests; review and interpret laboratory findings; prescribe treatment; and follow up in accordance with standardized procedures and protocols.
9. Assess, plan, counsel, teach and demonstrate nursing care to patients, family members or other persons who will give care to patients; assist individuals and families in understanding and carrying out medical recommendations and in making necessary adjustments in the treatment regimen; assist with navigation to appropriate resources.
10. Support future workforce development through training and orientation of student nurses and volunteers.
11. Acquire and maintain knowledge of federal, state and local health laws, regulations; provide input into development of policies, procedures and protocols; inform and interpret applicable rules and program requirements to patients, other individuals and groups as they relate to area of assignment and responsibility; explain and obtain required consents for treatment and tests; explain patient's rights and act as patient advocate in obtaining needed services and treatment.
12. Conduct epidemiological investigations of communicable diseases for food and water-borne illnesses, and similar illnesses in the community; track outbreaks, collect specimens, and provide instruction and counseling on treatment and prevention; coordinate information between the Public Health Lab, other Health Care Agency programs, private physicians, employers and other affected individuals and groups.

13. Provide leadership of case coordination and resource management services through needs assessment, plan development, and active interface with inter- and intra-agency/department professionals, community agencies and other public and private sector providers to ensure the receipt of effective treatment and continuity of care.
14. Function as a case manager by providing counseling, reinforcing instructions, ensuring compliance and follow-up, establishing mutual goals, and developing feedback systems between patient, families and all involved professionals; coordinate transitioning services into stable living and other health care environments.
15. Serve as a unit coordinator by using program/service knowledge to review and prioritize referrals and active cases; make assignments to other professional and para-professional staff members to ensure effective and efficient operation of unit.
16. Respond to and research inquiries from patients, members of the public, and other public and private social service and health care providers to explain program services offered; relay and interpret test results, make referrals and coordinate care.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of

- Public health issues and related health services
- Disease prevention, surveillance investigation, control, and I services
- Infection control
- Social determinants of health and understanding of issues affecting health equity

General Knowledge of

- Basic Mental Health diagnosis and treatment
- HIPAA and Privacy Laws
- Knowledge of mandated reporting laws
- Computer software programs and current medical related electronic technology

Ability to

- Independently provide skilled nursing care and complex case management of the coordination and synchronization of services
- Establish and maintain cooperative working relationships with managers, medical professionals, gram peers, and clients to achieve program goals

- Establish and maintain effective communication with medical professionals, community agencies, public and private sector providers
- Perform training and present information to educate staff regarding current, or emergent healthcare topics
- Use computer programs and healthcare platforms to input data, create documents, reports, and conduct investigations

Education and Experience

Two (2) years of experience as a licensed/certificated Public Health Nurse in an agency providing generalized public health nursing services. A Master's Degree in nursing or public health may be substituted for one (1) year of the required experience.

License/Certification

Possession of a current valid Registered Nurse License issued by the California Board of Registered Nursing.

And

Possession of a current valid certificate as a Public Health Nurse issued by the California Board of Registered Nursing.

And

Possession of valid Basic Life Support (BLS) certificate issued by the American Heart Association for professional healthcare providers.

And

Possession of a valid California Class C Driver License or the ability to use an alternative method of transportation to carry out the essential functions of the job may be required for some assignments.

Desirable

Able to administer injections, perform laboratory tests and perform phlebotomy

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Independent body mobility to stand, walk, bend, turn neck, reach above and below shoulder, occasional squatting and stamina to sit for a prolonged time; may be required to carry, push and pull up to 25 pounds; strength to lift and carry objects such as nursing supplies or audiovisual equipment, which may weigh up to 25 pounds.; repetitive use of hands and fine hand manipulation; manual dexterity to reach, grasp,

manipulate small objects and precision to give injections, take pulse and blood pressure; manual dexterity to hand write or use a computer keyboard; sufficient vision to read gauges, thermometers and calibrated measuring instruments, labels on medications, medical charts and computer screen; hear and speak well enough to communicate with patients at normal conversation level in person and over the phone; ability to assist with CPR as needed. May require fit testing for N95 respirator/face mask.

Environmental and Working Conditions

Ability to work in a community or high-volume outpatient clinic setting, restricted and non-restricted environments, or in the field as a case manager with patients as specified for the position; able to interact with and communicate with clients, other health professionals, office support staff and community partners on a continual basis. Depending on position, may be responsible for security and/or transport of a controlled substance (methadone); may be subjected to patients with communicable diseases and potentially hostile, violent, or physically abusive clients. May be required to travel to community areas that are potentially dangerous. Some assignments may include work in locked facilities. As such, the Orange County Jail System and Orange County Probation have a "No Negotiations for Hostage" policy.



SUPERVISING PUBLIC HEALTH NURSE

Class Code:
4189SM

COUNTY OF ORANGE
Established Date: 03/1964
Revision Date: 01/28/2022

DEFINITION:

Under direction, supervise, coordinate and evaluate the activities of a public health nursing unit, or one or more clinical services or specialized program(s); participate in the planning, implementation and evaluation of public health programs and services; and to perform other related work as required

The Public Health Nurse series includes the following:

Public Health Nurse Trainee (4181HP)
Public Health Nurse (4185HP)
Lead Public Health Nurse (4190SM)
Supervising Public Health Nurse (4189SM)

CLASS CHARACTERISTICS:

The Supervising Public Health Nurse is the supervisory level classification. Positions at this level are responsible for supervising and coordinating the delivery of public health nursing services in professional nursing unit(s) or clinical service(s) providing specialized or highly sensitive services with a Countywide impact OR high-volume unit(s)/clinic(s) where the services provided are highly complex and varied. Incumbents at this level are required to act with considerable independence and access to higher-level medical staff may not be readily available. Incumbents are expected to possess a broad range of nursing knowledge and expertise to supervise subordinate staff, which includes positions with responsibility for complex, varied and/or highly specialized nursing and administrative functions. This class is distinguished from other Public Health Nursing classifications in that the incumbents are responsible for supervising Public Health Nurses within a specified area of Public Health.

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, plan, organize, distribute, and assign caseloads; direct, train, and evaluate the work and performance of nurses and other staff assigned to the unit or clinic; plan and direct effective utilization of personnel, equipment, supplies and staff.

2. Provide direction and guidance to staff in developing multiple roles of public health nurses in the community and in managing the more difficult or complex cases; instruct staff on the techniques used to recognize and evaluate various factors which may act as barriers to provision of needed medical/social services, and to effectively and safely provide nursing services to patients/families from multi-cultural backgrounds assuring high quality and culturally appropriate activities to diverse populations.
3. Act as preceptor by providing clinical experience and professional expertise to agency staff and nursing students; provide opportunities for students of other disciplines to observe public health nursing leadership operations; provide specific program orientation to nurses, students and instructors.
4. Collaborate to hire skilled public health medical professionals and other assigned staff; provide orientation to new staff.
5. Maintain standards of public health nursing and ensure that services rendered are in compliance with Federal, State and local laws and regulations, and established Health Care Agency policies, procedures and protocols; certify competency of staff performance, maintain staff's eligibility for licensure, CPR, venipuncture and other nursing procedures requiring continuing certification.
6. Support the Program Manager and assist in planning, development, coordination and evaluation of program requirements and objectives; review and recommend revisions to program policies, procedures and protocols, and update manuals to ensure compliance with State requirements and legal mandates; design tools and implement methods to monitor program performance.
7. Research, analyze and prepare a variety of statistical and narrative reports including program budgets, grant proposals, program policies and procedures, monthly, quarterly and annual reports for Federal and State Programs, Advisory Boards, and County and Agency management which are required for compliance with program regulations and budget planning and justification; make recommendations to public health management.
8. Attend and participate in a variety of meetings and trainings; coordinate, schedule and conduct meetings and trainings; act as a consultant in a specialty area by providing medical and legal expertise related to specific programs; exchange information with community councils and advisory boards and legislative task force groups; work with community groups in advisory and advocacy roles representing the Health Care Agency and its programs; meet with various groups of Federal, State and local representatives.
9. As necessary, provide direct nursing services to patients including crisis intervention, triage and routine patient care.
10. Evaluate clinic site utilization; coordinate donated space agreements between the County and various public and private agencies; act as building manager at clinic sites; evaluate equipment needs and maintenance; maintain fixed asset inventory.
11. Conduct required utilization reviews of nursing records and quality assurance audits; prepare for and conduct field visits in conjunction with State nursing consultants.

12. Review billing and correspondence from Medi-Cal, Medi-Care, CCS and private insurance sources for nursing services provided and make corrections as needed to ensure timely and accurate bill submission.
13. Complete Treatment Authorization Requests for inpatient and outpatient care of patients, as necessary.
14. Coordinate Public Health response efforts including, but not limited to, epidemiological investigations and analysis and clinical response.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of

- Principles and techniques of effective supervision

Ability to

- Plan, develop, coordinate, and evaluate program requirements and objectives in accordance with the Nurse Practice Act
- Work with considerable independence to supervise subordinate staff which includes positions with responsibility for complex, varied and/or highly specialized nursing functions assigned to the unit/clinic and take effective action
- Ensure utilization of a multidisciplinary team approach to provide coordinated services to patients and their families
- Administer and evaluate public health nursing and staff education programs
- Establish and maintain effective working relationships with other programs, agencies and the general public
- Interact frequently with the community and represent the Health Care Agency's views on a variety of sensitive issues
- Effectively use computer software applications

Education and Experience

Three (3) years of experience as a licensed/certificated Public Health Nurse in any agency providing general Public Health Nursing services. A Master's Degree in Nursing or Public Health may be substituted for one (1) year of the general experience.

License/Certification

Possession of a valid Registered Nurse License issued by the California Board of Registered Nursing

And

Possession of a valid certificate as a Public Health Nurse issued by the California Board of Registered Nursing

And

Possession of valid Basic Life Support (BLS), Cardiopulmonary Resuscitation (CPR) certificate issued by the American Heart Association for professional healthcare providers

And

Possession of a valid California Class C Driver License 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***

Independent body mobility to stand, walk, bend, turn neck, reach above and below shoulder, occasional squatting and stamina to sit for a prolonged time; may be required to carry, push and pull up to 25 pounds; strength to lift and carry objects such as nursing supplies or audiovisual equipment, which may weigh up to 25 pounds; repetitive use of hands and fine hand manipulation; manual dexterity to reach, grasp, manipulate small objects and precision to give injections, take pulse and blood pressure; manual dexterity to hand write or use a computer keyboard; sufficient vision to read gauges, thermometers and calibrated measuring instruments, labels on medications, medical charts and computer screen; hear and speak well enough to communicate with patients at normal conversation level in person and over the phone; ability to assist with CPR as needed. May require fit testing for N95 respirator/face mask.

Highest level of mental aptitude required to perform complex tasks including the medical assessment, diagnosis, and treatment of public health clients; make sound judgments, actions or decisions to prevent injury/loss of life and manage risk; able to adapt to changes, and learn new procedures/techniques; flexibility in working a variety of locations and nursing assignments.

Environmental and Working Conditions

Ability to work in a community or high-volume outpatient clinic setting, restricted and non-restricted environments, or in the field as a case manager with patients, as specified for the position; able to interact with and communicate with clients, other health professionals, office support staff and community partners on a continual basis. Depending on position, may be responsible for security and/or transport of a controlled substance (methadone); may be subjected to patients with communicable diseases and potentially hostile, violent, or physically abusive clients. May be required to travel to community areas that

are potentially dangerous. Some assignments may include work in locked facilities. As such, the Orange County Jail System and Orange County Probation have a “No Negotiations for Hostage” policy.



REGISTERED NURSE

Class Code:
4143HP

COUNTY OF ORANGE

Established Date: 03/1964

Revision Date: 01/28/2022

DEFINITION:

Under general supervision, perform direct professional nursing duties in the care of patients in a community health clinic or mental health program; initiate, organize and direct nursing care plans for patients; assist and carry out physician's orders; and perform other related duties as required.

The Registered Nurse series includes the following:

Registered Nurse (4143HP)

Senior Registered Nurse (4144HP)

CLASS CHARACTERISTICS:

This is a full journey level class working in various specialized units. Positions allocated to this class perform the full range of professional nursing duties with a minimum of supervision. Incumbents perform duties individually or as a member of a nursing team. Incumbents of positions in this class make independent nursing judgments while following orders of physicians or supervisory nursing staff and working within established nursing procedures for their assigned program. This level differs from the Senior Registered Nurse in that incumbents are removed from direct access to nursing or medical consultation and possess more specialized nursing skills.

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. Document patient history consisting of inquiry about complaint history of present illness, past medical history and family and social history; explain and obtain necessary consents.
2. Administer tests, treatments, and furnish medications as prescribed by physicians/nurse practitioners; observe patient's reactions, condition and symptoms; consult with physician/nurse practitioner routinely and whenever indicated by change of behavior.
3. Maintain patient charts and medical records.

4. Teach and counsel patients, families and/or groups regarding specific diseases or health conditions, as well as health maintenance, promotion and rehabilitation.
5. Arrange, set up and conduct community health or mental health clinics; assist with examinations and treatments and instruct patients in carrying out physician/nurse practitioner's orders.
6. Use knowledge of community resources and agencies to assist in the coordination of patient care; evaluate outcome of care and adjust care process appropriately with consultation, as needed.
7. Participate as member of multidisciplinary team and assist in determining client treatment plans.
8. Under a physician's orders or written standardized procedures, perform and read antigen skin test; administer medication, therapeutic agents, or immunizing agents by oral, parenteral or to skin and mucous membranes; perform other skilled nursing procedures such as gastric, aerosols, nasogastric intubation, hemoglobin determination, audiograms and vision screening; furnish medication to implement care plan established by standardized procedure.
9. Perform venipuncture or other skin punctures for the purpose of withdrawing blood, administering intravenous fluids or diagnostic testing.
10. Assist in orientation for new staff, volunteers, students and interested individuals.

MINIMUM QUALIFICATIONS:

Knowledge of

- Principles and practices of communicable disease control, prevention and health control and promotion
- Theory, techniques and practices of professional nursing
- Principles of preventive health
- Effective interviewing techniques
- Medical Terminology, equipment, and medicines and narcotics
- Health care problems encountered in public or mental health environment
- Child growth and development and procedures involved in promoting maternal and child health and providing for health needs of children
- Medical computer software programs

Ability to

- Organize and carry out public health nursing activities in an assigned unit
- Analyze situations accurately and take effective action independently
- Maintain an empathetic attitude toward patients
- Recognize social problems and refer patients to the appropriate resource
- Evaluate, assess and transmit information to health personnel, patients and the public
- Plan and coordinate the activities of other family members who are responsible for the patients' case
- Detect communicable diseases, chronic diseases, handicapping conditions, mental illness and other disabling conditions
- Instruct in disease prevention, health promotion and nursing care for an ill or injured person
- Establish and maintain effective interpersonal relations with other staff members, patients and their families
- Communicate effectively both orally and in writing
- Use a computer to input patients' medical health information

Education and Experience

Education, training and/or experience that demonstrate possession of the knowledge, skills and abilities listed above

License/Certification

Possession of a current, valid Registered Nurse License issued by the California Board of Registered Nursing, or Registered Nurse licensure in another state with California licensure pending is at the discretion of the respective program. A legible copy of the license must be provided upon appointment.

And

Possession of valid Basic Life Support (BLS) certificate issued by the American Heart Association for professional healthcare providers

Possession of a valid California Class C Driver License 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***

Independent body mobility to stand, walk, bend, turn neck, reach above and below shoulder, occasional squatting and stamina to sit for a prolonged time; may be required to carry push and pull up to 25 pounds; strength to lift and carry objects such as nursing supplies or audiovisual equipment, which may weigh up to 25 pounds; repetitive use of hands and fine hand manipulation; manual dexterity to reach, grasp, manipulate small objects and precision to give injections, take pulse and blood pressure; manual dexterity to hand write or use a computer keyboard; sufficient vision to read gauges, thermometers and calibrated measuring instruments, labels on medications, medical charts and computer screen; hear and speak well enough to communicate with patients at normal conversation level in person and over the phone; ability to assist with CPR as needed. May require fit testing for N95 respirator/face mask.

Environmental and Working Conditions

Ability to work in a community or high-volume outpatient clinic setting, restricted and non-restricted environments, or in the field as a case manager with patients, as specific for the position; able to interact with and communicate with clients, other health professionals, office support staff, and community partners on a continual basis. Depending on position, may be responsible for security and/or transport of a controlled substance (methadone); may be subjected to patients with communicable diseases and potentially hostile, violent or physically abusive clients. May be required to travel to community areas that are potentially dangerous. Some assignments may include work in locked facilities. As such, the Orange county Jail System and Orange County Probation have a “No Negotiations for Hostage” policy.



SENIOR REGISTERED NURSE

Class Code:
4144HP

COUNTY OF ORANGE

Established Date: 07/07/1972

Revision Date: 01/28/2022

DEFINITION:

Under general supervision, to perform direct professional nursing duties involving independent functioning or application of skills acquired in specialized training to provide service to patients in private homes or community health clinics; to assist and carry out doctors' orders; and performs other related duties as required.

The Registered Nurse series includes the following:

Registered Nurse (4143HP)

Senior Registered Nurse (4144HP)

CLASS CHARACTERISTICS:

This is an advanced journey level class in the Registered Nurse series assigned to make independent judgments in private homes or community health clinics utilizing specialized skills in the assessment of patient and family health care needs. This position may act as a working lead position. These positions differ from that of Staff Nurse in that incumbents are removed from direct access to nursing or medical consultation, possess and performs more specialized nursing skills. This class differs from that of Public Health Nurse in that the latter are assigned more difficult and complex cases, exercise more independent responsibility for resolving nursing problems and establishing appropriate treatment plans and receive limited supervisory review and consultation.

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. Provide nursing service to individuals in homes and community health clinics; plan for, teach and demonstrate nursing care to members of the family or other persons who are responsible for giving care; assist individuals and families in carrying out recommendations made by physicians and nurses, and in making necessary adjustments in order that the treatment regimen can be followed; teach and counsel individuals, families and groups regarding specific diseases or health conditions, as well as health maintenance, promotion and rehabilitation.

2. In the home, perform physical, emotional, social and economic assessments of patients including prenatal and postpartum examinations, infant inspections and developmental tests; interpret and react appropriately to patient's response to treatment and medication; provide child health care information; follow up on chronic, acute, handicapped and communicable disease cases initially assessed by a Public Health Nurse; make referrals for tests, medical care and to community resources as appropriate; prepare records and report and perform case management.
3. Plan and exchange information with other health workers for effective care of the individual patient; cooperate with other agencies in planning for a patient's continuity of care.
4. Administer skin test, injections, immunizations, and vaccinations; monitor medications; perform venipunctures; obtain laboratory specimens such as throat cultures; observe patients for medical reactions.
5. Assist in planning, presentation and evaluation of in-service training.
6. Assist with inventory and management of supplies and vaccines for all clinics.
7. Act as lead nurse in the Immunization Clinics and in clinic assignments for Staff Nurses, Licensed Vocational Nurses and Medical Assistants.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of

- Principles and practices of communicable disease control, prevention and health control and promotion
- Medical terminology and basic procedures used in-patient care; uses, effects and adverse reactions of medications

General Knowledge of

- Principles and practices of nursing and preventive health
- Community aspects of nursing, including provisions for continuity of patient and nursing care and teaching preventive aspects of health care
- Effective interviewing, teaching and counseling techniques
- Health care problems encountered in public or mental health environment; common illnesses, diseases, disabilities, injuries and behavior patterns
- Child growth and development, and procedures involved in promoting maternal care for the promotion and health needs of children
- Medical computer software programs and current related technology

Ability to

- Understand and effectively carry out the duties of a Registered Nurse
- Maintain accurate and concise patient records
- Develop and maintain cooperative relationships with other health disciplines and the public
- Maintain an empathetic attitude toward patients
- Organize and carry out public health nursing activities in an assigned unit
- Analyze situations accurately and take effective action
- Recognize social problems and refer patients to the appropriate resource
- Evaluate and transmit information to health personnel, patients, and the public
- Plan and coordinate the activities of other family members who are responsible for the patient's case
- Detect communicable diseases, chronic diseases, handicapping conditions, mental illness and other disabling conditions
- Instruct in disease prevention, health promotion and nursing care of an ill or injured person
- Communicate effectively both orally and in writing

Education and Experience

One (1) year of experience as a County of Orange Registered Nurse

Or

Three (3) years of experience as a Registered Nurse in a Community Health setting

License/Certification

Possession of a current valid Registered Nurse License issued by the California Board of Registered Nursing, or Registered Nurse licensure in another state with California licensure pending is at the discretion of the respective program. A legible copy of the license must be provided upon appointment.

And

Possession of valid Basic Life Support (BLS) issued by the American Heart Association for professional healthcare providers.

And

Possession of a valid California Class C Driver License 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***

Independent body mobility to stand, walk, bend, turn neck, reach above and below shoulder, occasional squatting and stamina to sit for a prolonged time; may be required to carry, push and pull up to 25 pounds; strength to lift and carry objects such as nursing supplies or audiovisual equipment, which may weigh up to 25 pounds; repetitive use of hands and fine hand manipulation; manual dexterity to reach, grasp, manipulate small objects and precision to give injections, take pulse and blood pressure; manual dexterity to hand write or use a computer keyboard; sufficient vision to read gauges, thermometers and calibrated measuring instruments, labels on medications, medical charts and computer screen; hear and speak well enough to communicate with patients at normal conversation level in person and over the phone; ability to assist with CPR as needed. May require fit testing for N95 respirator/face mask.

Environmental and Working Conditions

Ability to work in a community or high-volume outpatient clinic setting, restricted and non-restricted environments, or in the field as a case manager with patients as specific for the position; able to interact with and communicate with clients, other health professionals, office support staff, and community partners on a continual basis. Depending on position, may be responsible for security and/or transport of a controlled substance (methadone); may be subjected to patients with communicable diseases and potentially hostile, violent or physically abusive clients. May be required to travel to community areas that are potentially dangerous. Some assignments may include work in locked facilities. As such, the Orange county Jail System and Orange County Probation have a "No Negotiations for Hostage" policy.



NURSE PRACTITIONER I

Class Code:
4151HP

COUNTY OF ORANGE

Established Date: 11/19/1993

Revision Date: 01/28/2022

DEFINITION:

In accordance with standardized procedures, and with medical supervision of a physician, the Nurse Practitioner provides primary, chronic or specialty health care to patients in a community or clinic setting.

The Nurse Practitioner series includes the following:

Nurse Practitioner I (4151HP)

Nurse Practitioner II (4152HP)

CLASS CHARACTERISTICS

This is an entry level class in the series. Incumbents initially receive close monitoring and supervision from either a medical doctor or a nurse practitioner.

Appointment to the next level requires incumbents to possess and maintain board certification in their area of specialty and completion of probation.

EXAMPLES OF DUTIES:

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

1. Interview patients to obtain complete medical histories of physical and/or mental development, illnesses, injuries, and treatments; determine, order, and perform diagnostic tests required by Agency policy or patient need; obtain medical records from other health care providers.
2. Perform complete physical examinations of body systems using the clinical techniques of observation, palpation, percussion and auscultation; perform mental status exams, analyze data obtained from medical histories, physical examinations and laboratory tests and, in consultation with a physician or by standardized procedure, determine diagnosis; develop, implement and monitor patient treatment plans and modify as appropriate.
3. Develop treatment and care plans including furnishing medication according to agency protocols and standardized procedures.

4. Instruct and counsel patients and/or their families regarding implementation of treatment plans, illness prevention and other health-related matters.
5. Document patient histories, physical and mental status examinations, test results and case management plans.
6. Identify patient cases which fall outside the scope of practice as defined by Agency protocol and standardized procedures and refer such cases to a physician for consultation.
7. Participate in the development of Agency policies, standardized procedures, and protocols for medical care. Collaborate with administrators, physicians, and nurse practitioners in HCA on procedure development, modification, and implementation.
8. Participate in peer review.
9. Serve as a liaison in collaboration with other programs and departments in reaching solutions and interventions while providing a high quality of professional care.
10. May serve as a preceptor/mentor for less experienced staff or perform in-service trainings for staff, students or residents, as needed.
11. Assist in planning, implementing, and participating in special projects.

MINIMUM QUALIFICATIONS:**Knowledge of**

- Techniques and procedures used in the diagnosis and treatment of individual health problems
- Principles of health maintenance and communicable disease prevention and management
- Medications commonly used in family practice or clinical specialty including appropriate doses, indications, contraindications, side effects and adverse reactions
- Normal and abnormal values of laboratory tests and their clinical significance
- Normal growth and development, pathophysiology, pharmacology, nutrition, counseling and health education principles
- Health care delivery systems, community resources and referral systems
- Ethics and laws under which medicine is practiced and governed and roles and responsibilities of allied health professions

Ability to

- Effectively utilize an EHR (electronic health record) for all medical care documentation
- Provide medical care in a respectful and culturally sensitive manner
- Obtain complete patient medical histories
- Perform complete physical and/or mental status examinations
- Perform routine therapeutic procedures
- Perform/order laboratory tests and interpret results
- Assess problem areas and refer as appropriate
- Recognize social problems which affect health and assist in securing adjustments
- Establish and maintain effective working relationships with staff, patients and others
- Understand, interpret and apply appropriate procedures and protocols, including administering medication
- Determine situations requiring consultation or referral of case to a physician
- Communicate effectively both orally and in writing
- Prepare medical records and case histories
- Instruct patients on disease prevention and health promotion
- Use a County-approved means of transportation which may be required for some assignments

Education and Experience

No experience required

License/Certification

Possession of a valid Registered Nursing License with Nurse Practitioner Certificate issued by the California Board of Registered Nursing

And

Possession of a valid Nurse Practitioner Furnishing Number issued by the California Board of Registered Nursing

And

Possession of a valid Drug Enforcement Agency (DEA) Registration Number for Controlled Substances, Level II

And

Current Basic Life Support for Health Care Professional Card-American Heart Association or approved equivalent provider

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

Independent body mobility to stand, bend, stoop, sit for prolonged time and strength to lift; may be required to carry, push and pull up to 50 pounds; manual dexterity to reach, grasp, manipulate small objects and precision instruments to give injections, take pulse and blood pressure; manual dexterity to hand write or use computer keyboard; sufficient vision to read gauges, thermometers and calibrated measuring instruments, labels on medications, and computer screen; hear and speak well enough to communicate with patients at normal conversation level in person and over the phone; ability to assist with CPR as needed. May require fit testing for N95 respirator/face mask. Highest level of mental aptitude required to perform complex tasks including the medical assessment, diagnosis, and treatment of public health clients; make sound judgments, actions or decisions to prevent injury/loss of life and manage risk; able to adapt to changes and learn new procedures/techniques.

Environmental and Working Conditions

Ability to work in a community or clinic setting as specified for the position; able to interact with and communicate with clients, other public health professionals, office support staff and community partners on a continual basis.



NURSE PRACTITIONER II

Class Code:
4152HP

COUNTY OF ORANGE

Established Date: 11/19/1993

Revision Date: 01/28/2022

DEFINITION:

In accordance with standardized procedures, and with medical supervision of a physician, the Nurse Practitioner provides primary, chronic or specialty health care to patients in a community or clinic setting.

The Nurse Practitioner series includes the following:

Nurse Practitioner I (4151HP)

Nurse Practitioner II (4152HP)

CLASS CHARACTERISTICS

This is the second clinical level in the series. Positions at this level are distinguished by greater complexity of work and independence in the performance of primary care, chronic care or specialty care than Nurse Practitioner I. The nurse practitioner operates independently within standardized 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. Interview patients to obtain complete medical histories of physical and/or mental development, illnesses, injuries, and treatments; determine, order and perform diagnostic tests required by Agency policy or patient need; obtain medical records from other health care providers.
2. Perform complete physical examinations of body systems using the clinical techniques of observation, palpation, percussion and auscultation; perform mental status exams, analyze data obtained from medical histories, physical examinations and laboratory tests and, in consultation with a physician or by standardized procedure, determine diagnosis; develop, implement and monitor patient treatment plans and modify as appropriate.
3. Develop treatment and care plans including furnishing medication according to agency protocols and standardized procedures.
4. Instruct and counsel patients and/or their families regarding implementation of treatment plans, illness prevention and other health-related matters.

5. Document patient histories, physical and mental status examinations, test results and case management plans.
6. Identify patient cases which fall outside the scope of practice as defined by Agency protocol and standardized procedures and refer such cases to a physician for consultation.
7. Participate in development of Agency policies, standardized procedures, and protocols for medical care. Collaborate with HCA administrators, physicians and nurse practitioners on procedure development, modification and implementation.
8. Participate in peer review.
9. Serve as a liaison in collaboration with other programs and departments in reaching solutions and interventions while providing a high quality of professional care.
10. May serve as a preceptor/mentor for less experienced staff or perform in-service trainings for staff, students or residents, as needed.
11. Assist in planning, implementing and participating in special projects.

MINIMUM QUALIFICATIONS:

Knowledge of

- Techniques and procedures used in the diagnosis and treatment of individual health problems
- Principles of health maintenance and communicable disease prevention and management
- Medications commonly used in family practice or clinical specialty including appropriate doses, indications, contraindications, side effects and adverse reactions
- Normal and abnormal values of laboratory tests and their clinical significance
- Normal growth and development, pathophysiology, pharmacology, nutrition, counseling and health education principles
- Health care delivery systems, community resources and referral systems
- Ethics and laws under which medicine is practiced and governed and roles and responsibilities of allied health professions

Ability to

- Effectively utilize an EHR (electronic health record) for all medical care documentation
- Provide medical care in a respectful and culturally sensitive manner

- Obtain complete patient medical histories
- Perform complete physical and/or mental status examinations
- Perform routine therapeutic procedures
- Perform/order laboratory tests and interpret results
- Assess problem areas and refer as appropriate
- Recognize social problems which effect health and assist in securing adjustments
- Establish and maintain effective working relationships with staff, patients and others
- Understand, interpret, and apply appropriate procedures and protocols, including administering medication
- Determine situations requiring consultation or case referral to a physician
- Communicate effectively both orally and in writing
- Prepare medical records and case histories
- Instruct patients on disease prevention and health promotion
- Use a County-approved means of transportation which may be required for some assignments

Education and Experience

One (1) year of experience as a Nurse Practitioner

Nurse Practitioners assigned to Behavioral Health Services, must possess at least six (6) months experience providing direct patient care in a behavioral health setting.

License/Certification

Possession of a valid Registered Nursing License with Nurse Practitioner Certificate issued by the California Board of Registered Nursing

And

Possession of a valid Nurse Practitioner Furnishing Number issued by the California Board of Registered Nursing

And

Possession of a valid Drug Enforcement Agency (DEA) Registration Number for Controlled Substances, Level II

And

Current Basic Life Support for Health Care Professional Card-American Heart Association or approved equivalent provider

And

Possession of a board certification in a specialty as required by the departmental area issued by organizations/associations that conform to standards set forth or equivalent to the Board of Registered Nursing for national specialty certifications (e.g., American Academy of Nurse Practitioners [AANP], American Nurses Credentialing Center [ANCC], Pediatric Nursing Certification Board [PNCB]).

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Independent body mobility to stand, bend, stoop, sit for prolonged time and strength to lift; may be required to carry, push and pull up to 50 pounds; manual dexterity to reach, grasp, manipulate small objects and precision instruments to give injections, take pulse and blood pressure; manual dexterity to hand write or use computer keyboard; sufficient vision to read gauges, thermometers and calibrated measuring instruments, labels on medications, and computer screen; hear and speak well enough to communicate with patients at normal conversation level in person and over the phone; ability to assist with CPR as needed. May require fit testing for N95 respirator/face mask. Highest level of mental aptitude required to perform complex tasks including medical assessment, diagnosis and treatment of public health clients; make sound judgments, actions or decisions to prevent injury/loss of life, and manage risk; able to adapt to changes, and learn new procedures/techniques.

Environmental and Working Conditions

Ability to work in a community or clinic setting as specified for the position; able to interact with and communicate with clients, other public health professionals, office support staff and community partners on a continual basis.





COUNTY OF ORANGE

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www.ocgov.com

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