



FOURTH QUARTER BUDGET REPORT

FY 2018-19



Acknowledgement:

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FY 2018-19 FOURTH QUARTER BUDGET REPORT

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EXECUTIVE SUMMARY

The Quarterly 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

The Quarterly Budget Report provides a year-to-date overview of revenue, expense and Net County Cost measured against prior year revenue, expense, and NCC at June 30, 2019.

Net County Cost

General Fund Net County Cost (NCC) is \$6.3 million or 0.8% above budget for the fiscal year. This unfavorable variance resulted from a combination of appropriations overruns and revenue shortfalls.

The following departments and Budget Controls exceeded the budgeted NCC Limits:

Department/Budget Control	Appropriations Savings/(Overrun)	Revenue (Shortfall)	NCC (Overrun)
OC Community Resources (012)	\$ 15,808,806	(\$18,078,283)	(\$ 2,269,477)
County Counsel (025)	(676,010)	(135,603)	(811,613)
Data Systems Development Projects (038)	1	(2,562,341)	(2,562,340)
Sheriff Court Operations (047)	(4,339,733)	(441,580)	(4,781,312)
Sheriff-Coroner (060)	(19,453,974)	(8,603,362)	(28,057,335)
Total	(\$ 8,660,910)	(\$ 29,821,169)	(\$ 38,482,079)

The overrun in OC Community Resources is due to a number of factors including timing of revenues to reimburse open encumbrances and Office on Aging expenditures; additional animal care costs for unincorporated areas; and revenue reductions related to animal care bad debt write-offs. County Counsel's overrun is

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due to timing of encumbrance cancellations; lower than anticipated billings to County departments; and revenue shortfalls from advisory and litigation services provided to non-billable clients. The Data Systems Development Projects overrun is due primarily to timing of the Voice Over Internet Protocol (VOIP) loan repayment from OCIT Countywide Services, Fund 289, deferred until FY 2019-20.

In order to pay the final Vehicle License Fee Adjustment Amount (VLFAA) of \$55 million from FY 2018-19 base General Fund revenue, the County recommended a budget that challenged General Fund departments to manage current year operations with less than full requested funding. The assumption was that department budget savings and General Fund revenue in excess of budget would be identified in the third quarter and available for transfer to departments needing to close appropriations gaps. In the FY 2018-19 Third Quarter Budget Report, projected departmental savings of \$16.7 million and additional General Fund revenues of \$16.0 million were identified as available for transfer to departments needing additional appropriations to close the year. During the FY 2018-19 budget process, the Sheriff-Coroner requested appropriations and funding to maintain base operations for the year; however, the approved funding allocation was \$21 million less than requested. As planned, this gap was addressed in the third quarter.

Appropriations savings in the following departments and budget controls were transferred to County Counsel, Sheriff Court Operations, and Sheriff-Coroner to prevent year-end negative appropriations balances:

Department/Budget Control	Appropriations Transferred	To Department/Budget Control
Miscellaneous (004)	\$ 238,412 4,781,313 7,995,589	025 – County Counsel 047 – Court Operations 060 – Sheriff-Coroner
Utilities (040)	2,850,000	060 – Sheriff-Coroner
Health Care Agency (042)	3,996,116	060 – Sheriff-Coroner
Performance Audit (050)	437,599 58,145	025 – County Counsel 060 – Sheriff-Coroner
Office of Independent Review (051)	48,000	060 – Sheriff-Coroner
Employee Benefits (056)	358,124	060 – Sheriff-Coroner
Probation (057)	2,040,000	060 – Sheriff-Coroner
Treasurer-Tax Collector (074)	1,612,000	060 – Sheriff-Coroner
Internal Audit (079)	496,000	060 – Sheriff-Coroner
Total	\$ 24,911,298	

In addition, to the savings listed above, the Assessor closed the year with \$1.6 million savings.

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Furthermore, the Sheriff budget overrun required appropriation of \$7.1 million in additional revenues to offset appropriations overruns totaling \$26.5 million and an overall NCC impact of \$35.1 million.

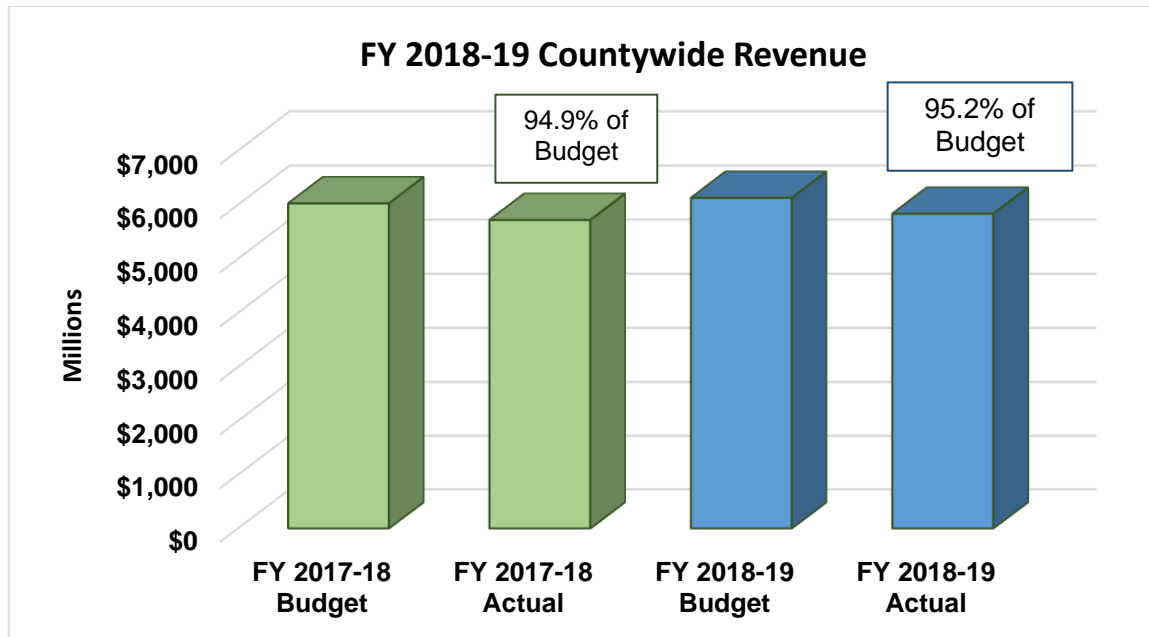
Revenue Source	Revenue Appropriated
General Purpose Revenue	\$ 1,850,779
Public Safety Sales Tax (Prop 172)	1,038,856
State Realignment (AB109)	1,924,760
Tobacco Settlement Revenue	1,045,181
Supplemental Law Enforcement Services (Fund 14G)	800,000
800 MHz (Fund 15L)	400,305
Total	\$ 7,059,881

Revenue

The year-over-year changes for the County's major revenue source categories are as follows:

Revenue/Receipts	Year-over-Year FY 2016-17	Year-over-Year FY 2017-18	Year-over-Year FY 2018-19
Total Revenues	+ 14.3%	+ 1.1%	+ 2.0%
General Purpose Revenue	+ 3.2%	+ 9.5%	+ 1.8%
Property Tax Revenue	+ 3.6%	+ 6.1%	+ 5.0%
Public Safety Sales Tax (Prop 172)	+ 3.9%	+ 4.2%	+ 4.5%
1991 Health & Welfare Realignment	-10.5%	- 0.1%	+ 7.1%
AB 109 Base Allocation	+ 4.9%	+ 6.8%	+ 5.7%
2011 Base Realignment	+ 5.8%	+ 5.4%	+ 4.3%

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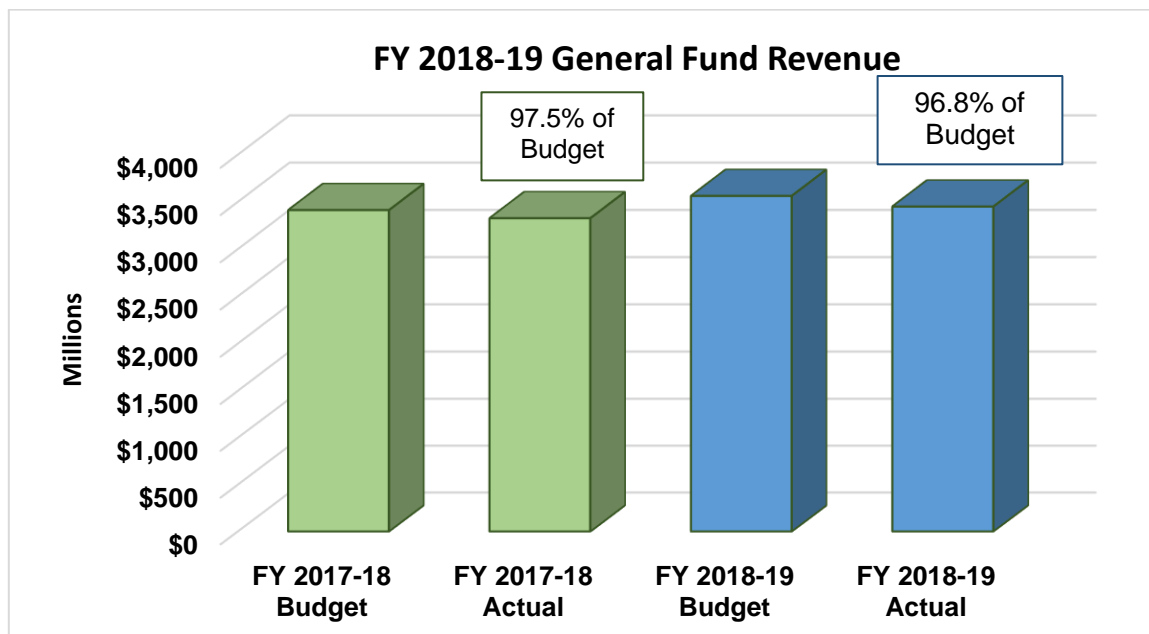
Total County revenues recorded at year-end were 4.8% below budget. In the prior fiscal year, total County revenues recorded at year-end were 5.1% below budget. Total County revenue for the current fiscal year was 2.0% above prior year revenue and is primarily the result of the following:

(Amounts in Millions)

Revenue Source Description	Year-Over-Year Increase	Year-Over-Year (Decrease)
Property Taxes:		
Current Secured	\$ 26.6	
VLF Swap	23.1	
Interest Revenue	15.4	
Intergovernmental Revenue:		
OC Road Projects	39.9	
State & Federal Public Assistance Administration & Program Funding	26.3	
Realignment Revenue	40.1	
Current Year One-Time SB90 Revenue & Interest	26.0	
State Construction Funding – Santa Ana River Project	24.8	
Public Safety Sales Tax (Prop 172)	14.5	
Other Financing Sources:		
One-Time Land Sale – Honda Center Lot	12.5	

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(Amounts in Millions)		
Revenue Source Description	Year-Over-Year Increase	Year-Over-Year (Decrease)
Current Year Transfers of Funds for JWA Construction Projects	216.5	
Prior Year Bond Residual (One-Time) for 2005 Lease Revenue Refunding Bonds		(\$ 14.3)
Prior Year Acquisition & Construction Disbursements for Central Utility Facility (CUF) Project		(16.4)
Prior Year Transfers for OCWR Projects and Importation Revenue		(68.7)
Prior Year Long-Term Debt & Bond Interest Proceeds for Community Facilities Districts		(172.1)
Prior Year Transfer of Funds for Community Facilities Districts		(77.6)
Increases/(Decreases)	\$465.7	(\$ 349.1)



General Fund Revenue, inclusive of General Purpose Revenue, is 3.7% above prior year revenue primarily due to the following:

(Amounts in Millions)		
Revenue Source Description	Year-Over-Year Increase	Year-Over-Year (Decrease)
Property Taxes:		
+ Current Secured	\$ 13.5	
+ VLF Swap	23.1	

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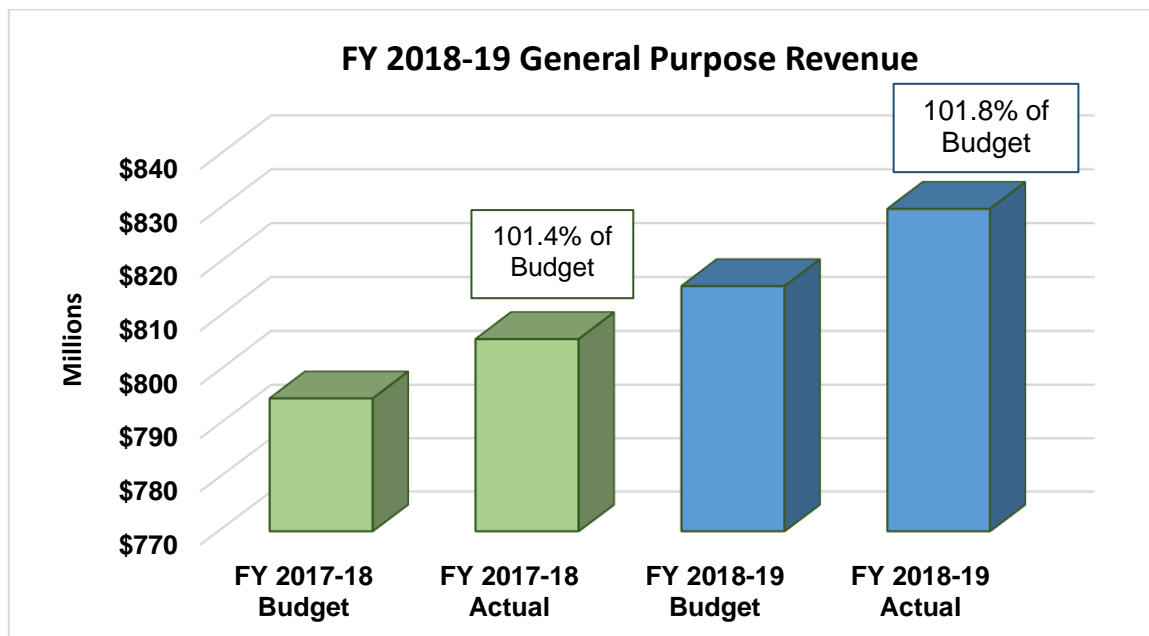
(Amounts in Millions)		
Revenue Source Description	Year-Over-Year Increase	Year-Over-Year (Decrease)
Interest Revenue	7.7	
Intergovernmental Revenues:		
+ Realignment Revenue	31.5	
+ Public Safety Sales Tax (Prop 172)	14.5	
+ SB90 Revenue & Interest (One-time)	26.0	
+ Homeless Emergency Aid Program (HEAP)	9.1	
+ State & Federal Public Assistance Administration & Program Funding	7.4	
+ State - Mental Health	5.5	
Charges for Services:		
+ Election Services	3.6	
+ Law Enforcement Services	8.9	
Other Financing Sources:		
+ Mental Health Services Act Transfers In	21.7	
+ SSA Wraparound Transfers In		(23.5)
+ Prior Year Capital & IT Projects Transfers (One-Time)		(11.5)
+ Prior Year Bond Residual (One-Time)		(14.3)
Increases/(Decreases)	\$ 172.5	(\$ 49.3)

Orange County's share of the AB 109 base allocation increased 5.7% from the prior year. Detail of the AB109 revenue and expenditures can be found on pages 18 and 19 in the *Budget Issues* section.

The FY 2018-19 Local Assessment Roll of Values was released June 2018. The total net taxable value on the Roll was over \$592.6 billion which is up \$34.8 billion or 6.23% more than FY 2017-18. The Assessment Roll of Values reflected property values as of January 1, 2018 and not actual property tax revenues. The increase in values was driven by continuing increases in property values and the restoration of values previously reduced due to declines in market value. In addition, the Consumer Price Index (CPI) increase of 2.0%, applicable to many properties, remained unchanged from the prior year. (Orange County Assessor, June 28, 2018)

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Description	% Change Year-over-Year FY 2016-17	% Change Year-over-Year FY 2017-18	% Change Year-over-Year FY 2018-19
Total Roll	+ 5.44%	+ 6.02%	+ 6.23%
Secured Roll	+ 5.53%	+ 6.27%	+ 6.35%
Unsecured Roll	+ 3.08%	- 0.14%	+ 3.26%



General Purpose Revenue (GPR) is 101.8% of budgeted revenue in the current fiscal year as of June 30, 2019. In the prior fiscal year, GPR was 101.4% of budgeted revenues as of June 30, 2018. GPR is 3.0% (\$24.2 million) above prior year fourth quarter due primarily to increases and decreases in the following revenue sources:

(Amounts in Millions)

Revenue Source Description	Year-Over-Year Increase	Year-Over-Year (Decrease)
Prior Year Bond Residual (One-time)		(\$ 14.3)
Property Taxes		
• Current Secured	13.5	
• VLF Swap	23.1	
Sales Tax	1.3	
Interest Revenue	6.0	
Prior Year Transfer In from Fund 15D – Countywide Capital Projects Non-General Fund		(3.6)

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(Amounts in Millions)		
Revenue Source Description	Year-Over-Year Increase	Year-Over-Year (Decrease)
Prior Year Final Available Cash Distributions		(1.4)
Increases/(Decreases)	\$ 43.9	(\$ 19.3)

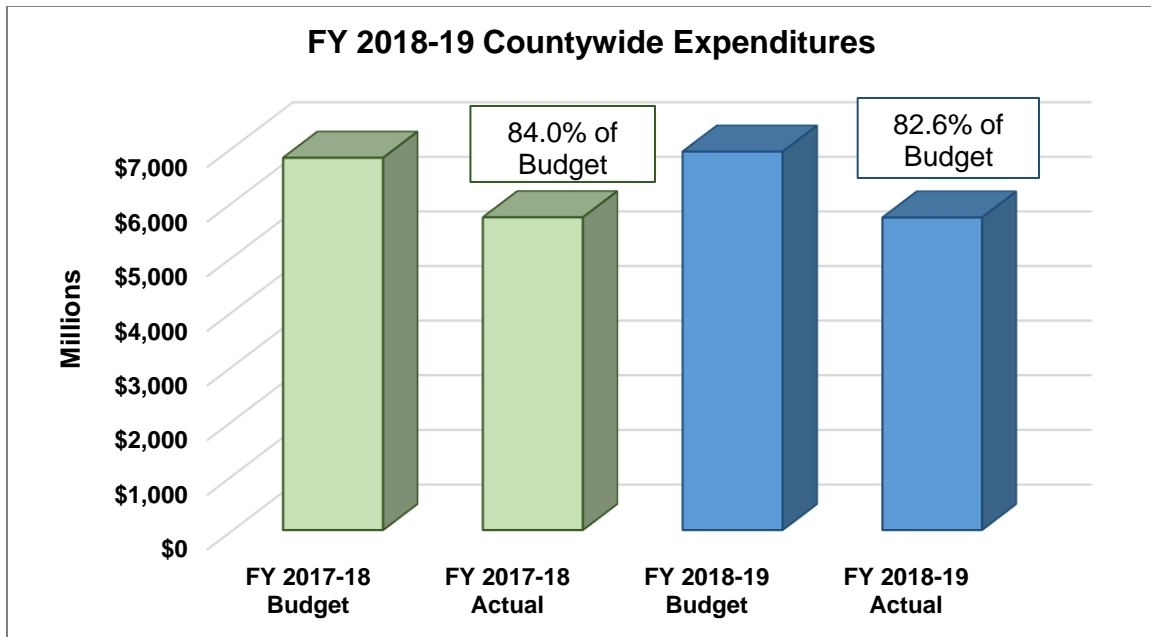
Property tax revenue at the end of the fourth quarter had a year-over-year net increase of 5.0% with increases in current secured, Vehicle License Fee (VLF) swap, penalties on delinquent taxes, successor agency pass-through and residual payments, and aircraft tax partially offset by decreases in current supplemental and property transfer tax. Sales and use taxes and interest revenue were up by 17.1% and 63.5%, respectively, over the June 30, 2018 receipts.

Expense

The year-over-year changes for the County's major expenditure categories are as follows:

Expenditures	% Change Year-over-Year FY 2016-17	% Change Year-over-Year FY 2017-18	% Change Year-over-Year FY 2018-19
Total Expenditures	+ 13.4%	+ 3.9%	- 0.1%
General Fund Expenditures	+ 5.5%	+ 4.4%	+ 3.6%
Salaries & Employee Benefits	+ 5.3%	+ 3.9%	+ 2.6%

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Total County expenditures are 82.6% of modified budgeted appropriations in the current fiscal year as of June 30, 2019. In the prior fiscal year, total County expenditures were 84.0% of budgeted appropriations as of June 30, 2018.

On a year-over-year basis, total County expenditures were 0.1% (\$4.0 million) below prior year expenditures. Increases occurred in Public Protection; Community Services; Infrastructure and Environmental Resources; and Insurance, Reserves and Miscellaneous with the remaining program areas experiencing spending decreases.

(Amounts in Millions)

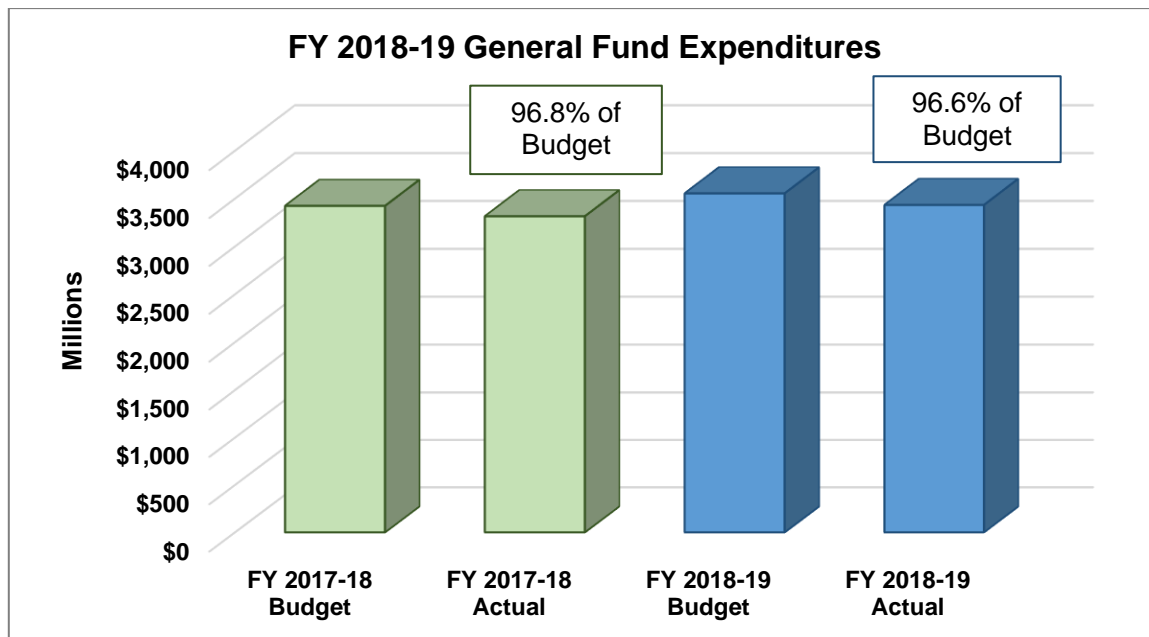
Program	Year-Over-Year Increase	Year-Over-Year (Decrease)
Public Protection	\$ 59.1	
Community Services	78.6	
Infrastructure & Environmental Resources	63.1	
General Government Services		(\$ 0.1)
Capital Improvements		(53.3)
Debt Service		(178.9)
Insurance, Reserves & Miscellaneous	27.5	
Increases/(Decreases)	\$ 228.3	(\$ 232.3)

Public Protection expenditures increased by 4.5% and are primarily due to growth in salaries and benefits costs, services and supplies, and spending for capital purchases. Increased spending of 3.4% in Community Services is mostly attributable to increased efforts in the areas of homelessness programs and services; and mental health, substance use and Whole Person Care services, as well as increased transfers for capital projects and services and supplies expenditures for OC Parks.

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The increased costs in Community Services were partially offset by decreased spending related to: a new lease structure which reduced costs for Dana Point Harbor; prior year one-time construction costs for the Animal Care Center; and the Social Services Agency wraparound fund. The variance in the Infrastructure and Environmental Resources program is due primarily to increased spending for John Wayne Airport projects partly offset by decreased project spending in OC Waste and Recycling and OC Flood funds. The variance in the Insurance, Reserves and Miscellaneous program can be attributed to information technology one-time contract changes costs in the current year and increased depreciation for new equipment.

The decrease in Capital Improvements can be attributed to one-time expenditures in the prior year for the Countywide Coordinated Communications System, Animal Care Center, and expenditures related to community facilities district construction funds. These decreases were somewhat offset by a one-time current year expenditure for the purchase of the Yale property in Santa Ana. The decrease in Debt Service expenditures is due to prior year refunding debt service payments related to the Ladera Ranch, Newport Coast, and Rancho Mission Viejo Esencia Community Facilities Districts.



General Fund expenditures are 96.6% of budgeted appropriations in the current fiscal year as of June 30, 2019. In the prior fiscal year, total County expenditures were 96.8% of budgeted appropriations as of June 30, 2018.

General Fund Department expenditures are 3.6% higher than in the prior year with increases occurring in all programs with the exceptions of Infrastructure and Environmental Resources, General Government, and Debt Service.

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(Amounts in Millions)		
Program	Year-Over-Year Increase	Year-Over-Year (Decrease)
Public Protection	\$ 38.8	
Community Services	77.9	
Infrastructure & Environmental Resources		(\$ 6.3)
General Government Services		(0.4)
Capital Improvements	13.8	
Debt Service		(6.8)
Insurance, Reserves & Miscellaneous	1.3	
Increases/(Decreases)	\$ 131.8	(\$ 13.5)

General Fund expenditure categories exhibited the following increases and decreases from the prior year:

(Amounts in Millions)				
Expense Category	Year-Over-Year Increase		Year-Over-Year (Decrease)	
	\$	%	\$	%
Salaries & Employee Benefits	\$ 48.9	2.5%		
Services & Supplies	46.8	5.0%		
Other Charges	18.3	4.1%		
Equipment & Capital Assets			(\$ 5.9)	(12.5%)
Other Financing Uses	3.3	3.5%		
Intrafund Transfers	7.0	(4.2%)		
Increases/(Decreases)	\$ 124.3		(\$ 5.9)	

General Fund salaries and benefits and services and supplies increases were primarily related to public safety programs, homeless prevention and shelter programs, and mental health, substance use and medical safety net programs. Increases in other charges spending are attributable to: an increase of \$5 million for the last of the VLFAA payments to the State; HEAP payments passed through to cities; and higher assistance payments for Foster Care and In-Home Supportive Services programs offset, in part, by lower assistance payments for the CalWORKs and General Relief programs. The other financing uses category accounts for transfers out to various County funds and fluctuates each year based on the number and types of programs and projects receiving transfer in funding. Intrafund transfers are exchanges of funding between two or more General Fund departments and the \$7.0 million increase to appropriations represents a year-over-year decrease in transfers which is mostly due to a change in how expenditures for the year-round shelters are recorded. The increases were somewhat offset by decreased equipment and capital asset expenditures related to one-time IT software and equipment for the property tax system re-platforming and Sheriff CCTV and Automated Jail System projects.

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Cash, Obligated Fund Balances and Reserves

Cash: Overall, total County cash balances were 6.6% above the level 12 months ago composed of the following increases and offsetting decreases:

(Amounts in Millions)		
	Year-Over- Year Increase	Year-Over-Year (Decrease)
General Fund Cash	\$ 82.7	
OC Public Libraries	18.1	
Mental Health Services Act		(\$ 45.8)
OC Road	37.7	
OC Flood	46.7	
OC Waste & Recycling	58.1	
OCIT Countywide Services Internal Service Fund		(24.2)
Self-Insured Internal Service Funds	24.4	
Increases/(Decreases)	\$ 267.7	(\$ 70.0)

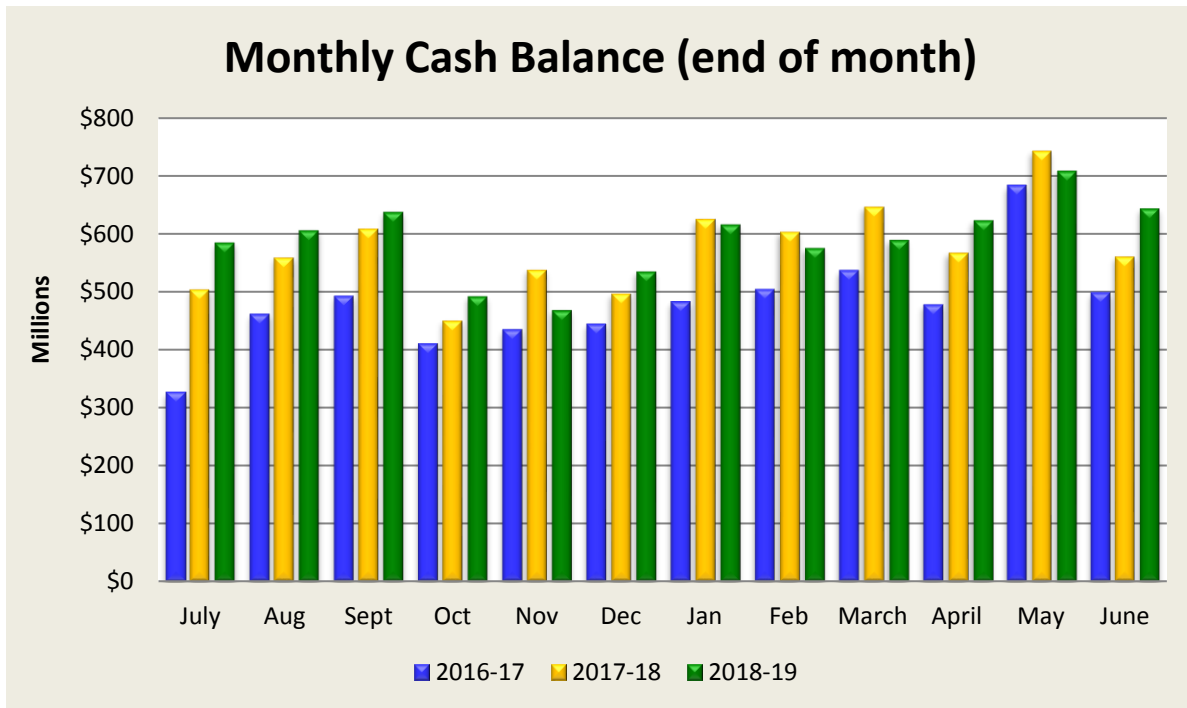
The increase to the General Fund cash balance is primarily attributable to increases in property tax revenues, realignment and public safety sales tax revenues, and one-time SB90 revenue and interest payments from the State. Non-general funds with increased cash balances include: OC Public Libraries, OC Road, OC Waste and Recycling, and self-insured internal service funds (ISF). Review of all ISFs occurs annually during the Strategic Financial Plan process and rates are adjusted, as needed, to ensure that ISFs are appropriately funded.

Cash balance decreases that somewhat offset the increases include: Mental Health Services Act transfers out for community services and support, and prevention and early intervention; and IT spending for contracts, software leases and licenses and capital needs.

The General Fund cash balance of \$643.9 million is above the level 12 months ago by \$82.7 million or 14.7% as referenced in the preceding table. 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 \$148.7 million from the beginning of the current fiscal year (from \$3.613 billion to \$3.762 billion) which is primarily related to budgeted increases and decreases to obligated fund balances and net position supporting current year operations. The aggregate increases include first quarter assignment of \$32.0 million of the \$35.1 million positive Fund Balance Unassigned booked after fiscal year end June 30, 2018 to General Fund Stabilization, and Capital and IT Projects reserves.

Budget Issues

This report contains recommended budgetary transfers and changes related to fiscal year-end closing activities.

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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 2018-19 Debt Issuances** as of June 30, 2019:

- On July 12, 2018, the County utilized its Teeter Note Purchase and Reimbursement Agreement with Wells Fargo to finance the property tax receivables purchase. The amount outstanding after the purchase in July is \$61.1 million.
- The County issued \$402.2 million in short term taxable Pension Obligation Bonds in January 2019 to prepay, at a discount, the County's 2019-20 pension contribution.

The following table includes the prior three years history of General Fund debt as well as the principal debt outstanding at the end of the 2018-19 fiscal year.

General Fund Debt	Maturity Date	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Lease Revenue Refunding Bonds, Series 2012, Juvenile Justice Center Facility	June 2019	\$ 15,480,000	\$ 10,365,000	\$ 5,030,000	\$ 0
Refunding Certificates of Participation Series 1991, Parking Facilities	December 2018	1,261,106	810,389	391,274	0
Lease Revenue Bonds 2016, Central Utility Facility	April 2036	56,565,000	54,345,000	52,515,000	50,615,000
Grand Total		\$ 73,306,106	\$ 65,520,389	\$ 57,936,274	\$ 50,615,000

Additional information related to Outstanding Debt may be found at the following website links: <http://ocgov.com/gov/ceo/deputy/finance/public/debt> and http://www.ocgov.com/gov/ceo/deputy/finance/public/continuing_disclosure_reports/2019cdr.

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Positions

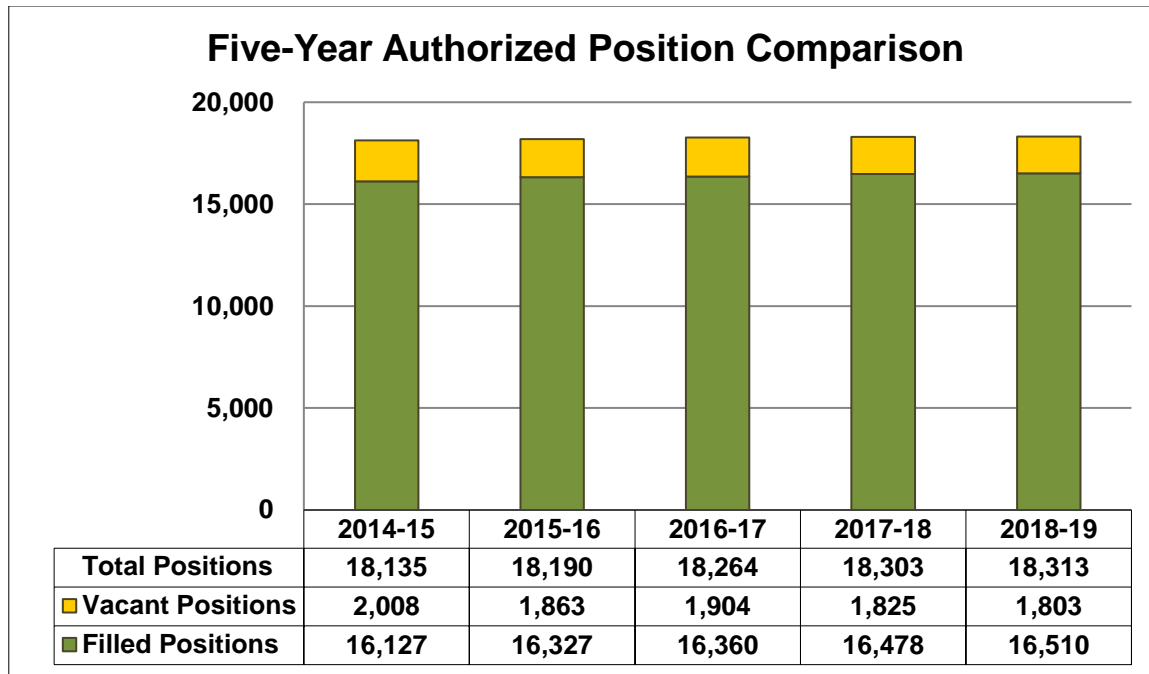
FY 2018-19 began with an adopted position count of 18,354. Net positions added in the quarterly reports are identified in the table below. Mid-year position actions approved by the Board on February 26, 2019 added two limited term positions. In accordance with the Vacant Position Policy approved by the Board on June 26, 2018, four aged vacant positions were deleted during the fourth quarter. Combined with the 82 aged vacant positions deleted in the third quarter a total of 86 aged vacant positions were deleted during FY 2018-19. Position changes as of this report result in an authorized position count of 18,313.

Fiscal year 2018-19 position actions are summarized in the following table:

FY 2018-19 Position Changes Summary	
Board Adopted FY 2018-19 Positions	18,354
Net FY 2018-19 First Quarter Actions	38
Net FY 2018-19 Second Quarter Actions	3
Vacant Position Policy Deletions	(86)
Mid-Year Positions Actions	2
Net FY 2018-19 Third Quarter Actions	2
Current Authorized Positions	18,313

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

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Supplemental Data

The County of Orange uses 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/?FY2019Q4#/b0>. Budget and actual reports as of June 30, 2019 can be viewed using the Budget Report – Report Links found on the left hand side of the web page.

BUDGET ISSUES

Year-End Closing Activities

This report contains items primarily related to the fiscal year-end closing activities. At the end of the fiscal year, the County undergoes a one-month process of closing the financial books, which involves accruing revenues and expenditures that belong to the closing fiscal year. The entries made during the closing process include both the costs and revenues accrued according to Generally Accepted Accounting Principles and transactions recorded in conformance with the State Controller's guidelines.

During the closing period, processing the required expenditure entries may result in certain funds and agencies incurring appropriation deficits. Budgetary transfers and changes are immediately booked to clear up the appropriation deficits. Due to the short time frame for closing the books, the budgetary transfers and changes are booked after review by the Auditor-Controller and the County Executive Office, in advance of Board approval. The budgetary transfers and changes are accumulated and presented to the Board of Supervisors for ratification after the books have closed.

These budgetary transfers and changes made pursuant to Government Code Sections 25252, 29125 and 29130 and Board Resolutions 91-1143 and 10-136, allow transfers and revisions to the County's budget to be made by action of the Board of Supervisors. This agenda item requests ratification of the budgetary transfers and revisions made to cover costs incurred in, and applicable to Fiscal Year 2018-19, and accrued or paid in the month of July 2019, in accordance with the County's modified accrual method of accounting.

The Recommended Actions section of this document includes detail of the closing accruals and budgetary changes.

Fund Balance Unassigned

The FY 2018-19 Fund Balance Unassigned transfer from the General Fund unbudgeted Fund Balance Unassigned (FBU), Balance Sheet Account 9990, as of June 30, 2019 to General Fund Assigned, Balance Sheet Account 9740, of \$23,722,727 was made by the Auditor-Controller in August 2019 as authorized in Board Resolution 10-136 dated June 29, 2010. Recommendations for allocation of this balance will be presented for consideration in the FY 2019-20 First Quarter Budget Report.

Other Issues

County Event Calendar

Subsequent to the approval of the FY 2019-20 County Event Calendar on June 25, 2019 as part of the FY 2019-20 Budget adoption, additional events were identified for inclusion on the calendar. CEO proposes the approval of the addition of events to the FY 2019-20 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.

Charitable Organizations 2018 Income and Expenses Report

In accordance with Resolution 19-011, approved by the Board on February 26, 2019, the CEO reviewed and compiled Charitable Organization Actual Activities forms submitted by departments into the summary included in Attachment D of the FY 2018-19 Fourth Quarter Budget Report Agenda Staff Report. The summary provides a report of the 2018 Activities Plan and the actual staff hours and expenses for each charitable organization.

FY 2018-19 AB109 Update

The following table provides a summary of the FY 2018-19 AB109 funding received. Orange County's share of the State's AB109 funding for FY 2018-19 was \$83.8 million Base Allocation and \$4.3 million in net Growth Funds for a total of \$88.1 million, plus an additional \$200 thousand for use by the Community Corrections Partnership (CCP) received via the Budget Act of 2018. The County also received \$2.5 million in Base Funding and \$275 thousand in Growth Funds for a total of \$2.8 million dedicated to the Public Defender and District Attorney Subaccount.

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Department	Prior Years Unspent Allocation	FY 18-19 Base Allocation Received	FY 17-18 Growth Funds Received (2)	Total Allocated for FY 18-19	Total Disbursed FY 18-19	Balance Forward
Sheriff-Coroner	-	45,271,443	2,324,741	47,596,184	(47,596,184)	-
Probation	-	17,437,889	895,456	18,333,345	(18,333,345)	-
Health Care Agency	-	17,186,381	882,541	18,068,922	(18,068,922)	-
District Attorney	-	838,360	43,051	881,411	(881,411)	-
Public Defender	-	838,360	43,051	881,411	(881,411)	-
Local Law Enforcement (LLE)	-	1,676,720	86,102	1,762,822	(1,762,822)	-
CEO/CCP Coordination	-	167,672	8,610	176,282	(104,183)	72,099
CCP Approved - Reentry Services	-	419,180	21,525	440,705	-	440,705
Total Community Corrections (AB109)	-	83,836,005	4,305,077	88,141,082	(87,628,278)	512,804
Prior Years' Allocation Reserved (1)	570,581	-	-	570,581	(71,616)	498,965
CCP Training and Planning	1,197,044	200,000	-	1,397,044	-	1,397,044
Subtotal	1,767,625	84,036,005	4,305,077	90,108,707	(87,699,894)	2,408,813
District Attorney & Public Defender Subaccount (2)						-
District Attorney	485,904	1,239,095	137,499	1,862,498	(1,409,737)	452,761
Public Defender	1,710,268	1,239,095	137,499	3,086,862	(1,014,073)	2,072,789
Total District Attorney & Public Defender	2,196,172	2,478,190	274,998	4,949,360	(2,423,810)	2,525,550
Total Allocations/Expenditures	3,963,797	86,514,195	4,580,075	95,058,067	(90,123,704)	4,934,363

(1) Prior Year's Allocation pertains to amounts previously approved by the CCP Committee and set aside for Local Law Enforcement - \$200K, Public Defender - \$328K, and CEO/CCP Coordination - \$42K. Balances remaining at the end of the year are comprised of \$156K for LLE, \$328K for Public Defender, and \$14K for CCP Coordination.

(2) Amounts for Growth Funds are net of the 10% transfer into the Local Innovation Subaccount per Government Code section 30029.07. Per Board direction, the \$1.9M balance was fully utilized to cover eligible expenditures in the Sheriff's Department to meet appropriations and Net County Cost limits.



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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 2018-19 total position count was 18,354. Changes approved by the Board and vacant position policy deletions throughout the fiscal year result in a revised total of 18,313.

Department Position Change Requests

Detailed departmental position change request information, when applicable, is included in the Budget Issues section of this report. This quarter, there were no Department requests for the addition, deletion or exchange of 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 in the fourth quarter:

Department/Budget Control/Fund	Title Class	Title Class Description	# of Positions
Program I – Public Protection			
Sheriff Court Operations (047)	6135SP	Sergeant	1
Probation (057)	7401PS	Deputy Juvenile Correctional Officer II	2
		Subtotal – Program I	3
Program II – Community Services			
Child Support Services (027)	0504CL	Office Assistant	1
		Subtotal – Program II	1
		GRAND TOTAL	4

Expiring Limited-Term Positions

There are no recommended actions or activity related to limited-term positions this quarter.

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 six months or less and are a result of normal turnover. Due to the extensive review of all positions during the FY 2019-20 budget development and June 2019 budget adoption, vacant position

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analysis was not required this quarter. Vacant positions will be reviewed again in the FY 2019-20 quarterly budget reporting process.

Total Positions

The *FY 2018-19 Position Summary* displays the total number of positions by program and budget control. Four vacant position policy deletions are included in the Master Position Control this quarter.

Classification Issues

Please see the Classification Maintenance Studies section beginning on page 36 of this document.

**FY 2018-19 FOURTH QUARTER BUDGET REPORT
POSITION SUMMARY**

Budget Control Description	Budget Control	FY 2018-19 Adopted Positions	Current Authorized Positions	Fourth Quarter Budget Report Changes [1]			
				Regular	Limited- Term	Vacant Position Policy Deletions	Total Positions
Program I - Public Protection							
District Attorney-Public Administrator	026	843	851				851
Public Administrator	029	19	19				19
Emergency Management Division	032	17	17				17
Sheriff Court Operations	047	384	384			(1)	383
Office of Independent Review	051	2	2				2
Probation	057	1,289	1,277			(2)	1,275
Public Defender	058	412	413				413
Sheriff-Coroner	060	3,508	3,510				3,510
General Fund Subtotal		6,474	6,473	0	0	(3)	6,470
County Automated Fingerprint ID	109	14	14				14
Jail Commissary	143	41	41				41
Inmate Welfare	144	22	17				17
Non-General Funds Subtotal		77	72	0	0	0	72
TOTAL PROGRAM I - PUBLIC PROTECTION		6,551	6,545	0	0	(3)	6,542
Program II - Community Services							
OC Community Resources	012	267	266				266
Child Support Services	027	510	487			(1)	486
HCA Public Guardian	030	36	37				37
Health Care Agency	042	2,715	2,723				2,723
Social Services Agency	063	4,354	4,344				4,344
General Fund Subtotal		7,882	7,857	0	0	(1)	7,856
OC Public Libraries	120	386	386				386
OC Housing Authority (OCHA)	15F	113	114				114
OC Housing	15G	11	13				13
OC Parks	405	346	347				347
Non-General Funds Subtotal		856	860	0	0	0	860
TOTAL PROGRAM II - COMMUNITY SERVICES		8,738	8,717	0	0	(1)	8,716
Program III - Infrastructure & Environmental Resources							
OC Watersheds	034	41	41				41
Utilities	040	21	21				21
Building & Safety General Fund	071	45	45				45
OC Public Works	080	312	310				310
General Fund Subtotal		419	417	0	0	0	417
OC Road	115	159	158				158
Parking Facilities	137	4	4				4
Airport Operating Enterprise	280	179	181				181
OC Waste & Recycling	299	268	268				268
OC Flood	400	265	264				264
Non-General Funds Subtotal		875	875	0	0	0	875
TOTAL PROGRAM III - INFRASTRUCTURE & ENVIRONMENTAL RESOURCES		1,294	1,292	0	0	0	1,292

**FY 2018-19 FOURTH QUARTER BUDGET REPORT
POSITION SUMMARY**

Budget Control Description	Budget Control	FY 2018-19 Adopted Positions	Current Authorized Positions	Fourth Quarter Budget Report Changes [1]			
				Regular	Limited- Term	Vacant Position Policy Deletions	Total Positions
Program IV - General Government Services							
Assessor	002	311	300				300
Auditor-Controller	003	434	433				433
Board of Supervisors - 1st District	006	10	10				10
Board of Supervisors - 2nd District	007	10	10				10
Board of Supervisors - 3rd District	008	10	10				10
Board of Supervisors - 4th District	009	10	10				10
Board of Supervisors - 5th District	010	10	10				10
Clerk of the Board	011	29	29				29
County Executive Office	017	119	126				126
County Counsel	025	103	103				103
Registrar of Voters	031	49	49				49
OC Campaign Finance & Ethics Commission	052	2	2				2
Human Resources	054	147	153				153
Clerk-Recorder	059	113	110				110
Treasurer-Tax Collector	074	85	78				78
Internal Audit	079	14	14				14
General Fund Subtotal		1,456	1,447	0	0	0	1,447
TOTAL PROGRAM IV - GENERAL GOVERNMENT SERVICES		1,456	1,447	0	0	0	1,447
Program VII - Insurance, Reserves & Miscellaneous							
OCIT Shared Services	037	102	102				102
Employee Benefits	056	18	18				18
General Fund Subtotal		120	120	0	0	0	120
OCIT Countywide Services	289	64	64				64
Workers' Compensation ISF	293	21	22				22
Property & Casualty ISF	294	12	12				12
OC Fleet Services	296	80	80				80
Reprographics ISF	297	18	18				18
Non-General Funds Subtotal		195	196	0	0	0	196
TOTAL PROGRAM VII - INSURANCE, RESERVES & MISCELLANEOUS		315	316	0	0	0	316
GENERAL FUND TOTAL		16,351	16,314	0	0	(4)	16,310
NON-GENERAL FUNDS TOTAL		2,003	2,003	0	0	0	2,003
GRAND TOTAL		18,354	18,317	0	0	(4)	18,313

[1] Aged Vacant Position Policy deletions were effective April 1, 2019.

FY 2018-19 FOURTH QUARTER BUDGET REPORT
VACANT POSITIONS - AGED
as of June 30, 2019

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 I - Public Protection							
District Attorney-Public Administrator	026	0	7	60	67	3.72%	7.87%
Public Administrator	029	1	1	1	3	0.17%	15.79%
Emergency Management Division	032	0	0	2	2	0.11%	11.76%
Sheriff Court Operations	047	0	3	19	22	1.22%	5.74%
Office of Independent Review	051	1	0	1	2	0.11%	100.00%
Probation	057	11	24	153	188	10.43%	14.75%
Public Defender	058	2	0	15	17	0.94%	4.12%
Sheriff-Coroner	060	16	19	247	282	15.64%	8.03%
County Automated Fingerprint ID	109	0	0	0	0	0.00%	0.00%
Jail Commissary	143	0	1	7	8	0.44%	19.51%
Inmate Welfare	144	0	2	1	3	0.17%	17.65%
TOTAL PROGRAM I - PUBLIC PROTECTION		31	57	506	594	32.95%	9.08%
Program II - Community Services							
OC Community Resources	012	1	4	38	43	2.38%	16.17%
Child Support Services	027	1	14	42	57	3.16%	11.73%
HCA Public Guardian	030	0	2	12	14	0.78%	37.84%
Health Care Agency	042	19	40	350	409	22.68%	15.02%
Social Services Agency	063	15	16	238	269	14.92%	6.19%
OC Public Libraries	120	2	4	32	38	2.11%	9.84%
OC Housing Authority (OCHA)	15F	1	2	9	12	0.67%	10.53%
OC Housing	15G	0	1	3	4	0.22%	30.77%
OC Parks	405	3	2	37	42	2.33%	12.10%
TOTAL PROGRAM II - COMMUNITY SERVICES		42	85	761	888	49.25%	10.19%
Program III - Infrastructure & Environmental Resources							
OC Watersheds	034	0	0	4	4	0.22%	9.76%
Utilities	040	0	0	2	2	0.11%	9.52%
Building & Safety General Fund	071	0	0	7	7	0.39%	15.56%
OC Public Works	080	1	6	38	45	2.50%	14.52%
OC Road	115	0	1	9	10	0.55%	6.33%
Parking Facilities	137	0	0	1	1	0.06%	25.00%
Airport Operating Enterprise	280	1	0	20	21	1.16%	11.60%
OC Waste & Recycling	299	2	1	22	25	1.39%	9.33%
OC Flood	400	0	5	28	33	1.83%	12.50%
TOTAL PROGRAM III - INFRASTRUCTURE & ENVIRONMENTAL RESOURCES		4	13	131	148	8.22%	11.46%
Program IV - General Government Services							
Assessor	002	4	9	17	30	1.66%	10.00%
Auditor-Controller	003	3	7	33	43	2.38%	9.93%
Board of Supervisors - 1st District	006	1	0	2	3	0.17%	30.00%
Board of Supervisors - 2nd District	007	0	0	2	2	0.11%	20.00%
Board of Supervisors - 3rd District	008	1	1	0	2	0.11%	20.00%
Board of Supervisors - 4th District	009	1	0	1	2	0.11%	20.00%
Board of Supervisors - 5th District	010	1	0	2	3	0.17%	30.00%
Clerk of the Board	011	0	0	2	2	0.11%	6.90%
County Executive Office	017	2	4	16	22	1.22%	17.46%
County Counsel	025	0	0	2	2	0.11%	1.94%

**FY 2018-19 FOURTH QUARTER BUDGET REPORT
VACANT POSITIONS - AGED
as of June 30, 2019**

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 (Continued)							
Registrar of Voters	031	0	0	1	1	0.06%	2.04%
OC Campaign Finance & Ethics Commission	052	0	0	0	0	0.00%	0.00%
Human Resources	054	0	0	9	9	0.50%	5.88%
Clerk-Recorder	059	1	2	10	13	0.72%	11.82%
Treasurer-Tax Collector	074	2	1	13	16	0.89%	20.51%
Internal Audit	079	0	0	3	3	0.17%	21.43%
TOTAL PROGRAM IV - GENERAL GOVERNMENT SERVICES		16	24	113	153	8.49%	10.57%
Program VII - Insurance, Reserves & Miscellaneous							
OCIT Shared Services	037	0	0	7	7	0.39%	6.86%
Employee Benefits	056	0	0	2	2	0.11%	11.11%
OCIT Countywide Services	289	1	0	8	9	0.50%	14.06%
Workers' Compensation ISF	293	0	0	0	0	0.00%	0.00%
Property & Casualty ISF	294	0	0	0	0	0.00%	0.00%
OC Fleet Services	296	1	0	0	1	0.06%	1.25%
Reprographics ISF	297	0	0	1	1	0.06%	5.56%
TOTAL PROGRAM VII - INSURANCE, RESERVES & MISCELLANEOUS		2	0	18	20	1.11%	6.33%
GRAND TOTAL		95	179	1,529	1,803	100.00%	9.85%
% of Total Vacant		5.27%	9.93%	84.80%	100.00%		
Comparison to Previous Quarters:		18+	12 - 17	0 - 11	TOTAL		
FY 18-19 Third Quarter		6.55%	9.51%	83.93%	100.00%		
FY 18-19 Second Quarter		14.00%	7.51%	78.49%	100.00%		
FY 18-19 First Quarter		15.32%	7.58%	77.11%	100.00%		
Comparison to Previous Quarters (Prior Format):		18+	13 - 17	7 - 12	0 - 6	TOTAL	
FY 17-18 Fourth Quarter		13.12%	8.78%	16.51%	61.59%	100.00%	
FY 17-18 Third Quarter		14.39%	13.04%	17.35%	55.23%	100.00%	
FY 17-18 Second Quarter		13.59%	11.89%	19.84%	54.68%	100.00%	
FY 17-18 First Quarter		12.61%	10.10%	24.39%	52.90%	100.00%	
FY 16-17 Fourth Quarter		11.29%	9.56%	21.95%	57.20%	100.00%	

RECOMMENDED ACTIONS

A four-fifths vote is required on all Recommended Actions below.

1. Create New Appropriations Within Budget Control & Approve Transfers Out; or Create New Appropriations Within Budget Control Offset by Transfers In (4/5 Vote Required)

The Budget Controls detailed on *Budget Adjustment Summary – Table A*, experienced one of two situations:

- Shortfalls in certain appropriation categories, including transfers out, which were covered by appropriation of unanticipated revenue or decreases to Fund Balance or Net Position within each Budget Control; or
- Unanticipated revenue resulting from transfers in which require offsetting increases to appropriations.

In accordance with Government Code Sections 25252, 29130, and Board Resolution 91-1143, direct the Auditor-Controller to make the changes as presented in *Budget Adjustment Summary – Table A*.

2. Shift Appropriations Between Funds and Budget Controls within the General Fund (4/5 Vote Required)

The Budget Controls detailed on *Budget Adjustment Summary – Table B*, experienced a shortfall in an appropriation category after all excess revenues were appropriated, moved between categories and no available appropriations in any other Budget Controls within the General Fund controlled by the Department. Appropriations were available in the Budget Controls: Miscellaneous (004), Utilities (040), Performance Audit (050), Office of Independent Review (051), Employee Benefits (056), Probation (057), Treasurer-Tax Collector (074) and Internal Audit (079) to cover the shortfall.

In addition, unanticipated revenue was available in County General Fund Budget Control (100) to offset an appropriations increase in Transfers Out from Miscellaneous, Budget Control 004, to the Local Courthouse Construction Fund (105). This is to write-off the remaining unpaid interfund loan from the County General Fund to the Local Courthouse Construction Fund.

In accordance with Government Code Section 25252, 29009, 29125, 29130 and Board Resolution 91-1143, direct the Auditor-Controller to make the changes as presented in *Budget Adjustment Summary – Table B*.

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3. Increase Fund Balance Restricted (4/5 Vote Required)

An increase in General Fund's Restricted Fund Balance is needed to preserve funding for realigned public safety and health and human services programs in accordance with State legislation in the upcoming fiscal year. In addition, Teeter Series A Debt Service Fund's (15Y) Restricted Fund Balance was increased due to cancellation of a transfer in to County General Fund (100) no longer needed to offset appropriations deficits.

In accordance with Government Code Section 25252, 29125, 29130, and Board Resolution 91-1143, direct the Auditor-Controller to decrease fund balance unassigned and increase fund balance restricted as follows:

Budget Control	Balance Sheet Account (BSA)	Decrease Fund Balance Unassigned	Increase Fund Balance Restricted
100 County General Fund	9990	\$ 20,607,964	
100 County General Fund	9723		\$ 20,607,964
15Y Teeter Series A Debt Service Fund	9990	6,000,000	
15Y Teeter Series A Debt Service Fund	9720		6,000,000
TOTALS		\$ 26,607,964	\$ 26,607,964

4. Shift Appropriations Within Budget Controls and Approve Transfers Out (4/5 Vote Required)

The Budget Controls detailed on *Budget Adjustment Summary – Table C* recorded transfers out in excess of appropriations provided for in the FY 2018-19 Final Budget or subsequent Board of Supervisors' actions. Appropriations were available in other categories within these Budget Controls to cover the increased transfer appropriations.

In accordance with Government Code Section 25252 and Board Resolution 91-1143, direct the Auditor-Controller to make changes as presented in *Budget Adjustment Summary – Table C*.

5. Approve the addition of events to the FY 2019-20 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

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be used in furtherance of such events; and that County staff may solicit donations of funds and services for such events.

6. Receive and file 2018 charitable organization summary of County actual staff hours and total costs as presented in Attachment D.

Note: Recommended Actions seven through ten, related to position maintenance studies begin on page 36 of this document.

FY 2018-19 Fourth Quarter Budget Report
Budget Adjustment Summary - Table A

Budget Control	Budget Control Name	Budget Action Description	Expense Budget Amount	Revenue Budget Amount	Inc/Dec Reserves	Net County Cost
004	MISCELLANEOUS	Increase Transfer In from Fund 295		662,221		(662,221)
004	MISCELLANEOUS	Increase Transfer Out to Fund 15D	662,221			662,221
		Net Budget Adjustments	662,221	662,221	0	0
032	EMERGENCY MANAGEMENT DIVISION	Increase Miscellaneous Revenues		14,414		(14,414)
032	EMERGENCY MANAGEMENT DIVISION	Increase Services and Supplies	14,414			14,414
		Net Budget Adjustments	14,414	14,414	0	0
058	PUBLIC DEFENDER	Increase Intergovernmental Revenues		19,262		(19,262)
058	PUBLIC DEFENDER	Increase Services and Supplies	19,262			19,262
		Net Budget Adjustments	19,262	19,262	0	0
060	SHERIFF-CORONER	Increase Transfer In from Fund 13N		1,045,181		(1,045,181)
060	SHERIFF-CORONER	Increase Salaries & Employee Benefits	1,045,181			1,045,181
060	SHERIFF-CORONER	Increase Transfer In from Fund 14G		434,332		(434,332)
060	SHERIFF-CORONER	Increase Services & Supplies	434,332			434,332
060	SHERIFF-CORONER	Increase Transfer In from Fund 15L		400,305		(400,305)
060	SHERIFF-CORONER	Increase Salaries & Employee Benefits	400,305			400,305
		Net Budget Adjustments	1,879,818	1,879,818	0	0
081	TRIAL COURTS	Increase Fines, Forfeitures & Penalties		131,326		(131,326)
081	TRIAL COURTS	Increase Services and Supplies	131,326			131,326
		Net Budget Adjustments	131,326	131,326	0	0
103	OC METH LAB INVESTIGATION TEAM	Increase Intergovernmental Revenues		390		(390)
103	OC METH LAB INVESTIGATION TEAM	Increase Transfer Out to Fund 132	390			390
		Net Budget Adjustments	390	390	0	0
104	CRIMINAL JUSTICE FACIL - ACO	Increase Transfer In from BC 057		2,250,000		(2,250,000)
104	CRIMINAL JUSTICE FACIL - ACO	Increase Services and Supplies	2,250,000			2,250,000
		Net Budget Adjustments	2,250,000	2,250,000	0	0
12E	CLERK-RECORDER OPERATING RESERVE FUND	Increase Transfer Out to BC 059		30,573		(30,573)
12E	CLERK-RECORDER OPERATING RESERVE FUND	Decrease Fund Balance	30,573			30,573
		Net Budget Adjustments	30,573	0	(30,573)	0
12W	SSA WRAPAROUND	Increase Revenue from Use of Money & Property		1,391		(1,391)
12W	SSA WRAPAROUND	Increase Services & Supplies	1,391			1,391
		Net Budget Adjustments	1,391	1,391	0	0
131	SHERIFF'S SUPP LAW ENFORCE SVC	Increase Revenue from Use of Money & Property		788		(788)
131	SHERIFF'S SUPP LAW ENFORCE SVC	Increase Transfers Out to Fund 139	788			788
		Net Budget Adjustments	788	788	0	0
132	SHERIFF NARCOTICS PROGRAM - DEPT OF JUSTICE	Increase Transfer In from Fund 103		30,371		(30,371)
132	SHERIFF NARCOTICS PROGRAM - DEPT OF JUSTICE	Increase Special Items	30,371			30,371
		Net Budget Adjustments	30,371	30,371	0	0

FY 2018-19 Fourth Quarter Budget Report
Budget Adjustment Summary - Table A

Budget Control	Budget Control Name	Budget Action Description	Expense Budget Amount	Revenue Budget Amount	Inc/Dec Reserves	Net County Cost
135	REAL ESTATE DEVELOPMENT PROGRAM	Increase Transfer In from Fund 400		365,041		(365,041)
135	REAL ESTATE DEVELOPMENT PROGRAM	Increase Services and Supplies	365,041			365,041
		Net Budget Adjustments	365,041	365,041	0	0
139	SHERIFF NARCOTICS PROGRAM - CALMMET - TREASURY	Increase Transfer In from Fund 131		254,651		(254,651)
139	SHERIFF NARCOTICS PROGRAM - CALMMET - TREASURY	Increase Special Items	254,651			254,651
		Net Budget Adjustments	254,651	254,651	0	0
13U	HCA INT BRG PRP RESTRICTD REV	Increase Intergovernmental Revenues		901,000		(901,000)
13U	HCA INT BRG PRP RESTRICTD REV	Increase Transfer Out to BC 042	901,000			901,000
		Net Budget Adjustments	901,000	901,000	0	0
14G	SHERIFF'S SUPP LAW ENFORCE SVC	Increase Intergovernmental Revenues		434,332		(434,332)
14G	SHERIFF'S SUPP LAW ENFORCE SVC	Increase Transfer Out to BC 060	434,332			434,332
		Net Budget Adjustments	434,332	434,332	0	0
14J	EXCESS PUBLIC SAFETY SALES TAX	Increase Transfer In from BC 026		368,233		(368,233)
14J	EXCESS PUBLIC SAFETY SALES TAX	Increase Special Items	368,233			368,233
		Net Budget Adjustments	368,233	368,233	0	0
14T	OPERATIONS FACILITIES DEVELOPMENT AND MAINTENANCE	Increase Revenue from Use of Money & Property		877		(877)
14T	OPERATIONS FACILITIES DEVELOPMENT AND MAINTENANCE	Increase Services & Supplies	877			877
		Net Budget Adjustments	877	877	0	0
15D	COUNTYWIDE CAPITAL PROJECTS NON GENERAL FUND	Increase Transfer In from BC 002		500,000		(500,000)
15D	COUNTYWIDE CAPITAL PROJECTS NON GENERAL FUND	Increase Special Items	500,000			500,000
15D	COUNTYWIDE CAPITAL PROJECTS NON GENERAL FUND	Increase Transfer In from BC 004		662,221		(662,221)
15D	COUNTYWIDE CAPITAL PROJECTS NON GENERAL FUND	Increase Special Items	662,221			662,221
15D	COUNTYWIDE CAPITAL PROJECTS NON GENERAL FUND	Increase Transfer In from BC 036		7,242,681		(7,242,681)
15D	COUNTYWIDE CAPITAL PROJECTS NON GENERAL FUND	Increase Special Items	7,242,681			7,242,681
15D	COUNTYWIDE CAPITAL PROJECTS NON GENERAL FUND	Increase Transfer In from BC 042		7,722,339		(7,722,339)
15D	COUNTYWIDE CAPITAL PROJECTS NON GENERAL FUND	Increase Special Items	7,722,339			7,722,339
		Net Budget Adjustments	16,127,241	16,127,241	0	0
15I	COUNTYWIDE IT PROJECTS NON GENERAL FUND	Increase Transfer In from BC 014		1,150,000		(1,150,000)
15I	COUNTYWIDE IT PROJECTS NON GENERAL FUND	Increase Special Items	1,150,000			1,150,000
15I	COUNTYWIDE IT PROJECTS NON GENERAL FUND	Increase Transfer In from BC 015		350,000		(350,000)
15I	COUNTYWIDE IT PROJECTS NON GENERAL FUND	Increase Special Items	350,000			350,000
15I	COUNTYWIDE IT PROJECTS NON GENERAL FUND	Increase Transfer In from BC 002		1,090,000		(1,090,000)
15I	COUNTYWIDE IT PROJECTS NON GENERAL FUND	Increase Special Items	1,090,000			1,090,000
15I	COUNTYWIDE IT PROJECTS NON GENERAL FUND	Increase Transfer In from BC 038		2,153,085		(2,153,085)
15I	COUNTYWIDE IT PROJECTS NON GENERAL FUND	Increase Special Items	2,153,085			2,153,085
		Net Budget Adjustments	4,743,085	4,743,085	0	0
279	OCWR-LANDFILL POSTCLOS MAINTNC	Increase Services and Supplies				1,500,000
279	OCWR-LANDFILL POSTCLOS MAINTNC	Decrease Net Position	1,500,000		(1,500,000)	(1,500,000)
		Net Budget Adjustments	1,500,000	0	(1,500,000)	0

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Budget Adjustment Summary - Table A

Budget Control	Budget Control Name	Budget Action Description	Expense Budget Amount	Revenue Budget Amount	Inc/Dec Reserves	Net County Cost
280	AIRPORT - OPERATING	Increase Transfer In from Fund 281		117,314,496		(117,314,496)
280	AIRPORT - OPERATING	Increase Special Items	117,314,496			117,314,496
280	AIRPORT - OPERATING	Increase Transfer In from Fund 283		7,681,347		(7,681,347)
280	AIRPORT - OPERATING	Increase Special Items	7,681,347			7,681,347
		Net Budget Adjustments	124,995,843	124,995,843	0	0
281	AIRPORT CONSTRUCTION FUND	Increase Transfer In from Fund 283		72,908,063		(72,908,063)
281	AIRPORT CONSTRUCTION FUND	Increase Transfer Out to Fund 280	72,908,063			72,908,063
		Net Budget Adjustments	72,908,063	72,908,063	0	0
293	WORKERS' COMPENSATION ISF	Increase Revenue from Use of Money & Property		989,982		(989,982)
293	WORKERS' COMPENSATION ISF	Increase Other Charges	989,982			989,982
		Net Budget Adjustments	989,982	989,982	0	0
294	PROPERTY & CASUALTY RISK ISF	Increase Revenue from Use of Money & Property		778,953		(778,953)
294	PROPERTY & CASUALTY RISK ISF	Increase Miscellaneous Revenue		258,386		(258,386)
294	PROPERTY & CASUALTY RISK ISF	Increase Other Charges	1,037,339			1,037,339
		Net Budget Adjustments	1,037,339	1,037,339	0	0
295	OCWR IMPORTATION REVENUE SHARING	Increase Charges for Services		847,000		(847,000)
295	OCWR IMPORTATION REVENUE SHARING	Increase Other Charges	520,000			520,000
295	OCWR IMPORTATION REVENUE SHARING	Increase Transfer Out to BC 004	327,000			327,000
		Net Budget Adjustments	847,000	847,000	0	0
299	OC WASTE&RECYCLING ENTERPRISE	Increase Transfer In from Fund 273		1,335,141		(1,335,141)
299	OC WASTE&RECYCLING ENTERPRISE	Increase Services & Supplies	1,335,141			1,335,141
		Net Budget Adjustments	1,335,141	1,335,141	0	0
400	ORANGE COUNTY FLOOD CONTROL DISTRICT FUND	Increase Transfer In from Fund 403		91,978		(91,978)
400	ORANGE COUNTY FLOOD CONTROL DISTRICT FUND	Increase Special Items	91,978			91,978
		Net Budget Adjustments	91,978	91,978	0	0
403	OC SANTA ANA RIVER	Increase Revenue from Use of Money & Property		992		(992)
403	OC SANTA ANA RIVER	Decrease Fund Balance			(949)	(949)
403	OC SANTA ANA RIVER	Increase Transfer Out to Fund 400	1,941			1,941
		Net Budget Adjustments	1,941	992	(949)	0
477	CO SERV AREA #22-E YORBA LINDA	Increase Services and Supplies	20,584			20,584
477	CO SERV AREA #22-E YORBA LINDA	Decrease Fund Balance			(20,584)	(20,584)
		Net Budget Adjustments	20,584	0	(20,584)	0
	GRAND TOTAL - BUDGET ADJUSTMENTS		231,942,885	230,390,779	(1,552,106)	0

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Budget Adjustment Summary - Table B

Budget Control	Budget Control Name	Budget Action Description	Expense Budget Amount	Revenue Budget Amount	Inc/Dec Reserves	Net County Cost
004	MISCELLANEOUS	Decrease Services & Supplies	(150,855)			(150,855)
004	MISCELLANEOUS	Decrease Other Charges	(87,557)			(87,557)
050	PERFORMANCE AUDIT	Decrease Services & Supplies	(437,599)			(437,599)
025	COUNTY COUNSEL	Increase Services & Supplies	676,011			676,011
		Net Budget Adjustments	0	0	0	0
040	UTILITIES	Decrease Services & Supplies	(1,500,000)			(1,500,000)
040	UTILITIES	Decrease Structures & Improvements	(1,350,000)			(1,350,000)
050	PERFORMANCE AUDIT	Decrease Services & Supplies	(58,145)			(58,145)
051	OFFICE OF INDEPENDENT REVIEW	Decrease Services & Supplies	(48,000)			(48,000)
056	EMPLOYEE BENEFITS	Decrease Services & Supplies	(358,124)			(358,124)
057	PROBATION	Decrease Special Items	(740,000)			(740,000)
074	TREASURER/TAX COLLECTOR	Decrease Services & Supplies	(1,512,000)			(1,512,000)
074	TREASURER/TAX COLLECTOR	Decrease Equipment	(100,000)			(100,000)
079	INTERNAL AUDIT	Decrease Salaries & Employee Benefits	(460,000)			(460,000)
079	INTERNAL AUDIT	Decrease Services & Supplies	(36,000)			(36,000)
060	SHERIFF-CORONER	Increase Salaries & Employee Benefits	6,162,269			6,162,269
		Net Budget Adjustments	0	0	0	0
100	COUNTY GENERAL FUND-LEVEL TXNS	Increase Revenue from Use of Money & Property		1,640,424		(1,640,424)
100	COUNTY GENERAL FUND-LEVEL TXNS	Increase Fines, Forfeitures & Penalties		1,484,769		(1,484,769)
004	MISCELLANEOUS	Increase Transfer Out to Fund 105	3,125,193			3,125,193
		Net Budget Adjustments	3,125,193	3,125,193	0	0
		GRAND TOTAL - BUDGET ADJUSTMENTS	3,125,193	3,125,193	0	0

FY 2018-19 Fourth Quarter Budget Report
Budget Adjustment Summary - Table C

Budget Control	Budget Control Name	Budget Action Description	Expense Budget Amount	Revenue Budget Amount	Inc/Dec Reserves	Net County Cost
002	ASSESSOR	Decrease Salaries & Employee Benefits	(1,090,000)			(1,090,000)
002	ASSESSOR	Increase Transfer Out to Fund 15I	1,090,000			1,090,000
002	ASSESSOR	Decrease Special Items	(500,000)			(500,000)
002	ASSESSOR	Increase Transfer Out to Fund 15D	500,000			500,000
		Net Budget Adjustments	0	0	0	0
014	CAPS PROGRAM	Decrease Services & Supplies	(845,285)			(845,285)
014	CAPS PROGRAM	Decrease Equipment	(86,809)			(86,809)
014	CAPS PROGRAM	Decrease Intrafund Transfers	(217,906)			(217,906)
014	CAPS PROGRAM	Increase Transfer Out to Fund 15I	1,150,000			1,150,000
		Net Budget Adjustments	0	0	0	0
015	PROPERTY TAX SYSTEM CENTRALIZED O&M SUPPORT	Decrease Services & Supplies	(218,607)			(218,607)
015	PROPERTY TAX SYSTEM CENTRALIZED O&M SUPPORT	Decrease Equipment	(14,925)			(14,925)
015	PROPERTY TAX SYSTEM CENTRALIZED O&M SUPPORT	Decrease Intrafund Transfers	(116,468)			(116,468)
015	PROPERTY TAX SYSTEM CENTRALIZED O&M SUPPORT	Increase Transfer Out to Fund 15I	350,000			350,000
		Net Budget Adjustments	0	0	0	0
026	DISTRICT ATTORNEY - PUBLIC ADMINISTRATOR	Decrease Services & Supplies	(13,467)			(13,467)
026	DISTRICT ATTORNEY - PUBLIC ADMINISTRATOR	Increase Transfer Out to Fund 296	13,467			13,467
026	DISTRICT ATTORNEY - PUBLIC ADMINISTRATOR	Decrease Services & Supplies	(368,233)			(368,233)
026	DISTRICT ATTORNEY - PUBLIC ADMINISTRATOR	Increase Transfer Out to Fund 14J	368,233			368,233
		Net Budget Adjustments	0	0	0	0
036	CAPITAL PROJECTS	Decrease Services & Supplies	(1,764,781)			(1,764,781)
036	CAPITAL PROJECTS	Decrease Structures & Improvements	(5,477,900)			(5,477,900)
036	CAPITAL PROJECTS	Increase Transfer Out to Fund 15D	7,242,681			7,242,681
		Net Budget Adjustments	0	0	0	0
038	DATA SYSTEMS DEVELOPMENT PROJES	Decrease Services & Supplies	(1,606,655)			(1,606,655)
038	DATA SYSTEMS DEVELOPMENT PROJES	Decrease Equipment	(463,876)			(463,876)
038	DATA SYSTEMS DEVELOPMENT PROJES	Decrease Special Items	(33,380)			(33,380)
038	DATA SYSTEMS DEVELOPMENT PROJES	Decrease Intrafund Transfers	(49,174)			(49,174)
038	DATA SYSTEMS DEVELOPMENT PROJES	Increase Transfer Out to Fund 15I	2,153,085			2,153,085
		Net Budget Adjustments	0	0	0	0
042	HEALTH CARE AGENCY	Decrease Services & Supplies	(7,722,339)			(7,722,339)
042	HEALTH CARE AGENCY	Increase Transfer Out to Fund 15D	7,722,339			7,722,339
		Net Budget Adjustments	0	0	0	0
057	PROBATION	Decrease Special Items	(2,250,000)			(2,250,000)
057	PROBATION	Increase Transfer Out to Fund 104	2,250,000			2,250,000
		Net Budget Adjustments	0	0	0	0

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Budget Adjustment Summary - Table C

Budget Control	Budget Control Name	Budget Action Description	Expense Budget Amount	Revenue Budget Amount	Inc/Dec Reserves	Net County Cost
103	OC METH LAB INVESTIGATION TEAM	Decrease Transfer Out to BC 060	(29,981)			(29,981)
103	OC METH LAB INVESTIGATION TEAM	Increase Transfer Out to Fund 132	29,981			29,981
		Net Budget Adjustments	0	0	0	0
118	REGIONAL NARCOTICS SUPPRESSION PROGRAM - DEPT OF JUSTICE	Decrease Services & Supplies	(37)			(37)
118	REGIONAL NARCOTICS SUPPRESSION PROGRAM - DEPT OF JUSTICE	Increase Transfer Out to BC 060	37			37
		Net Budget Adjustments	0	0	0	0
12D	CLERK-RECORDER SPECIAL REVENUE FUND	Decrease Services & Supplies	(506)			(506)
12D	CLERK-RECORDER SPECIAL REVENUE FUND	Increase Transfer Out to Fund 13T	506			506
		Net Budget Adjustments	0	0	0	0
12E	CLERK-RECORDER OPERATING RESERVE FUND	Decrease Special Items	(45,000)			(45,000)
12E	CLERK-RECORDER OPERATING RESERVE FUND	Increase Transfer Out to BC 059	45,000			45,000
		Net Budget Adjustments	0	0	0	0
131	SHERIFF NARCOTICS PROGRAM - DEPT OF TREASURY	Decrease Services & Supplies	(63)			(63)
131	SHERIFF NARCOTICS PROGRAM - DEPT OF TREASURY	Decrease Transfer Out to Fund 15L	(253,800)			(253,800)
131	SHERIFF NARCOTICS PROGRAM - DEPT OF TREASURY	Increase Transfer Out to Fund 139	253,863			253,863
		Net Budget Adjustments	0	0	0	0
139	SHERIFF NARCOTICS PROGRAM - CALMMET - TREASURY	Decrease Special Items	(244,464)			(244,464)
139	SHERIFF NARCOTICS PROGRAM - CALMMET - TREASURY	Increase Transfer Out to Fund 15L	244,464			244,464
		Net Budget Adjustments	0	0	0	0
13N	OC TOBACCO SETTLEMENT FUND	Decrease Transfer Out to BC 042	(1,045,181)			(1,045,181)
13N	OC TOBACCO SETTLEMENT FUND	Increase Transfer Out to BC 060	1,045,181			1,045,181
		Net Budget Adjustments	0	0	0	0
15L	800 MHZ CCCS	Decrease Special Items	(400,305)			(400,305)
15L	800 MHZ CCCS	Increase Transfer Out to BC 060	400,305			400,305
		Net Budget Adjustments	0	0	0	0
273	OCWR CAPITAL PROJECT FUND	Decrease Special Items	(1,335,141)			(1,335,141)
273	OCWR CAPITAL PROJECT FUND	Increase Transfer Out to Fund 299	1,335,141			1,335,141
		Net Budget Adjustments	0	0	0	0

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Budget Adjustment Summary - Table C

Budget Control	Budget Control Name	Budget Action Description	Expense Budget Amount	Revenue Budget Amount	Inc/Dec Reserves	Net County Cost
281	AIRPORT CONSTRUCTION FUND	Decrease Services & Supplies	(1,585)			(1,585)
281	AIRPORT CONSTRUCTION FUND	Decrease Structures & Improvements	(44,404,848)			(44,404,848)
281	AIRPORT CONSTRUCTION FUND	Increase Transfer Out to Fund 280	44,406,433			44,406,433
		Net Budget Adjustments	0	0	0	0
283	AIRPORT DEBT SERVICE FUND	Decrease Other Charges	(72,908,063)			(72,908,063)
283	AIRPORT DEBT SERVICE FUND	Decrease Special Items	(7,681,347)			(7,681,347)
283	AIRPORT DEBT SERVICE FUND	Increase Transfer Out to Fund 280	7,681,347			7,681,347
283	AIRPORT DEBT SERVICE FUND	Increase Transfer Out to Fund 280	72,908,063			72,908,063
		Net Budget Adjustments	0	0	0	0
289	OCIT COUNTYWIDE SERVICES	Decrease Salaries & Employee Benefits	(11,560)			(11,560)
289	OCIT COUNTYWIDE SERVICES	Increase Transfer Out to BC 100	11,560			11,560
		Net Budget Adjustments	0	0	0	0
295	OCWR IMPORTATION REVENUE SHARING	Decrease Transfer Out to Fund 299	(259,000)			(259,000)
295	OCWR IMPORTATION REVENUE SHARING	Decrease Special Items	(76,221)			(76,221)
295	OCWR IMPORTATION REVENUE SHARING	Increase Transfer Out to BC 004	335,221			335,221
		Net Budget Adjustments	0	0	0	0
400	ORANGE COUNTY FLOOD CONTROL DISTRICT FUND	Decrease Transfer Out to Fund 296	(365,041)			(365,041)
400	ORANGE COUNTY FLOOD CONTROL DISTRICT FUND	Increase Transfer Out to Fund 135	365,041			365,041
		Net Budget Adjustments	0	0	0	0
403	OC SANTA ANA RIVER	Decrease Services & Supplies	(72)			(72)
403	OC SANTA ANA RIVER	Decrease Special Items	(89,965)			(89,965)
403	OC SANTA ANA RIVER	Increase Transfer Out to Fund 400	90,037			90,037
		Net Budget Adjustments	0	0	0	0
		GRAND TOTAL - BUDGET ADJUSTMENTS	0	0	0	0

CLASSIFICATION MAINTENANCE STUDIES



RECOMMENDED ACTIONS – CLASSIFICATION MAINTENANCE STUDIES

7. Effective September 27, 2019, approve revised title descriptions, classification specifications and adjust pay grades for Animal Care Attendant (Title Code 5902OS, Salary Range T-13), Senior Animal Care Attendant (Title Code 5903OS, Salary Range T-17) and Supervising Animal Care Attendant (Title Code 5906SM, Salary Range C-23); and delete Senior Kennel Attendant (Title Code 5904OS).
8. Effective September 27, 2019, approve revised classification specification and adjust recruiting step for Eligibility Technician (Title Code 7005EW, Salary Range W-22, Recruiting Step 3).
9. Effective September 27, 2019, approve revised classification specification for Employment and Eligibility Specialist (Title Code 7009EW).
10. Effective September 27, 2019, approve revised title descriptions, classification specifications and adjust pay grade for Fee Station Attendant (Title Code 1418OS, Salary Range T-14) and Supervising Fee Station Attendant (Title Code 1421SM, Salary Range C-22); and delete Fee Station Attendant Leadworker (Title Code 1419OS) and Fee Station Attendant Supervisor I (Title Code 1420SM).

BACKGROUND INFORMATION:

With Board approval of the current Memoranda of Understanding between the Orange County Employees Association (OCEA), Teamsters Local 952, and American Federation of State, County and Municipal Employees Local 2076 (AFSCME), and the County of Orange, along with requests by County Departments, Human Resource Services (HRS) has conducted multiple classification maintenance studies. Recommended updates to the classification specifications and/or salaries of the Animal Care Attendant series, Eligibility Technician classification, Employment & Eligibility Specialist classification, and Fee Station Attendant series are included for Board consideration and approval.

The goal of the maintenance study was to update classification specifications, review the organizational structure of the occupational series, and evaluate current salaries in relation to comparable public employer organizations. The maintenance study ensures that 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 reflective duties and levels of responsibility are current; the classification occupational series have the appropriate structure to meet the workload demands of the department(s) 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 consists of identifying comparators from surrounding public agencies to determine if current salaries are consistent with market salary averages. If it is determined that the minimum salary of a proposed pay grade is below the average within the market, or is below the previously advertised minimum salary for the classification, an advanced recruiting step may be requested. HRS analyzes data from previous recruitments and internal employee separation reports and reviews current staffing levels to determine if current salaries affect employee recruitment and retention. In addition to identifying comparable salaries, comparators' current labor agreements are reviewed to identify and consider additional premium pay, allowances, and future negotiated salary adjustments offered by comparators.

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Animal Care Attendant Occupational Series*

**The current series title is Kennel Attendant.*

Positions assigned to the Animal Care Attendant classifications perform a range of routine and complex animal services duties within the Kennel Department of Orange County Animal Care. Animal Care Attendants impound animals, provide customer service to patrons, maintain cleanliness in the shelter and kennel areas, and assist with administering euthanasia. These positions ensure impounded animals receive the highest quality care and treatment while at Orange County Animal Care.

HRS conducted a market salary survey and determined that the maximum salary for the journey level Animal Care Attendant classification was 8.43% below the market average. The following table displays a comparison of salaries from surrounding counties and cities for classifications equivalent to Animal Care Attendant (journey level):

Organization	Title Description	Maximum Monthly Pay
County of Los Angeles	Animal Care Attendant I	\$4,106
City of Rancho Cucamonga	Animal Caretaker	\$3,981
City of San Clemente	Kennel Attendant	\$3,855
County of Ventura	Animal Control Officer I	\$3,845
County of Riverside	Animal Care Technician	\$3,820
County of San Diego	Animal Care Attendant	\$3,758
	Average Monthly Maximum Salary of Comparators	\$3,894
County of Orange	Kennel Attendant I	\$3,591
	Variance Under Market Average	8.4%

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

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
5902OS	Kennel Attendant I	B1-37 \$2,718-\$3,591	5902OS	Animal Care Attendant	T-13 \$2,909-\$3,919

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Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
5903OS	Kennel Attendant II	B1-41 \$2,995-\$3,987	5903OS	Senior Animal Care Attendant	T-17 \$3,243-\$4,371
5906SM	Supervising Kennel Attendant	A5-47 \$3,704-\$4,966	5906SM	Supervising Animal Care Attendant	C-23 \$3,721-\$5,016
5904OS	Senior Kennel Attendant	B1-44 \$3,217-\$4,319	DELETE CLASSIFICATION		

During the course of the maintenance study, it was determined that the department no longer utilized the Senior Kennel Attendant classification and transferred the position responsibilities to other levels within the occupational series. As a result, HRS proposes to delete the Senior Kennel Attendant classification.

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

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	
14	Kennel Attendant I	17	Animal Care Attendant	9.1%
6	Kennel Attendant II	3	Senior Animal Care Attendant	9.6%
3	Supervising Kennel Attendant	3	Supervising Animal Care Attendant	1.0%
0	Senior Kennel Attendant	DELETE CLASSIFICATION		
23	Total	23	Total	

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If all positions are filled, the OC Community Resources' budget will attempt to absorb the approximate \$91,755 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Animal Care Attendant	\$73,064	57.3% Contract Cities 36.9% Fees/Other 5.8% NCC	\$4,238
Senior Animal Care Attendant	\$16,376		\$950
Supervising Animal Care Attendant	\$2,315		\$134
Total	\$91,755		\$5,322

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Eligibility Technician Classification

Positions assigned to the Eligibility Technician classification determine the initial and continuing eligibility for one or more benefit assistance programs (e.g. Medi-Cal, CalWORKs, Foster Care, CalFresh, Cash Assistance to Immigrants, and General Relief). Incumbents refer applicants and recipients in need of social services or employment opportunities to appropriate staff.

HRS conducted a market salary survey and determined that the minimum salary (starting pay) for the Eligibility Technician classification was 4.6% below market average and the maximum pay was 1.2% below market average.

The following table displays a comparison of salaries from surrounding counties and cities for classifications equivalent to Eligibility Technician:

Organization	Title Description	Minimum Monthly Pay	Maximum Monthly Pay
County of Riverside	Eligibility Technician II	\$3,129	\$4,788
County of San Diego	Human Services Specialist	\$3,172	\$4,515
County of Los Angeles	Eligibility Worker II	\$3,582	\$4,443
County of Ventura	HS Client Benefit Specialist II	\$3,939	\$4,126
County of San Bernardino	Eligibility Worker II	\$2,919	\$4,007
	Average Monthly Minimum & Maximum Salaries of Comparators	\$3,348	\$4,376
County of Orange	Eligibility Technician	\$3,201	\$4,326
	Variance Under Market Average	4.6%	1.2%

Following an assessment of the existing classification structure, HRS requests approval to revise class specifications, and adjust the recruiting step (minimum pay) for Eligibility Technician classification as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
7005EW	Eligibility Technician	W-22 \$3,201-\$4,326	7005EW	Eligibility Technician	W-22 \$3,354-\$4,326

The expectation is that the proposed increase to the minimum starting pay will increase the number of qualified applicants applying for such positions. In addition, the proposed changes to the Eligibility Technician classification specification will serve to remove

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obsolete duties, update job responsibilities, update the job title to better describe the nature of the position, and ensure minimum qualifications accurately reflect the depth of knowledge and experience required to perform successfully the responsibilities of the position. Finally, the proposed classification specification changes should result in better representation of the current position functions.

Currently 161 incumbents assigned to the Eligibility Technician classification are below the proposed recruiting step three. If approved, employees in the Eligibility Technician class having a salary at either step one or step two on the existing pay range will be adjusted to the proposed recruiting step three. The salary increase for these employees will be 2.4% or 4.8% depending on each incumbent's current step.

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

Currently Budgeted		Proposed		% Change (Recruiting Step)
Position Count	Title Description	Position Count Impacted	Title Description	
1,303	Eligibility Technician	161	Eligibility Technician	2.4% to 4.8%
1,303	Total	161	Total	

If all positions are filled, the Social Services Agency's budget will attempt to absorb the approximate \$351,908 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Eligibility Technician	\$351,908	58% Federal 28% State 14% NCC	\$49,267
Total	\$351,908		\$49,267

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Employment and Eligibility Specialist Classification

Positions assigned to the Employment and Eligibility Specialist classification provide eligibility determination, employment counseling and ancillary services in one or more programs (e.g. CalWORKs, Foster Care, CalFresh, Employment Training/General Relief Work Program). Incumbents maintain and develop resources for these programs and perform quality control review of financial assistance programs, and/or review cases for program compliance and potential fraud.

HRS conducted a market salary survey and determined that the pay range for the Employment and Eligibility Specialist classification was 7.5% above market average. The following table displays a comparison of salaries from surrounding counties and cities for classifications equivalent to the Employment and Eligibility Specialist:

Organization	Title Description	Maximum Monthly Pay
County of San Bernardino	Employment Services Specialist	\$4,815
County of Ventura	HS Employment Specialist II	\$4,528
County of Riverside	Employment Services Technician	\$4,197
	Average Monthly Maximum Salary of Comparators	\$4,513
<i>County of Orange</i>	<i>Employment and Eligibility Specialist</i>	<i>\$4,852</i>
	Variance Over Market Average	7.5%

Following an assessment of the existing classification structure, HRS does not propose a pay range adjustment. However, HRS does request approval to revise the Employment and Eligibility Specialist class specification.

The proposed changes to the Employment and Eligibility Specialist classification specification serve to remove obsolete duties, update job responsibilities, update the job title to better describe the nature of the position, and ensure minimum qualifications accurately reflect the depth of knowledge and experience required to perform successfully the responsibilities of the position. The expectation is that the proposed changes to the classification specification will better represent the current functions of the position and increase the number of qualified applicants applying for such positions.

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Fee Station Attendant Occupational Series

Positions in the Fee Station Attendant classifications, assigned to OC Waste & Recycling, are responsible for determining the weight and type of refuse at the landfills and collecting user fees from the patrons. Fee Station Attendants maintain transaction records, provide customer service to landfill customers, and perform cashiering duties. These positions determine the type, origin, weight, and fees of refuse material brought into the landfills.

HRS conducted a market salary survey and determined that the pay range for the journey level Fee Station Attendant classification was 13.4% below the market average, and 2.8% below the market median. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Fee Station Attendant (journey level):

Organization	Title Description	Maximum Monthly Pay
Sanitation Districts of Los Angeles	Weighscale Operator	\$5,828
County of San Bernardino	Scale Operator	\$4,007
County of Riverside	Gate Services Assistant – WRMD	\$3,768
City of San Diego	Disposal Site Representative	\$3,552
	Average Monthly Maximum Salary of Comparators	\$4,289
	Median Monthly Maximum Salary of Comparators	\$3,889
County of Orange	Fee Station Attendant	\$3,782
	Variance Under Market Average	13.4%
	Variance Under Market Median	2.8%

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

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
1418OS	Fee Station Attendant	B1-39 \$2,857 - \$3,782	1418OS	Fee Station Attendant	T-14 \$2,988 - \$4,028

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Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
1419OS	Fee Station Attendant Leadworker	B1-41 \$2,995-\$3,987	1421SM	Supervising Fee Station Attendant	C-22 \$3,626 - \$4,881
1420SM	Fee Station Attendant Supervisor I	A5-44 \$3,425-\$4,588			
1421SM	Fee Station Attendant Supervisor II	A5-46 \$3,602-\$4,839			

The proposed changes to the Fee Station Attendant classification specifications serve to remove obsolete duties, update job responsibilities, update the job title to better describe the nature of the position, and ensure minimum qualifications accurately reflect the depth of knowledge and experience required to perform successfully the responsibilities of the position. During the course of the maintenance study, it was determined that the duties of the Fee Station Attendant Leadworker have evolved to more supervisory responsibilities, and the Fee Station Attendant Supervisor I classification is no longer utilized by the department. As a result, HRS proposes to delete the Fee Station Attendant Leadworker and Fee Station Attendant Supervisor I classifications, and reallocate three Leadworker positions to the Supervising Fee Station Attendant classification. The expectation is that the proposed changes to the classification specification will better represent the current functions of the position and increase the number of qualified applicants applying for such positions.

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	
11	Fee Station Attendant	11	Fee Station Attendant	6.5%
3	Fee Station Attendant Leadworker	3	Supervising Fee Station Attendant	22.4%
0	Fee Station Attendant Supervisor I	DELETE CLASSIFICATION		
3	Fee Station Attendant Supervisor II	3	Supervising Fee Station Attendant	0.9%
17	Total	17	Total	

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If all positions are filled, the OC Waste and Recycling's budget will attempt to absorb the approximate \$49,298 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Fee Station Attendant	\$34,488	100% Fees/Other	\$0
Supervising Fee Station Attendant	\$14,810		\$0
Total	\$49,298		\$0



Classification Specification
 Bargaining Unit: Operations and
 Service Maintenance
 Revised and Title Changed: 09/27/2019

ANIMAL CARE ATTENDANT

Title Code: 5902OS

DEFINITION

Under supervision, incumbents in this class receive, process, and care for impounded animals, assist the veterinarian in the treatment of animals, maintain facilities at the animal shelter and answer questions from the public about the animal care program.

The Animal Care Attendant occupational series includes the following classifications:

Animal Care Attendant (5902OS)
 Senior Animal Care Attendant (5903OS)
 Supervising Animal Care Attendant (5906SM)

CLASS CHARACTERISTICS

This is the entry-level classification in the Animal Care Attendant occupational series. This position receives in-service training in the procedures of animal care, maintenance needs of an animal shelter, and knowledge of Federal, State and local ordinances regarding animals. Incumbents in this class perform a range of routine animal services duties, including impounding animals, providing customer service to patrons (including adoption counseling), keeping shelter and kennel areas clean, providing enrichment for shelter animals as well as observing and reporting animal issues. Incumbents may also restrain animals for veterinary examinations or simple medical procedures. As knowledge and experience are gained, work assigned is more complex, assignments are more varied and incumbents work under general supervision. This classification is distinguished from the Senior Animal Care Attendant in that the incumbents in this classification do not act as lead workers and perform significantly less complex duties.

EXAMPLES OF DUTIES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not intended to reflect all duties performed within the job.

1. Cleans and maintains assigned area in a neat and organized manner by disinfecting kennels, cages, corrals and equipment.
2. Monitors health and wellbeing of sick, exotic, quarantined and potentially injured animals; records their condition and reports any abnormalities or changes to veterinary staff.
3. Receives animals delivered by the public or impounded by County or City patrol activities, enters all information about the animal into the computer system and takes a current photo.
4. Restrains animals for veterinary examinations and simple medical procedures.

5. Feeds and waters domestic, exotic, and wild animals.
6. Assists with visits for potential adopters, which includes providing counseling on breed characteristics, choosing the correct animal for the family and basic animal care.
7. Responds to public inquiries about legal retention, adoption procedures, basic animal care and behavior.
8. Makes minor repairs to shelter facility, beautifies shelter and informs supervisors of maintenance or repair needs.
9. May provide basic grooming to animals when required for health and comfort.
10. May assist with the training of new employees.
11. May help train volunteers to assist with cleaning and animal enrichment.
12. Performs inventory of impounded animals.
13. Houses animals in a designated area.

MINIMUM QUALIFICATIONS

Knowledge of

- Safe and efficient methods of restraint for all species of animals
- Basic animal care and husbandry of all species
- Abnormal behaviors or signs of illness of animals
- Methods and procedures of kennel cleaning and maintenance

Ability to

- Explain and interpret County animal regulation programs
- Properly restrain animals for veterinary exams
- Handle potentially dangerous animals in a safe and humane manner
- Speak English sufficiently to communicate clearly to the public
- Add, subtract, multiply and divide two digit numbers
- Carry out instructions in written, oral or diagrammatic form
- Legibly fill out animal history records with correct information on impounded animals
- Establish and maintain effective and cooperative relations with the public and fellow employees
- Remain calm in stressful situations
- Understand rules and regulations governing the impounding, releasing and euthanasia of animals

Education and Experience

Graduation from high school or the equivalent.

Education and/or experience, which would provide the applicant with the knowledge and abilities listed above.

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

Frequent standing and walking. Frequent stooping and bending. Use of standard office equipment. May be required to lift over 50 pounds or carry objects weighing over 25 pounds.

Environmental and Working Conditions

Constant involvement with animals and continuous exposure to noise. May be exposed to biological agents, chemical agents, fumes, blood and other bodily fluids, offensive odors and contagious diseases. Frequent exposure to rain and hot and cold temperatures.

CLASS HISTORY

Revised: 01/06/1981

Revised: 07/08/1980

Revised: 04/03/1973

Established: 08/22/1972 (Kennel Attendant I)



Classification Specification
 Bargaining Unit: Operations and
 Service Maintenance
 Revised and Title Changed: 09/27/2019

SENIOR ANIMAL CARE ATTENDANT

Title Code: 5903OS

DEFINITION

Under general supervision, incumbents in this class receive, process and care for impounded animals and answer difficult questions from the public concerning the animals impounded and the care provided as well as function as the lead worker for a group of Animal Care Attendants.

The Animal Care Attendant occupational series includes the following classifications:

Animal Care Attendant (5902OS)
 Senior Animal Care Attendant (5903OS)
 Supervising Animal Care Attendant (5906SM)

CLASS CHARACTERISTICS

This is the working-level classification in the Animal Care Attendant occupational series. This position receives in-service training in the procedures of animal care, maintenance needs of an animal shelter, and knowledge of Federal, State and local ordinances regarding animals. Incumbents in this class perform a range of routine animal services duties, including impounding animals, providing customer service to patrons, keeping shelter and kennel areas clean, observing and reporting animal issues, and assisting with euthanasia. As knowledge and experience are gained, work assigned is more complex, assignments are more varied and incumbents are under general supervision. Incumbents of this class work in specialized assignments and with animals that may be more difficult to handle. Additionally, incumbents in this class may act as lead workers assisting the Administrative Manager and the Supervising Animal Care Attendants in creating and running special programs for the shelter services unit. Senior Animal Care Attendants are responsible for assigning tasks, giving instructions, and assuring satisfactory completion of assigned work to Animal Care Attendants.

This class differs from the Supervising Animal Care Attendant class in that the latter is a full-time Supervisor and has the full range of supervisory responsibilities. Incumbents in this position only assume a supervisory role in the absence of the Supervising Animal Care Attendant.

EXAMPLES OF DUTIES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not intended to reflect all duties performed within the job.

1. Cleans and maintains assigned area in a neat and organized manner by disinfecting kennels, cages, corrals and equipment.

2. Monitors health and wellbeing of sick, exotic, quarantined and potentially injured animals; records their condition and reports any abnormalities or changes to veterinary staff.
3. Receives animals delivered by the public or impounded by County or City patrol activities, enters all information about the animal into the computer system and takes a current photo.
4. Restrains animals for veterinary examinations and complex medical procedures.
5. May administer vaccinations, medications, and depending on assignment, humane euthanasia when needed.
6. Feeds and waters domestic, exotic, and wild animals.
7. Assists with visits for potential adopters, which may include providing counseling on breed characteristics, choosing the correct animal for the family and basic animal care.
8. Responds to public inquiries about legal retention, adoption procedures, basic animal care and behavior.
9. Makes minor repairs to shelter facility, beautifies shelter and informs supervisors of maintenance or repair needs.
10. May provide basic grooming, when required, for an animal's health and comfort.
11. May assist with training new employees.
12. May help train volunteers to assist with cleaning and animal enrichment in the veterinary areas of the shelter.
13. Performs inventory of impounded animals.
14. Houses animals in a designated area.
15. Performs morning inspections and reviews the work of a group of Animal Care Attendants.
16. Makes recommendations on the selection, evaluation and training of subordinates.
17. Answers a wide variety of questions from the public concerning the Animal Shelter.
18. Confers with supervisors regarding difficult problems and makes recommendations for proposed changes to shelter operations.
19. Confirms that information in the computer system is accurate and photos are appropriate for departmental website.
20. Assists the Supervising Animal Care Attendant with animal availability assessments.
21. Manages implementation of special programs and makes recommendations to senior Animal Shelter staff.

MINIMUM QUALIFICATIONS

Knowledge of

- Safe and efficient methods of restraint for all animal species
- Basic animal care and triage of all species to assist the veterinarian and Registered Veterinary Technician (RVT)
- Zoonotic infections and contagious animal diseases
- Proper animal care and husbandry of all domestic animals, including but not limited to, livestock, poultry and small mammals and reptiles
- Abnormal behaviors or signs of illness in animals
- Methods and procedures of kennel cleaning and maintenance
- Euthanasia techniques for the purpose of animal restraint
- County ordinances and state laws governing the impoundment and treatment of animals
- Basic computer skills

Ability to

- Explain and interpret County animal regulation programs
- Properly restrain animals for veterinary exams
- Handle potentially dangerous animals in a safe and humane manner
- Assign and supervise the work of others
- Speak English sufficiently to communicate clearly to the public
- Add, subtract, multiply and divide two digit numbers
- Carry out instructions in written, oral or diagrammatic form
- Legibly fill out animal history records with correct information on impounded animals
- Establish and maintain effective and cooperative relations with the public and fellow employees
- Remain calm in stressful situations
- Understand rules and regulations governing the impounding, releasing and euthanasia of animals
- Establish and maintain cooperative relations with subordinates and superiors
- Recognize normal and abnormal animal behavior
- Deal with the public in a courteous but firm manner
- Carry out departmental procedures, County ordinances and state laws covering the impoundment and disposition of animals
- Communicate in a clear and logical manner, both verbally and in writing
- Re-prioritize work on a continuous basis

Education and Experience

Graduation from high school or the equivalent.

Two years of work experience in an Animal Shelter, Humane Society or high-volume veterinary hospital.

OR

Two years of work experience as a County of Orange Animal Care Attendant.

License/Certification

Possession of or ability to obtain a valid California Driver License Class C or higher, before date of appointment, will be required.

Depending on assignment, and within the first 26 weeks of employment, may be required to attain permit to obtain or administer controlled substances.

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

Frequent standing and walking. Frequent stooping and bending. Use of standard office equipment. May be required to lift over 50 pounds or carry objects weighing over 25 pounds.

Environmental and Working Conditions

Constant involvement with animals and continuous exposure to noise. May be exposed to biological agents, chemical agents, fumes, blood and other bodily fluids, offensive odors and contagious diseases. Frequent exposure to rain and hot and cold temperatures.

CLASS HISTORY

Revised: 01/06/1981

Revised: 04/03/1973

Established: 08/22/1972 (Kennel Attendant II)



Classification Specification
Bargaining Unit: Supervisory Management
Revised and Title Changed: 09/27/2019

SUPERVISING ANIMAL CARE ATTENDANT

Title Code: 5906SM

DEFINITION

Under direction, plans and directs the work of Animal Care Attendants and Senior Animal Care Attendants at OC Animal Care; and assists the Administrative Manager as liaison among Animal Shelter Services, community governmental officials, and private agencies.

The Animal Care Attendant occupational series includes the following classifications:

Animal Care Attendant (5902OS)
Senior Animal Care Attendant (5903OS)
Supervising Animal Care Attendant (5906SM)

CLASS CHARACTERISTICS

The Supervising Animal Care Attendant is a first-line supervisor and the highest class in the Animal Care Attendant occupational series. Under the direction of the Administrative Manager, the Supervising Animal Care Attendant provides day-to-day planning and direction of Animal Care Attendants and Senior Animal Care Attendants. The Supervising Animal Care Attendant oversees all Animal Shelter operations during the absence of the Administrative Manager, including representing the Administrative Manager in dealing with citizens, governmental officials and other agencies.

EXAMPLES OF DUTIES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not intended to reflect all duties performed within the job.

1. Plans and directs, on a day-to-day basis, the work of all Animal Care Attendants in the processing and care of impounded animals.
2. Prepares performance evaluations of assigned subordinate staff including counseling employees and, when necessary, recommending proper disciplinary action.
3. Trains and develops assigned subordinate staff.
4. Trains and oversees volunteers assigned to the Animal Shelter Services Unit and reports any issues with volunteers to the volunteer coordinator.
5. Interprets Animal Shelter Services policies, procedures and appropriate governmental statutes, laws and ordinances for subordinate staff as well as citizens, governmental officials and private agencies.
6. Assists the Administrative Manager in developing and implementing Animal Shelter Services policies and procedures.

7. Ensures photographs of impounded animals are of proper quality for the agency website.
8. Verifies all information input into the computer system is correct for legal retention.
9. Evaluates animals for adoptability.
10. Performs inspection of the facility continuously for cleanliness and proper care and housing of all animals.
11. Assists other departments with questions and concerns related to retention and public inquiries.
12. Orders supplies and feed, prepares schedules and approves time-off requests.
13. Assists with interviewing and new employee selection.
14. Prepares reports and correspondence relevant to Animal Shelter Services during periods while in charge.
15. Restrains animals, administers vaccinations and medications and may assist with humane euthanasia.

MINIMUM QUALIFICATIONS

Knowledge of

- Zoonotic infections and contagious animal diseases
- Proper animal care and husbandry of all domestic animals, including but not limited to, livestock, poultry and small mammals and reptiles
- Safe and humane methods of handling impounded animals
- The organization and administration of an animal shelter
- Legal liabilities and responsibilities of those concerned with enforcement of regulations and statutes pertaining to impoundment and disposition of animals
- Symptoms and safe handling of potentially rabid animals to include protective legal regulations for this disease and required quarantine procedures
- The principles and techniques of supervision including selection, training, direction, motivation and evaluation of subordinates
- Euthanasia techniques for the purposes of animal restraint

Ability to

- Plan, organize, direct and coordinate a large group of personnel through subordinate supervisors
- Gather, analyze, interpret and evaluate information from a variety of sources
- Exercise good judgment in the solution of Animal Shelter Services situations
- Select, supervise, train and evaluate staff
- Initiate appropriate action under stressful and/or confrontational situations
- Prepare and present concise, logical, oral and written statements and reports
- Recognize animal behaviors and interpret those behaviors into written observations

Education and Experience

Graduation from high school or the equivalent.

Three years of work experience in an Animal Shelter, Humane Society or high-volume veterinary hospital.

OR

Three years of work experience as a County of Orange Senior Animal Care Attendant.

License/Certification

Possession of or ability to obtain a valid California Driver License Class C or higher, before date of appointment, will be required for some assignments.

Depending on assignment and within the first 26 weeks of employment, required to attain permit to obtain or administer controlled substances.

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

Frequent standing and walking. Frequent stooping and bending. Use of standard office equipment. May be required to lift over 50 pounds or carry objects weighing over 25 pounds.

Environmental and Working Conditions

Constant involvement with animals and continuous exposure to noise. May be exposed to biological agents, chemical agents, fumes, blood and other bodily fluids, offensive odors and contagious diseases. Frequent exposure to rain and hot and cold temperatures.

CLASS HISTORY

Established: 12/10/1974



Classification Specification
 Bargaining Unit: American Federation of State,
 County and Municipal Employees
 Revised: 09/27/2019

Eligibility Technician

Title Code: 7005EW

DEFINITION

Under supervision, incumbents determine the initial and continuing eligibility for one or more benefit assistance programs (such as Medi-Cal, CalWORKs, Foster Care, CalFresh, Cash Assistance Program for Immigrants, and General Relief). Incumbents refer applicants and recipients in need of social services or employment opportunities to appropriate staff.

CLASS CHARACTERISTICS

The Eligibility Technician is a case or task carrying class responsible for explaining and administering laws and policies pertaining to Federal/State/County assistance programs.

EXAMPLES OF DUTIES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not intended to reflect all duties performed within the job.

1. Interview both applicants and recipients of one or more Federal/State/County benefit programs and review relevant documentation to determine initial and/or ongoing program eligibility in accordance with regulations and established policies and procedures.
2. Explain rules, regulations, procedures, rights and responsibilities to applicants and recipients.
3. Make mathematical computations and complete forms necessary to authorize, continue, and modify public assistance benefits.
4. Enter data into one or more computerized systems.
5. Research, review, assess and verify information from one or more computer systems, determine discrepancies between information from different systems, and develop solutions to mitigate discrepancies in order to determine eligibility.
6. Analyze physical and digital documents for errors and note or make corrections as needed.
7. Detect and evaluate potential fraudulent situations and make appropriate referrals.
8. Testify in State/County hearings or in court regarding clients and case actions, as required.
9. Prepare clear and concise records, reports and statistics.
10. Process casework within mandated timeframes.
11. Refer applicants and recipients for appropriate social services including mental health/substance abuse/domestic violence; provide information and make routine referrals to resources available throughout the County and within the community.
12. Review accuracy of benefits, and establish and process overpayments, over issuances and underpayments.

13. Answer and return phone calls and respond to mail inquiries in a caseload or call center environment.
14. Perform fieldwork, including, but not limited to, outreach activities and home visits.
15. Certified bilingual staff may be required to conduct interviews and process casework in another language and serve as an interpreter, as needed.

MINIMUM QUALIFICATIONS

Knowledge of

- Federal, State and County benefit programs, policies, rules and regulations
- Principles and methods of effective interviewing and information gathering
- Computer keyboarding related to entering and retrieving data
- Standard office practices and procedures
- Basic record keeping practices and procedures
- Socioeconomic problems, cultural differences and language barriers associated with various ethnic or disadvantaged segments of the community

Ability to

- Make complex arithmetic computations in order to make correct eligibility and benefit determination
- Communicate effectively in English, both orally and in writing
- Plan, organize, prioritize, and process work to ensure deadlines are met
- Understand and follow complex policies, procedures, and directives
- Define problems, analyze data, and evaluate and select from possible alternatives for problem resolution
- Accurately gather, record and correctly evaluate data to determine eligibility for financial assistance programs
- Effectively interact and maintain a professional demeanor when interacting with the public in a variety of challenging and difficult situations
- Work from a remote location

Education and Experience

Two years office/administrative experience, which involved increasing responsibility for record keeping, case management, customer services, and public contact work, which included interviewing.

Relevant education in Human Service/Social Science or related subject may be substituted for the two years of office experience at the rate of three semester units or four quarter units for one month of experience.

License/Certification

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

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

Frequent walking, standing, sitting, kneeling, squatting, and twisting and bending at the waist. Ability to hear well enough to communicate and take direction. May be required to lift up to 10 pounds. Manual dexterity to handwrite and/or use computer keyboard or use alternate software or other means to accomplish same tasks. Ability to stand or sit for prolonged periods. Ability to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard or alternate software or other means to accomplish same tasks. Ability to independently reason and analyze data, and to reach objective conclusions. Ability to work under stressful conditions, deadlines, and competing priorities. Ability to work collaboratively with other individuals.

Environmental and Working Conditions

Essential functions require sufficient physical ability and mobility to work primarily in an office setting around machinery with stationary or moving parts, and/or field environment. May be required to work with clientele who have multiple and complex health, social, and psychosocial needs. May be required to use County-approved means of transportation for job-related travel.

CLASS HISTORY

Revised: 02/25/2000

Revised: 05/16/1995

Revised: 12/03/1991

Established: 06/30/1989 (Eligibility Technician)

Revised and Title Changed: September 1969 (Graduate Student Social Worker)

Established: June 1964 (Social Work Intern)



Classification Specification
 Bargaining Unit: American Federation of State,
 County and Municipal Employees
 Revised: 09/27/2019

Employment and Eligibility Specialist

Title Code: 7009EW

DEFINITION

Under supervision, provides eligibility determination, employment counseling and ancillary services in one or more programs (such as CalWORKs, Foster Care, CalFresh, Employment Training/General Relief Work Program). Incumbents maintain and develop resources for these programs and perform quality control review of financial assistance programs, and/or review cases for program compliance and potential fraud.

CLASS CHARACTERISTICS

The Employment and Eligibility Specialist class is distinguished from the Eligibility Technician class in that the former, in addition to determining eligibility, is responsible for monitoring, motivating and assisting clients on their caseload to carry out employment-related activities.

EXAMPLES OF DUTIES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not intended to reflect all duties performed within the job.

1. Interview both applicants and recipients of one or more Federal/State/County benefit programs.
2. Enter data online into one or more computerized systems.
3. Research, review, assess and verify information from one or more computer systems, determine discrepancies between information from different systems, and develop solutions to mitigate discrepancies in order to determine eligibility.
4. Determine initial, ongoing, and post program eligibility in accordance with regulations and established policies and procedures.
5. Refer applicants and recipients for social services including mental health/substance abuse/domestic violence; provide information and make routine referrals to resources available throughout the County and within the community.
6. Testify in State/County hearings or in court regarding clients and case actions, as required.
7. Prepare clear and concise records, reports and statistics.
8. Answer and return phone calls and respond to mail inquiries.
9. Explain program requirements and options to clients, evaluate eligibility, assist with the development of a mutually acceptable plan and authorize payments.
10. Review, evaluate, analyze and investigate selected cases in order to determine the accuracy of case information and benefit payments.

11. Contact and interview applicants, recipients, individuals and representatives of business and/or government organizations for the purpose of verifying facts and/or resolving discrepancies pertinent to the correct determination of benefit program eligibility.
12. Review and evaluate cases referred for fraud and calculate amounts of overpayment and/or make referrals for criminal prosecution or civil collections.
13. Develop and solicit sources of employment, in person and by phone, to identify available job opportunities.
14. Prepare and conduct motivational presentations and job skills workshops on topics such as preparing resumes, effective interviewing and completing employment applications.
15. Assign clients to a work site located at an approved non-profit organization, after appropriately evaluating for physical and/or mental capabilities.
16. Contact clients on a regular basis to counsel, motivate and encourage them to pursue and maintain employment.
17. Facilitate discussions on goal planning and barrier removal to assist families in reaching self-sufficiency.
18. Work with families to identify challenges with employment goals while evaluating them for possible referrals and other needed resources to overcome their challenges.
19. Utilize and participate in multidisciplinary team structured meetings to work in partnership with other team members and partners to address difficult and challenging issues preventing families from reaching their goals of self-sufficiency.
20. Perform fieldwork, including, but not limited to, outreach activities and home visits.
21. Certified bilingual staff may be required to conduct interviews and process casework in another language and serve as an interpreter, as needed.

MINIMUM QUALIFICATIONS

Knowledge of

- Federal, State and County benefit programs, policies, rules and regulations
- Principles and methods of effective interviewing and techniques of counseling, job development methods and job search techniques
- Socioeconomic problems, cultural differences and language barriers to employment associated with various ethnic or disadvantaged segments of the community
- Dynamics of human behavior including problem solving and motivational techniques

Ability to

- Make complex arithmetic computations in order to determine eligibility and benefits correctly
- Communicate effectively in English, both orally and in writing
- Plan, organize, prioritize, and process work to ensure deadlines are met
- Understand and follow complex policies, procedures, and directives
- Define problems, analyze data, and evaluate and select from possible alternatives for problem resolution
- Accurately gather, record and correctly evaluate data to determine eligibility for financial assistance programs
- Effectively interact and maintain a professional demeanor when interacting with the public in a variety of challenging and difficult situations
- Assist clients in achieving the goal of self-sufficiency

Education and Experience

OPTION 1

Bachelor's degree from an accredited college with 18 units in behavioral sciences, including for example, psychology, counseling, sociology, social work, or other related field.

OPTION 2

Completion of 30 semester units or equivalent from an accredited college with a minimum of 18 semester units or equivalent in behavioral sciences, including for example, psychology, counseling, sociology, social work or other related field.

One year of casework experience in a private or public organization.

OPTION 3

Two years of casework experience in a social services agency at a level comparable to a County of Orange Eligibility Technician.

License/Certification

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

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Frequent walking, standing, sitting, kneeling, squatting, and twisting and bending at the waist. Ability to hear well enough to communicate and take direction. May be required to lift up to 10 pounds. Manual dexterity to handwrite and/or use computer keyboard or use alternate software or other means to accomplish same tasks. Ability to stand or sit for prolonged periods. Ability to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard or alternate software or other means to accomplish same tasks. Ability to independently reason and analyze data, and to reach objective conclusions. Ability to work under stressful conditions, deadlines, and competing priorities. Ability to work collaboratively with other individuals.

Environmental and Working Conditions

Essential functions require sufficient physical ability and mobility to work primarily in an office setting around machinery with stationary or moving parts, and/or field environment. May be required to work with clientele who have multiple and complex health, social, and psychosocial needs. May be required to use County-approved means of transportation for job-related travel.

CLASS HISTORY

Established: 02/25/2000 (Employment and Eligibility Specialist)

Established: 04/23/1975 (Social Service Worker I – Spanish Speaking) – Deleted 09/13/1977



Classification Specification
 Bargaining Unit: Operations and
 Service Maintenance
 Revised: 09/27/2019

FEE STATION ATTENDANT

Title Code: 1418OS

DEFINITION

Under direct supervision at County landfill sites, determines weight and category of refuse and collects user fees; performs cash handling operations and other monetary-related functions; provides customer service; may perform some general financial/accounting and/or general office support duties as required.

The Fee Station Attendant occupational series includes the following:

Fee Station Attendant (1418OS)
 Supervising Fee Station Attendant (1421SM)

CLASS CHARACTERISTICS

Fee Station Attendant is the entry-level classification in this occupational series. Incumbents are responsible for collecting fees, maintaining records for all transactions, providing customer service to landfill customers, and performing cashiering duties.

EXAMPLES OF DUTIES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not intended to reflect all duties performed within the job.

1. Makes inquiries and visual checks to identify type of material, origin of material, refuse type, tare weight of vehicle, acceptability of material, and corresponding fees.
2. Determines appropriate fees based upon weight, refuse category, and fee schedule.
3. Collects fees by cash, check, or deferred payment transaction; issues receipts and maintains records of revenue; and prepares daily deposits.
4. Provides customer service by giving general landfill information, such as County policy on refuse disposal, disposal fees, acceptance of materials, and landfill rules and regulations.
5. Decals refuse vehicles that frequently use the landfill, by applying a new or updated tare weight/account decal on the exterior of the vehicle.
6. Directs traffic when excessive business or stalled vehicle creates congestion; takes action to remove stalled vehicles; reports and completes necessary forms when accidents occur.
7. Troubleshoots breakdowns of computer equipment, relays problems to appropriate staff, and subsequently manually processes customer transactions; explains regulations in person or over the phone.

MINIMUM QUALIFICATIONS

General Knowledge of

- Accounting clerical methods

Ability to

- Determine waste classifications, vehicle types, and collect user fees accordingly
- Understand, follow, and apply County regulations regarding refuse disposal
- Accurately perform cash handling operations according to established procedures
- Operate computer
- Write reports and complete deposit slips
- Read, interpret, and explain regulations and policies pertaining to the fee collector's program
- Tolerate exhaust fumes, loud noise, odors, and dust
- Protect County assets through sound loss prevention practices

Education and Experience

Six months of experience or training which demonstrates the necessary knowledge and abilities

License/Certification

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

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Incumbents are required to work in a booth alongside another Fee Station Attendant, or individually, for 10-hour shifts. 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, legal documents, and a computer monitor; speak and hear well enough to communicate clearly and understandably. 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 25 pounds. Interact with the public and co-workers both in verbal and written format; independently remain calm and appropriately focused in rapidly changing and difficult situations.

Environmental and Working Conditions

The County has fee booths located at three landfills. May encounter strong odors from landfill, and exhaust fumes and engine noise from the vehicles idling just outside the fee booth window while the disposal fees are collected. May be required to work in an alternate work location and work in various climate conditions.

CLASS HISTORY

Revised and Title Changed: 05/24/1985 (Fee Station Attendant)

Revised: 09/14/1982

Revised: 07/08/1980

Established: 06/20/1972 (Weigh Station Attendant)



Classification Specification
 Bargaining Unit: Supervisory Management
 Revised and Title Changed: 09/27/2019

SUPERVISING FEE STATION ATTENDANT

Title Code: 1421SM

DEFINITION

Under general supervision, plans, organizes, and supervises the work of personnel responsible for determining appropriate user fees and collecting user fees at County-operated landfill sites; and performs other work as required.

The Fee Station Attendant occupational series includes the following:

Fee Station Attendant (1418OS)
 Supervising Fee Station Attendant (1421SM)

CLASS CHARACTERISTICS

This class is a working supervisor responsible for supervising the fee collection activities at an individual County landfill during all hours of operation. This position oversees and supervises the preparation of daily cash deposit records and reports; the control, accountability, and record keeping of all deferred payment receipts; and opening and closing of the safe and its contents.

EXAMPLES OF DUTIES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not intended to reflect all duties performed within the job.

1. Supervises operations involving determination of weight and category of refuse and collection of user fees at County-operated landfill sites; plans, assigns, and reviews the work of subordinates and provides direct instructions.
2. Supervises the preparation of daily cash deposit records and reports; issues receipt tickets to staff and records ticket numbers; distributes, collects, and checks change funds. Responsible for the control, accountability, and record keeping of all deferred payment receipts, and cash and checks collected at County landfill sites.
3. Supervises the opening and closing of the safe and its contents; maintains control of the safe combination. Generates periodic cash transaction, vehicle, tonnage and compliance reporting as assigned.
4. Resolves complaints from users relating to user fees charged and addresses questions/complaints from the public when subordinate is unable to answer or resolve them.

5. Participates in selection of subordinates; trains subordinates; maintains time and attendance records; schedules work hours, vacation, lunch, breaks, and overtime; resolves personnel problems; prepares performance evaluations; and conducts disciplinary action, if necessary.
6. Coordinates with landfill supervisors on landfill operations regarding such issues as safety, opening and closing procedures, and supply deliveries.
7. Recommends and executes safety initiatives for fee booth personnel.
8. Manages fee booth-related contracts. Requests and compares quotes for contracts, issues authorizations for both routine and non-routine work at fee booths upon management approval. Reviews and recommends payment or nonpayment of invoices for fee booth-related work by contractor.
9. Orders supplies from vendors as needed; generates and submits requisitions via Expediter; monitors budget and contract expenses.
10. Performs other administrative duties as needed.

MINIMUM QUALIFICATIONS

General Knowledge of

- Principles of supervision
- Accounting clerical methods and techniques

Ability to

- Plan, organize, and supervise the work of others
- Understand, interpret, and apply laws, rules, and written directions in specific situations
- Understand, follow, and apply County regulations regarding refuse disposal
- Establish and maintain cooperative relations with subordinates and superiors
- Effectively communicate with the public in situations requiring tact and diplomacy
- Write clear and comprehensive reports and maintain records
- Operate an adding machine and personal computer
- Make accurate arithmetical computations
- Tolerate exhaust fumes, loud noise, foul odors, and dust

Education and Experience

Two years of experience as a Fee Station Attendant for the County of Orange.

Or

Three years of experience, demonstrating the necessary knowledge and abilities, which includes previous supervisory, substantial public contact and cash collection activity experience.

Education or training directly related to the knowledge and ability requirements may be substituted for one year of experience at the rate of three semester units (or equivalent) for one month of experience and one hour of job-related training for one hour of experience.

License/Certification

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

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

Incumbents are required to work in a booth alongside another Fee Station Attendant, or individually, for 10-hour shifts. 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, legal documents, and a computer monitor; speak and hear well enough to communicate clearly and understandably. 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 25 pounds. Interact with the public and co-workers both in verbal and written format; independently remain calm and appropriately focused in rapidly changing and difficult situations.

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CLASS HISTORY

Revised and Title Changed: 05/24/1985 (Fee Station Attendant Supervisor II)
Established: 12/07/1982 (Weigh Station Attendant Supervisor II)



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