

CLASSIFICATION MAINTENANCE STUDIES

RECOMMENDED ACTIONS – CLASSIFICATION MAINTENANCE STUDIES

8. Effective October 6, 2023, approve new title description and class specification and set pay grade for Animal Adoptability Assessment Specialist (Title Code 5930GE).
9. Effective October 6, 2023, approve revised title descriptions and classification specifications and adjust the pay grades for Election Worker (Title Code 0644CL), Election Representative (Title Code 0646GE), and Election Section Supervisor (Title Code 0650SM).
10. Effective October 6, 2023, approve revised classification specification and adjust pay grade for Food Service Worker (Title Code 1606GE).
11. Effective October 6, 2023, approve revised title descriptions and classification specifications and adjust the pay grades for Institutional Cook (Title Code 1622GE), Head Institutional Cook (Title Code 1638SM), Supervising Institutional Cook (Title Code 1640SM); approve deletion of Head Cook (Title Code 1635SM) and direct Human Resource Services to remove the obsolete classifications from all Orange County Classification Plan documents; and approve and adopt associated Side Letter Agreements between the County of Orange and the Orange County Employees Association, included as Attachments G and H.
12. Effective October 6, 2023, approve revised title descriptions and classification specifications and adjust the pay grades for Occupational Therapist Assistant (Title Code 4329HP) and Physical Therapist Assistant (Title Code 4309HP).
13. Effective October 6, 2023, approve revised classification specifications and adjust the pay grades and recruiting steps for Occupational Therapist I (Title Code 4330HP), Occupational Therapist II (Title Code 4334HP), Occupational Therapist III (Title Code 4335HP), Physical Therapist I (Title Code 4310HP), Physical Therapist II (Title Code 4316HP), Physical Therapist III (Title Code 4317HP), Supervising Therapist, California Children Services (Title Code 4320SM), and Therapist Consultant, California Children Services (Title Code 4338SM).
14. Effective October 6, 2023, approve revised classification specifications for Park Ranger I (Title Code 3034GS), Park Ranger II (Title Code 3035GS), Supervising Park Ranger I (Title Code 3036GM) and Supervising Park Ranger II (Title Code 3037GM); approve pay grade adjustments to the G1 Salary Schedule included as Attachment I; and adjust the recruiting step for Park Ranger I (Title Code 3034GS).

15. Effective October 6, 2023, adjust the recruitment step for Public Assistance Investigator Trainee (Title Code 6548GS); and approve pay grade adjustment to the G1 Salary Schedule included as Attachment I.
16. Effective October 6, 2023, adjust the pay grade for Vehicle Attendant (Title Code 1424OS).
17. Effective October 6, 2023, approve deletion of the Housing Rehabilitation Coordinator II (Title Code: 2135GE) classification title and direct Human Resource Services to remove the obsolete classification from all Orange County Classification Plan documents.
18. Effective October 6, 2023, approve and adopt the amendment to Article VIII, Section 1 (General Provisions) of the 2022 Personnel & Salary Resolution included as Attachment J.

BACKGROUND INFORMATION:

With Board approval of the current Memoranda of Understanding between the Association of Orange County Deputy Sheriffs (AOCDS), Orange County Employees Association (OCEA), Teamsters Local 952, and the County of Orange, along with requests by County departments, Human Resource Services (HRS) conducted multiple classification maintenance studies. Included for Board consideration and approval are a variety of recommendations impacting the pay ranges, recruiting steps, and/or class specifications for the Animal Adoptability Assessment Specialist, Election Services classifications, Food Service Worker, Institutional Cook series, Occupational Therapist series, Physical Therapist series, Park Ranger series, Public Assistance Investigator series, and Vehicle Attendant, along with the deletion of the Housing Rehabilitation Coordinator II class, an amendment to the Personnel Salary Resolution, and two side letter agreements with OCEA.

The goal of the maintenance studies was to update the classification specifications, review the organizational structure of the occupational series, and evaluate the current salaries in relation to comparable public employer organizations. The maintenance study ensures that the job descriptions, working conditions, and minimum qualifications are accurate, and compensation is fair and competitive.

Maintenance Study Process

The maintenance study process involves analysis to identify the need to create, modify, or delete classifications, update, or create job duties described in classification specifications, identify necessary changes to minimum qualifications, and delineate the physical, environmental, and mental characteristics of a classification. HRS reviews comparable classification specifications from local jurisdictions and collaborates with department management, subject matter experts, and labor organizations to review and update existing classification specifications. Changes to classification specifications ensure that: the duties and levels of responsibility are current; the classification occupational series have the appropriate structure to meet departmental workload demands in an efficient manner; and minimum qualifications are at an appropriate level to attract candidates with the necessary skills, knowledge, and abilities to perform the expected duties.

The market salary study and analysis consist of identifying comparators from surrounding public agencies to determine if current salaries are consistent with market salary averages. If it is determined that the minimum salary of a proposed pay grade is below the average within the market or is below the previously advertised minimum salary for the classification, an advanced recruiting step may be requested. HRS analyzes data

from previous recruitments and internal employee separation reports and reviews current staffing levels to determine if current salaries affect employee recruitment and retention. In addition to identifying comparable salaries, comparators' current labor agreements are reviewed to identify and consider additional premium pay, allowances, and future negotiated salary adjustments offered by comparators.

Animal Adoptability Assessment Specialist

Recent changes in OC Animal Care have allowed the department to evaluate the need for a specialized position involving the adoptability assessment of animals housed at the OC Animal Care Shelter. It was determined that a dedicated classification would better serve the agency.

The Animal Adoptability Assessment Specialist position will develop, track, coordinate and document assessment and enrichment efforts for animals exhibiting behavioral or other concerns impacting adoptability.

HRS conducted a market salary survey to determine the market average for positions equivalent to the Animal Adoptability Assessment Specialist. The following table displays a comparison of salaries from surrounding public sector organizations:

Organization	Title Description	Maximum Monthly Pay
City of Irvine	Senior Animal Care Specialist	\$6,491
County of Riverside	Animal Behaviorist	\$6,148
County of San Bernadino	Animal Behaviorist	\$5,952
	Average Monthly Maximum	\$6,197

Based on the external market and internal equity analysis, HRS recommends creating a new title code, title description, class specification and pay grade for the Animal Adoptability Assessment Specialist classification as follows:

Title Code	Title Description	Pay Grade & Monthly Pay Range
5930GE	Animal Adoptability Assessment Specialist	C-25 \$4,588 - \$6,183

Following approval of this classification, the department plans to reallocate a small number of unused vacant positions to this classification and has indicated the existing budget can absorb any potential subsequent costs.

Election Services Series

Positions in the Election Services series are assigned to the Registrar of Voters and perform a variety of clerical, specialized and semi-skilled technical and supervisory tasks in support of the election process. However, the Election Services classifications have remained dormant and unused by the department. Instead, ROV has been utilizing other OCEA represented classifications such as Office Assistant, Customer Service Representative, Utility Worker/Driver, Office Supervisor B and Staff Assistant to meet their salary and hiring needs.

HRS conducted a market salary survey and determined that the pay range for the Election Worker classification was 51.31% below the market average. The following table displays a comparison of salaries from surrounding public sector organizations:

Organization	Title Description	Maximum Hourly Pay
County of Riverside	Election Technician - Operations	\$29.56
County of Los Angeles	Election Assistant II, NC	\$26.22
County of San Bernadino	Elections Services Assistant	\$25.02
	Average Hourly Maximum	\$26.93
County of Orange	Election Worker	\$17.80
	Variance Under Market Average	51.31%

HRS conducted a market salary survey and determined that the pay range for the Election Representative classification was 17.44% above the market average. The following table displays a comparison of salaries from surrounding public sector organizations:

Organization	Title Description	Maximum Hourly Pay
County of Riverside	Elections Technician Trainee - Operations	\$24.52
County of Riverside	Elections Technician II - Services	\$24.52
County of Los Angeles	Election Assistant I, NC	\$20.08
	Average Hourly Maximum	\$23.04
County of Orange	Election Representative	\$27.91
	Variance Over Market Average	17.44%

HRS conducted a market salary survey and determined that the pay range for the Election Supervisor classification was 18.63% above the market average. The following table displays a comparison of salaries from surrounding public sector organizations:

Organization	Title Description	Maximum Hourly Pay
County of San Bernardino	Elections Supervisor	\$39.81
County of San Diego	Election Processing Supervisor	\$37.77
County of Los Angeles	Election/Recorder Services Supervisor	\$35.23
County of Riverside	Elections Technician Supervisor	\$26.59
	Average Hourly Maximum	\$34.85
County of Orange	Election Section Supervisor	\$42.83
	Variance Above Market Average	18.63%

Following an assessment of the existing classification structure, HRS requests approval to revise title descriptions, class specifications and adjust the pay grades to the “C” salary schedules for the Election Services series as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Hourly Range	Title Code	Title Description	Pay Grade & Hourly Range
0644CL	Election Worker	FLAT \$17.80	0644CL	Election Worker	C-14 \$19.64 - \$26.47
0646GE	Election Field Representative	A3-41 \$20.95 - \$27.91	0646GE	Election Representative	C-16 \$20.74 - \$27.95
0650SM	Election Section Supervisor	D5-55 \$31.90 - \$42.83	0650SM	Election Section Supervisor	C-29 \$29.50 - \$39.75

These recommendations will allow ROV to utilize election specific classifications, establish a competitive wage for these roles and ensure the department will meet their recruitment goals. Please note that although the proposed salary for the Election Section Supervisor reflects a decrease, our recommendation still maintains competitiveness as a top paying county. The proposed salary range is also higher than current classifications (Office Supervisor B and Staff Assistant) utilized by ROV to fill the supervisory role.

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

Currently Budgeted		Proposed		% Change (Top Step)
Position Count	Title Description	Position Count	Title Description	
0	Election Worker	0	Election Worker	48.71%
0	Election Field Representative	0	Election Representative	0.14%
0	Election Section Supervisor	0	Election Section Supervisor	-7.19%
0	Total	0	Total	

There are no regular budgeted positions in the class titles listed above as positions are filled as extra help and the number of positions fluctuate depending on the election cycle. Below is an estimate of the costing upon implementation of the proposed changes for the upcoming election cycle:

Election Worker			
Current Class Used - Utility Worker Driver		Rate	Cost
Hours	24414.98	\$22.49	\$ 549,093
OT Hours	5452.85	\$33.74	\$ <u>183,952</u>
		Total	\$ 733,045
Proposed Class - Election Worker		Rate	Cost
Hours	24414.98	\$23.24	\$ 567,404
OT Hours	5452.82	\$34.86	\$ <u>190,085</u>
		Total	\$ 757,489
	Projected Increase		\$ 24,444
Election Representative			
Current Class Used - Office Assistant		Rate	Cost
Hours	133,338.80	\$22.59	\$ 3,012,123
OT Hours	33829.12	\$33.88	\$ <u>1,146,300</u>
		Total	\$ 4,158,423
Proposed Class - Election Representative		Rate	Cost
Hours	133,338.80	\$24.35	\$ 3,246,800
OT Hours	33,829.12	\$36.52	\$ <u>1,235,609</u>
		Total	\$ 4,482,409
	Projected Increase		\$ 323,986

Election Section Supervisor		
Current Classes Used - Staff Assistant/Office Supv B		
Hours	20,080.16	\$27.17 \$ 545,578
OT Hours	3819.86	\$40.75 \$ 155,678
		Total \$ 701,256
Proposed - Election Worker		
Hours	20,080.16	\$29.50 \$ 592,365
OT Hours	3,819.86	\$44.25 \$ 169,029
		Total \$ 761,394
	Projected Increase	\$ 60,138
Total Projected Increase		\$ 408,567

The total projected impact to the ROV budget would be approximately \$408,567, which can be absorbed and is less than 10% of the department's extra help labor budget. Additionally, extra help staffing has a cost recovery component against the election billing with revenue offset that varies by election.

Food Service Worker

The Food Service Worker classification performs routine unskilled work in the service of foods. Food Service Worker was included due to the study of the Institutional Cook series. This classification is assigned to the OC Sheriff's Department (OCSD), Social Services Agency (SSA) and Probation department.

HRS conducted a market salary survey and determined that the pay range for Food Service Worker classification is 2.36% below the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Food Service Worker:

Organization	Title Description	Maximum Monthly Pay
County of Los Angeles	Food Service Worker	\$3,455
County of Ventura	Food Service Assistant II	\$3,379
County of San Diego	Food Service Worker	\$3,285
	Average Monthly Maximum	\$3,373
County of Orange	Food Service Worker	\$3,295
	Variance Below Market Average	2.36%

Following an assessment of the internal salaries, external market data, and to maintain appropriate pay differentials within the Institutional Cook series, HRS requests approval to adjust the pay grade to the “C” Salary Schedule for the Food Service Worker classification as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
1606GE	Food Service Worker	A3-26 \$2,569 - \$3,295 (Recruiting Step 6)	1606GE	Food Service Worker	C-4 \$2,895 - \$3,949 (Recruiting Step 5)

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	
17	Food Service Worker	17	Food Service Worker	6.05%

If all positions are filled, the departments will absorb the approximate \$41,948 annual cost of implementing the proposed changes as follows:

Agency	Approximate Annual Cost	Funding Source	Approximate Net County Cost
OCSD	\$4,351	99% - NCC 1% - Other	\$4,307
SSA	\$10,948	20% - Federal 33% - State 47%NCC	\$5,146
Probation	\$26,649	1% - Federal 35% - State 64% - Other	\$0
Total	\$41,948	Total	\$9,453

Institutional Cook Series

The Institutional Cook series consists of the Sr. Institutional Cook, Head Cook, Sr. Head Cook and Chief Cook which perform a variety of cooking and supervisory tasks in support of County institutional food services programs. These classifications are assigned to the OC Sheriff’s Department (OCSD), Social Services Agency (SSA) and Probation department.

HRS conducted a market salary survey and determined that the pay range for Sr. Institutional Cook classification is 7.22% above the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Sr. Institutional Cook:

Organization	Title Description	Maximum Monthly Pay
County of Riverside	Correctional Cook	\$6,024
County of Los Angeles	Senior Cook	\$5,114
County of San Bernardino	Sheriff’s Cook II	\$4,900
County of San Bernardino	Probation Cook II	\$4,864
County of San Diego	Senior Cook	\$4,677
	Average Monthly Maximum	\$5,116
County of Orange	Sr. Institutional Cook	\$5,514
	Variance Above Market Average	7.22%

HRS conducted a market salary survey and determined that the pay range for Chief Cook classification is 6.86% above the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Chief Cook:

Organization	Title Description	Maximum Monthly Pay
County of Riverside	Correctional Food Services Supervisor	\$6,661
County of Ventura	Supervisor – Sheriff Food Services	\$6,558
County of Los Angeles	Chief Cook	\$6,306
County of San Diego	Food Services Supervisor	\$5,188
	Average Monthly Maximum	\$6,178
County of Orange	Chief Cook	\$6,633
	Variance Above Market Average	6.86%

Following an assessment of the internal salaries, external market data, and to maintain appropriate pay differentials within the Institutional Cook series, HRS requests approval to revise the title descriptions, class specifications, and adjust the pay grades to the “C” Salary Schedule for the Institutional Cook series as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
1622GE	Sr. Institutional Cook	A3-46 \$4,103 - \$5,514	1622GE	Institutional Cook	C-22 \$4,235 - \$5,697
1635SM	Head Cook	A3-48 \$4,460 – 5,957	Delete Classification		
1638SM	Senior Head Cook	A5-50 \$4,692 - \$6,287	1638SM	Head Institutional Cook	C-26 \$4,713 - \$6,354
1640SM	Chief Cook	A5-52 \$4,952 - \$6,633	1640SM	Supervising Institutional Cook	C-28 \$4,976 - \$6,706

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	
84	Sr. Institutional Cook	84	Institutional Cook	3.33%
3	Head Cook	0	Delete Classification	-
18	Senior Head Cook	20	Head Institutional Cook	1.05%
5	Chief Cook	6	Supervising Institutional Cook	1.10%
110	Total	110	Total	

If all positions are filled, the departments will absorb the approximate \$257,267 annual cost of implementing the proposed changes as follows:

Agency	Approximate Annual Cost	Funding Source	Approximate Net County Cost
OCSD	\$173,718	99% - NCC 1% - Other	\$172,499
SSA	\$27,878	20% - Federal 33% - State 47%NCC	\$13,102
Probation	\$55,671	1% - Federal 35% - State 64% - Other	\$0
Total	\$257,267	Total	\$185,601

The proposed changes will move all classes to the “C” salary schedule, rename classes to more appropriate titles, delete unnecessary classes to create a more streamlined Institutional Cook series, and update class specifications to better reflect the current duties performed.

HRS also recommends approval and adoption of two Side Letter Agreements between the County and OCEA. The Side Letters will modify the Jail Salary Supplement Pay in the County General and Supervisory Management MOUs by adding the Food Service Worker, Institutional Cook, Head Institutional Cook and Supervising Institutional Cook as eligible classifications to receive the premium pay. The agreements are necessary to address OCSD’s recruitment and retention issues as their positions are hard to fill due to the jail setting and inmate contact.

Occupational/Physical Therapy Assistant

Positions in the Occupational/Physical Therapist Assistant classifications are assigned to the Health Care Agency (HCA). Occupational/Physical Assistants perform treatments and services as permitted by certification and for which they are properly trained. Under technical supervision of a licensed Occupational Therapist, they treat acute and rehabilitative patients with physical injury or disability, assess and report on patients' progress in attaining maximum functioning. Positions in this class are assigned to work in conjunction with professional licensed Occupational/Physical Therapists.

HRS conducted a market salary survey and determined that the pay range for Occupational Therapy Assistant II was 9.52% above market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Occupational Therapy Assistant II:

Organization	Title Description	Maximum Monthly Pay
County of Los Angeles	Occupational Therapist Assistant	\$7,151
County of Riverside	Occupational Therapist Assistant	\$6,912
County of San Diego	Occupational/Physical Therapist Assistant	\$6,153
County of San Bernardino	Occupational Therapy Assistant	\$5,604
County of Ventura	Certified Occupational Therapy Assistant	\$5,601
	Average Monthly Maximum	\$6,284
County of Orange	Occupational Therapy Assistant II	\$6,945
	Variance Above Market Average	9.52%

HRS conducted a market salary survey and determined that the pay range for Physical Therapy Assistant II was 9.88% above the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Physical Therapy Assistant II:

Organization	Title Description	Maximum Monthly Pay
County of Los Angeles	Physical Therapist Assistant	\$7,011
County of Riverside	Physical Therapist Assistant	\$6,912
County of San Diego	Occupational/Physical Therapist Assistant	\$6,153
County of Ventura	Licensed Physical Therapy Assistant	\$5,616
County of San Bernardino	Physical Therapist Assistant	\$5,604
	Average Monthly Maximum	\$6,259
County of Orange	Physical Therapy Assistant II	\$6,945
	Variance Above Market Average	9.88%

Following an assessment of the internal salaries and external market data, HRS requests approval to revise the title descriptions, class specifications, and adjust the pay grades to the “C” Salary Schedules for the Occupational/Physical Therapist Assistant as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
4329HP	Occupational Therapy Assistant II	A4-54 \$6,075 - \$6,945 (Recruiting Step 7)	4329HP	Occupational Therapy Assistant	C-30 \$6,183 - \$7,081 (Recruiting Step 7)
4309HP	Physical Therapy Assistant II	A4-54 \$6,075 - \$6,945 (Recruiting Step 7)	4309HP	Physical Therapy Assistant	C-30 \$6,182 - \$7,081 (Recruiting Step 7)

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

Currently Budgeted		Proposed		% Change (Top Step)
Position Count	Title Description	Position Count	Title Description	
1	Occupational Therapy Assistant II	1	Occupational Therapy Assistant	1.95%
1	Physical Therapy Assistant II	1	Physical Therapy Assistant	1.95%
2	Total	2	Total	

If approved, HCA's budget will absorb the approximate \$4,556 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Occupational Therapy Assistant	\$2,278	50% - NCC 50% - State	\$1,139
Physical Therapy Assistant	\$2,278	50% - NCC 50% - State	\$1,139
Total	\$4,556	Total	\$2,278

Occupational Therapist and Physical Therapist Series'

Positions in the Occupational Therapist series and Physical Therapist series perform occupational or physical therapy assessments and treatments for children with physical disabilities such as neuromuscular and/or musculoskeletal problems. Positions are assigned to the Health Care Agency (HCA).

HRS conducted a market salary survey and determined that the pay ranges for Occupational Therapist II and Physical Therapist II were 1.98% below market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Occupational/Physical Therapist II (journey level):

Organization	Title Description	Maximum Monthly Pay
County of Riverside	Occupational Therapist II/ Physical Therapist II	\$11,378
County of Los Angeles	Occupational Therapist I/Physical Therapist I	\$10,556
County of San Bernardino	Occupational Therapist II/ Physical Therapist II	\$9,549
County of San Diego	Occupational/Physical Therapist	\$8,779
County of Ventura	Occupational Therapist/ Physical Therapist	\$8,708
	Average Monthly Maximum	\$9,794
County of Orange	Occupational Therapist II/ Physical Therapist II	\$9,604
	Variance Below Market Average	1.98%

HRS conducted a market salary survey and determined that the pay range for Supervising Therapist was 1.98% above the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Supervising Therapist (supervisory level):

Organization	Title Description	Maximum Monthly Pay
County of Los Angeles	Occupational/Physical Therapist Supervisor I	\$ 12,060
County of Ventura	Supervising Therapist I	\$ 10,944
County of Riverside	Supervising Therapist	\$10,735
County of San Diego	Supervising Occupational/Physical Therapist	\$ 10,192
County of San Bernardino	Supervising Rehabilitation Therapist	\$ 9,920
	Average Monthly Maximum	\$10,770
County of Orange	Supervising Therapist	\$10,988
	Variance Above Market Average	1.98%

Following an assessment of internal salaries and external market data, HRS requests approval to adjust the pay grades and recruiting steps for the Occupational Therapist and Physical Therapist occupational series' as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
4330HP	Occupational Therapist I	A4-62 \$8,613- \$8,613 (Recruiting Step 12)	4330HP	Occupational Therapist I	C-39 \$8,561- \$9,036 (Recruiting Step 10)
4334HP	Occupational Therapist II	A4-66 \$9,604 - \$9,604 (Recruiting Step 12)	4334HP	Occupational Therapist II	C-43 \$9,544 - \$10,076 (Recruiting Step 10)
4335HP	Occupational Therapist III	A4-69 \$9,863 - \$10,403 (Recruiting Step 10)	4335HP	Occupational Therapist III	C-46 \$10,076 - \$10,925 (Recruiting Step 9)

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Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
4310HP	Physical Therapist I	A4-62 \$8,613 - \$8,613 (Recruiting Step 12)	4310HP	Physical Therapist I	C-39 \$8,561 - \$9,036 (Recruiting Step 10)
4316HP	Physical Therapist II	A4-66 \$9,604 - \$9,604 (Recruiting Step 12)	4316HP	Physical Therapist II	C-43 \$9,544 - \$10,076 (Recruiting Step 10)
4317HP	Physical Therapist III	A4-69 \$9,863 - \$10,403 (Recruiting Step 10)	4317HP	Physical Therapist III	C-46 \$10,076-\$10,925 (Recruiting Step 9)
4320SM	Supervising Therapist, CCS	A4-71 \$9,079 - \$10,988 (Recruiting Step 5)	4320SM	Supervising Therapist, CCS	C-48 \$9,289 - \$11,539 (Recruiting Step 4)
4338SM	Therapy Consultant, CCS	A4-73 \$9,079 - \$11,605 (Recruiting Step 3)	4338SM	Therapy Consultant, CCS	C-50 \$9,289 - \$12,185 (Recruiting Step 2)

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

Currently Budgeted		Proposed		% Change (Top Step)
Position Count	Title Description	Position Count	Title Description	
0	Occupational Therapist I	0	Occupational Therapist I	4.91%
31	Occupational Therapist II	31	Occupational Therapist II	4.91%
3	Occupational Therapist III	3	Occupational Therapist III	5.01%
0	Physical Therapist I	0	Physical Therapist I	4.91%
35	Physical Therapist II	35	Physical Therapist II	4.91%
3	Physical Therapist III	3	Physical Therapist III	5.01%
11	Supervising Therapist, CCS	11	Supervising Therapist, CCS	5.02%
3	Therapy Consultant, CCS	3	Therapy Consultant, CCS	5.00%
86	Total	86	Total	

If approved, Health Care Agency's budget will absorb the approximate \$660,690 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Occupational Therapist II	\$237,178	50% - NCC 50% - State	\$118,589
Occupational Therapist III	\$26,128		\$13,064
Physical Therapist II	\$242,052		\$121,026
Physical Therapist III	\$26,361		\$13,181
Supervising Therapist, CCS	\$101,471		\$50,736
Therapy Consultant, CCS	\$27,500		\$13,750
Total	\$660,690		Total

Park Ranger Series

Positions in the Park Ranger series are assigned to OC Community Resources. These classifications are responsible for assisting in the management, operations and resource protection at County of Orange Harbors, Beaches and Parks facilities.

HRS conducted a market salary survey and determined that the pay range for the Park Ranger II classification is 4.18% above the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Park Ranger II (journey level):

Organization	Title Description	Maximum Monthly Pay
City of Los Angeles	Park Ranger	\$7,011
City of San Diego	Park Ranger	\$6,204
County of San Bernardino	Park Ranger III	\$5,780
County of San Diego	Senior Park Ranger	\$5,765
County of Ventura	Park Services Ranger II	\$5,481

Organization	Title Description	Maximum Monthly Pay
County of Riverside	Park Ranger II	\$5,007
City of Anaheim	Park Ranger	\$4,160
	Average Monthly Maximum	\$5,627
County of Orange	Park Ranger II	\$5,873
	Variance Above Market Average	4.18%

Based on market findings, increased turnover, and recruitment/retention issues identified for the Park Ranger series, HRS requests approval to revise the classification specifications, adjust the recruiting step of the Park Ranger I, and adjust the Park Ranger series pay grades as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range Rec Step	Title Code	Title Description	Pay Grade & Monthly Range Rec Step
3034GS	Park Ranger I	G1-01 \$3,952 – \$5,290 (Recruiting Step 1)	3034GS	Park Ranger I	G1-01 \$4,157 – 5,308 (Recruiting Step 3)
3035GS	Park Ranger II	G1-02 \$4,392 - \$5,873	3035GS	Park Ranger II	G1-02 \$4,510 - \$6,079
3036GM	Supervising Park Ranger I	G1-04 \$4,871 - \$6,564	3036GM	Supervising Park Ranger I	G1-04 \$5,027 - \$6,776
3037GM	Supervising Park Ranger II	G1-05 \$5,290 - \$7,124	3037GM	Supervising Park Ranger II	G1-05 \$5,454 - \$7,350

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

Currently Budgeted		Proposed		% Change (Top Step)
Position Count	Title Description	Position Count	Title Description	
0	Park Ranger I	0	Park Ranger I	0.34%
28	Park Ranger II	28	Park Ranger II	3.50%
10	Supervising Park Ranger I	10	Supervising Park Ranger I	3.20%
14	Supervising Park Ranger II	14	Supervising Park Ranger II	3.20%
52	Total	52	Total	

If all positions are filled, OC Parks will absorb the approximate \$172,459 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Park Ranger I	\$43,032	85% - State 15% - Fees and Other Revenues	\$0
Park Ranger II	\$44,268		
Supervising Park Ranger I	\$38,165		
Supervising Park Ranger II	\$46,994		
Total	\$172,459	Total	\$0

Public Assistance Investigator Series

Public Assistance Investigators conduct investigations relating to suspected fraudulent receipt of, or application for public assistance to obtain facts and evidence to support administrative action or prosecution. Incumbents receive these public assistance fraud cases from Social Services or other agencies. Positions are assigned to the Orange District Attorney’s Office (OCDA).

HRS conducted a market salary survey and determined that the pay range for the Public Assistance Investigator Trainee classification is 2.51% below the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Public Assistance Investigator Trainee:

Organization	Title Description	Maximum Monthly Pay
County of Ventura	Welfare Investigator I	\$6,413
County of Los Angeles	Welfare Fraud Investigator Trainee	\$6,048
County of San Diego	Public Assistance Investigator Trainee	\$5,763
	Average Monthly Maximum	\$6,075
County of Orange	Public Assistance Investigator Trainee	\$5,926
	Variance Below Market Average	2.51%

HRS also conducted a market salary survey for the Public Assistance Investigator classification and determined that the pay range is 13.54% above the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to the Public Assistance Investigator:

Organization	Title Description	Maximum Monthly Pay
County of Riverside	Welfare Fraud Investigator	\$8,696
County of San Bernardino	Fraud Investigator	\$8,188
County of Ventura	Welfare Investigator III	\$7,732
County of San Diego	Public Assistance Investigator II	\$7,011
County of Los Angeles	Welfare Fraud Investigator	\$6,874
	Average Monthly Maximum	\$7,700
County of Orange	Public Assistance Investigator	\$8,906
	Variance Above Market Average	13.54%

A market salary survey for the Supervising Public Assistance Investigator classification determined that the pay range is \$19.75% above the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to the Supervising Public Assistance Investigator:

Organization	Title Description	Maximum Monthly Pay
County of Riverside	Supervising Welfare Fraud Investigator	\$9,681
County of San Bernardino	Supervising Welfare Fraud Investigator	\$9,032
County of Ventura	Supervising Welfare Fraud Investigator	\$7,968
County of San Diego	Public Assistance Investigator Supervisor	\$7,715
County of Los Angeles	Supervising Welfare Fraud Investigator	\$7,662
	Average Monthly Maximum	\$8,412
County of Orange	Supervising Public Assistance Investigator	\$10,481
	Variance Above Market Average	19.75%

Following an assessment of the internal salaries and external market data, HRS determined that only the entry level class in the series fell below market. Therefore, HRS requests approval to increase the recruiting step and pay grade of the Public Assistance Investigator Trainee as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
6548GS	Public Assistance Investigator Trainee	G1-03 \$4,401 – \$5,926 (Recruiting Step 1)	6548GS	Public Assistance Investigator Trainee	G1-03 \$4,645 – \$6,093 (Recruiting Step 2)

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

Currently Budgeted		Proposed		% Change (Top Step)
Position Count	Title Description	Position Count	Title Description	
0	Public Assistance Investigator Trainee	0	Public Assistance Investigator Trainee	2.8%
26	Public Assistance Investigator	26	Public Assistance Investigator	0%
4	Supervising Public Assistance Investigator	4	Supervising Public Assistance Investigator	0%
30	Total	30	Total	

There are currently no budgeted positions or incumbents in the Public Assistance Investigator Trainee classification. If the recruiting step change and range adjustment for the Public Assistance Investigator Trainee is approved, there will be no additional costs for OCDA because the department budgets their positions at the journey level and fills at the trainee level upon hire.

Vehicle Attendant

The position of Vehicle Attendant, assigned to Orange County Public Works (OCPW), is responsible for the parking, issuing, inspecting, and driving of vehicles at the Civic Center Garage.

HRS conducted a market salary survey and determined that the pay range for Vehicle Attendant classification is 11.30% below the market average. The following table displays

a comparison of salaries from surrounding public sector organizations for classifications equivalent to Vehicle Attendant:

Organization	Title Description	Maximum Monthly Pay
City of Long Beach	Garage Service Attendant I	\$4,533
County of Los Angeles	Garage Attendant I	\$4,531
County of Riverside	Fleet Services Assistant	\$4,207
County of Ventura	Garage Attendant	\$3,795
County of San Bernardino	Motor Pool Assistant	\$3,624
	Average Monthly Maximum	\$4,138
County of Orange	Vehicle Attendant	\$3,718
	Variance Below Market Average	11.30%

Following an assessment of the internal salaries and external market data, HRS requests approval to adjust the pay grade as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
1424OS	Vehicle Attendant	B2-34 \$2,853 - \$3,718	1424OS	Vehicle Attendant	T-11 \$3,084 - \$4,153

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

Currently Budgeted		Proposed		% Change (Top Step)
Position Count	Title Description	Position Count	Title Description	
3	Vehicle Attendant	3	Vehicle Attendant	11.70%

If approved, OCPW's budget will absorb the approximate \$13,146 annual cost of implementing the proposed change as follows:

Title Description	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Vehicle Attendant	\$13,146	100% Fees/Charges	\$0

Obsolete Classification

As part of routine maintenance and review of County of Orange job classifications, Human Resource Services has identified one obsolete classification for deletion: Housing Rehabilitation Coordinator II (2135GE). This classification is no longer necessary based on the changes in department programs, services provided and business practices. Deletion of the identified classification will ensure a more efficient classification structure.

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

Personnel Salary & Resolution Amendment

Human Resource Services (HRS) completed a review of the 2022 Personnel & Salary Resolution following the implementation of the new administrative management class structure and adoption of the new BOS Chief of Staff class title and associated ML-B salary schedule. As a result, HRS is proposing revisions to Article VIII, Section 1 (General Provisions) to remove reference to an obsolete management class title, to clarify applicable salary ranges, and to allow CEO discretion to make necessary pay structure adjustments to the salary ranges for critical executive level recruitment and retention purposes.



ANIMAL ADOPTABILITY ASSESSMENT SPECIALIST

Bargaining Unit: GE General

Class Code:
5930GE

COUNTY OF ORANGE

Established Date: 10/06/2023

Revision Date: 10/06/2023

DEFINITION:

Under general supervision, the incumbent will perform adoptability assessments of animals housed at the OC Animal Care Shelter and coordinate pathway planning and enrichment actions for animals with concerns impacting adoptability.

CLASS CHARACTERISTICS:

This position will develop, track, coordinate and document assessment and enrichment efforts for animals exhibiting behavioral or other concerns impacting adoptability. Such activities will include the review of available information combined with in-person assessments, as needed, to support appropriate pathway planning decisions for each animal. This position is required to be capable of identifying behavioral or other concerns which could adversely impact public safety or the successful outcome of generalized placement. Incumbents should be well-experienced in animal behavior and capable of safely handling the most challenging animals housed in the shelter system. This classification also works with shelter and medical staff to determine potential options available to use time, socialization, and enrichment efforts to facilitate the assessment of animals as they adjust to shelter housing. This classification does not perform supervisory duties but may act as a lead in directing staff or volunteers assisting in pieces of the adoptability assessment process.

This classification is distinguished from the Animal Care Attendant and Senior Animal Care Attendant classifications as the primary basis for allocation in this classification is the performance of adoptability assessments and the technical documentation and research of industry best practices related to adoptability assessments. Although positions in this classification may provide assistance in various areas of OC Animal Care, the regular cleaning, maintenance, and feeding of housed animals is not a primary responsibility of incumbents of this classification. This classification is distinguished from the Supervising Animal Care Attendant classification, as it does not focus on the supervision of staff assigned to clean and care for housed animals.

EXAMPLES OF DUTIES:

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

1. Research and review available information pertaining to an animal's adoptability.
2. Conduct in-person assessments of animals to determine adoptability. Such assessments may be on or off leash, may involve the assessment of an animal's reactivity to other animals, and may require the handling of animals that are fractious, fearful or aggressive in temperament.

3. Accurately document objective observations of animal behavior, including written notes and video as needed.
4. Create enrichment or other plans to support the successful assessment of an animal's adoptability.
5. Train and coach staff or volunteers participating in the adoptability assessment process on basic obedience commands, introduction practices, or other behavioral management techniques to promote animal adoptability and accurate assessments.
6. Work with staff to facilitate needed assistance, communicate plans, or gather information.
7. Summarize assessment information verbally and in writing; make pathway recommendations as requested.
8. Track and maintain detailed documentation of animals with pending or completed assessments.
9. Provide information or basic statistics related to area of assignment as needed.
10. Ensures assessment areas or play yards are clean and appropriately maintained. Clean and disinfect such areas when necessary.
11. Research industry standards with regard to adoptability assessments and create written procedures, workflows, forms, or proposed policies as needed. Provide justifications for program practices when requested.
12. Answer questions or provide responses to inquiries about the adoptability assessment process both verbally and in writing.
13. Provide information to the public, rescue groups, or other shelters pertaining to the history, behavior, propensities, or progress of assessed animals as needed.
14. Assist other staff with the restraint and handling of fractious, unsocialized, or aggressive animals as needed.

MINIMUM QUALIFICATIONS:

Knowledge of

- Physical and behavioral characteristics of domestic animals
- Handling techniques and approaches for fractious, aggressive, or fearful animals
- Principles of animal behavior and behavioral assessment
- Techniques used to improve animal behavior, including basic dog obedience training
- Animal enrichment techniques and practices
- Modern office practices and procedures, including filing and operation of standard office equipment
- Basic use of common computer programs such as Microsoft Suite

Ability to

- Safely handle and restrain animals of varying temperaments, including aggressive, fractious, and fearful animals
- Work cooperatively with others; communicate effectively and lead conferences and discussion groups; explain program practices and how animal behavior impacts adoptability
- Analyze and document observations and situations accurately
- Produce well-written, clear and concise reports and correspondence
- Use various programs to track and provide basic statistical information related to the area of assignment
- Understand, interpret and apply rules, regulations, procedures and/or directives

Education and Experience

Two (2) years of work experience training animals, providing adoptability or behavioral assessments, or working with and handling fractious, aggressive, or fearful animals.

Education substitution for experience (up to one (1) year):

A bachelor's degree or higher with any coursework in animal science, animal behavior, or zoology, conservation science, biology, or a related discipline may substitute for one (1) year of the required experience.

Or

Successful completion of a Veterinary Technology Program accredited by the American Veterinary Medical Association (AVMA) may substitute for one (1) year of the required experience.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Strength to carry 50 pounds for up to 10 feet. Strength to pull or drag 75 pounds for 50 feet, with the assistance of others.

Body mobility to walk and move quickly on uneven ground, climb stairs, bend, twist, reach, kneel, squat and crawl to reach animals. Able to reach with arms and grasp items securely with hands. Upper body strength to retrieve and lift animals in a variety of situations. Manual dexterity to handwrite paperwork and use a computer keyboard. Vision sufficient to read standard text and fine print, a computer screen and see animals at a distance and distinguish colors and body language. Hear and speak well enough to converse with the public, use a two-way radio and work with animals safely.

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

Environmental and Working Conditions

Some assignments in this classification may require incumbents to work in proximity to the humane euthanasia of sick or injured animals or animals which are unable to survive on their own. Will be required to work with and around wild, domestic, and exotic animals in an environment where animals are captured, housed, transported and maintained. Animals may be large, small, aggressive, injured, dangerous and/or venomous. Will be required to work in a standard office environment around office equipment. Will be required to work outside in all weather conditions in various locations. Will be required to work in dusty, loud, or malodorous environments. Some environments may contain an abundance of animal excrement and/or other debris making movement difficult. May be exposed to various zoonotic diseases, noxious odors, animal blood, animal dander, blood-borne pathogens, feces and urine, fleas, ticks, mites as well as injured, sick, dead and/or diseased animals. Will be required to work around commonly used pet chemicals such as flea medications and/or various types of soaps, cleansers, and disinfectant agents. May be required to interact with the general public.



ELECTION WORKER
Bargaining Unit: CL Office Services

Class Code:
0644CL

COUNTY OF ORANGE
Established Date: 04/01/1964
Revision Date: 10/06/2023

DEFINITION:

Under general supervision, receive, safeguard, store, and ensure safe delivery and return of ballots and election materials, supplies and equipment; maintain and repair voting equipment; perform related duties as required.

CLASS CHARACTERISTICS:

Positions in this class perform assigned tasks on an as needed basis prior to, during and immediately following an election. Incumbents perform a variety of manual and semi-skilled work, including lifting and carrying. Assignments are easily learned so that continuous supervision is not necessary.

EXAMPLES OF DUTIES:

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

1. Process, receive, verify, and inventory equipment and supplies prior to and after election.
2. Load and unload materials to and from delivery trucks physically, with or without the use of a forklift/pallet jack.
3. Sets up supply distribution points prior to the election and prepares the warehouse for election night activities.
4. Collect and prepare outgoing and incoming mail.
5. Collect and deliver official mail to/from the post office.
6. Process incoming/outgoing Vote by Mail ballots through scanning equipment.
7. Load and run the Vote by Mail ballots through the extractors to ensure it is ready for processing.
8. Inspect equipment both visually & electronically and prepares for elections.
9. Label equipment for inventory and tracking.
10. Conduct inventory and prepares equipment for storage after elections.
11. Collection of ballots, inspection of ballots and return collected ballots to the Registrar of Voters Office.
12. Submit repair requests for ballot boxes.
13. Assemble and package ballots and other items for delivery to precincts for election use; makes emergency deliveries of election supplies on or before election day; sorts out, packages and stores away election supplies following the election.
14. Assist operators of inserting and mailing machines by opening boxes of envelopes, feeding stacks of sample ballots and other enclosures into stuffing machines and physically moving heavy mail sacks; operates hand truck and hand hydraulic jack to transport cartons, voted ballots and supplies between the work areas and the warehouse.

15. Unload ballot containers from trucks; opens ballot containers and removes trays of spindled ballots; removes straps and cardboard stiffeners; routes ballot trays along conveyor lines.

MINIMUM QUALIFICATIONS:

Ability to

- Operate a passenger automobile or light truck in a safe and efficient manner and plan efficient routes
- Walk a considerable portion of the time in making deliveries within a given area; safely lift and move heavy items
- Ability to read, speak, understand, and follow oral directions in English
- Perform simple repairs and preventive maintenance on office or election equipment

Education and Experience

Education and/or experience demonstrating the knowledges and abilities listed above.

License/Certification

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

Special Requirements

Some assignments may require a valid Forklift Operator certificate.

Must pass a background investigation to the satisfaction of the County of Orange.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Independent body mobility to stand, walk long corridors and climb or descend multiple stairways quickly; bend, stoop and sit for prolonged periods of time to perform daily tasks in a storeroom, warehouse and office environment; strength to frequently lift, bend, carry, push and pull up to 50 pounds; manual dexterity to use hands, arms and shoulders repetitively to move boxes, push/pull carts for supplies, write, use a keyboard and other office and warehouse equipment; ascend or descend ladders or step stools using feet and legs/hands and arms; ability to frequently move quickly and easily; speak and hear well enough to communicate clearly and understandably in person, over the telephone and in small groups; vision sufficient to see/read a computer screen; able to operate motor vehicles (i.e. cargo van, Flatbed Truck); ability to operate trucks and forklifts.

Environmental and Working Conditions

Will be required to work in both a standard office environment and warehouse environment. Warehouse locations may contain dust or other construction residue. The warehouses are not climate regulated and may have fluctuating and/or varied temperatures throughout the day.



ELECTION REPRESENTATIVE
Bargaining Unit: GE County General

Class Code:
0646GE

COUNTY OF ORANGE
Established Date: 10/01/1964
Revision Date: 10/06/2023

DEFINITION:

Under supervision, perform a wide variety of clerical duties, including data entry, and serve the public by supplying more interpretive information and direction for the voting and election process. The majority of duties require knowledge in and of the election process, and interpretive skills required by the continued learning process in providing information and direction to the public served. Positions in the class are expected to possess a broad range of knowledge in election procedures in order to assist and interchange unit assignments during peak and critical election time frames.

CLASS CHARACTERISTICS:

Positions in this class perform a wide range of clerical tasks in the assignment and review of voter and/or candidate material and provide technically complex guidance to the public, government officials, and others having authority or interest in the elections process.

The Election Representative is distinguished from the Election Worker by the latter's assignment to perform more physically labor-intensive tasks; and the specialized and semi-skilled technical, and/or trade training, required to perform job duties.

EXAMPLES OF DUTIES:

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

1. Processing and assisting voters; issuing and collecting ballots; set-up and take down of equipment; clean-up work areas and secure all ballots and paperwork at the end of shift.; create reports to summarize data collected.
2. Translate and proof election documents and web materials.
3. Perform quality assurance checks on production jobs and assemble product in preparation for shipment.
4. Monitor radio traffic to oversee the ballot box collection activities.
5. Processes incoming & outgoing Vote by Mail (VBM) ballots through scanning equipment
6. Answer phones and or/assist the public or others including such tasks as taking messages, responding to questions or requests for assistance, screening and referring to sources of information, providing forms and explaining procedures for completion, administering oaths and providing factual information.
7. Assist candidates with filing procedures and processing of paperwork.

8. May load and run the VBM ballots through the ballot extracting machine to ensure it is ready for processing.
9. May review the work of and act as lead worker for other employees in same or lower-level classes; assist in training new workers; act for supervisor in his or her absence.

MINIMUM QUALIFICATIONS:

Knowledge of

- Modern office practices and procedures
- Operation of standard office equipment, including word processing, computerized data systems and terminology
- Procedures for dissemination of appropriate information to the public

Ability to

- Perform a variety of manual laboring tasks
- Understand and apply election laws
- Understand and follow oral and written instructions
- Ability to read and speak English
- Perform a broad range of tasks such as those described in the examples of duties
- Learn the procedures and regulations governing the area of assignment, and the terminology and documents used; and apply that knowledge to the specific operations of the office
- Effectively communicate orally, accurately receiving and transmitting information
- Establish and maintain cooperative relations with the public and others
- Learn to operate and use a variety of electronic and automated office machines and equipment
- For some assignments, keyboarding skill may be required at the time of hire
- Speak, understand, read and/or write a second language in addition to English may be required for some assignments

Education and Experience

Six (6) months of office, customer services, or prior election experience.

The required experience may be substituted by one of the following:

Completion of 18 semester or 27 quarter units in secretarial sciences, office practices, business education or a closely related field from a recognized college.

OR

Completion of 360 hours of training from a recognized occupational training program in secretarial sciences, office practices, business education or a closely related field.

License/Certification

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

Special Requirements

In some assignments, incumbents, in compliance with Election Code, may be required to be a registered voter in the State of California.

Must pass a background investigation to the satisfaction of the County of Orange.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Vision sufficient to read standard text, fine print and various handwritings and to view a computer monitor; speak and hear well enough to communicate clearly and understandably in person and over the phone; independent body mobility sufficient to stand, sit, walk, stoop and bend routinely to perform daily tasks; ability to sit for prolonged period of time; manual dexterity to use hands, arms and shoulders repetitively to operate a keyboard and use other office equipment such as a stapler, telephone and photocopy machine.

Possess the ability to independently reason logically to reach conclusions and decisions; possess the ability to remain calm and appropriately focused in different interpersonal situations.

Environmental and Working Conditions

Ability to work in an office and/or warehouse environment and in the field and with changing priorities, deadlines, and multiple assignments concurrently.



ELECTION SECTION SUPERVISOR
Bargaining Unit: SM Supervisory Management

Class Code:
0650SM

COUNTY OF ORANGE
Established Date: 01/01/1967
Revision Date: 10/06/2023

DEFINITION:

Under general supervision, to plan, organize and supervise an operational section of the Registrar of Voters Department and to do other work as required.

CLASS CHARACTERISTICS:

Positions in this class are responsible for the planning, directing and supervising the election activities of their respective assignment to ensure compliance with state and federal statutes.

EXAMPLES OF DUTIES:

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

1. Prepare and assist in the development of resources and training materials for subordinate staff.
2. Train staff on proper phone usage, customer services, proper de-escalation, using chat features.
3. Track, analyze and present survey data daily and/or weekly as required.
4. Oversee the day-to-day operation.
5. Serve as first level of escalation for more difficult customers.
6. Effectively interface with permanent Registrar of Voters staff at all levels.
7. Responsible for daily start and end of day procedures.
8. Learns election specific information and disseminate to staff as needed.
9. Facilitate training sessions that detail the procedures of the voting process.
10. Provide hands-on training in the correct and safe handling of voting equipment.
11. Coordinate and maintain availability of all materials and supplies for training sessions.
12. Monitor attendance.
13. Measure the effectiveness of the training and provide feedback to the election administrators.
14. Assist, as needed, with the set-up of County Vote Centers.
15. Provide field support at multiple locations throughout the County.
16. Assist with technical support.
17. Ensure procedures are followed.
18. Schedule, implement and periodically suggest community events and voter engagement outreach ideas.
19. Attend community events and act as support staff at speaking engagements to promote the Registrar of Voters.
20. Communicate with event organizers and coordinate with Registrar of Voters staff to maintain promotional materials and technical equipment to successfully staff events.

21. Foster an environment where culturally diverse people can work together cooperatively and effectively to meet organization goals.
22. Establish and maintain effective working relationships across cultural difference with employee, businesses, community organizations and the general public.

MINIMUM QUALIFICATIONS:

Knowledge of

- The principles of organization, supervision, and training
- Current computer systems and programs as well as modern office practices and procedures and the operation of equipment

Ability to

- Organize information and data in a logical written format
- Ability to read and speak English
- Speak to groups for purposes of training, conveying information or similar functions
- Add, subtract, multiply and divide numbers and simple percentages
- Plan, organize and supervise the activities of a work assignment which experiences extreme variations in workload and utilizes large numbers of temporary employees
- Analyze and develop solutions to election operational problems
- Deal tactfully and effectively with the public
- Establish and maintain effective working relationships with members of the staff
- Learn, interpret and apply provisions of the Elections Code, Government Code and other codes of the State of California pertaining to the conduct of elections
- Train regular and temporary staff, precinct workers and/or volunteers in agency procedures and provisions of the Elections Codes

Education and Experience

Two (2) years of increasing supervisory responsibility demonstrating the knowledges and abilities listed above.

College level education or training directly related to the competencies and attributes required of the position may be substituted for up to one year of required experience at the rate of three semester units or the equivalent, equaling one month of experience and one hour of training equaling one hour of experience.

License/Certification

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

Special Requirements

In some assignments, incumbents, in compliance with Election Code, must be a registered voter in the State of California.

Must pass a background investigation to the satisfaction of the County of Orange.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Vision sufficient to read standard text, fine print and various handwritings and to view a computer monitor; speak and hear well enough to communicate clearly and understandably in person and over the phone; independent body mobility sufficient to stand, sit, walk, stoop and bend routinely to perform daily tasks; ability to sit and stand for prolonged period of time; manual dexterity to use hands, arms and shoulders repetitively to operate a keyboard and use other office equipment such as a stapler, telephone and photocopy machine. The ability to lift 40 lbs. with assistance.

Possess the ability to independently reason logically to reach conclusions and decisions; possess the ability to remain calm and appropriately focused in different interpersonal situations.

Environmental and Working Conditions

Ability to work in an office and/or warehouse environment and in the field and with changing priorities, deadlines, and multiple assignments concurrently.



INSTITUTIONAL COOK
Bargaining Unit: GE County General

Class Code:
1622GE

COUNTY OF ORANGE
Established Date: 11/13/1981
Revision Date: 10/06/2023

DEFINITION:

Under general supervision, to direct the work of inmates, youth and/or paid staff in the preparation, cooking, serving of meals and cleanup of food service areas; to prepare, cook and serve large quantities of food; and to do other work as required.

The Institutional Cook series includes the following:

Institutional Cook (1622GE)
Head Institutional Cook (1638SM)
Supervising Institutional Cook (1640SM)

CLASS CHARACTERISTICS:

Institutional Cooks are responsible for the preparation, cooking and serving of food on a shift at a County-operated institution. This includes the responsibility for supervising paid staff or directing the work of jail inmates or youths. It is the responsibility of the Institutional Cook to see that meals are prepared and served on time and of good quality considering appearance and taste.

EXAMPLES OF DUTIES:

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

1. Supervises the preparation, cooking and serving of food and the cleaning of dishes, equipment, and food preparation areas.
2. Checks menu for items to be prepared; estimates number of persons to be served; makes and documents substitutions on the menu when foods indicated are unavailable; determines quantities of ingredients to be used for the number of servings to be prepared.
3. Maintain medical and religious diet lists; check meal count and production documents for accuracy.
4. Instructs and oversees others in the preparation and cooking of soups, meats, fish, poultry, vegetables, desserts, and other foods; personally cooks or prepares certain items; ensures that a good quality of food is prepared and served.
5. Assists in ordering, receiving, checking, and storing foods and supplies.
6. Prepares records and reports; reports suspected violation of institutional rules and submits reports of inmate or youths violations of rules and regulations to a designated authority; may prepare and submit documented incident reports.

7. Inspects food preparation areas to see that sanitary procedures are observed and to ensure that proper techniques and procedures are being used by persons engaged in food service activities.
8. Train others in the operation of kitchen equipment, sanitation, food preparation, and security procedures
9. May perform meat cutting and baking duties.

MINIMUM QUALIFICATIONS:

General Knowledge of

- Practices, methods, and equipment used in preparing, cooking, and serving large quantities of food in an institutional, large commercial kitchen or similar setting
- Common weights and measures used in cooking
- Food handlers' sanitation and safety practices

Some Knowledge of

- Basic principles of supervision
- Fundamentals of dietetics
- behavior of persons in detention facilities
- Sanitation methods in cleaning and caring of equipment
- Practices of ordering, storing and inventorying large quantities of food
- Occupational hazards and safety precautions of kitchen areas and equipment

Ability to

- Supervise and train paid staff and/or oversee and train jail inmates or youths in the preparation, cooking and serving of food
- Direct the preparation of and/or prepare, large quantities of food
- Coordinate cooking processes so that nutritional meals are prepared and served on time
- Add, subtract, multiply, and divide up to four-digit numbers and fractions
- Read and understand recipes, instructions, and labels
- Prepare and maintain work and food preparation activity records and reports; inventory supplies and equipment
- Maintain the security of kitchen equipment and utensils
- Read, write, speak, comprehend, and communicate in English

Education and Experience

One (1) year of experience preparing and cooking large quantities of food in a correctional facility, hospital, cafeteria, military facility, hotel, banquets/catering or similar setting; must include six (6) months of lead/supervisory experience.

License/Certification

Some assignments may require possession of a valid California Food Handler Certification by date of appointment.

Some assignments may require possession of a valid California Driver License, Class C or higher, by date of appointment.

Special Requirement

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

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Ability to perform physical tasks such as lifting above shoulder level; lifting up to 50 pounds with frequent lifting and/or carrying of objects weighing over 25 pounds; bending, stooping, squatting, crawling, standing and/or walking for long periods of time; speak and hear well enough to communicate clearly and understandably in person and over the telephone.

Environmental and Working Conditions

Frequent exposure to machinery, electrical appliances, fire, heat, cleaning chemicals, sudden temperature changes, slippery surfaces, and noise/vibration, steam/hot water and cramped areas.



HEAD INSTITUTIONAL COOK

Bargaining Unit: SM Supervisory Management

Class Code:
1638SM

COUNTY OF ORANGE

Established Date: 07/11/1972

Revision Date: 10/06/2023

DEFINITION:

Under direction, directs the preparation and serving of food at a County operated food service facility; coordinates and supervises the work of cooks, food service workers, inmates and/or youths in food preparation activities; performs the duties of a cook; performs other related duties as required.

The Institutional Cook series includes the following:

Institutional Cook (1622GE)

Head Institutional Cook (1638SM)

Supervising Institutional Cook (1640SM)

CLASS CHARACTERISTICS:

The Head Institutional Cook is responsible for the supervision, training and oversight of work for cooks, food service workers, and/or inmate/youth workers who are performing or assisting in food preparation and cooking at a County facility. Incumbents are responsible for coordinating the preparation of meals to ensure adherence to scheduled mealtimes and for inspection of final food products in adherence with established quality standards and dietary guidelines.

EXAMPLES OF DUTIES:

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

1. Supervises and coordinates the work of employees engaged in the preparation, cooking and serving of food for a jail inmate and/or youth population.
2. Assists Chief Cook in preparing menus and estimating food quantity requirements.
3. Coordinates staff scheduling and shift coverage.
4. Inspects food preparation areas to ensure that sanitary procedures are observed, adequate supplies are available, kitchen equipment is in operating order and that personnel engaged in food preparation and cooking are using the most efficient methods and techniques; ensure a good quality of food preparation and serving.
5. Requisitions food supplies; ensures food supplies are adequately maintained to meet the needs of the facility.
6. Makes or approves changes to menus or modifies recipes when supplies are unavailable.
7. Coordinates the distribution of meals and the feeding of inmates/youths and/or staff at various locations in a timely and orderly manner.

8. Coordinates scheduling of inmate and/or youth work crews with deputized staff, keeps records relative to inmate/youth assignments.
9. Coordinates with medical staff on the preparation and serving of special diets.
10. Prepares records and reports concerning food preparation activities.
11. Monitors compliance with state and County sanitation laws, rules, and regulations; keep staff apprised of changes or additions to regulations.
12. May assist supervisor in planning the activities of the food preparation division.
13. May prepare or assist in the preparation of staff performance evaluations.
14. May perform meat cutting, baking, and cooking duties.
15. May provide coverage for vacation and temporary relief as required.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of

- Practices, methods, and equipment used in preparing, cooking and serving large quantities of food
- Menu planning, quantity ordering and inventory control
- Principles of supervision
- Common weights and measures used in the preparation and cooking of food

Ability to

- Supervise the preparation, cooking and serving of large quantities of food, which may include special – i.e. medical or religious - diets and cafeteria food
- Coordinate cooking processes so that meals are prepared and served on time
- Supervise lead workers engaged in seven-day-a-week food preparation and cooking activities
- Add, subtract, multiply and divide up to five-digit numbers, including fractions in some assignments
- Read and understand administrative procedures as well as recipes, labels and instructions for food preparation
- Keep detailed records on food service activities and costs and prepare written reports

Education and Experience

Option I

Two (2) years of experience as Institutional Cook with the County of Orange.

Option II

Three (3) years of experience preparing and cooking large quantities of food in a correctional facility, hospital, cafeteria, military facility, hotel, banquets/catering or similar setting; must include one (1) year of lead/supervisory experience.

License/Certification

Some assignments may require possession of a valid California Food Handler Certification by date of appointment.

Some assignments may require possession of a valid California Driver License, Class C or higher, by date of appointment.

Special Requirement

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

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Ability to perform physical tasks such as lifting above shoulder level; lifting up to 50 pounds with frequent lifting and/or carrying of objects weighing over 25 pounds; bending, stooping, squatting, crawling, standing and/or walking for long periods of time; speak and hear well enough to communicate clearly and understandably in person and over the telephone.

Environmental and Working Conditions

Frequent exposure to machinery, electrical appliances, fire, heat, cleaning chemicals, sudden temperature changes, slippery surfaces, and noise/vibration, steam/hot water and cramped areas.



SUPERVISING INSTITUTIONAL COOK
Bargaining Unit: SM Supervisory Management

Class Code:
1640SM

COUNTY OF ORANGE
Established Date: 07/24/1981
Revision Date: 10/06/2023

DEFINITION:

Under direction, to supervise the operation of a food services program; administer and control the financial operation of the food service program; to plan and organize food service facility operations in a cost-effective way; to direct, train, and coordinate the work of staff and to do other work as required.

The Institutional Cook series includes the following:

Institutional Cook (1622GE)
Head Institutional Cook (1638SM)
Supervising Institutional Cook (1640SM)

CLASS CHARACTERISTICS:

The Supervising Institutional Cook is responsible for the 24-hour, seven days-a-week operation of varied food services programs in the County. These positions require extensive experience and knowledge of the preparation of large quantities of food within an institutional environment. Incumbents are responsible for coordinating and overseeing staff training in food preparation and serving techniques, as well as instruction in current health and safety regulations governing the preparation of food. In addition, incumbents are responsible for maintaining high quality standards; ensuring adherence to established dietary guidelines by inspecting or monitoring all food items prepared; assist management in the long-term design of menu plans; the determination of projected food supply requirements; and the preparation of a variety of reports. Incumbents assigned to either the Sheriff's or Probation Department are required to work in a custody/detention facility and are distinguished by their responsibility for supervising inmate workers and/or youths.

The position is distinguished from the Head Institutional Cook by the increased scope of responsibility for meal service requirements and increased budget accountability.

EXAMPLES OF DUTIES:

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

1. Plans, assigns, directs, trains, reviews, and evaluates the work of food service personnel.
2. Interviews, selects, and trains new employees; develops training programs for staff; evaluates subordinate supervisors; reviews evaluations prepared by subordinate supervisors.
3. Schedules staff for seven-day, 24-hour operation.
4. Analyzes needs and assists with the annual budget; assist management with controlling the budget for food services by monitoring expenditures, labor, or other costs.

5. Maintains cost accounting records; develops forms and records for food production cost controls when necessary.
6. Assists food service management in the financial and administrative control of the food service program.
7. Determines quantities and orders food from vendors and State through Surplus Commodities Program; ensures adequate storage for food.
8. Prepares and revises menus, within nutritional standards.
9. Cooperates with counseling staff/medical unit in preparing special diets or tray services.
10. Reviews materials to develop specifications for the purchase of food supplies and equipment; recommends the purchase of new equipment used for food preparation, storage, or other applicable uses; and meets with vendors.
11. Implements safety precautions and sanitary measures and enforces maintenance of a high standard of sanitation in accordance with policies and procedures.
12. Conducts regularly scheduled inspections on kitchens and storerooms to ensure proper maintenance and repair of equipment.
13. Inspects food preparation areas; ensures safe food preparation; enforces safe food handling and ensures sanitation practices are observed and that accurate portion control and good serving techniques are practiced.
14. Performs cost analysis on food prices, quantities served, and cost per meal for participation in State food programs.
15. Researches food surplus programs that will provide cost savings to Food Services.
16. Acts as a working supervisor when necessary and may cook or prepare foods.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of

- Practices, methods, and equipment used in preparing, cooking, and serving large quantities of food within institutional facilities
- Practices of ordering, storing, and inventorying large quantities of food
- Principles and techniques of supervision and training
- Budgetary development and controls associated with food services
- Principles of safety and sanitation in quantity food production
- Principles and practices of the Recommended Dietary Allowance and Minimum Daily Requirements
- Development and use of cost accounting principles and inventory standards
- Performance management through subordinate supervisors
- Office procedures and practices
- Basic operation and use of personal computers used in an office and institution food service environment
- Common weights and measures used in food preparation
- Applicable state and local codes and regulation governing Jail Food Services such as Title XV, Title XXII and CURFFL (for some positions)

General Knowledge of

- Principles of effective organization and managing of food services

Ability to

- Plan, organize and supervise through subordinates the preparation, cooking, and service of large quantities of food
- Train and supervise personnel engaged in food services and preparation work
- Estimate and order quantity food requirements
- Keep detailed and complex records
- Communicate effectively in written form when preparing informational and analytical reports, correspondence, memorandums, or written summaries
- Communicate effectively verbally when interacting with all levels of County employees and representatives of outside agencies
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or making appropriate referral
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations
- Maintain and operate food service equipment when necessary
- Use modern office equipment including network personal computers, printers, facsimiles, copy machines, telephones, or other equipment
- Learn to use new or upgraded computer programs in the course of work
- Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner
- Add, subtract, multiply and divide up to five-digit numbers including fractions
- Read and understand administrative procedures
- Maintain sanitation standards in kitchen and in preparation and services of food

Education and Experience

Option I

Three (3) years of experience as Head Institutional Cook with the County of Orange.

Option II

Five (5) years of experience preparing and cooking large quantities of food in a correctional facility, hospital, cafeteria, military facility, hotel, banquets/catering or similar setting; must include two (2) years of lead/supervisory experience.

License/Certification

Some assignments may require possession of a valid California Food Handler Certification by date of appointment.

Some assignments may require possession of a valid California Driver License, Class C or higher, by date of appointment.

Special Requirement

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

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Ability to sit and/or stand for prolonged periods, climb stairs, bend, stoop and reach in order to retrieve supplies stored above the head and on lower shelves of storage units. Ability to frequently lift and carry up to 50 pounds. Speak and hear well enough to conduct telephone and face to face conversations. See well enough to read standard print on recipes and other printed documents and conduct inspections of work site. Ability to detect odors and other indicators of food spoilage or unclean conditions in the working area.

Environmental and Working Conditions

Frequent exposure to machinery, electrical appliances, fire, heat, cleaning chemicals, sudden temperature changes, slippery surfaces, noise/vibration, steam/hot water, and cramped areas.



OCCUPATIONAL THERAPIST ASSISTANT
Bargaining Unit: HP Healthcare Professional

Class Code:
4329HP

COUNTY OF ORANGE
Established Date: 06/25/1991
Revision Date: 10/06/2023

DEFINITION:

Under technical supervision of a licensed Occupational Therapist, to treat acute and rehabilitative patients with physical injury or disability, assess and report on patients' progress in attaining maximum functioning; and to do other work as required.

CLASS CHARACTERISTICS:

Positions in this class are assigned to work in conjunction with professional licensed Occupational Therapists. Occupational Therapy Assistants are distinguished from licensed Occupational Therapists by being limited to such treatments and services as permitted by certification and for which they are properly trained.

EXAMPLES OF DUTIES:

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

1. Assists an Occupational Therapist during the assessment process to determine patient's functional level in performing activities of daily living.
2. Facilitates patient and parent participation in occupational therapy activities by discussing with patient the goals and treatment objectives, selecting specific tasks or activities most appropriate to patient's needs and interests, and encouraging and motivating patient to participate in treatment activities.
3. Progresses patient through treatment program by advancing the patient to more difficult or strenuous activities, decreasing to less difficult level of activity or altering activities based upon observations of the patient's response to treatment and developmental stage and interests. Treatment procedures include motor activity to develop or improve movement in the patient, training patient in self-help skills, homemaking, adaptive methods, arts and crafts activities, and games designed to help patient regain or maintain physical and functional independence.
4. Utilizes standard equipment and supplies required for treating patients; instructs patient and patient's families in the use and care of equipment and devices.
5. Observes reactions and responses of patients to occupational therapy treatment; reports observations to Occupational Therapists; under Therapist direction, consults with physicians, and allied health personnel.
6. In accordance with program policy, writes progress notes in patient medical records noting reaction and response to the therapy treatment; maintains accurate records of therapy treatments performed and the duration and frequency of treatments which are reviewed and countersigned by the registered Occupational Therapist.

7. Instructs members of other disciplines in standard methods of performing such tasks as self-care and positioning of patients; advises them in methods of giving directions to elicit patient participation and orients them in use and care of splints, adapted devices and self-care aids.
8. Writes and instructs family/caregivers in home program activities based on treatment plan and goals.
9. Assists in department operations including cleaning work area, filing records and other office procedures.

MINIMUM QUALIFICATIONS:

Knowledge of

- Principles, methods, and equipment used in occupational therapy for children and youth and young adults through age 21 with physical disabilities
- Human anatomy and physiology and medical terminology
- Normal and abnormal growth and development of children and adolescents
- Concepts and scope of occupational therapy and its relationship to other health care professions roles and functions of Occupational Therapists, Occupational Therapy Assistants and Therapy Aides
- Professional ethics and conduct; medical-legal aspects of occupational therapy care
- Manual arts, crafts, games and therapeutic exercises and functional activities, including how to grade activities in degree of difficulty
- Adaptive equipment and adaptive techniques related to activities of daily living
- Maintaining occupational therapy supplies and equipment
- Instructing patients, families/caregivers in the activities of daily living
- Principles of documentation and record keeping on patient's progress and behavior
- Procedures for transporting patients to and from therapy on a school campus

Ability to

- Lift, maneuver, carry and position patients in order to achieve maximum benefit from treatment
- Establish and maintain effective working relations with patients, families, other staff members and the general public
- Follow directions of therapy plan, program protocols and case Therapist
- Keep Therapist informed of patient status and progress while working independently
- Maintain assigned caseload
- Manage time effectively and comply with designated timelines
- Work in clinics with individuals or small groups of physically disabled children
- Use a computerized medical record system and a county computer for reports, scheduling, and administrative records

Education and Experience

One year (1) of supervised experience as an Occupational Therapy Assistant in a program for children with physical disabilities or two years of supervised experience in the area of physical disabilities.

License/Certification

Possession of a valid certification as an Occupational Therapy Assistant issued by the California Board of Occupational Therapy. Licensure must be maintained as a condition of employment.

And

Possession of a valid California Driver's License by date of appointment.

And

Possession of valid Cardiopulmonary Resuscitation (CPR) certificate issued by the American Heart Association for professional healthcare providers by date of appointment.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Strength sufficient to exert force to pull and lift patients and equipment weighing up to 50 pounds; body mobility to extend hands and arms in any direction, walk, run, chase children on playground, stand, bend, and stoop; stamina to Sit for up to one hour at a time; manual dexterity to grasp, manipulate/operate small objects and precision instruments, handwrite or key items into computer; vision sufficient to read calibrated measuring instruments, prescriptions and computer screen; hear and speak well enough to converse understandably in person and on the phone.

Environmental and Working Conditions

Will be required to interact with clients/patients in emotional and occasionally hostile situations; work in an office/clinic environment.



OCCUPATIONAL THERAPIST I

Bargaining Unit: HP Healthcare Professional

Class Code:
4330HP

COUNTY OF ORANGE

Established Date: 03/01/1964

Revision Date:10/06/2023

DEFINITION:

Under direction of the Supervising Therapist, plan and perform occupational therapy assessments and treatments for children with physical disabilities such as neuromuscular and/or musculoskeletal problems.

The Occupational Therapist series includes the following:

Occupational Therapist I (4330HP)

Occupational Therapist II (4334HP)

Occupational Therapist III (4335HP)

CLASS CHARACTERISTICS:

Occupational Therapist work with children with physical disabilities under the direction of a Supervising Therapist. Occupational Therapist evaluates and implements treatment programs as prescribed by a physician under guidance from Occupational Therapist III and Supervising Therapist.

The Occupational Therapist I classification is an entry-level class for licensed therapists who lack the specialized experience performing occupational therapy for children with physical disabilities. The Occupational Therapist I may advance to the higher-level after gaining sufficient experience, demonstrating proficiency, exhibiting the ability to perform independently, and meeting the qualifications for the higher-level class. There is no permanent status in this classification. Incumbents must successfully complete probation to qualify for promotion to the Occupational Therapist II level or be subject to termination of their trainee status and/or County employment.

EXAMPLES OF DUTIES:

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

1. Evaluates and develops therapy programs for children with physical disabilities with medically eligible conditions.
2. Establishes treatment plans with functional goals and measurable objectives based upon evaluations, clinical observations, and current family-centered evidence-informed best practice.
3. Provides therapy treatment as prescribed by the physician in charge of each patient, schedules and treats patients according to prescription frequency, monitors patient's response to intervention, modifies treatment as indicated to attain goals, participates in Individual Education Plan and reviews meetings.
4. Manages a caseload and maintains a productivity level of direct scheduled treatment time as established by the California Children's Services (CCS) program.

5. Coordinates therapy schedule with other therapists, the child's school schedule and works with school districts to set up bussing for therapy sessions.
6. May provide treatment at satellite locations.
7. Collaborates with parents/caregivers.
8. Interprets evaluation findings, reviews parent folder, and completes necessary paperwork during initial evaluation.
9. Provides and educates parents/caregivers in home programs appropriate to patient's needs.
10. Maintains documentation of treatment according to therapy policies and procedures, such as evaluations, running and narrative notes, treatment records and statistics.
11. Participates in training to increase current working knowledge of available Medical Durable Equipment and establishes a working knowledge of available durable medical equipment.
12. With assistance, identifies needs, recommends appropriate equipment, writes letters of medical justification for durable medical equipment, obtains necessary documentation for authorization, and ensures delivery and proper function/fit of equipment.
13. With assistance, develops, designs, and constructs or directs the construction of splints/orthotics for individual children.
14. With assistance, instructs parents/caregivers on the maintenance and safety of equipment and splints; may also consult on the construction of special equipment.
15. Participate in the consultation and training to therapy assistants, new therapists, interns, and volunteers.
16. With assistance, consults with personnel at schools, group homes and other community programs.
17. Participates in unit operations, including ordering of supplies and housekeeping procedures.
18. Participates in program development activities.
19. Makes home and school visits as needed.
20. Maintains professional competence by attending professional workshops, seminars, courses, or meetings and utilizes professional literature.
21. Participates in Medical Therapy Unit (MTU) clinics, staff meetings, workshops, in-services, and parent meetings.
22. Use of technology to plan and participate in telehealth activities.

MINIMUM QUALIFICATIONS:

Knowledge of

- The principles and methods of occupational therapy and skill in administering occupational therapy
- Musculoskeletal anatomy, kinesiology, neurology, and the basic pathology involved in neuromuscular and/or orthopedic handicaps, and the objectives of occupational therapy treatment for treatments of children with physical disabilities
- The physical and psychological problems of children and their families
- Normal and abnormal child development
- Construction and use of adaptive equipment and splints/orthoses, including equipment suitable for classroom and home use

Ability to

- Understand and follow physician prescription
- Plan and implement an occupational therapy program
- Skillfully apply occupational therapy techniques in the assessment and treatment of patients including, but not limited to, Range of Motion (ROM), manual muscle testing, oral motor and fine motor assessment, observation, and clinical reasoning
- Maintain assigned workload

- Work under demanding deadlines
- Provide clear and understandable instructions to client, family members, teachers and others regarding client treatment and supportive needs
- Establish and maintain effective relationships with client, family members, the medical community and others engaged in the treatment and education of disabled children and adolescents
- Maintain written records and prepare progress reports according to program policies and procedures
- Work in clinics with individuals or small groups of physically disabled children
- Use a computerized medical record system and a county computer for reports, scheduling, and administrative records

Education and Experience

No experience required.

License/Certification

Possession of a valid license as an Occupational Therapist issued by the California Board of Occupational Therapy. Licensure must be maintained as a condition of employment.

Possession of a valid California Driver's License by date of appointment.

Possession of valid Cardiopulmonary Resuscitation (CPR) certificate issued by the American Heart Association for professional healthcare providers by date of appointment.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Strength sufficient to exert force to pull and lift patients and equipment weighing at least 50 pounds. Body mobility to extend hands and arms in any direction, walk, run, chase children on playground, stand, bend and stoop. Stamina to sit for up to one hour at a time. Manual dexterity to grasp, manipulate/operate small objects and precision instruments, handwrite or key items into computer. Vision sufficient to read calibrated measuring instruments, prescriptions, and computer screen. Hear and speak well enough to converse understandably in person and on the phone.

Environmental and Working Conditions

Will be required to interact with clients/patients in emotional and occasionally hostile situations. Work in an office/clinic environment. May be required to use County-approved means of transportation for job-related travel.



OCCUPATIONAL THERAPIST II

Bargaining Unit: HP Healthcare Professional

Class Code:
4334HP

COUNTY OF ORANGE

Established Date: 03/01/1964

Revision Date: 10/06/2023

DEFINITION:

Under direction of the Supervising Therapist, plan and perform occupational therapy assessments and treatments for children with physical disabilities such as neuromuscular and/or musculoskeletal problems.

The Occupational Therapist series includes the following:

Occupational Therapist I (4330HP)

Occupational Therapist II (4334HP)

Occupational Therapist III (4335HP)

CLASS CHARACTERISTICS:

Occupational Therapists work with children with physical disabilities under the direction of a Supervising Therapist. Occupational Therapists independently evaluate and implement treatment programs as prescribed by a physician.

The Occupational Therapist II is the journey in the occupational therapy series, incumbents are able to handle cases that are more complex and function independently as licensed therapists who have specialized experience performing therapy with children.

EXAMPLES OF DUTIES:

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

1. Independently evaluates and develops therapy programs for children with physical disabilities with medically eligible conditions.
2. Independently establishes treatment plans with functional goals and measurable objectives based upon evaluations, clinical observations and current family-centered evidence-informed best practice.
3. Provides therapy treatment as prescribed by the physician in charge of each patient, schedules and treats patients according to prescription frequency, monitors and manages patient's response to intervention, modifies treatment as indicated to attain goals and desired outcomes, participates in Individual Education Plan and reviews meetings.
4. Manages a caseload and maintains a productivity level of direct scheduled treatment time as established by the California Children's Services (CCS) program.
5. Coordinates therapy schedule with other therapists, the child's school schedule and works with school districts to set up bussing for therapy sessions.
6. May provide treatment at satellites without onsite supervisions.
7. Collaborates with parents/caregivers.

8. Interprets evaluation findings, reviews parent folder and completes necessary paperwork during initial evaluation.
9. Provides and educates parents/caregivers in home programs appropriate to patient's needs.
10. Maintains documentation of treatment according to therapy policies and procedures, such as evaluations, running and narrative notes, treatment records and statistics.
11. Maintains current working knowledge of available durable medical equipment.
12. Identifies needs, recommends appropriate equipment, writes letters of medical justification for durable medical equipment, obtains necessary documentation for authorization and ensures delivery and proper function/fit of equipment.
13. Develops, designs and constructs or directs the construction of splints/orthotics for individual children.
14. Instructs parents/caregivers on the maintenance and safety of equipment and splints; may also consult on the construction of special equipment.
15. Provides consultation and training to therapy assistants, new therapists, interns and volunteers as assigned.
16. Consults with personnel at schools, group homes and other community programs.
17. May act as Supervising Therapist as delegated.
18. Participates in unit operations, including ordering of supplies and housekeeping procedures.
19. Participates in program development activities.
20. Makes home and school visits as needed.
21. Use of technology to plan and participate in telehealth services.
22. Maintains professional competence by attending professional workshops, seminars, courses or meetings and utilizes professional literature.
23. Participates in Medical Therapy Unit (MTU) clinics, staff meetings, workshops, in-services and parent meetings.
24. Selects appropriate patients and delegates treatment and case management activities to the Occupation Therapy Assistants (OTA) and supervises quality of services
25. Maintains legal responsibility for all treatment and documentation provided by the OTA.
26. Completes all evaluations and progress notes on these patients and maintains supervision of the OTA as per CCS policy, in addition to the management of the therapist's own caseload.
27. Provides training as needed by the OTA to assure quality treatment.

MINIMUM QUALIFICATIONS:

Knowledge of

- The principles and methods of occupational therapy and skill in administering occupational therapy
- Musculoskeletal anatomy, kinesiology, neurology, and the basic pathology involved in neuromuscular and/or orthopedic handicaps, and the objectives of occupational therapy treatment for treatments of children with physical disabilities
- The physical and psychological problems of children and their families
- Normal and abnormal child development
- Construction and use of adaptive equipment and splints/orthoses, including equipment suitable for classroom and home use

Ability to

- Understand and follow physician prescription
- Plan and implement an occupational therapy program
- Skillfully apply occupational therapy techniques in the assessment and treatment of patients including, but not limited to, Range of Motion (ROM), manual muscle testing, oral motor and fine motor assessment, observation, and clinical reasoning.

- Maintain assigned workload
- Work under demanding deadlines
- Provide clear and understandable instructions to client, family members, teachers and others regarding client treatment and supportive needs
- Establish and maintain effective relationships with client, family members, the medical community and others engaged in the treatment and education of disabled children, youth and young adults ages 0-21 years
- Maintain written records and prepare progress reports according to program policies and procedures
- Work in clinics with individuals or small groups of physically disabled children
- Demonstrate, instruct, and observe interns, therapy assistants and new therapists in proper treatment and medical record procedures
- Use a computerized medical record system and a county computer for reports, scheduling, and administrative records

Education and Experience

One year (1) of pediatric experience as an occupational therapist in a program for children with physical disabilities or two (2) years in the area of physical disabilities.

License/Certification

Possession of a valid license as an Occupational Therapist issued by the California Board of Occupational Therapy by date of appointment. Licensure must be maintained as a condition of employment.

Possession of a valid California Driver's License by date of appointment.

Possession of valid Cardiopulmonary Resuscitation (CPR) certificate issued by the American Heart Association for professional healthcare providers by date of appointment.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Strength sufficient to exert force to pull and lift patients and equipment weighing at least 50 pounds. Body mobility to extend hands and arms in any direction, walk, run, chase children on playground, stand, bend and stoop. Stamina to sit for up to one hour at a time. Manual dexterity to grasp, manipulate/operate small objects and precision instruments, handwrite or key items into computer. Vision sufficient to read calibrated measuring instruments, prescriptions, and computer screen. Hear and speak well enough to converse understandably in person and on the phone.

Environmental and Working Conditions

Will be required to interact with clients/patients in emotional and occasionally hostile situations. Work in an office/clinic environment. May be required to use County-approved means of transportation for job-related travel.



OCCUPATIONAL THERAPIST III

Bargaining Unit: HP Healthcare Professional

Class Code:
4335HP

COUNTY OF ORANGE

Established Date: 11/20/1998

Revision Date:10/06/2023

DEFINITION:

Under direction of the Therapy Consultant, to train and supervise interns and therapist staff in physical and/or occupational therapy evaluations and treatments of physically handicapped children with neuromuscular and/or musculoskeletal problems; to personally provide therapy to a small caseload of complex cases; to assist in planning and providing in-service training to staff; to provide technical expertise in the area of Durable Medical Equipment (DME), patient assessment and treatment, to provide therapy case management services including case review for more specialized referrals to physical and/or occupational therapy service, and process DME requests, and to do other work as required.

The Occupational Therapist series includes the following:

Occupational Therapist I (4330HP)

Occupational Therapist II (4334HP)

Occupational Therapist III (4335HP)

CLASS CHARACTERISTICS:

This is a class assigned to assist the Supervising Therapist, Therapy Consultant, and Chief Therapist coordinate and carry out intern training, orientation and in-service training of staff and other administrative tasks at a Medical Therapy Unit (MTU). The Occupational Therapist III is the advanced journey level in the occupational therapy series, incumbents may carry a reduced direct treatment case load, as permitted by primary training and/or case management duties, depending on assignment. Occupational Therapist III's will be assigned to independently evaluate and implement treatment programs for more difficult cases as prescribed by a physician.

EXAMPLES OF DUTIES:

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

1. Develops and provides in-service education to, interns, staff, and parents; provides individual training, coaching, and evaluations to interns and new staff; plans and coordinates program trainings and in-services.
2. Assures interns to have an opportunity to obtain required clinical experiences by working with MTU clinical instructors within Orange County to meet graduation and certification requirements; counsels with and encourages interns to prepare for careers in programs for physically handicapped children. Represents the program at university job/career fairs.

3. Evaluates and helps agency develop and implement therapy programs for physically handicapped children; serves on committees related to standards, education, and safety; participates in general operations and in program development activities; coordinates training activities with the Therapy consultant and others providing training.
4. Coordinates instruction of staff in documentation of treatment according to program policies and procedures for evaluations, running and narrative notes, treatment records, and statistics; understands and provides required documentation for managed care programs including CalOptima, Kaiser, Medi-Cal, and Medicare.
5. Provides consultation and training to Occupational Therapy Assistants, lower-level employees, interns, and volunteers; Functions on a county-wide basis for improved consistency throughout the Medical Therapy Program.
6. May be involved in establishing and/or consulting treatment plans with functional goals and measurable objectives based upon evaluations and clinical observations; oversees or personally provides therapy treatment as prescribed by the patient's physician, schedule and treats patients according to prescription frequency; coordinates therapy schedule with other therapists and the child's school schedule; manages the child's behavior to obtain desired therapeutic outcomes; monitors patient's response to intervention and modifies treatment as indicated to attain goals.
7. Works with assigned therapist consulting on and communicating with parents, interpreting evaluation findings, and educating parents in home programs appropriate to patient's needs.
8. Maintains professional competence by attending professional workshops, seminars, courses or meetings and reads professional literature; participates in MTU clinics, staff meetings, workshops, in-services, and parent meetings.
9. Consults with outlying schools, early intervention/infant stimulation programs, and other community programs; attends and participates in specialty clinics, physician visits and meetings on complex cases.
10. Provides therapy case management services including case review for appropriate referrals for physical and/or occupational therapy services, authorization and denials of DME per state criteria, and determines eligibility for therapy services under Medi-Cal regulations.
11. Provides technical expertise in the area of assessment for DME, and assessment and treatment techniques.
12. Provides consultation on complex cases including splinting, communication devices and feeding.
13. Provide training, technical support, and coordination for on-line learning programs.
14. Manage DME clinics and assists with determining funding sources.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of

- The principles and methods of physical therapy or occupational therapy in treating children and adolescents with orthopedic and neurological disabilities
- Skeletal anatomy, kinesiology, neurology, ROM, Manual Muscle test, and the basic pathology involved in neuromuscular and/or orthopedic handicaps, Normal and abnormal child development, the physical and psychological problems of physically handicapped children and their families and the objectives of physical therapy treatment for physically handicapped children
- Consulting on complex cases that require second opinion related to treatment techniques, potential goals and treatment planning
- Construction and use of adaptive equipment and splints/orthoses, including equipment suitable for classroom and home use
- Teaching methodologies, mentoring techniques, learning styles, program planning and implementation

Ability to

- Establishes an effective mentoring relationship with interns, and less experienced employees
- Use/implement effective teaching/mentoring strategies and techniques
- Establish and maintain effective relationships with client, family members, the medical community and others engaged in the treatment and education of disabled children and adolescents
- Understand, consult with, interpret and follow physician prescription
- Skillfully apply occupational therapy techniques for the assessment and treatment of patients and to instruct others
- Provide clear and understandable instructions to client, family members, teachers and others regarding client treatment and supportive needs
- Represent the County CCS Program in meetings with clients, the community and with referral sources on justification of equipment and referrals for professional treatment
- Prepare objectives for outcomes, maintain written records, and prepare progress reports on interns and patients
- Use a computerized medical record system and use a county computer for reports, scheduling, and administrative records
- Work in clinics with individuals or small groups of physically disabled children
- Demonstrate effective time management skills in scheduling multiple and varied tasks

Education and Experience

Two years of experience as a physical therapist or occupational therapist in a program for physically handicapped children; or three years in the area of physical disabilities, which has included instructing and supervising students, interns and assistants.

License/Certificate

Possession of a valid license as an Occupational Therapist issued by the California Board of Occupational Therapy by date of appointment. Licensure must be maintained as a condition of employment.

Possession of a valid California Driver's License by date of appointment.

Possession of valid Cardiopulmonary Resuscitation (CPR) certificate issued by the American Heart Association for professional healthcare providers by date of appointment.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Strength sufficient to exert force to pull and lift patients and equipment weighing up to 50 pounds; body mobility to extend hands and arms in any direction, walk stand, bend, and stoop; stamina to sit for up to 30 minutes at a time; manual dexterity to grasp, manipulate/operate small objects and precision instruments, handwrite or key items into computer; vision sufficient to read calibrated measuring instruments, prescriptions and computer screen; hear and speak well enough to converse understandably in person and on the phone.

Environmental and Working Conditions

Will be required to interact with clients/patients in emotional and occasionally hostile situations; work in an office environment and/or a secure facility; drive to community sites and to meetings.



PHYSICAL THERAPIST ASSISTANT
Bargaining Unit: HP Healthcare Professional

Class Code:
4309HP

COUNTY OF ORANGE
Established Date: 06/25/1991
Revision Date: 10/06/2023

DEFINITION:

Under technical supervision of a licensed Physical Therapist, to treat acute and rehabilitative patients with physical injury or disability, assess and report on patients' progress in attaining maximum functioning.

CLASS CHARACTERISTICS:

Positions in this class require licensure as a Physical Therapist Assistant from the Physical Therapy Board of California. Positions in this class are distinguished from Physical Therapist series by not being permitted to perform such duties including, but not limited to: interpretation of referrals; physical therapy initial evaluation and re-evaluation; identification, determination or modification of plans of care (including goals and treatment programs); final discharge assessment/evaluation or establishment of the discharge plan; or therapeutic techniques beyond the skill and knowledge of the Physical Therapist Assistant.

EXAMPLES OF DUTIES:

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

1. Performs delegated treatment procedures such as therapeutic exercises to maintain and restore strength, endurance, coordination, and range of motion; gait training and functional training for transferring and wheelchair activities; and treatment procedures involving the use of therapeutic equipment, machines, and assistive or supportive devices.
2. Applies modalities such as hot and cold packs, paraffin, and electrical stimulation which are used to relieve pain or promote healing.
3. Encourages and motivates patient to participate in the treatment program by discussing and explaining their treatment goals and objectives.
4. Progresses patient through treatment program, deciding when to advance the patient to more difficult or strenuous activities, when to decrease to less difficult level of activity, or when to interrupt the treatment based upon patient reaction and response to the treatment program under the direction of the licensed Physical Therapist.

5. Demonstrates, trains, and directs patients and families in the use and care of wheelchairs, braces, canes, crutches, and other special equipment under the direction of the licensed Physical Therapist.
6. Observes and assists with tests, under the guidance of a licensed Physical Therapist, to determine patients' functional level in performing activities of daily living.
7. Observes reactions and responses of patients to physical therapy treatment and reports observations to Physical Therapists, physicians, and allied health personnel.
8. Writes progress notes in patient physical therapy records noting reaction and response to the therapy treatment; maintains accurate records of therapy treatments performed and the duration and frequency of treatments which are reviewed and countersigned by the Physical Therapist.
9. Instructs members of other disciplines in standard methods of performing such tasks as transfers, ambulation, and positioning of patient and orients them in the uses and care of splints, braces, and adapted equipment.

MINIMUM QUALIFICATIONS:

Knowledge of

- Human anatomy and physiology, including all systems of the body, with emphasis on musculoskeletal, circulatory, and nervous systems
- Relationships of anatomical structures to normal and abnormal movement, including surface anatomy
- Survey of conditions resulting from injury and disease. This may include selected disabilities resulting from medical, orthopedic, or neurological conditions
- Concepts and scope of physical therapy and its relationships to other health care professions; role and functions of the Physical Therapist, Physical Therapist Assistant; professional ethics and conduct; medical-legal aspects of physical therapy care
- Basic principles of ambulation and functional activities; skill in the application of these techniques individually and in groups; understanding of and skill in the uses of assistive-supportive devices
- This may include bed activities, transfers, gait training, and the use of wheelchairs, walkers, crutches, prostheses, braces, splints, and other assistive devices
- Basic principles of therapeutic exercise such as passive range of motion, manual resistive exercise and standardized exercise programs, and the use of exercise equipment for mechanical assistive and resistive exercise, skill in the application of these exercise procedures with individuals and groups
- Principles of documentation and record keeping

Ability to

- Lift, maneuver, carry and position patients in order to achieve maximum benefit from treatment
- Establish and maintain effective working relations with patients, families, other staff members and the general public
- Follow directions of therapy plan, program protocols and Physical Therapist
- Keep Physical Therapists informed of patient status and progress while working independently
- Maintain assigned caseload
- Manage time effectively and comply with designated timelines
- Work in clinics with individuals or small groups of physically disabled children
- Use a computerized medical record system and a county computer for reports, scheduling and administrative records
- Establish and maintain effective relationships with client, family members, the medical community and others engaged in the treatment and education of children and adolescents with disabilities

Education and Experience

One (1) year of supervised experience as a Physical Therapist Assistant in a program for children with physical disabilities or two (2) years of supervised experience in the area of physical disabilities.

License/Certification

Possession of a valid license as a Physical Therapist Assistant issued by the Physical Therapy Board of California. Licensure must be maintained as a condition of employment.

And

Possession of a valid California Driver's License by date of appointment.

And

Possession of valid Cardiopulmonary Resuscitation (CPR) certificate issued by the American Heart Association for professional healthcare providers by date of appointment.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Body strength sufficient to exert force to pull and lift patients and equipment weighing up to 50 pounds; body mobility to extend hands and arms in any direction, walk, run, chase children on playground, stand, bend, and stoop; stamina to sit for up to one hour at a time; manual dexterity to grasp, manipulate/operate small objects and precision instruments and handwrite or key items into computer; vision sufficient to read calibrated measuring instruments, prescriptions and computer screen; hear and speak well enough to converse understandably in person and on the phone.

Environmental and Working Conditions

Will be required to interact with clients/patients in emotional and occasionally hostile situations; work in an office/clinic environment; drive to community sites and to meetings.



PHYSICAL THERAPIST I

Bargaining Unit: HP Healthcare Professional

Class Code:
4310HP

COUNTY OF ORANGE

Established Date: 03/01/1964

Revision Date: 10/06/2023

DEFINITION:

Under direction of the Supervising Therapist, plan and perform physical therapy treatments for children with physical disabilities such as neuromuscular and/or musculoskeletal problems.

The Physical Therapist series includes the following:

Physical Therapist I (4310HP)

Physical Therapist II (4316HP)

Physical Therapist III (4317HP)

CLASS CHARACTERISTICS:

Physical Therapists work with children with physical disabilities under the direction of a Supervising Therapist. Physical Therapists evaluate and implement treatment programs as prescribed by a physician under guidance from Physical Therapist III and Supervising Therapist.

The Physical Therapist I classification is an entry-level class for licensed therapists who lack specialized experience performing physical therapy for children with physical disabilities. The Physical Therapist I may advance to the higher-level after gaining sufficient experience, demonstrating proficiency, exhibiting the ability to perform independently, and meeting the qualifications for the higher-level class. There is no permanent status in this classification. Incumbents must successfully complete probation and qualify for promotion in order to advance to the Physical Therapist II level within the one-year probation period or be subject to termination of their trainee status and/or County employment.

EXAMPLES OF DUTIES:

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

1. Evaluates and develops therapy programs for children with physical disabilities with medically eligible conditions.
2. Establishes treatment plans with functional goals and measurable objectives based upon evaluations clinical observations and current family-centered evidence-informed best practice.
3. Provides therapy treatment as prescribed by the physician in charge of each patient, schedules and treats patients according to prescription frequency, monitors patient's response to intervention, modifies

treatment as indicated to attain goals, participates in Individual Education Plan and reviews meetings.

4. Manages a caseload and maintains a productivity level of direct scheduled treatment time as established by the California Children's Services (CCS) programs.
5. Coordinates therapy schedule with other therapists, the child's school schedule and works with school districts to set up bussing for therapy sessions.
6. May provide treatment at satellite locations.
7. Collaborates with parents/caregivers.
8. Interprets evaluation findings, reviews parent folder, and completes necessary paperwork during initial evaluation.
9. Provides and educates parents/caregivers in home programs appropriate to patient's needs.
10. Maintains documentation of treatment according to therapy policies and procedures, such as evaluations, running and narrative notes, treatment records and statistics.
11. Participates in training to increase current working knowledge of available durable medical equipment.
12. With assistance identifies needs, recommends appropriate equipment, writes letters of medical justification for durable medical equipment, obtains necessary documentation for authorization, and ensures delivery and proper function/fit of equipment.
13. With assistance develops, designs, and constructs or directs the construction of splints/orthotics for individual children.
14. With assistance, instructs parents/caregivers on the maintenance and safety of equipment and the construction of special equipment.
15. Consults with personnel at schools, group homes and other community programs.
16. Participates in unit operations, including ordering of supplies and housekeeping procedures.
17. Participates in program development activities.
18. Makes home and school visits as needed.
19. Use of technology to plan and participate in teletherapy.
20. Maintains professional competence by attending professional workshops, seminars and other courses or meetings, and utilizes professional literature.

21. Participates in MTU clinics, staff meetings, workshops, in-services and parent meetings.

MINIMUM QUALIFICATIONS:

Knowledge of

- The principles and methods of physical therapy and skill in administering physical therapy
- Musculoskeletal anatomy, kinesiology, neurology, and the basic pathology involved in neuromuscular and/or orthopedic handicaps, and the objectives of occupational therapy treatment for treatments of children with physical disabilities
- The physical and psychological problems of physically handicapped children and their families
- Normal and abnormal child development
- Construction and use of adaptive equipment and splints/orthoses, including equipment suitable for classroom and home use

Ability to

- Understand and follow physician prescription
- Plan and implement a physical therapy program
- Skillfully apply physical therapy techniques in the assessment and treatment of patients including, but not limited to, range of motion (ROM), manual muscle testing, gait analysis, gross motor assessment, observation, and clinical reasoning
- Maintain assigned caseload
- Work under demanding deadlines
- Provide clear and understandable instructions to client, family members, teachers and others regarding client treatment and supportive needs
- Establish and maintain effective relationships with client, family members, the medical community and others engaged in the treatment and education of disabled children and adolescents
- Maintain written records and prepare progress reports according to program policies and procedures
- Work in clinics with individuals or small groups of physically disabled children
- Use a computerized medical record system and a county computer for reports, scheduling, and administrative records

Education and Experience

No experience required

License/Certification

Possession of a valid license as a Physical Therapist issued by the Physical Therapy Board of California. Licensure must be maintained as a condition of employment.

And

Possession of a valid California Driver's License by date of appointment.

And

Possession of valid Cardiopulmonary Resuscitation (CPR) certificate issued by the American Heart Association for professional healthcare providers by date of appointment.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Strength sufficient to exert force to pull and lift patients and equipment weighing at least 50 pounds. Body mobility to extend hands and arms in any direction, walk, run, chase children on playground, stand, bend and stoop. Stamina to sit for up to one hour at a time. Manual dexterity to grasp, manipulate/operate small objects and precision instruments, handwrite or key items into computer. Vision sufficient to read calibrated measuring instruments, prescriptions, and computer screen. Hear and speak well enough to converse understandably in person and on the phone.

Environmental and Working Conditions

Will be required to interact with clients/patients in emotional and occasionally hostile situations. Work in an office/clinic environment. May be required to use County-approved means of transportation for job-related travel.



PHYSICAL THERAPIST II

Bargaining Unit: HP Healthcare Professional

Class Code:
4316HP

COUNTY OF ORANGE

Established Date: 03/01/1964

Revision Date: 10/06/2023

DEFINITION:

Under direction of the Supervising Therapist, Physical Therapists plan and perform physical therapy treatments for children with physical disabilities such as neuromuscular and/or musculoskeletal problems.

The Physical Therapist series includes the following:

Physical Therapist I (4310HP)

Physical Therapist II (4316HP)

Physical Therapist III (4317HP)

CLASS CHARACTERISTICS:

Physical Therapists work with children with physical disabilities under the direction of a Supervising Therapist. Physical Therapists II independently evaluate and implement treatment programs as prescribed by a physician.

The Physical Therapist II is the journey level in the physical therapy series. Incumbents are able to handle cases that are more complex and function independently as licensed therapists who have specialized experience performing therapy with children.

EXAMPLES OF DUTIES:

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

1. Independently evaluates and develops therapy programs for children with physical disabilities with medically eligible conditions.
2. Independently establishes treatment plans with functional goals and measurable objectives based upon evaluations clinical observations and current family-centered evidence-informed best practice.
3. Provides therapy treatment as prescribed by the physician in charge of each patient, schedules and treats patients according to prescription frequency, monitors and manages patient's response to intervention, modifies treatment as indicated to attain goals and desired outcomes, participates in Individual Education Plan and reviews meetings.
4. Manages a caseload and maintains a productivity level of direct scheduled treatment time as established by the California Children's Services (CCS) programs.

5. Coordinates therapy schedule with other therapists, the child's school schedule and works with school districts to set up bussing for therapy sessions.
6. Provide treatment at satellites without onsite supervision.
7. Collaborates with parents/caregivers.
8. Interprets evaluation findings, reviews parent folder, and completes necessary paperwork during initial evaluation.
9. Provides and educates parents/caregivers in home programs appropriate to patient's needs.
10. Maintains documentation of treatment according to therapy policies and procedures, such as evaluations, running and narrative notes, treatment records and statistics.
11. Maintains current working knowledge of available durable medical equipment.
12. Identifies needs, recommends appropriate equipment, writes letters of medical justification for durable medical equipment, obtains necessary documentation for authorization and ensures delivery and proper function/fit of equipment.
13. Develops, designs, and constructs or directs the construction of splints/orthotics for individual children.
14. Instructs parents/caregivers on the maintenance and safety of equipment and the construction of special equipment.
15. Provides consultation and training to therapy assistants, new therapists, interns, and volunteers as assigned.
16. Consults with personnel at schools, group homes and other community programs.
17. May act as Supervising Therapist as delegated.
18. Participates in unit operations, including ordering of supplies and housekeeping procedures.
19. Participates in program development activities.
20. Makes home and school visits as needed.
21. Use of technology to plan and participate in telehealth services.
22. Maintains professional competence by attending professional workshops, seminars and other courses or meetings, and utilizes professional literature.
23. Participates in MTU clinics, staff meetings, workshops, in-services, and parent meetings.
24. Selects appropriate patients and delegates treatment and case management activities to the Physical Therapy Assistant (PTA) and supervises quality of services.
25. Maintains legal responsibility for all treatment and documentation provided by the PTA.
26. Completes all evaluations and progress notes on these patients and maintains supervision of the PTA as per CCS policy, in addition to the management of the therapist's own caseload.
27. Provides training as needed by the PTA to assure quality patient treatment.

MINIMUM QUALIFICATIONS:

Knowledge of

- The principles and methods of physical therapy and skill in administering physical therapy
- Musculoskeletal anatomy, kinesiology, neurology, and the basic pathology involved in neuromuscular and/or orthopedic handicaps, and the objectives of occupational therapy treatment for treatments of children with physical disabilities
- The physical and psychological problems of physically handicapped children and their families
- Normal and abnormal child development
- Construction and use of adaptive equipment and splints/orthoses, including equipment suitable for classroom and home use

Ability to

- Understand and follow physician prescription
- Plan and implement a physical therapy program
- Skillfully apply physical therapy techniques in the assessment and treatment of patients including, but not limited to, range of motion (ROM), manual muscle testing, gait analysis, gross motor assessment, observation, and clinical reasoning
- Maintain assigned caseload
- Work under demanding deadlines
- Provide clear and understandable instructions to client, family members, teachers and others regarding client treatment and supportive needs
- Establish and maintain effective relationships with client, family members, the medical community and others engaged in the treatment and education of disabled children and adolescents
- Maintain written records and prepare progress reports according to program policies and procedures
- Work in clinics with individuals or small groups of physically disabled children
- Demonstrate, instruct, and observe interns, therapy assistants and new therapists in proper treatment and medical record procedures
- Use a computerized medical record system and a county computer for reports, scheduling, and administrative records

Education and Experience

Experience

One (1) year of pediatric experience as a physical therapist in a program for children with physical disabilities or two (2) years in the area of physical disabilities.

License/Certification

Possession of a valid license as a Physical Therapist issued by the Physical Therapy Board of California Licensure must be maintained as a condition of employment.

And

Possession of a valid California Driver's License by the date of appointment.

And

Possession of valid Cardiopulmonary Resuscitation (CPR) certificate issued by the American Heart Association for professional healthcare providers by date of appointment.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Strength sufficient to exert force to pull and lift patients and equipment weighing at least 50 pounds. Body mobility to extend hands and arms in any direction, walk, run, chase children on playground, stand, bend and stoop. Stamina to sit for up to one hour at a time. Manual dexterity to grasp, manipulate/operate small objects and precision instruments, handwrite or key items into computer. Vision sufficient to read calibrated measuring

instruments, prescriptions, and computer screen. Hear and speak well enough to converse understandably in person and on the phone.

Environmental and Working Conditions

Will be required to interact with clients/patients in emotional and occasionally hostile situations. Work in an office/clinic environment. May be required to use County-approved means of transportation for job-related travel.



PHYSICAL THERAPIST III

Bargaining Unit: HP Healthcare Professional

Class Code:
4317HP

COUNTY OF ORANGE

Established Date: 11/20/1998

Revision Date: 10/06/2023

DEFINITION:

Under direction of the Therapy Consultant, to train and supervise interns and therapist staff in physical and/or occupational therapy evaluations and treatments of physically handicapped children with neuromuscular and/or musculoskeletal problems; to personally provide therapy to a small caseload of difficult cases; to assist in planning and providing in-service training to staff; to provide technical expertise in the area of Durable Medical Equipment (DME), patient assessment and treatment, to provide therapy case management services including case review for appropriate referrals for physical and/or occupation therapy service, and process DME requests, and to do other work as required.

The Physical Therapist series includes the following:

Physical Therapist I (4310HP)

Physical Therapist II (4316HP)

Physical Therapist III (4317HP)

CLASS CHARACTERISTICS:

This is a class assigned to assist the Supervising Therapist, Therapy Consultant, and Chief Therapist to coordinate and carry out student training, orientation and in-service training of staff and other administrative tasks at a Medical Therapy Unit (MTU). The Physical Therapist III classes differ from those of Physical Therapist II and Occupational Therapist II in that the Physical Therapist III classes is the advanced journey level in the physical therapy series; incumbents may carry a reduced direct treatment case load, as permitted by primary training and/or case management duties, depending on assignment. Physical Therapist IIIs will be assigned to independently evaluate and implement treatment programs for more difficult cases as prescribed by a physician.

EXAMPLES OF DUTIES:

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

1. Develops and provides in-service education to interns, staff and parents; provides individual training, mentorship, and evaluations to interns and new staff. Plans and coordinates program trainings and in-services.

2. Assures interns have an opportunity to obtain required clinical experiences by working with MTU clinical instructors within Orange County to meet graduation and certification requirements; counsels with and encourages students to prepare for careers in programs for physically handicapped children. Represents the program at university job/career fairs.
3. Evaluates and helps agency develop and implement therapy programs for physically handicapped children; serves on committees related to standards, education, and safety; participates in general operations and in program development activities; coordinates training activities with the Therapy consultant and others providing training.
4. Coordinates instruction of staff in documentation of treatment according to program policies and procedures for evaluations, running and narrative notes, treatment records, and statistics; understands and provides required documentation for managed care programs including CalOptima, Kaiser, Medi-Cal, and Medicare.
5. Provides consultation and training to Therapy Assistants, interns, and volunteers; functions on a county-wide basis for improved consistency throughout the Medical Therapy Program.
6. May be involved in establishing and/or consulting treatment plans with functional goals and measurable objectives based upon evaluations and clinical observations; oversees or personally provides therapy treatment as prescribed by the patient's physician, schedule and treats patients according to prescription frequency; coordinates therapy schedule with other therapists and the child's school schedule ; manages the child's behavior to obtain desired therapeutic outcomes; monitors patient's response to intervention and modifies treatment as indicated to attain goals.
7. Works with assigned therapist consulting on and communicating with parents, interpreting evaluation findings, and educating parents in home programs appropriate to patient's needs.
8. Maintains professional competence by attending professional workshops, seminars, courses or meetings and reads professional literature; participates in MTU clinics, staff meetings, workshops, in-services, and parent meetings.
9. Consults with outlying schools, early intervention/infant stimulation programs, and other community programs; attends and participates in specialty clinics, physician visits and meetings on complex cases.
10. Provides therapy case management services including case review for appropriate referrals for physical and/or occupational therapy services, authorization and denials of durable medical equipment per state criteria and determines eligibility for therapy services under Medi-Cal regulations.
11. Provides technical expertise in the area of assessment for DME, and assessment and treatment techniques.
12. Provides consultation on complex cases involving mobility and equipment.
13. Provides mentorship, scheduling, technical support and coordination on on-line learning programs.
14. Manages DME clinics and assists with determining funding sources.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of

- The principles and methods of physical therapy or occupational therapy in treating children and adolescents with orthopedic and neurological disabilities
- Skeletal anatomy, kinesiology, neurology, ROM, Manual Muscle test, and the basic pathology involved in neuromuscular and/or orthopedic handicaps, Normal and abnormal child development, the physical and psychological problems of physically handicapped children and their families and the objectives of physical therapy treatment for physically handicapped children
- Consulting on complex cases that require second opinion related to treatment techniques, potential goals and treatment planning.
- Construction and use of adaptive equipment and splints/orthoses, including equipment suitable for classroom and home use
- Teaching methodologies, mentoring techniques, learning styles, program planning and implementation

Ability to

- Establishes an effective mentoring relationship with interns, and less experienced employees
- Use/implement effective teaching/mentoring strategies and techniques
- Establish and maintain effective relationships with client, family members, the medical community and others engaged in the treatment and education of disabled children and adolescents
- Understand, consult with, interpret, and follow physician prescription
- Skillfully apply physical therapy techniques the assessment and treatment of patients and to instruct others
- Provide clear and understandable instructions to client, family members, teachers and others regarding client treatment and supportive needs
- Represent the County CCS Program in meetings with clients, the community and with referral sources companies on justification of equipment and referrals for professional treatment
- Prepare objectives for outcomes, maintain written records, and prepare progress reports on interns and patients
- Use a computerized medical record system and use a county computer for reports, scheduling, and administrative records
- Work in clinics with individuals or small groups of physically disabled children
- Demonstrate effective time management skills in scheduling multiple and varied tasks

Education and Experience

Experience

Two years of experience as a physical therapist or occupational therapist in a program for physically handicapped children; or three years in the area of physical disabilities, which has included instructing and supervising students, interns and assistants.

License/Certification

Possession of a valid license as a Physical Therapist issued by the Physical Therapy Board of California Licensure must be maintained as a condition of employment.

Possession of a valid California Driver's License by date of appointment.

Possession of valid Cardiopulmonary Resuscitation (CPR) certificate issued by the American Heart Association for professional healthcare providers by date of appointment.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Strength sufficient to exert force to pull and lift patients and equipment weighing up to 50 pounds; body mobility to extend hands and arms in any direction, walk stand, bend, and stoop; stamina to sit for up to 30 minutes at a time; manual dexterity to grasp, manipulate/operate small objects and precision instruments, handwrite or key items into computer; vision sufficient to read calibrated measuring instruments, prescriptions and computer screen; hear and speak well enough to converse understandably in person and on the phone.

Environmental and Working Conditions

Will be required to interact with clients/patients in emotional and occasionally hostile situations; work in an office environment and/or a secure facility; drive to community sites and to meetings.



SUPERVISING THERAPIST, CALIFORNIA CHILDREN SERVICES

Bargaining Unit: SM Supervisory Management

Class Code:
4320SM

COUNTY OF ORANGE

Established Date: 03/01/1964

Revision Date: 10/06/2023

DEFINITION:

Under the direction of the Therapy Consultant, supervise the operation of a California Children Services (CCS) Medical Therapy Unit (MTU); supervise Physical and Occupational Therapists, and Therapy Assistants; coordinate the clinic therapy programs with the school educational program; and to do other work as required.

CLASS CHARACTERISTICS:

The class is distinguished by the technical supervision of therapy staff and client caseload and site supervision of an MTU. The Supervising Therapist is responsible for coordinating treatment between the occupational and physical therapy disciplines and other medical specialty clinics and coordinating intern and in-service training with the Therapy Consultant and Occupational /Physical Therapist III.

EXAMPLES OF DUTIES:

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

1. Coordinates, assigns, supervises, reviews and evaluates the work of a staff of Occupational and Physical Therapists, Therapy Assistants, and other supporting staff assigned to an MTU; interviews Physical and/or Occupational Therapist applicants and other MTU staff and recommends hiring; trains and evaluates the performance of staff; counsels and initiates disciplinary action if appropriate.
2. Provides direction in development of Therapists treatment plans in accordance with CCS policies and procedures; reviews and supervises execution of individual treatment plans; assists staff and parents with resolution of special case management problems; makes referrals to various medical specialty clinics when appropriate; coordinates MTU conference operations.
3. Informs, implements, and enforces State, County and CCS program policies and procedures; participates in and provides input to committees for program development and changes, assures MTU compliance with Medi-Cal Outpatient Rehab Certification criteria.
4. Coordinates staff development, trains and orients new staff and provides oversight of MTU clinical training programs.
5. Works closely with the public school staff to provide a well-coordinated program of therapy for physically handicapped children; interprets CCS program policies and procedures to staff, other agencies, parents and the public; serves as liaison between MTU and other community agencies.
6. Keeps records and prepares reports on operation of the MTU including caseload, supplies, equipment, and personnel; prepares and submits budgets for supplies and equipment to school administration and

recommends purchase of major equipment through the Therapy Consultant submits requests for building repair/maintenance to school administrator or County; performs Building Manager responsibilities as outlined by the County.

7. Conducts staff meetings and participates in parent, school, and community meetings; represents CCS program in educational appeals and fair hearing actions.
8. May perform occupational or physical therapy treatment for physically handicapped children in addition to supervisory duties.
9. Performs Utilization review and audit of documentation.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of

- Principles and techniques of either physical or occupational therapy, with particular emphasis on the physical and psychological problems of children with cerebral palsy and other physical disabilities
- Current trends and developments in physical medicine and rehabilitation

General Knowledge of

- Principles and techniques of effective organization and supervision California Children Services and Health Care Agency policies and procedures

Ability to

- Plan, organize and prioritize work and supervise a staff of professional and paraprofessionals
- Quickly learn County rules, regulations, and personnel procedure
- Teach therapeutic principles, philosophy, and techniques
- Understand physical and emotional problems of children with disabilities
- Listen attentively, understand what is being communicated and effectively convey ideas and concepts
- Attend meetings scheduled outside standard working hours (evenings)
- Establish and maintain cooperative relationships with children, parents, clinic and school staff, and physicians
- Encourage the professional development of staff and evaluate their work performance
- Review medical records and treatment plans; keep administrative records and prepare reports and correspondence
- Maintain physical condition of facility and equipment; maintain security and safety of staff and children
- Use a County-approved means of transportation to travel between work sites
- Work in clinics with individuals or small groups of physically disabled children
- Use a computerized medical record system and a county computer for reports, scheduling, and administrative records

Education and Experience

Three (3) years of experience as a Physical or Occupational Therapist in a program for physically disabled children.

License/Certification

Possession of a valid license as a Physical Therapist issued by the Physical Therapy Board of California. Licensure must be maintained as a condition of employment.

Or

Possession of a valid license as an Occupational Therapist issued by the California Board of Occupational Therapy. Licensure must be maintained as a condition of employment.

And

Possession of a valid California Driver's License by date of appointment.

And

Possession of valid Cardiopulmonary Resuscitation (CPR) certificate issued by the American Heart Association for professional healthcare providers by date of appointment.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Strength sufficient to exert force to pull and lift patients and equipment weighing up to 50 pounds; body mobility to extend hands and arms in any direction, walk, stand, bend, and stoop; stamina to sit for up to one hour at a time; manual dexterity to grasp, manipulate/ operate small objects and precision instruments, handwrite or key items into computer; vision sufficient to read calibrated measuring instruments, prescriptions and computer screen; hear and speak well enough to converse understandably in person and on the phone.

Environmental and Working Conditions

Will be required to interact with clients/patients in emotional and occasionally hostile situations; work in an office/clinic environment; drive to community sites and to meetings.



TERAPY CONSULTANT, CALIFORNIA CHILDREN SERVICES

Bargaining Unit: SM Supervisory Management

Class Code:

4338SM

COUNTY OF ORANGE

Established Date: 01/01/1950

Revision Date: 10/06/2023

DEFINITION:

Under direction, to review medical charts for program eligibility and treatment documentation; to assist and coordinate staff and student training; to answer questions concerning eligibility, treatment and regulations to assist the Chief Therapist with various administrative duties; and to do other work as required.

CLASS CHARACTERISTICS:

The Therapy Consultant, California Children Services (CCS) provides oversight of the Medical Therapy Program (all Medical Therapy Units) and its operations. This position ensures HIPAA and State compliance and monitors agreements with local education agencies. This position oversees Physical Therapist III, Occupational Therapist III, Supervising Therapists and Therapy Case Managers (designated Occupational Therapist/Physical Therapist III) assigned to the Medical Therapy Program (MTP). In addition, the Therapy Consultant provides consultation on matters of professional discipline and assists the Chief Therapist in various administrative tasks and provides oversight in their absence.

EXAMPLES OF DUTIES:

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

1. Serves as consultant to the Chief Therapist on treatment and administrative problems; provides consultation and interprets policies and procedures to schools, districts, clinics, parent groups, public and private agencies as requested; consults with supervisory staff on issues of professional discipline.
2. Reviews medical charts, determines medical eligibility, contacts doctors and hospitals for information on treatment; authorizes treatment and referral; reviews requests for vendors to provide therapy; provides consultation for therapy staff upon request; advises MTU supervisors on complex cases, rules, and regulations.
3. Assists Chief Therapist with ongoing review of therapy caseloads and client charts for treatment plans and medical eligibility; works with Supervising Therapists in solving complex therapy issues that become apparent as a result of review; acts in the absence of the Chief Therapist or as directed.
4. Assists Occupational Therapist/Physical Therapist III in the development of schedules and coordinates intern and pre-clinical volunteer training programs with schools of therapy; coordinates the administrative and fiscal details with the Chief Therapist; establishes guidelines for training and reviews and edits teaching materials; reviews and consults on course materials, training manuals and training evaluation tools; reviews correspondence and maintains records.

5. Assists Occupational Therapist/Physical Therapist III in the development and coordination of the orientation of new staff, and in-service training and educational programs for all staff; identifies areas of training needed through evaluation and assessment of the ongoing therapy program.
6. Works with MTUs, hospitals, clinics, and therapy centers to which CCS provides services to ensure uniformity of occupational or physical therapy techniques, practices and standards; serves as therapy educator; makes arrangements for, and coordinates special programs for, physically handicapped children.
7. Makes recommendations for the purchase of equipment, material, supplies and vendor policies.
8. Provides counseling and guidance to MTP staff in relation to their developmental needs; reviews and recommends on staff requests to attend outside educational therapy programs.
9. Ensures MTP compliance with California State Regulations.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of

- Principles and techniques of physical or occupational therapy with particular emphasis on the physical and psychological problems of children with cerebral palsy and other physical handicaps
- Current trends and developments in physical medicine and rehabilitation
- Whole Child Model (WCM)
- Medi-Cal regulations as they pertain to clients of CCS and ability to interpret CCS Numbered Letter criteria and/or mandates

General Knowledge of

- Federal and state rules and regulations related to the field of occupational and physical therapy
- Reading medical charts and physician reports; interpreting medical information and determining MTP eligibility as appropriate.
- Principles and practices of advanced clinical reasoning in order to make recommendations
- CCS, MTP to develop and implement program policies and procedures
- Teaching techniques, training aids and resources necessary for planning, coordinating, and implementing an effective educational and training program for MTU Personnel

Ability to

- Plan, coach, and advise on therapy treatments for physically handicapped children
- Effectively use tact and motivational techniques to implement goals and lead groups for a variety of levels within the program including supervisory, clinical and support staff
- Communicate complex information and concepts effectively both orally and in writing
- Establish and maintain effective working relationships by building trust and accountability with MTP staff, clients, and stakeholders
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations
- Remain calm and appropriately focus during difficult situations involving conflict, complex issues and competing interests
- Use a County approved means of transportation to travel to work sites
- Use a computerized medical record system and a county computer for reports, scheduling, and administrative records

Education and Experience

Five (5) years of experience as a licensed Physical or Occupational Therapist / Supervising Therapist within a California Children Services program that would have developed the knowledge of State Regulations and it pertains to pediatric population and services to children with disabilities and abilities listed above.

License/Certification

Possession of a valid license as a Physical Therapist issued by the Physical Therapy Board of California. Licensure must be maintained as a condition of employment.

Or

Possession of a valid license as an Occupational Therapist issued by the California Board of Occupational Therapy. Licensure must be maintained as a condition of employment.

And

Possession of a valid California Driver's License by date of appointment.

And

Possession of valid Cardiopulmonary Resuscitation (CPR) certificate issued by the American Heart Association for professional healthcare providers by date of appointment.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Strength and mobility to occasionally lift up to 50 pounds during training, consultation or assessment; Independent body mobility to stand, sit, walk, stoop, and bend to access a standard office environment or medical therapy unit; manual dexterity to use hands, arms and shoulders repetitively to operate a keyboard, to write and drive a vehicle; Vision sufficient to read standard text, read a computer monitor and to drive; speak and hear well enough to communicate clearly and understandably in person, over the telephone and in small groups.

Environmental and Working Conditions

Will be required to interact with clients/patients in emotional and occasionally hostile situations; work in an office environment and/or a secure facility; drive to community sites and to meetings.



PARK RANGER I

Bargaining Unit: GS Public Safety General

Class Code:
3034GS

COUNTY OF ORANGE

Established Date: 10/01/1970

Revision Date: 10/06/2023

DEFINITION:

In the absence of the Supervising/Senior Park Ranger, has shift responsibility for the operation and maintenance of a Harbors, Beaches and Parks facility or multiple facilities. Under direction, to provide resource protection and visitor safety; respond to all emergencies within assigned facility; enforce the codified Ordinances and County Policy and Procedures; direct and supervise the work of subordinate staff, contractors, volunteers, alternative work force or other County staff doing work within their assigned facility; liaison with community groups, police, Sheriff, fire and other public organizations; provide visitor or specialized services including recreation, interpretive, special events, volunteer coordination, division training or administrative function.

The Park Ranger series includes the following:

Park Ranger I (3034GS)

Park Ranger II (3035GS)

CLASS CHARACTERISTICS:

Park Ranger I is the entry and training level in the series. Incumbents work under close supervision and are responsible for the operation and maintenance of a Harbors, Beaches, and Parks' facility during the assigned shift. Incumbents are expected to demonstrate progressive proficiency by performing work with increasing independence in order to advance to the II level after one year of appointment. There is no permanent status at the Park Ranger I level.

Park Ranger II is the journey level in the series. Incumbents work independently and are assigned shift responsibility for the operation and maintenance of a Harbors, Beaches, and Parks' facility. A Park Ranger II may be assigned to a specialized section responsible for Division-wide development and implementation of administrative, interpretive, volunteer or training programs.

EXAMPLES OF DUTIES:

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

1. In the absence of the Supervising/Senior Park Ranger, is responsible for the operation and maintenance of assigned facility.
2. Responsible for public safety and resource protection during assigned shift by enforcement of Codified Ordinances, Resource Management Plans, Natural Communities Conservation Plan documents (where

applicable) General Development Plans and other planning or management guidelines that may be adopted.

3. May issue parking citations as required.
4. Retains land management responsibilities for HBP facilities during emergency situations until such time as relieved by Supervising/Senior Ranger or HBP management.
5. Is first responder to medical, fire and other life threatening emergencies within HBP facilities.
6. In the absence of the Supervising/Senior Park Ranger, liaisons with other local, state and federal public safety agencies in the course of their job duties and protects the natural, cultural, historical and structural resources of their assigned facility
7. Has shift responsibility for the supervision and work of subordinate maintenance staff and contract employees, volunteers or docents, evaluates contractors to determine contract compliance and coordinates personnel issues with Supervising/Senior Park Ranger.
8. May conduct training and safety programs, conduct visitor services either directly or via contract service providers.
9. Develops and supervises volunteer programs/activities and supervises special events/permit activities.
10. Assists Supervising/Senior Park Ranger in administrative functions including budget preparation, financial accounting, reports, studies, inventory control and other items that may be required.
11. Maintains Public Contact, EVOG, incident logs as directed, prepares expeditors, work requests and inspection reports, and prepares facility correspondence.
12. Issues "Stop Work Notices" as directed for encroachment.

MINIMUM QUALIFICATIONS:

Both Levels

- Special California Statutory Requirements for Employment as a Peace Officer/Park Ranger
- Must be a citizen of the United States or a permanent resident who is eligible for and has applied for citizenship; be at least 21 years of age; not have been convicted of a felony or equivalent offense
- Be free from any physical, emotional or mental condition that might adversely affect exercise of peace officer powers, as determined by a licensed examining authority in accordance with the California Government Code
- Have graduated from high school, attained a satisfactory score on a G.E.D. test or passed a California high school proficiency examination, or have attained a two-year or four-year degree from a college or university accredited by the Western Association of Colleges and Universities
- Pass a background investigation conducted in compliance with the California Government Code, to the satisfaction of the County
- Within the prescribed time limit after date of appointment, successfully complete entry level training required under the California Penal Code and regulations of the California Peace Officer Standards and Training Commission and the California Board of Corrections, and any other training required by law
- Meet any other conditions prescribed or allowed under California statute for employment in the capacity specified above; must complete required training and code requirements prior to performing Peace Officer powers

Knowledge of:

At level I, General Knowledge is required of:

At level II, Thorough Knowledge is required of:

- Principles of outdoor recreation, community recreation, interpretation, exhibits, special events and other types of visitor services
- Current computer applications and programs

- Methods, materials and equipment used in facility and grounds keeping, construction, maintenance, repair; preventative maintenance programs, restoration of rounds and structures and capitol depreciation
- Mathematics, basic accounting
- PFRD/HBP Public Safety and Resources Protection Program
- Codified Ordinances of the County of Orange, specifically division 2 & 5
- PC 832 requirements including citation preparation, arrest procedures
- Principles and practices of resource protection methods for cultural, historical and structural facilities
- The principles and techniques of supervision and management
- The principles and techniques of operation and maintenance for either an urban, wilderness, natural, harbor and beach facility or any combination thereof
- First Responder/emergency medical/CPR
- Emergency Vehicle Operation
- Principles of fire suppression

Ability to

Both Levels

- Train, supervise and evaluate the work of subordinate employees, volunteers, or other alternative work forces
- Assign and schedule work, prioritize work and procure necessary resources
- Detect natural and structural deficiencies and assign work priorities for their correction
- Write clear and concise reports, citations, technical or special reports and correspondence
- Communicate and deal effectively with the public, community, environmental, support or homeowners groups, other county/public agency employees and contractors
- Remain calm and effectual in stressful and/or emergency situations
- Inspect and monitor contracts, leases, licenses and reserved activities for compliance
- Plan, prepare and present historical, interpretive, recreational and training programs
- Maintain records according to procedures
- Handle sensitive or tense situations with tact and diplomacy

Education and Experience

Park Ranger I:

A combination of related education and/or experience that would demonstrate the possession of the knowledge and abilities listed above as minimum qualifications.

Park Ranger II:

One (1) year as a Park Ranger I with the County of Orange.

OR

A combination of related education and experience that would demonstrate the application of the knowledge, skills and abilities listed above as minimum qualifications.

License/Certification

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

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Both Levels

In addition to physical requirements for peace officer/ranger: must be able to hike or bike to patrol/ inspect remote park trails through rough and rugged terrain; may be required to assist with physical activities associated with maintenance projects; may be exposed to severe environmental conditions, including but not limited to poison oak, biting insects, rattlesnakes, mountain lions, inclement weather conditions, and fire.



PARK RANGER II

Bargaining Unit: GS Public Safety General

Class Code:
3035GS

COUNTY OF ORANGE

Established Date: 01/01/1950

Revision Date: 10/06/2023

DEFINITION:

In the absence of the Supervising/Senior Park Ranger, has shift responsibility for the operation and maintenance of a Harbors, Beaches and Parks facility or multiple facilities. Under direction, to provide resource protection and visitor safety; respond to all emergencies within assigned facility; enforce the codified Ordinances and County Policy and Procedures; direct and supervise the work of subordinate staff, contractors, volunteers, alternative work force or other County staff doing work within their assigned facility; liaison with community groups, police, Sheriff, fire and other public organizations; provide visitor or specialized services including recreation, interpretive, special events, volunteer coordination, division training or administrative function.

The Park Ranger series includes the following:

Park Ranger I (3034GS)

Park Ranger II (3035GS)

CLASS CHARACTERISTICS:

Park Ranger I is the entry and training level in the series. Incumbents work under close supervision and are responsible for the operation and maintenance of a Harbors, Beaches, and Parks' facility during the assigned shift. Incumbents are expected to demonstrate progressive proficiency by performing work with increasing independence in order to advance to the II level after one year of appointment. There is no permanent status at the Park Ranger I level.

Park Ranger II is the journey level in the series. Incumbents work independently and are assigned shift responsibility for the operation and maintenance of a Harbors, Beaches, and Parks' facility. A Park Ranger II may be assigned to a specialized section responsible for Division-wide development and implementation of administrative, interpretive, volunteer or training programs.

EXAMPLES OF DUTIES:

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

1. In the absence of the Supervising/Senior Park Ranger, is responsible for the operation and maintenance of assigned facility.
2. Responsible for public safety and resource protection during assigned shift by enforcement of Codified Ordinances, Resource Management Plans, Natural Communities Conservation Plan documents (where

applicable) General Development Plans and other planning or management guidelines that may be adopted.

3. May issue parking citations as required.
4. Retains land management responsibilities for HBP facilities during emergency situations until such time as relieved by Supervising/Senior Ranger or HBP management.
5. Is first responder to medical, fire and other life threatening emergencies within HBP facilities.
6. In the absence of the Supervising/Senior Park Ranger, liaisons with other local, state and federal public safety agencies in the course of their job duties and protects the natural, cultural, historical and structural resources of their assigned facility.
7. Has shift responsibility for the supervision and work of subordinate maintenance staff and contract employees, volunteers, or docents, evaluates contractors to determine contract compliance and coordinates personnel issues with Supervising/Senior Park Ranger.
8. May conduct training and safety programs, conduct visitor services either directly or via contract service providers.
9. Develops and supervises volunteer programs/activities and supervises special events/permit activities.
10. Assists Supervising/Senior Park Ranger in administrative functions including budget preparation, financial accounting, reports, studies, inventory control and other items that may be required.
11. Maintains Public Contact, EVOG, incident logs as directed, prepares expeditors, work requests and inspection reports, and prepares facility correspondence.
12. Issues "Stop Work Notices" as directed for encroachment.

MINIMUM QUALIFICATIONS:

Both Levels

- Special California Statutory Requirements for Employment as a Peace Officer/Park Ranger
- Must be a citizen of the United States or a permanent resident who is eligible for and has applied for citizenship; be at least 21 years of age; not have been convicted of a felony or equivalent offense
- Be free from any physical, emotional or mental condition that might adversely affect exercise of peace officer powers, as determined by a licensed examining authority in accordance with the California Government Code
- Have graduated from high school, attained a satisfactory score on a G.E.D. test or passed a California high school proficiency examination, or have attained a two-year or four-year degree from a college or university accredited by the Western Association of Colleges and Universities
- Pass a background investigation conducted in compliance with the California Government Code, to the satisfaction of the County
- Within the prescribed time limit after date of appointment, successfully complete entry level training required under the California Penal Code and regulations of the California Peace Officer Standards and Training Commission and the California Board of Corrections, and any other training required by law
- Meet any other conditions prescribed or allowed under California statute for employment in the capacity specified above; must complete required training and code requirements prior to performing Peace Officer powers

Knowledge of

At level I, General Knowledge is required of:

At level II, Thorough Knowledge is required of:

- Principles of outdoor recreation, community recreation, interpretation, exhibits, special events and other types of visitor services

- Current computer applications and programs
- Methods, materials and equipment used in facility and grounds keeping, construction, maintenance, repair; preventative maintenance programs, restoration of rounds and structures and capitol depreciation
- Mathematics, basic accounting
- PFRD/HBP Public Safety and Resources Protection Program
- Codified Ordinances of the County of Orange, specifically division 2 & 5
- PC 832 requirements including citation preparation, arrest procedures
- Principles and practices of resource protection methods for cultural, historical and structural facilities
- The principles and techniques of supervision and management
- The principles and techniques of operation and maintenance for either an urban, wilderness, natural, harbor and beach facility or any combination thereof
- First Responder/emergency medical/CPR
- Emergency Vehicle Operation
- Principles of fire suppression

Ability to

Both Levels

- Train, supervise and evaluate the work of subordinate employees, volunteers, or other alternative work forces
- Assign and schedule work, prioritize work and procure necessary resources
- Detect natural and structural deficiencies and assign work priorities for their correction
- Write clear and concise reports, citations, technical or special reports and correspondence
- Communicate and deal effectively with the public, community, environmental, support or homeowners' groups, other county/public agency employees and contractors
- Remain calm and effectual in stressful and/or emergency situations
- Inspect and monitor contracts, leases, licenses, and reserved activities for compliance
- Plan, prepare and present historical, interpretive, recreational, and training programs
- Maintain records according to procedures
- Handle sensitive or tense situations with tact and diplomacy

Education and Experience

Park Ranger I:

A combination of related education and/or experience that would demonstrate the possession of the knowledge and abilities listed above as minimum qualifications.

Park Ranger II:

One (1) year as a Park Ranger I with the County of Orange.

Or

A combination of related education and experience that would demonstrate the application of the knowledge, skills and abilities listed above as minimum qualifications.

License/Certification

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

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Both levels

In addition to physical requirements for peace officer/ranger: must be able to hike or bike to patrol/ inspect remote park trails through rough and rugged terrain; may be required to assist with physical activities associated with maintenance projects; may be exposed to severe environmental conditions, including but not limited to poison oak, biting insects, rattlesnakes, mountain lions, inclement weather conditions, and fire.

Environmental and Working Conditions

Refer to the Medical Standards within the Title Schematic.



SUPERVISING PARK RANGER I

Bargaining Unit: GM Public Safety Supervisory

Class Code:
3036GM

COUNTY OF ORANGE

Established Date: 10/01/1970

Revision Date: 10/06/2023

DEFINITION:

Under direction, works independently to manage, operate and provide resource protection at Harbors, Beaches and Parks (HBP) facilities. Directs and supervises the work of subordinate staff, which may include Park Rangers, Maintenance Supervisors or other like positions assigned to HBP. Organizes and directs the work/activities of volunteers and other alternative work forces; provides community liaison and is primary contact for police, fire and other public programs such as the National Communities Conservation Program, Resource Management and General Development Plans.

The Supervising Park Ranger series includes the following:

Supervising Park Ranger I (3036GM)

Supervising Park Ranger II (3037GM)

CLASS CHARACTERISTICS:

Supervising Rangers are responsible for the management and operation of a HBP facility, group of facilities or specialized program based upon size, complexity, and extent of community involvement. Both levels are responsible for community liaison; development and administration of specialized recreation and interpretive programs; ordinance enforcement; resource protection (natural, cultural, historical), contract/lease monitoring and administration and interaction with County, State, Cities and Resource or Regulatory agencies.

A Supervising Ranger II differs from the Supervising Ranger I in that the higher level is responsible for managing and operating a major HBP facility. Facility size (acreage, number or grouping of facilities managed), level and type of development, attendance, visitor impact and resource management responsibilities, revenue, staff size, use of alternative work force, operating costs, community involvement and resource value are all used in defining a major facility.

EXAMPLES OF DUTIES:

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

1. Manages and ensures resource protection in assigned facility by enforcement of County Ordinances, Resource Management Plans, Natural Communities Conservation Plan Documents (where applicable), General Development Plans and other planning or management guidelines that may be adopted; retains land management responsibilities for HBP facilities during emergency situations.

2. Liaisons and establishes cooperative relationships with local, state and federal agencies, environmental, youth, community, homeowner associations and other special interest groups; represents HBP at various meetings and on assigned committees.
3. Organizes, plans, supervises and evaluates the work of subordinate staff including Park Rangers, Park Maintenance Supervisors and park maintenance personnel; coordinates and provides direction to volunteer groups and other community support groups; supervises and evaluates contractors' work; assists code enforcement, planning and design and engineering sections with facility projects.
4. Establishes and manages interpretive, educational, recreational and other public programs (either fee based or at no cost) and assigns qualified staff or volunteers; establishes facility based training and safety programs.
5. Responsible for contract enforcement and encroachment abatement within assigned facility; issues parking citations to the public as required.
6. Prepares facility budget reports, Maintenance Inspection Reports and Work requests and other official facility correspondence; approves purchases and petty cash expenditures; maintains control and management of facility assets and inventory; prepares specialized and/or technical reports.
7. Administers permits, reservations and other revenue generating activities; identifies and/or coordinates acquisition of non-traditional funding such as grants, donations, corporate sponsorships; plans and coordinates fund raising activities.
8. First responder to medical, fire and other life threatening emergencies within HBP facilities; administers basic first aid and fire suppression; remains in command of emergency situation until appropriate response team arrives.

MINIMUM QUALIFICATIONS:

Both Levels

Special California Statutory Requirements for Employment as a Peace Officer/Park Ranger:

- Must be a citizen of the United States or a permanent resident who is eligible for and has applied for citizenship; be at least 21 years of age; not have been convicted of a felony or equivalent offense
- Be free from any physical, emotional or mental condition that might adversely affect exercise of peace officer powers, as determined by a licensed examining authority in accordance with the California Government Code
- Have graduated from high school, attained a satisfactory score on a G.E.D. test or passed a California high school proficiency examination, or have attained a two-year or four-year degree from a college or university accredited by the Western Association of Colleges and Universities
- Pass a background investigation conducted in compliance with the California Government Code, to the satisfaction of the County

General Knowledge of

- Federal, state and local regulatory requirements related to streambed alteration, coastal zone restrictions, water quality, total maximum loads/sedimentation, habitat conservation, endangered species/wildlife protection, public health, coastal processes and systems
- Principals of lake, reservoir, creek, stream, estuary, bay, and harbor management
- Trail installation, maintenance, and erosion control methods
- Current computer applications and programs
- Methods, materials, and equipment used in facility and grounds-keeping construction, maintenance, and repair; preventative maintenance programs, restoration of grounds and structures and capitol depreciation projects

- Mathematics, basic accounting and economics
- PFRD/HBP Public Safety and Resources Protection Program

Thorough Knowledge of

- Principles and practices of resource protection for natural, cultural, historical and structural facilities
- The principles and techniques of supervision and management
- The principles and techniques of urban, wilderness, natural and/or harbor and beach facilities operation and maintenance
- Principles of outdoor recreation, community recreation, interpretation, exhibits, special events and other types of visitor services
- Codified Ordinances of the County of Orange, specifically division 2 & 5
- PC 832 requirements including citation preparation, arrest procedures
- Special programs management to include volunteers, marketing, promotional, training, visitor services, interpretation and technical studies and reports
- First Responder/emergency medical/CPR
- Emergency Vehicle Operation
- Fire suppression

Ability to

- Write clear and concise reports, citations, technical or special reports
- Establish technical and safety training programs
- Communicate and deal effectively with the public, community, environmental, support or homeowners' groups, other county/public agency employees and contractors
- Handle sensitive or tense situations with tact and diplomacy
- Train, supervise and evaluate the work of subordinate employees, volunteers, or other alternative work forces
- Assign and schedule work, prioritize work and procure necessary resources
- Detect natural or structural deficiencies; determine work methods for repair
- Inspect and monitor contracts, leases, licenses, and reserved activities for compliance
- Establish and maintain effective record keeping systems
- Remain calm and effectual in stressful and/or emergency situations

Education and Experience

Supervising Park Ranger I:

Three (3) years of full-time experience as a Park Ranger I or II with the County of Orange.

Or

Three (3) years of full-time paid experience in the management or operation of a park, beach, historical facility or recreational area or equivalent.

Or

A combination of related education and/or experience that would demonstrate the possession of the knowledge and abilities listed above as minimum qualifications.

Supervising Park Ranger II:

One (1) year as a Supervising Park Ranger I with the County of Orange.

Or

Four (4) years of full-time paid experience in the management or operation of a park, beach, historical facility or recreational area or equivalent.

Or

A combination of related education and experience that would demonstrate the application of the knowledge, skills and abilities listed above as minimum qualifications.

License/Certification

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

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Both Levels

Physical and Mental Requirements

In addition to physical requirements for Peace Officer/Park Ranger: must be able to hike or bike to patrol/inspect remote park trails through rough and rugged terrain; may be required to assist with physical activities associated with maintenance projects.

Environmental and Working Conditions

May be exposed to severe environmental conditions, including but not limited to poison oak, biting insects, rattlesnakes, mountain lions, inclement weather conditions and fire.



SUPERVISING PARK RANGER II

Bargaining Unit: GM Public Safety Supervisory

Class Code:
3037GM

COUNTY OF ORANGE

Established Date: 10/01/1970

Revision Date: 10/06/2023

DEFINITION:

Under direction, works independently to manage, operate and provide resource protection at Harbors, Beaches and Parks (HBP) facilities. Directs and supervises the work of subordinate staff, which may include Park Rangers, Maintenance Supervisors or other like positions assigned to HBP. Organizes and directs the work/activities of volunteers and other alternative work forces; provides community liaison and is primary contact for police, fire and other public programs such as the National Communities Conservation Program, Resource Management and General Development Plans.

The Supervising Park Ranger series includes the following:

Supervising Park Ranger I (3036GM)

Supervising Park Ranger II (3037GM)

CLASS CHARACTERISTICS:

Supervising Rangers are responsible for the management and operation of a HBP facility, group of facilities or specialized program based upon size, complexity, and extent of community involvement. Both levels are responsible for community liaison; development and administration of specialized recreation and interpretive programs; ordinance enforcement; resource protection (natural, cultural, historical), contract/lease monitoring and administration and interaction with County, State, Cities and Resource or Regulatory agencies.

A Supervising Ranger II differs from the Supervising Ranger I in that the higher level is responsible for managing and operating a major HBP facility. Facility size (acreage, number or grouping of facilities managed), level and type of development, attendance, visitor impact and resource management responsibilities, revenue, staff size, use of alternative work force, operating costs, community involvement and resource value are all used in defining a major facility.

EXAMPLES OF DUTIES:

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

1. Manages and ensures resource protection in assigned facility by enforcement of County Ordinances, Resource Management Plans, Natural Communities Conservation Plan Documents (where applicable), General Development Plans and other planning or management guidelines that may be adopted; retains land management responsibilities for HBP facilities during emergency situations.

2. Liaisons and establishes cooperative relationships with local, state, and federal agencies, environmental, youth, community, homeowner associations and other special interest groups; represents HBP at various meetings and on assigned committees.
3. Organizes, plans, supervises, and evaluates the work of subordinate staff including Park Rangers, Park Maintenance Supervisors, and park maintenance personnel; coordinates and provides direction to volunteer groups and other community support groups; supervises and evaluates contractors' work; assists code enforcement, planning and design and engineering sections with facility projects.
4. Establishes and manages interpretive, educational, recreational, and other public programs (either fee based or at no cost) and assigns qualified staff or volunteers; establishes facility-based training and safety programs.
5. Responsible for contract enforcement and encroachment abatement within assigned facility; issues parking citations to the public as required.
6. Prepares facility budget reports, Maintenance Inspection Reports and Work requests and other official facility correspondence; approves purchases and petty cash expenditures; maintains control and management of facility assets and inventory; prepares specialized and/or technical reports.
7. Administers permits, reservations and other revenue generating activities; identifies and/or coordinates acquisition of non-traditional funding such as grants, donations, corporate sponsorships; plans and coordinates fund raising activities.
8. First responder to medical, fire and other life-threatening emergencies within HBP facilities; administers basic first aid and fire suppression; remains in command of emergency situation until appropriate response team arrives.

MINIMUM QUALIFICATIONS:

Both Levels

Special California Statutory Requirements for Employment as a Peace Officer/Park Ranger:

- Must be a citizen of the United States or a permanent resident who is eligible for and has applied for citizenship; be at least 21 years of age; not have been convicted of a felony or equivalent offense
- Be free from any physical, emotional or mental condition that might adversely affect exercise of peace officer powers, as determined by a licensed examining authority in accordance with the California Government Code
- Have graduated from high school, attained a satisfactory score on a G.E.D. test or passed a California high school proficiency examination, or have attained a two-year or four-year degree from a college or university accredited by the Western Association of Colleges and Universities
- Pass a background investigation conducted in compliance with the California Government Code, to the satisfaction of the County

General Knowledge of

- Federal, state and local regulatory requirements related to streambed alteration, coastal zone restrictions, water quality, total maximum loads/sedimentation, habitat conservation, endangered species/wildlife protection, public health, coastal processes and systems
- Principals of lake, reservoir, creek, stream, estuary, bay and harbor management
- Trail installation, maintenance, and erosion control methods
- Current computer applications and programs
- Methods, materials, and equipment used in facility and grounds-keeping construction, maintenance, and repair; preventative maintenance programs, restoration of grounds and structures and capitol depreciation projects

- Mathematics, basic accounting and economics
- PFRD/HBP Public Safety and Resources Protection Program

Thorough Knowledge of

- Principles and practices of resource protection for natural, cultural, historical and structural facilities
- The principles and techniques of supervision and management
- The principles and techniques of urban, wilderness, natural and/or harbor and beach facilities operation and maintenance
- Principles of outdoor recreation, community recreation, interpretation, exhibits, special events and other types of visitor services
- Codified Ordinances of the County of Orange, specifically division 2 & 5
- PC 832 requirements including citation preparation, arrest procedures
- Special programs management to include volunteers, marketing, promotional, training, visitor services, interpretation and technical studies and reports
- First Responder/emergency medical/CPR
- Emergency Vehicle Operation
- Fire suppression

Ability to

- Write clear and concise reports, citations, technical or special reports
- Establish technical and safety training programs
- Communicate and deal effectively with the public, community, environmental, support or homeowners' groups, other county/public agency employees and contractors
- Handle sensitive or tense situations with tact and diplomacy
- Train, supervise and evaluate the work of subordinate employees, volunteers, or other alternative work forces
- Assign and schedule work, prioritize work and procure necessary resources
- Detect natural or structural deficiencies; determine work methods for repair
- Inspect and monitor contracts, leases, licenses and reserved activities for compliance
- Establish and maintain effective record keeping systems
- Remain calm and effectual in stressful and/or emergency situations

Education and Experience

Supervising Park Ranger I:

Three (3) years of full-time experience as a Park Ranger I or II with the County of Orange.

Or

Three (3) years of full-time paid experience in the management or operation of a park, beach, historical facility or recreational area or equivalent.

Or

A combination of related education and/or experience that would demonstrate the possession of the knowledge and abilities listed above as minimum qualifications.

Supervising Park Ranger II:

One (1) year as a Supervising Park Ranger I with the County of Orange.

Or

Four (4) years of full-time paid experience in the management or operation of a park, beach, historical facility or recreational area or equivalent.

Or

A combination of related education and experience that would demonstrate the application of the knowledge, skills and abilities listed above as minimum qualifications.

License/Certification

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

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Both Levels

Physical and Mental Requirements

In addition to physical requirements for Peace Officer/Park Ranger: must be able to hike or bike to patrol/inspect remote park trails through rough and rugged terrain; may be required to assist with physical activities associated with maintenance projects.

Environmental and Working Conditions

May be exposed to severe environmental conditions, including but not limited to poison oak, biting insects, rattlesnakes, mountain lions, inclement weather conditions and fire.