

CLASSIFICATION MAINTENANCE STUDIES

RECOMMENDED ACTIONS – CLASSIFICATION MAINTENANCE STUDIES

8. Effective May 3, 2024, approve revised classification specifications and adjust pay grades for Attorney's Clerk I (0558CL) and Attorney's Clerk II (0559CL).
9. Effective May 3, 2024, approve revised classification specifications and adjust pay grades and recruiting steps for Clinical Psychologist I (7494HP) and Clinical Psychologist II (7495HP).
10. Effective May 3, 2024, approve revised classification specifications and adjust pay grades and recruiting steps for Physician I (4572HP), Physician II (4576HP) and Physician III (4580HP).
11. Effective May 3, 2024, approve revised classification specifications and adjust pay grades and recruiting steps for Physician I - Correctional (4574HP), Physician II - Correctional (4578HP) and Physician III - Correctional (4582HP).
12. Effective May 3, 2024, approve revised classification specifications and adjust pay grades and recruiting steps for Public Health Microbiologist Trainee (Title Code 3845HP), Public Health Microbiologist I (Title Code 3882HP), Public Health Microbiologist II (Title Code 3886HP), and Supervising Public Health Microbiologist (Title Code 3890SM).
13. Effective May 3, 2024, approve implementation of the OC Career Academy Program (OCCA).
14. Effective May 3, 2024, approve classification specification and adjust pay grade for Work Experience Participant (Title Code 0490SY); and authorize the Chief Human Resources Officer to adjust the pay range for the Work Experience Participant class consistent with the salary range increases approved by the Board of Supervisors for the office services, craft and plant, and operations and service maintenance bargaining units.

BACKGROUND INFORMATION:

With Board approval of the current Memoranda of Understanding between the Orange County Employees Association (OCEA) 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 class specifications for the Attorney's Clerk series, Clinical Psychologist series, Physician series, Physician - Correctional series, Public Health Microbiologist series and Work Experience Participant classification, along with the implementation of the OC Career Academy Program.

The goal of classification maintenance studies are 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.

Attorney’s Clerk Series

Attorney’s Clerks perform a wide range of complex, confidential, difficult, and specialized clerical legal work in support of attorneys. Incumbents perform work duties independently and exercise considerable discretion in the completion of work assignments. Incumbents perform all major legal clerical support functions for the Offices of the Public Defender, District Attorney and Department of Child Support Services (CSS).

HRS conducted a market salary survey and determined that the pay range for the Attorney’s Clerk II classification is 14.07% below the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Attorney’s Clerk II (journey level):

| Organization | Title Description | Maximum Monthly Pay |
|-------------------------|--------------------------------------|----------------------------|
| County of Los Angeles | Legal Office Support Assistant II | \$6,229 |
| County of Riverside | Legal Support Assistant II | \$6,138 |
| County of Ventura | Legal Processing Assistant II | \$5,010 |
| County of San Diego | Legal Support Assistant II | \$4,784 |
| | Average Monthly Maximum | \$5,540 |
| County of Orange | Attorney’s Clerk II | \$4,857 |
| | Variance Below Market Average | 14.07% |

Based on market findings and to assist with recruitment/retention, HRS requests approval to revise the classification specifications and adjust the pay grades for the Attorney’s Clerk series as follows:

| Current | | | Proposed | | |
|-------------------|--------------------------|--------------------------------------|-------------------|--------------------------|--------------------------------------|
| Title Code | Title Description | Pay Grade & Monthly Range | Title Code | Title Description | Pay Grade & Monthly Range |
| 0558CL | Attorney’s Clerk I | D3-38 \$3,503 - \$4,614 | 0558CL | Attorney’s Clerk I | C-19 \$3,900 - \$5,257 |

| Current | | | Proposed | | |
|------------|---------------------|----------------------------|------------|---------------------|---------------------------|
| Title Code | Title Description | Pay Grade & Monthly Range | Title Code | Title Description | Pay Grade & Monthly Range |
| 0559CL | Attorney's Clerk II | D3-40 \$3,666 - \$4,857 | 0559CL | Attorney's Clerk II | C-22 \$4,235 - \$5,697 |

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 | Attorney's Clerk I | 0 | Attorney's Clerk I | 13.94% |
| 130 | Attorney's Clerk II | 130 | Attorney's Clerk II | 17.31% |
| 130 | Total | 130 | Total | |

*All positions are budgeted at the II level but may be underfilled based on incumbent's qualifications

If all positions are filled, the Offices of the District Attorney, Public Defender, and CSS will attempt to absorb the approximate \$1,285,852 annual cost of implementing the proposed changes as follows:

| Agency | Approximate Annual Cost | Funding Source | Approximate Net County Cost |
|-------------------|-------------------------|---|-----------------------------|
| District Attorney | \$891,188 | 50% - State Funding (Prop 172) 50% - NCC | \$445,594 |
| Public Defender | \$323,869 | 5% - State/Federal 95% - NCC | \$647,738 |
| CSS | \$70,795 | 34% State 66% Federal | \$0 |
| Total | \$1,285,852 | Total | \$1,093,332 |

Clinical Psychologist Series

Positions in the Clinical Psychologist Series are assigned to the Health Care Agency (HCA). These classifications provide evidence-based psychological and psychotherapeutic services for clients; interpret a variety of psychological and psycho-diagnostic tests; and prepare psychological reports.

HRS conducted a market salary survey and determined that the pay range for the Clinical Psychologist II classification is 5.89% below the market average. The following table

displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Clinical Psychologist II (journey level):

| Organization | Title Description | Maximum Monthly Pay |
|--------------------------|--------------------------------------|---------------------|
| State of California | Senior Psychologist | \$12,233 |
| County of Los Angeles | Clinical Psychologist II | \$11,566 |
| County of Ventura | Senior Psychologist | \$10,841 |
| County of San Diego | Senior Clinical Psychologist | \$9,684 |
| County of San Bernardino | Clinical Therapist II - Psychologist | \$9,521 |
| County of Riverside | Senior Clinical Psychologist | \$8,428 |
| | Average Monthly Maximum | \$10,379 |
| County of Orange | Clinical Psychologist II | \$9,802 |
| | Variance Below Market Average | 5.89% |

Based on external market findings and assessment of internal salaries for the Clinical Psychologist Series, HRS requests approval to revise the classification specifications and adjust the pay grades and recruiting steps for the Clinical Psychologist Series as follows:

| Current | | | Proposed | | |
|------------|--------------------------|---|------------|--------------------------|---|
| Title Code | Title Description | Pay Grade & Monthly Range | Title Code | Title Description | Pay Grade & Monthly Range |
| 7494HP | Clinical Psychologist I | C-40 \$8,797 - \$9,289 (Recruiting Step 10) | 7494HP | Clinical Psychologist I | C-41 \$8,561 - \$9,544 (Recruiting Step 8) |
| 7495HP | Clinical Psychologist II | C-42 \$9,802 - \$9,802 (Recruiting Step 12) | 7495HP | Clinical Psychologist II | C-45 \$9,544 - \$10,636 (Recruiting Step 8) |

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 | Clinical Psychologist I | 0 | Clinical Psychologist I | 2.74% |
| 64 | Clinical Psychologist II | 64 | Clinical Psychologist II | 8.51% |
| 64 | Total | 64 | Total | |

*All positions are budgeted at the II level but may be underfilled based on incumbent's qualifications

If all positions are filled, HCA will attempt to absorb the approximate \$775,650 annual cost of implementing the proposed changes as follows:

| Title Description | Approximate Annual Cost | Funding Source | Approximate Net County Cost |
|--------------------------|-------------------------|---|-----------------------------|
| Clinical Psychologist II | \$775,650 | 1% - Federal 8% - NCC 29% - Fees/Charges 62% - State | \$62,052 |
| Total | \$775,650 | Total | \$ 62,052 |

Physician Series

Positions in the Physician series are assigned to the Health Care Agency (HCA). These classifications are responsible for providing professional primary care or specialized medical services in the care and treatment of patients, typically in an ambulatory care setting.

HRS conducted a market salary survey and determined that the pay range for the Physician II classification is 5.29% above the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Physician II (journey level):

| Organization | Title Description | Maximum Monthly Pay |
|--------------------------|--------------------------------------|---------------------|
| County of Los Angeles | Physician Specialist | \$20,775 |
| State of California | Physician and Surgeon | \$18,105 |
| County of Riverside | Physician II | \$17,909 |
| County of San Diego | Medical Consultant | \$17,630 |
| County of San Bernardino | Public Health Physician II | \$17,111 |
| | Average Monthly Maximum | \$18,306 |
| County of Orange | Physician II | \$19,328 |
| | Variance Above Market Average | 5.29% |

Based on external market findings and assessment of internal salaries for the Physician series, HRS requests approval to revise the classification specifications, and adjust the pay grades and recruiting steps for the Physician series as follows:

| Current | | | Proposed | | |
|------------|-------------------|---|------------|-------------------|--|
| Title Code | Title Description | Pay Grade & Monthly Range | Title Code | Title Description | Pay Grade & Monthly Range |
| 4572HP | Physician I | C-64 \$15,553 - \$17,813 (Recruiting Step 7) | 4572HP | Physician I | C-65 \$15,553 - \$18,306 (Recruiting Step 6) |
| 4576HP | Physician II | C-67 \$16,872 - \$19,328 (Recruiting Step 7) | 4576HP | Physician II | C-68 \$16,872 - \$19,855 (Recruiting Step 6) |
| 4580HP | Physician III | C-69 \$20,405 - \$20,405 (Recruiting Step 12) | 4580HP | Physician III | C-70 \$17,813 - \$20,961 (Recruiting Step 6) |

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 | Physician I | 0 | Physician I | 2.76% |
| 0 | Physician II | 0 | Physician II | 2.73% |
| 5 | Physician III | 5 | Physician III | 2.73% |
| 5 | Total | 5 | Total | |

*All positions are budgeted at the III level but may be underfilled based on incumbent's qualifications

If all positions are filled, HCA will attempt to absorb the approximate \$54,732 annual cost of implementing the proposed changes as follows:

| Title Description | Approximate Annual Cost | Funding Source | Approximate Net County Cost |
|-------------------|-------------------------|--|-----------------------------|
| Physician III | \$54,732 | 3% - NCC 14% - Fees/Charges 25% - Federal 58% - State | \$1,642 |
| Total | \$54,732 | Total | \$1,642 |

Physician - Correctional Series

Positions in the Physician-Correctional series are assigned to the Health Care Agency (HCA). These classifications are responsible for providing professional primary care or specialized medical services in the care and treatment of patients, including urgent and chronic care, to adult or juvenile patients, typically in a correctional and/or institutional setting.

HRS conducted a market salary survey and determined that the pay range for the Physician II classification is 1.17% above the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Physician II-Correctional (journey level):

| Organization | Title Description | Maximum Monthly Pay |
|-------------------------|---|----------------------------|
| State of California | Physician and Surgeon Correctional Facility | \$23,817 |
| County of Riverside | Physician III-Detention Health Services | \$21,019 |
| County of Los Angeles | Physician Specialist | \$20,775 |
| | Average Monthly Maximum | \$21,870 |
| County of Orange | Physician II-Correctional | \$22,129 |
| | Variance Above Market Average | 1.17% |

Based on external market findings and assessment of internal salaries for the Physician-Correctional series, HRS requests approval to revise the classification specifications, and adjust the pay grades and recruiting steps for the Physician-Correctional series as follows:

| Current | | | Proposed | | |
|-------------------|----------------------------|--|-------------------|----------------------------|--|
| Title Code | Title Description | Pay Grade & Monthly Range | Title Code | Title Description | Pay Grade & Monthly Range |
| 4574HP | Physician I-Correctional | C-69 \$17,813 - \$20,405 (Recruiting Step 7) | 4574HP | Physician I-Correctional | C-70 \$17,813 - \$20,961 (Recruiting Step 6) |
| 4578HP | Physician II-Correctional | C-72 \$19,328 - \$22,129 (Recruiting Step 7) | 4578HP | Physician II-Correctional | C-73 \$19,328 - \$22,740 (Recruiting Step 6) |
| 4582HP | Physician III-Correctional | C-74 \$20,405 - \$23,365 (Recruiting Step 7) | 4582HP | Physician III-Correctional | C-75 \$20,405 - \$24,008 (Recruiting Step 6) |

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 | Physician I - Correctional | 0 | Physician I - Correctional | 2.73% |
| 6 | Physician II - Correctional | 6 | Physician II - Correctional | 2.76% |
| 8 | Physician III - Correctional | 8 | Physician III - Correctional | 2.75% |
| 14 | Total | 14 | Total | |

*Positions are budgeted at the II and III level but may be underfilled based on incumbent's qualifications

If all positions are filled, the Health Care Agency will attempt to absorb the approximate \$152,860 annual cost of implementing the proposed changes as follows:

| Title Description | Approximate Annual Cost | Funding Source | Approximate Net County Cost |
|------------------------------|-------------------------|--------------------------|-----------------------------|
| Physician II - Correctional | \$91,198 | 22% - State 78% - NCC | \$71,134 |
| Physician III - Correctional | \$61,662 | 22% - State 78% - NCC | \$48,096 |
| Total | \$152,860 | Total | \$119,231 |

Public Health Microbiologist Series

The Public Health Microbiologist series consists of the Public Health Microbiologist Trainee, Public Health Microbiologist I, Public Health Microbiologist II, and Supervising Public Health Microbiologist. Positions in these classifications conduct routine standardized to highly complex technical laboratory testing and analysis in a public health laboratory assigned to the Health Care Agency (HCA).

HRS conducted a market salary survey and determined that the pay range for the Public Health Microbiologist I classification is 4.37% below the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Public Health Microbiologist I (journey level):

| Organization | Title Description | Maximum Monthly Pay |
|--------------------------|---------------------------------------|----------------------------|
| County of Los Angeles | Public Health Microbiologist I | \$9,518 |
| County of Ventura | Microbiologist II | \$8,389 |
| City of Long Beach | Microbiologist I | \$7,999 |
| County of Riverside | Public Health Microbiologist II | \$7,955 |
| County of San Diego | Public Health Microbiologist | \$7,862 |
| County of San Bernardino | Public Health Microbiologist II | \$7,720 |
| | Average Monthly Maximum | \$8,241 |
| County of Orange | Public Health Microbiologist I | \$7,895 |
| | Variance Below Market Average | 4.37% |

HRS conducted a market salary survey and determined that the pay range for Supervising Public Health Microbiologist was 1.45% below the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Supervising Public Health Microbiologist (supervisory level):

| Organization | Title Description | Maximum Monthly Pay |
|--------------------------|---|----------------------------|
| County of Los Angeles | Public Health Microbiology Supervisor I | \$10,689 |
| City of Long Beach | Microbiologist III | \$9,552 |
| County of San Bernardino | Supervising Public Health Microbiologist | \$9,532 |
| County of San Diego | Supervising Public Health Microbiologist | \$9,357 |
| County of Riverside | Supervising Public Health Microbiologist | \$9,284 |
| | Average Monthly Maximum | \$9,683 |
| County of Orange | Supervising Public Health Microbiologist | \$9,544 |
| | Variance Below Market Average | 1.45% |

Following an assessment of the external market data, internal salary equity analysis, turnover data, and assessment of the classification structure, HRS requests approval to

revise classification specifications and adjust the pay grades and recruiting steps for the Public Health Microbiologist series as follows:

| Current | | | Proposed | | |
|------------|--|--|------------|--|--|
| Title Code | Title Description | Pay Grade & Monthly Range | Title Code | Title Description | Pay Grade & Monthly Range |
| 3845HP | Public Health Microbiologist Trainee | C-15 \$3,494 – \$4,713 | 3845HP | Public Health Microbiologist Trainee | C-28 \$4,976 – \$6,706 |
| 3882HP | Public Health Microbiologist I | C-34 \$6,890 – \$7,896 (Recruiting Step 7) | 3882HP | Public Health Microbiologist I | C-36 \$6,531 – \$8,334 (Recruiting Step 3) |
| 3886HP | Public Health Microbiologist II | C-37 \$6,353 – \$8,561 (Recruiting Step 1) | 3886HP | Public Health Microbiologist II | C-38 \$6,890 – \$8,797 (Recruiting Step 3) |
| 3890SM | Supervising Public Health Microbiologist | C-41 \$7,081 – \$9,544 (Recruiting Step 1) | 3890SM | Supervising Public Health Microbiologist | C-42 \$7,682 – \$9,802 (Recruiting Step 3) |

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 | Public Health Microbiologist Trainee | 0 | Public Health Microbiologist Trainee | 42.30% |
| 8 | Public Health Microbiologist I | 0 | Public Health Microbiologist I | 5.55% |
| 18 | Public Health Microbiologist II | 26 | Public Health Microbiologist II | 2.75% |
| 5 | Supervising Public Health Microbiologist | 5 | Supervising Public Health Microbiologist | 2.71% |
| 31 | Total | 31 | Total | |

*Positions are budgeted at the III and Supervising level but may be underfilled based on incumbent's qualifications

If all positions are filled, the Health Care Agency will attempt to absorb the approximate \$137,636 annual cost of implementing the proposed changes as follows:

| Title Description | Approximate Annual Cost | Funding Source | Approximate Net County Cost |
|--|--------------------------------|---|------------------------------------|
| Public Health Microbiologist I | \$39,877 | 1% - Fees/Charges 26% - Federal 73% - State | \$0 |
| Public Health Microbiologist II | \$76,888 | 1% - Fees/Charges 26% - Federal 73% - State | \$0 |
| Supervising Public Health Microbiologist | \$20,871 | 1% - Fees/Charges 26% - Federal 73% - State | \$0 |
| Total | \$137,636 | Total | \$0 |

OC Career Academy (OCCA)

The OC Career Academy (OCCA) is a new program aimed at providing opportunities for high school graduates to receive on the job training to prepare for a career path with the County of Orange. Selected participants will be hired as extra help employees on a full or part-time basis for up to one year. Three career pathways will initially be available focusing on developing clerical, labor, or trades work experience. Participants in OCCA will work under the newly revised Work Experience Participant classification and salary range. There is no guarantee of employment at the conclusion of the training program, however participants will have gained qualifying experience that will allow them to apply for regular career opportunities within the County of Orange. More detailed program information is included in Attachment E.

Work Experience Participant Classification

The Work Experience Participant classification, under direct supervision and in a training capacity, receives on-the-job training and assists departments with a variety of entry level administrative, clerical, and/or unskilled manual labor/trades duties. This classification is unrepresented and restricted to extra-help employment status.

HRS conducted a market salary survey and determined that the pay range for Work Experience Participant classification is 16.24% below the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Work Experience Participant:

| Organization | Title Description | Maximum Monthly Pay |
|--------------------------|--------------------------------------|----------------------------|
| County of San Bernardino | Public Service Employee | \$4,333 |
| City of Pasadena | MASH Trainee (City Service Worker) | \$3,612 |
| County of Los Angeles | Student Worker | \$3,033 |
| County of Ventura | Student Worker II | \$2,817 |
| County of San Diego | Student Worker - High School | \$2,773 |
| City of Yorba Linda | Maintenance Worker Trainee | \$2,773 |
| | Average Monthly Maximum | \$3,224 |
| County of Orange | Work Experience Participant | \$2,773 |
| | Variance Below Market Average | 16.24% |

Following an assessment of the internal salaries, external market data, and to maintain appropriate pay differentials within the various “pathways” within the OC Career Academy, HRS requests approval to adjust the pay from a flat rate to a pay range for the Work Experience Participant classification as follows:

| Current | | | Proposed | | |
|-------------------|-----------------------------|--------------------------------------|-------------------|-----------------------------|--------------------------------------|
| Title Code | Title Description | Pay Grade & Monthly Range | Title Code | Title Description | Pay Grade & Monthly Range |
| 0490SY | Work Experience Participant | FLAT \$2,733 | 0490SY | Work Experience Participant | 0490 \$2,733 - \$4,160 |

The cost of the program is not budgeted. However, upon approval of the OC Career Academy program, two departments will be the first to participate and plan on adding a combined total of nine Extra Help Work Experience Participant positions.

If approved, the departments will request new Extra Help positions and will attempt to absorb the approximate \$386,037 annual cost of implementing the proposed changes as follows:

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| Agency | Approximate Annual Cost | Funding Source | Approximate Net County Cost |
|----------------------|-------------------------|--|-----------------------------|
| CEO/HRS | \$257,358 | 50% - NCC 50% - Cost Apply/ Charges for Services | \$128,679 |
| OC Waste & Recycling | \$128,679 | 100% - Fees and Charge Revenue | \$0 |
| Total | \$386,037 | Total | \$128,679 |



ATTORNEY'S CLERK I

Bargaining Unit: CL Office Services

Class Code:
0558CL

COUNTY OF ORANGE

Established Date: 05/10/1985

Revision Date: 05/03/2024

DEFINITION:

Under supervision, to learn to perform specialized clerical work in the documentation of case files for attorneys in the District Attorney, Public Defender, and Child Support Services offices; to assist attorneys in the preparation of cases; and to do other work as required.

The Attorney's Clerk series includes the following:

Attorney's Clerk I (0558CL)

Attorney's Clerk II (0559CL)

CLASS CHARACTERISTICS:

Positions in this class learn to perform increasingly difficult legal clerical work in direct support of attorneys. Incumbents are expected to perform most duties with minimal clerical review and exercise increasing levels of discretion and initiative in the completion of assignments. The Attorney's Clerk I is an entry level class in the Attorney's Clerk series. The Attorney's Clerk I is distinguished from the Attorney Clerk II by the latter's ability to understand and apply a more extensive range of legal procedures related to the processing of legal documents and performing a wider range of the major functions of the office.

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. Inputs a variety of legal forms and documents from audio and video recordings, notes, rough drafts, police reports, general notes or oral instructions; refers to departmental guidelines, police reports and California Codes to determine correct format and language, and makes adaptations as necessary to specific situations; verifies that documents and forms prepared are in conformance with the facts of the case and the requirements of the court; uses discretion in determining documents/ steps needed from attorneys brief notes of last action.
2. Verifies the accuracy of legal references by locating citations and codes in online legal sources and reference books; selects data for inclusion in legal documents and follows rules and policies; interprets legal term abbreviations; edits documents for grammar, punctuation and continuity of thought.
3. Assists attorneys by keeping them informed of court calendar dates, locating case files for court appearances, independently determining documentation needed and obtaining such documentation, preparing legal documents for submittal to court and ensuring filing deadlines are met; researches records in other offices to locate missing records/documents.

4. Maintains record of the status of cases; records calendared dates, pleas, trials, convictions, acquittals, sentences and dispositions of cases; maintains control over the flow of documents; maintains a court calendar for attorneys.
5. Receives calls from the public and visitors at the counter; responds to inquiries giving general information or locates an attorney to assist the caller; may deal with irate and emotional callers and visitors; takes messages and screens calls for attorneys; exercises discretion in the release of information and maintains confidentiality on all work performed.
6. Prepares case files on new cases; records subsequent actions on cases and maintains files; keeps statistics and may prepare statistical reports.
7. Determines the need for transportation and other orders, prepares request documentation, obtains Judge's signature and delivers to Court Clerk.
8. Prepares subpoenas for witnesses and forwards for processing; contacts witnesses, defendants, other agencies and the public to obtain information and/or advise of hearing schedules.
9. Performs other clerical duties such as payroll, cash handling records, scanning records and duplicating documents; assists with training of other clerical personnel.
10. Operates computer systems (agency, court and law enforcement) to prepare a variety of legal documents, maintain lists of cases and status, and maintain a system for tracking motion and notice due dates.

MINIMUM QUALIFICATIONS:

General Knowledge of

- Legal procedures and deadlines for the preparation and processing of legal documents for court OR preparation of documents following guidelines and meeting deadlines
- Legal terminology, evidence codes/requirements and Penal Code provisions
- Methods, practices and procedures within an office
- Correct language usage, writing and proofreading skills to include grammar, spelling, vocabulary, punctuation and sentence/paragraph structure
- Working independently, as part of a team, amongst multiple and varying activities

Ability to

- Understand and prioritize assigned tasks and duties to ensure essential functions and deadlines are met
- Perform legal clerical work accurately with minimal direction and within time constraints
- Learn to review attorney brief notes of previous actions to determine what clerical steps need to be taken and the deadline for completion of those steps
- Learn to read and understand laws, Penal Code sections and legal reference books to determine correct formats and extract/adapt language for legal documents
- Learn to extract pertinent data from files and other records to complete various legal documents
- Use patience and tact in dealing with the public to answer questions on court and office procedures and exercise discretion in handling confidential information
- Compose correspondence from general instructions, edit and correct written and dictated materials
- Type at a corrected rate of 45 words per minute
- Learn to operate computer and other electronic equipment to prepare a variety of legal documents and reports (may be required for some positions)
- Maintain files, records and statistics

Education and Experience

One year experience in direct clerical support to attorneys in the Orange County Public Defender, District Attorney office, or Child Support Services office.

Or

An equivalent combination of education, training and experience which would have developed the knowledge and abilities listed as minimum qualifications; including some experience in performing clerical duties in support of a civil or criminal justice system or legal clerical duties.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Frequent walking, standing, sitting, kneeling, squatting, and twisting and bending at the waist. Ability to speak and hear well enough to communicate and take direction in person, over the telephone and in the courtroom. Ability to read standard text, fine print, various handwritings, view a computer monitor, and to drive. May be required to lift up to 25 pounds. Manual dexterity to handwrite and/or use a computer keyboard. Ability to perform daily tasks with independent body mobility, agility, and stamina sufficient to stand or sit, walk, stoop, and bend routinely for prolonged periods. Ability to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard. Ability to independently reason and analyze data, and to reach objective conclusions. Ability to work under stressful conditions, deadlines, and competing priorities. Ability to work with other individuals successfully and collaboratively.

Environmental and Working Conditions

Essential functions require sufficient physical ability and mobility to work primarily in an office setting around machinery with stationary or moving parts. May have exposure to firearms from working near law enforcement professionals. May work in a non-standard field environment. May work in facilities with adult inmates and/or juveniles who may have multiple and complex health, social, and psychosocial needs. May interact with the public in emotional and occasional hostile situations. May be required to drive a County vehicle or use County-approved means of transportation for job-related travel.



ATTORNEY'S CLERK II

Bargaining Unit: CL Office Services

Class Code:
0559CL

COUNTY OF ORANGE

Established Date: 07/26/1977

Revision Date: 05/03/2024

DEFINITION:

Under general supervision, to perform a wide range of difficult specialized clerical work in support of attorneys in the District Attorney, Public Defender, and Child Support Services offices; to assist attorneys in the preparation of cases; and to do other work as required.

The Attorney's Clerk series includes the following:

Attorney's Clerk I (0558CL)

Attorney's Clerk II (0559CL)

CLASS CHARACTERISTICS:

Positions in this class perform a wide range of difficult and specialized clerical work in direct support of attorneys. Incumbents are expected to perform most duties independently and exercise considerable discretion and initiative in the completion of assignments. The Attorney's Clerk II is the journey level class in the Attorney's Clerk series and is distinguished from the Attorney Clerk I entry level class by the ability to perform all major clerical support functions of the Public Defender, District Attorney and Child Support Services offices with minimal direction and by the performance of the more complex and specialized 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. Types a variety of legal forms and documents from audio and video recordings, notes, rough drafts, police reports, general notes or oral instructions; refers to departmental guidelines, police reports and California Codes to determine correct format and language, and makes adaptations as necessary to specific situations; verifies that documents and forms prepared are in conformance with the facts of the case and the requirements of the court; uses discretion in determining documents/ steps needed from attorneys' brief notes of last action.
2. Verifies the accuracy of legal references by locating codes in legal online sources and reference books; selects data for inclusion in legal documents and follows rules and policies; interprets legal term abbreviations; edits documents for grammar, punctuation and continuity of thought.
3. Assists attorneys by keeping them informed of court calendar dates, locating case files for court appearances, independently determining documentation needed and obtaining such documentation, preparing legal documents for submittal to court and ensuring filing deadlines are met; researches records in other offices to locate missing records/documents.

4. Maintains record of the status of cases; records calendared dates, pleas, trials, convictions, acquittals, sentences and dispositions of cases; maintains control over the flow of documents; maintains a court calendar for attorneys.
5. Receives calls from the public and visitors at the counter; responds to inquiries giving general information or locates an attorney to assist the caller; may deal with irate and emotional callers and visitors; takes messages and screens calls for attorneys; exercises discretion in the release of information and maintains confidentiality on all work performed.
6. Prepares case files on new cases; records subsequent actions on cases and maintains files; keeps statistics and may prepare statistical reports.
7. Determines the need for transportation and other orders, prepares request documentation, obtains Judge's signature and delivers to Court Clerk.
8. Prepares subpoenas for witnesses and forwards for processing. Contacts witnesses, defendants, other agencies and the public to obtain information and/or advise of hearing schedules.
9. Performs other clerical duties such as payroll, cash handling records, scanning and duplicating documents; assists with training of other clerical personnel.
10. Operates computer systems (agency, court and law enforcement) to prepare a variety of legal documents, maintain lists of cases and status, and maintain a system for tracking motion and notice due dates.
11. Assists with attorney/client conflict of interest checks to ensure cases are appropriately assigned.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of

- Legal procedures and deadlines for the preparation and processing of legal documents for court
- Legal terminology, evidence codes/requirements and Penal Code provisions
- All functions of the Public Defender or District Attorney office and the clerical support requirements of each function

General Knowledge of

- Office methods and practices and procedures of a law office
- Correct English usage, grammar, spelling, vocabulary and punctuation

Ability to

- Perform all major clerical support functions of the Public Defender or District Attorney office with minimal direction
- Understand the order of events in criminal or civil procedures and ensure that essential procedural requirements and deadlines are met
- Perform work independently and perform complex legal clerical work accurately with minimal direction and within time constraints
- Review brief notes of previous actions to determine what clerical steps need to be taken and the deadline for completion of those steps
- Read and understand laws, Penal Code sections and legal reference books to determine correct formats and extract/adapt language for legal documents
- Extract pertinent data from files and other records to complete various legal documents
- Use patience and tact in dealing with the public to answer questions on court and office procedures and exercise discretion in handling confidential information
- Compose correspondence from general instructions, edit and correct written and dictated materials
- Type at a corrected rate of 45 words per minute

- Operate computer and other electronic equipment to prepare a variety of legal documents and reports (may be required for some positions)
- Maintain files, records and statistics

Education and Experience

One (1) year experience as an Attorney's Clerk I in the Orange County Public Defender, District Attorney, or Child Support Services office.

Or

Two (2) years experience in direct clerical support to attorneys in the Orange County Public Defender, District Attorney, or Child Support Services office.

Or

An equivalent combination of education, training and experience which would have developed the knowledge and abilities listed as minimum qualifications, including some experience in performing clerical duties in support of a civil or criminal justice system and legal clerical duties.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Frequent walking, standing, sitting, kneeling, squatting, and twisting and bending at the waist. Ability to speak and hear well enough to communicate and take directions in person, over the telephone and in the courtroom. Ability to read standard text, fine print, various handwritings, view a computer monitor, and to drive. May be required to lift up to 25 pounds. Manual dexterity to handwrite and/or use a computer keyboard. Ability to perform daily tasks with independent body mobility, agility, and stamina sufficient to stand or sit, walk, stoop, and bend routinely for prolonged periods. Ability to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard. Ability to independently reason and analyze data, and to reach objective conclusions. Ability to work under stressful conditions, deadlines, and competing priorities. Ability to work with other individuals successfully and collaboratively.

Environmental and Working Conditions

Essential functions require sufficient physical ability and mobility to work primarily in an office setting around machinery with stationary or moving parts. May have exposure to firearms from working near law enforcement professionals. May work in a non-standard field environment. May work in facilities with adult inmates and/or juveniles who may have multiple and complex health, social, and psychosocial needs. May interact with the public in emotional and occasional hostile situations. May be required to drive a County vehicle or use County-approved means of transportation for job-related travel.



CLINICAL PSYCHOLOGIST I

Bargaining Unit: HP Healthcare Professional

Class Code:
7494HP

COUNTY OF ORANGE

Established Date: 12/18/1984

Revision Date: 05/03/2024

DEFINITION:

Under appropriate clinical supervision of a licensed supervisor, provide evidence-based psychological and psychotherapeutic services for clients; interpret a variety of psychological and psycho-diagnostic tests; prepare psychological reports; and do other work and documentation as required.

The Clinical Psychologist series includes the following:

Clinical Psychologist I (7494HP)

Clinical Psychologist II (7495HP)

CLASS CHARACTERISTICS:

Positions in this class conduct interviews, behavior assessments, evidence-based therapies, and psychological testing/psycho-diagnostic testing in the evaluation, diagnosis, and treatment of psychological and neuropsychological disorders. In addition, positions in this class conduct individual, family and group psychotherapy, and alcohol and drug treatment. Positions in this class are distinguished from the Clinical Psychologist II in that the Clinical Psychologist I does not require possession of a valid license to practice psychology issued by the California Board of Psychology.

Positions in this class work under the direction of licensed supervision, which allows for the gaining of clinical hours necessary to obtain a license, issued by the California Board of Psychology, to practice psychology. Positions are distinguished from the Clinical Psychologist II class which requires possession of a valid license issued by the California Board of Psychology to practice psychology.

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. Conducts diagnostic clinical interviews with clients to assess their problems.
2. Interviews relatives and others to gain and evaluate psychologically relevant history and background data.
3. Reviews and interprets records from other providers, including psychological testing reports, and psycho-educational reports from school districts when provided.
4. Selects, administers, scores, and interprets a wide variety of objective and projective test instruments, including intelligence, personality, aptitude, and achievement tests for the purpose of formulating diagnoses and treatment of needs.

5. Prepares comprehensive psychological reports and other documentation which present diagnostic and interview findings, and recommendations for treatment and disposition.
6. Provides psychotherapeutic treatment to clients on an individual, family, and/or group basis by using principles of psychology.
7. Provides psychological consultation to other agencies, organizations, and providers on behalf of clients.
8. Participates in professional staff conferences and provides consultation to assist in determining what services might best address client needs.
9. Assists in refining care and services, including treatment and disposition, and provides guidance regarding appropriate psychological practices and services.
10. Provides quality assurance activities by designing studies, and evaluating patient care outcomes, in order to identify service patterns and best care practices.
11. Provides in-service training and demonstrations of psychological methods and techniques, as well as new methods of assessment, screening, and mental health care.

Correctional Health Services Assignment in addition to the above

1. Provides recommendations pertaining to accommodations/ assistance needed by the client and make recommendations to meet laws and standards.

Forensic Assignment in addition to the above

1. Presents findings in written and oral format, including court room testimony.

MINIMUM QUALIFICATIONS:

Knowledge of

- Principles, methods, techniques, materials, and devices used in clinical psychology (areas may include forensics, children, or other specialty populations)
- Sources, uses, administration, and interpretation of psychological tests and other diagnostic techniques applicable to clinical studies
- Psychopharmacology
- Diagnostic and Statistical Manual (DSM) and differential diagnosis
- Ethical standards and regulations pertaining to the practice of psychology for the State of California and American Psychological Association Ethics Code
- Statutes and case law pertaining to the clinical population being served
- Cultural competency and diversity issues
- Behavioral health disorders including both mental health disorders and substance use disorders
- Intellectual and cognitive disorders
- Psychological research methods
- Performance outcomes measures and their role in a behavioral health system of care

Ability to

- Apply the principles, methods, and techniques used in clinical psychology
- Establish and maintain objective working relationships with clients, and effective working relationships with other County staff members and the public
- Identify normal and abnormal behavior tendencies, to make diagnostic classifications and prognoses, and to prepare psychological case reports
- Conduct research, including the design of experiments and analysis of statistical data
- Speak and write effectively

- Analyze situations accurately and adopt an effective course of action

Education and Experience

1500 hours of supervised clinical experience in a mental health setting

And

Possess an earned doctorate degree in psychology, education psychology, education with the field of specialization in counseling psychology or educational psychology, or possess an earned doctorate degree deemed equivalent by the California Board of Psychology. Such degree or training shall be obtained from an accredited or approved university, college, professional school, or any other educational institution approved by the committee as offering a comparable program.

License/Certification

Possession of a valid California Driver License by date of appointment

Special Requirements

Waiver (Mental Health/Short Doyle Assignments)

Employees are eligible to remain in this class as long as they are eligible to practice under a waiver provided for in Section 5751.2 of the Welfare and Institutions Code. If by the end of their waiver period licensure has not been obtained, their employment shall be subject to immediate termination.

Waiver (Other assignments such as Drug Abuse Services and Alcohol Services)

Employees are eligible to remain in this class for up to six years as long as they are registered psychological assistants and meet the requirements as provided in Section 2913 of the Business and Professions Code. If, by the end of their registered psychological assistant period, licensure has not been obtained, their employment shall be subject to immediate termination.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Independent body mobility to stand, walk, bend, stoop, and sit for prolonged time, and to drive a vehicle; strength to lift and carry up to 15 pounds; manual dexterity to reach, grasp, and manipulate small objects; manual dexterity to hand write or use computer keyboard; vision sufficient to see and read gauges, calibrated measuring instruments, labels on medications, computer screen, and to drive a vehicle; hear and speak well enough to communicate with staff and clients at normal conversation level in person and over the phone.

Environmental and Working Conditions

Work is typically performed in an indoor environment, but occasionally requires travel to other locations. Work environments may include high levels of noise, dust, and/or unpleasant odors. Work in an office environment and/or a secure facility; interact with clients in emotional and occasionally hostile situations; may drive to community sites and to meetings; and occasionally work evenings/weekends to attend meetings/special events.



CLINICAL PSYCHOLOGIST II

Bargaining Unit: HP Healthcare Professional

Class Code:
7495HP

COUNTY OF ORANGE

Established Date: 03/01/1964

Revision Date: 05/03/2024

DEFINITION:

Under direction, provide evidence-based psychological and psychotherapeutic services and treatment to clients; administer and interpret a variety of psychological and psycho-diagnostic tests; prepare psychological reports; and do other related work and documentation as required.

The Clinical Psychologist series includes the following:

Clinical Psychologist I (7494HP)

Clinical Psychologist II (7495HP)

CLASS CHARACTERISTICS:

Positions in this class conduct interviews, behavior assessments, evidence-based therapies, and psychological testing/psycho-diagnostic testing in the evaluation, diagnosis, and treatment of psychological and neuropsychological disorders. In addition, positions in this class conduct individual, family and group psychotherapy, and alcohol and drug treatment. Positions in this class are distinguished from the Clinical Psychologist I in that the Clinical Psychologist II requires possession of a valid license to practice psychology issued by the California Board of Psychology.

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. Conducts diagnostic clinical interviews with clients to assess their strengths and challenges.
2. Interviews relatives and other collateral contacts to obtain psychologically relevant history and background data.
3. Selects, administers, scores, and interprets a wide variety of objective and projective test instruments including intelligence, personality, aptitude, and achievement tests for the purpose of diagnosis and informing treatment options for clients.
4. Prepares comprehensive psychological reports and other documentation which present diagnostic and interview findings, clinic evaluations, and recommendations for treatment.
5. Participates in professional staff conferences with multi-disciplinary teams regarding individual cases under treatment and assists in planning further care, treatment, and disposition.
6. Provides guidance regarding evidence based psychological practices and services.
7. Provides psychotherapeutic treatment to clients on an individual, family, and/or group basis using principles of psychology.
8. Provides psychological consultation to other agencies, organizations, and providers on behalf of clients.

9. Conducts psychological research.
10. Provides quality assurance activities by designing studies and evaluating client care outcomes, in order to identify service patterns and best care practices.
11. Participates in the in-service training of clinical personnel by giving presentations on evidence-based psychological methods and techniques.
12. May testify in court as an expert witness on results obtained and conclusions reached that are based on principles and methods of psychology.

Correctional Health Services Assignment in addition to the above

1. Provides recommendations pertaining to accommodations/ assistance needed by the client and make recommendations to meet laws and standards.

Forensic Assignment in addition to the above

1. Presents findings in written and oral format, including court room testimony.

MINIMUM QUALIFICATIONS:

Knowledge of

- Principles, methods, techniques, materials, and devices used in clinical psychology
- Psychopharmacology
- Diagnostic and Statistical Manual (DSM) and differential diagnosis
- Ethical standards and regulations pertaining to the practice of psychology for the State of California and APA Ethics Code
- Statutes and case law pertaining to the clinical population being served
- Cultural competency and diversity issues
- Behavioral health disorders including mental health disorders and substance use disorders
- Intellectual and cognitive disorders
- Sources, uses, administration, and interpretation of psychological tests and other diagnostic techniques applicable to clinical studies
- Psychological research methods
- Psycho-legal issues may be required based on assignment
- The Welfare and Institutions Code (W&I Code), especially as it relates to civil commitment
- American Psychological Association (APA) Forensic Specialty Guidelines may be required based on assignment
- County of Orange behavioral health treatment facilities and resources may be required based on assignment
- The principles, methods, techniques, materials, and devices used in psychology based on assignment
- All applicable penal codes related to assignment

Ability to

- Apply the principles, methods, and techniques used in clinical psychology
- Apply the principles, methods, and techniques used in clinical psychology
- Establish and maintain objective working relationships with clients, and effective working relationships with other County staff members and the public
- Prepare detailed psychological case reports
- Conduct research, including the design of experiments and analysis of statistical data
- Speak and write effectively

- Analyze situations accurately and adopt an effective course of action
- Work with the inmate population diagnosed with mental illness may be required based on assignment
- Evaluate for the capacity to give informed consent may be required based on assignment
- Conduct thorough Mental Status Exams (MSE)
- Testify and work within the legal system, including working with law enforcement, attorneys, judges, and courtroom personnel may be required based on assignment

Education and Experience

1500 hours of supervised clinical experience in a mental health setting

License/Certification

(Required licenses, certifications and registrations are required at the time of appointment and must be maintained throughout employment in these classes.)

Possession of a valid license to practice psychology issued by the California Board of Psychology

And

Possession of a valid California Driver's License

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Independent body mobility to stand, walk, bend, stoop, sit for prolonged time, and to drive a vehicle; strength to lift and carry up to 15 pounds; manual dexterity to reach, grasp, and manipulate small objects; manual dexterity to hand write or use computer keyboard; vision sufficient to see and read gauges, calibrated measuring instruments, labels on medications, computer screen, and to drive a vehicle; hear and speak well enough to communicate with staff and clients at normal conversation level in person and over the phone.

Environmental and Working Conditions

Work is typically performed in an indoor environment, but occasionally requires travel to other locations. Work environments may include high levels of noise, dust, and/or unpleasant odors. Work in an office environment and/or a secure facility, interact with clients in emotional and occasionally hostile situations, may drive to community sites and to meetings, and occasionally work evenings/weekends to attend meetings/special events.



PHYSICIAN I

Bargaining Unit: HP Healthcare Professional

Class Code:
4572HP

COUNTY OF ORANGE

Established Date: 08/19/2016

Revision Date: 05/03/2024

DEFINITION:

Under direction, provide primary health care or specialized medical services to patients in ambulatory care facilities, and/or serves in a medical consultant capacity for a community health program, and do other work as required.

The Physician series includes the following:

Physician I (4572HP)

Physician II (4576HP)

Physician III (4580HP)

CLASS CHARACTERISTICS:

Positions assigned to this class are responsible for providing professional primary care or specialized medical services in the care and treatment of patients, typically in an ambulatory care setting, in keeping with their relevant training and experience. Incumbents work under the general direction of a Medical Director or supervising manager. Positions in this series may also provide medical or consultative oversight for clinical staff or for a program with community impact.

Incumbents in this series are licensed physicians who have completed a program of advanced training and are Board eligible in an approved medical specialty as defined by the appropriate board recognized by the American Board of Medical Specialties or the American Osteopathic Association. The specialty of Psychiatry has a distinct classification, Psychiatrist.

This is the first level in the series. It is used to hire experienced physicians who are not Board certified in the specialty for which hired but whom are Board eligible as defined by the appropriate board recognized by the American Board of Medical Specialties or the American Osteopathic Association. Advancement to the Physician II level is contingent upon satisfactory performance and Board certification in a medical specialty.

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 physical examinations and makes diagnoses.
2. Prescribes treatment, monitors patient's progress, and adapts treatment as required.
3. Advises nursing and related personnel as to the administration of medication and treatment, and writes physician orders.

4. Consults with other physicians regarding care of patients as necessary; explains medical history, course of treatment, and current status of assigned patients; participates in conferences concerning other patients; recommends future courses of treatment needed.
5. Performs minor surgical procedures in routine situations.
6. Produces clear and concise medical records, progress notes, comprehensive care plans, reports, and correspondence, including the use of Electronic Health Records.
7. Gives or determines the need for special tests, orders laboratory tests as necessary, and interprets special tests.
8. Counsels patients about physical, medical, and mental conditions; secures cooperation and/or permission for treatment from patients.
9. Supervises the work of clinical and clerical personnel assigned to assist in particular phases of program.
10. Provides medical consultation to other staff or directs various segments of the overall program within the major medical unit.
11. Administers physical exams/assessment of County employees for Return-To-Work or pre-employment screening purposes.
12. Speaks/advises at staff meetings, training sessions, and before community groups concerning medical aspects of public health.
13. Plans and administers research and investigation into unsolved problems in public health, including research in basic sciences or methodology.
14. Participates in quality improvement activities designed to improve the quality of care and services to clients.
15. Reviews and updates policies and procedures.
16. May be required to work on-call after-hours depending on the assignment.
17. May be required to work in Emergency Preparedness activities in community settings.

MINIMUM QUALIFICATIONS:

Knowledge of

- Principles and practices of general medicine and surgery, and in particular the applicable specialty
- Methods, techniques, equipment, and procedures used in diagnosing and treating a spectrum of diseases and injuries appropriate to the given specialty, including urgent, emergent and chronic medical problems
- Current developments in the specialty field, in particular as they apply to the given patient population
- Ethics and laws under which medicine is practiced and governed as they apply to the patient population and work environment

Ability to

- Make good clinical judgments based on physical diagnosis
- Keep up to date with current nationally recognized preventative care and chronic care guidelines
- Plan, direct, and coordinate the services with other personnel and agencies
- Effectively communicate to patients, coworkers, and the community, both orally and in writing
- Work in a multidisciplinary team environment; work effectively and maintain productive working relationships with various levels of management and staff within the department and with outside departments/agencies
- Provide appropriate, competent, and compassionate treatment
- Utilize Electronic Health Records for documentation, as well as general computer software such as Microsoft Word, Excel, Power Point, and Outlook

- Participate in quality improvement activities designed to improve the quality of care and services to patients

Education and Experience

Completion of a formal residency training program as approved by the appropriate accrediting body governing graduate medical education

Note: Applicants for the Physician I classification may apply within six (6) months of anticipated graduation from an approved residency program. An official letter of anticipated graduation from the Residency Program Director confirming good standing and anticipated successful completion date is required at the time of application. Completion of residency is required at the time of appointment.

License/Certification

(Required licenses, certifications and registrations are required at the time of appointment and must be maintained throughout employment in these classes.)

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

Valid Drug Enforcement Agency (DEA) license for Controlled Substances Level II

Possession of a National Provider Identifier (NPI) number

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

Board eligible as defined by the appropriate board recognized by the American Board of Medical Specialties or the American Osteopathic Association

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Independent body mobility to stand, bend, stoop, sit for prolonged time, and strength to lift; may be required to carry, push, and pull up to 50 pounds; manual dexterity to reach, grasp, manipulate small objects and precision instruments to give injections, take pulse and blood pressure; manual dexterity to hand write or use computer keyboard; sufficient vision to read gauges, thermometers and calibrated measuring instruments, labels on medications, and computer screen; hear and speak well enough to communicate with patients at normal conversation level in person and over the phone; ability to assist with CPR as needed. May require fit testing for N95 respirator/face mask.

Highest level of mental aptitude required to perform complex tasks including the medical assessment, diagnosis, and treatment of public health clients. Make sound judgments, actions or decisions to prevent injury/loss of life, and manage risk. Able to adapt to changes, and learn new procedures/techniques.

Environmental and Working Conditions

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



PHYSICIAN II

Bargaining Unit: HP Healthcare Professional

Class Code:
4576HP

COUNTY OF ORANGE

Established Date: 08/19/2016

Revision Date: 05/03/2024

DEFINITION:

Under direction, provide primary health care or highly specialized medical services to patients in ambulatory care facilities, and/or serves in a medical consultant capacity for a community health program, and do other work as required.

The Physician series includes the following:

Physician I (4572HP)

Physician II (4576HP)

Physician III (4580HP)

CLASS CHARACTERISTICS:

Positions assigned to this class are responsible for providing professional primary care or specialized medical services in the care and treatment of patients, typically in an ambulatory care setting. Incumbents work under the general direction of a Medical Director or supervising manager. Positions in this series may also provide medical or consultative oversight for clinical staff or for a program with community impact.

Incumbents in this series are licensed physicians who have completed a program of advanced training and are Board certified an approved medical specialty as defined by the appropriate board recognized by the American Board of Medical Specialties or the American Osteopathic Association. The specialty of Psychiatry has a distinct classification, Psychiatrist.

This class is used to hire experienced physicians who are Board certified in any of the primary care specialties: Family Medicine, Internal Medicine, Obstetrics and Gynecology, Pediatrics, Emergency Medicine, or other primary specialties as defined by the appropriate board recognized by the American Board of Medical Specialties or the American Osteopathic Association.

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 physical examinations and makes diagnoses.
2. Prescribes treatment, monitors patient's progress, and adapts treatment as required.
3. Advises nursing and related personnel as to the administration of medication and treatment, and writes physician orders.
4. Consults with other physicians regarding care of patients as necessary; explains medical history, course of treatment, and current status of assigned patients; participates in conferences concerning other patients; recommends future courses of treatment needed.
5. Performs minor surgical procedures in routine situations.

6. Produces clear and concise medical records, progress notes, comprehensive care plans, reports, and correspondence, including the use of Electronic Health Records.
7. Gives or determines the need for special tests, orders laboratory tests as necessary, and interprets special tests.
8. Counsels patients about physical, medical, and mental conditions; secures cooperation and/or permission for treatment from patients.
9. Supervises the work of clinical and clerical personnel assigned to assist in particular phases of program.
10. Provides medical consultation to other staff or directs various segments of the overall program within the major medical unit.
11. Administers physical exams/assessment of County employees for Return-To-Work or pre-employment screening purposes.
12. Speaks/advises at staff meetings, training sessions, and before community groups concerning medical aspects of public health.
13. Plans and administers research and investigation into unsolved problems in public health, including research in basic sciences or methodology.
14. Participates in quality improvement activities designed to improve the quality of care and services to clients.
15. Reviews and updates policies and procedures.
16. May be required to work on-call after-hours depending on the assignment.
17. May be required to work in Emergency Preparedness activities in community settings.

MINIMUM QUALIFICATIONS:

Knowledge of

- Principles and practices of general medicine and surgery, and in particular the applicable specialty
- Highly specialized methods, techniques, equipment, and procedures used in diagnosing and treating a spectrum of diseases and injuries appropriate to the given specialty, including urgent, emergent and chronic medical problems
- Current developments in the specialty field, in particular as they apply to the given patient population
- Ethics and laws under which medicine is practiced and governed as they apply to the patient population and work environment

Ability to

- Make good clinical judgments based on physical diagnosis
- Keep up to date with current nationally recognized preventative care and chronic care guidelines
- Plan, direct, and coordinate the services with other personnel and agencies
- Effectively communicate to patients, coworkers, and the community, both orally and in writing
- Work in a multidisciplinary team environment; work effectively and maintain productive working relationships with various levels of management and staff within the department and with outside departments/agencies
- Provide appropriate, competent, and compassionate treatment
- Utilize Electronic Health Records for documentation, as well as general computer software such as Microsoft Word, Excel, Power Point, and Outlook
- Participate in quality improvement activities designed to improve the quality of care and services to patients

Education and Experience

Completion of a formal residency training program as approved by the appropriate accrediting body governing graduate medical education

License/Certification

(Required licenses, certifications and registrations are required at the time of appointment and must be maintained throughout employment in these classes.)

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

Valid Drug Enforcement Agency (DEA) license for Controlled Substances Level II

Possession of a National Provider Identifier (NPI) number

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

Board certified in any of the primary care specialties: Family Medicine, Internal Medicine, Obstetrics and Gynecology, Pediatrics, Emergency Medicine or other primary specialties as defined by the appropriate board recognized by the American Board of Medical Specialties or the American Osteopathic Association.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Independent body mobility to stand, bend, stoop, sit for prolonged time, and strength to lift; may be required to carry, push, and pull up to 50 pounds; manual dexterity to reach, grasp, manipulate small objects and precision instruments to give injections, take pulse and blood pressure; manual dexterity to hand write or use computer keyboard; sufficient vision to read gauges, thermometers and calibrated measuring instruments, labels on medications, and computer screen; hear and speak well enough to communicate with patients at normal conversation level in person and over the phone; ability to assist with CPR as needed. May require fit testing for N95 respirator/face mask.

Highest level of mental aptitude required to perform complex tasks including the medical assessment, diagnosis, and treatment of public health clients. Make sound judgments, actions or decisions to prevent injury/loss of life, and manage risk. Able to adapt to changes, and learn new procedures/techniques.

Environmental and Working Conditions

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



PHYSICIAN III

Bargaining Unit: HP Healthcare Professional

Class Code:
4580HP

COUNTY OF ORANGE

Established Date: 08/19/2016

Revision Date: 05/03/2024

DEFINITION:

Under direction, provide primary health care or highly specialized medical services to patients in ambulatory care facilities, and/or serves in a medical consultant capacity for a community health program, and do other work as required.

The Physician series includes the following:

Physician I (4572HP)

Physician II (4576HP)

Physician III (4580HP)

CLASS CHARACTERISTICS:

Positions assigned to this class are responsible for providing professional primary care or specialized medical services in the care and treatment of patients, typically in an ambulatory care setting. Incumbents work under the general direction of a Medical Director or supervising manager. Positions in this series may also provide medical or consultative oversight for clinical staff or for a program with community impact.

Incumbents in this series are licensed physicians who have completed a program of advanced training and are Board certified in an approved medical specialty as defined by the appropriate board recognized by the American Board of Medical Specialties or the American Osteopathic Association. The specialty of Psychiatry has a distinct classification, Psychiatrist.

This class is used to hire experienced physicians who are Board certified in any of the following subspecialties: Endocrinology, Diabetes, & Metabolism, Infectious Disease, Cardiovascular Disease, Hematology, Pain Medicine, or other subspecialties as defined by the appropriate board recognized by the American Board of Medical Specialties or the American Osteopathic Association.

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 physical examinations and makes diagnoses.
2. Prescribes treatment, monitors patient's progress, and adapts treatment as required.
3. Advises nursing and related personnel as to the administration of medication and treatment, and writes physician orders.
4. Consults with other physicians regarding care of patients as necessary; explains medical history, course of treatment, and current status of assigned patients; participates in conferences concerning other patients; recommends future courses of treatment needed.

5. Performs minor surgical procedures in routine situations.
6. Produces clear and concise medical records, progress notes, comprehensive care plans, reports, and correspondence, including the use of Electronic Health Records.
7. Gives or determines the need for special tests, orders laboratory tests as necessary, and interprets special tests.
8. Counsels patients about physical, medical, and mental conditions; secures cooperation and/or permission for treatment from patients.
9. Supervises the work of clinical and clerical personnel assigned to assist in particular phases of program.
10. Provides medical consultation to other staff or directs various segments of the overall program within the major medical unit.
11. Administers physical exams/assessment of County employees for Return-To-Work or pre-employment screening purposes.
12. Speaks/advises at staff meetings, training sessions, and before community groups concerning medical aspects of public health.
13. Plans and administers research and investigation into unsolved problems in public health, including research in basic sciences or methodology.
14. Participates in quality improvement activities designed to improve the quality of care and services to clients.
15. Reviews and updates policies and procedures.
16. May be required to work on-call after-hours depending on the assignment.
17. May be required to work in Emergency Preparedness activities in community settings.

MINIMUM QUALIFICATIONS:

Knowledge of

- Principles and practices of general medicine and surgery, and in particular the applicable specialty
- Highly specialized methods, techniques, equipment, and procedures used in diagnosing and treating a spectrum of diseases and injuries appropriate to the given specialty, including urgent, emergent and chronic medical problems
- Current developments in the specialty field, in particular as they apply to the given patient population
- Ethics and laws under which medicine is practiced and governed as they apply to the patient population and work environment

Ability to

- Make good clinical judgments based on physical diagnosis
- Keep up to date with current nationally recognized preventative care and chronic care guidelines
- Plan, direct, and coordinate the services with other personnel and agencies
- Effectively communicate to patients, coworkers, and the community, both orally and in writing
- Work in a multidisciplinary team environment; work effectively and maintain productive working relationships with various levels of management and staff within the department and with outside departments/agencies
- Provide appropriate, competent, and compassionate treatment
- Utilize Electronic Health Records for documentation, as well as general computer software such as Microsoft Word, Excel, Power Point, and Outlook
- Participate in quality improvement activities designed to improve the quality of care and services to patients

Education and Experience

Completion of a formal residency training program as approved by the appropriate accrediting body governing graduate medical education

License/Certification

(Required licenses, certifications and registrations are required at the time of appointment and must be maintained throughout employment in these classes.)

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

Valid Drug Enforcement Agency (DEA) license for Controlled Substances Level II

Possession of a National Provider Identifier (NPI) number

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

Board certified in any of the following subspecialties: Endocrinology, Diabetes, & Metabolism, Infectious Disease, Cardiovascular Disease, Hematology, Pain Medicine or other subspecialties as defined by the appropriate board recognized by the American Board of Medical Specialties or the American Osteopathic Association.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Independent body mobility to stand, bend, stoop, sit for prolonged time, and strength to lift; may be required to carry, push, and pull up to 50 pounds; manual dexterity to reach, grasp, manipulate small objects and precision instruments to give injections, take pulse and blood pressure; manual dexterity to hand write or use computer keyboard; sufficient vision to read gauges, thermometers and calibrated measuring instruments, labels on medications, and computer screen; hear and speak well enough to communicate with patients at normal conversation level in person and over the phone; ability to assist with CPR as needed. May require fit testing for N95 respirator/face mask.

Highest level of mental aptitude required to perform complex tasks including the medical assessment, diagnosis, and treatment of public health clients. Make sound judgments, actions or decisions to prevent injury/loss of life, and manage risk. Able to adapt to changes, and learn new procedures/techniques.

Environmental and Working Conditions

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



PHYSICIAN I - CORRECTIONAL

Bargaining Unit: HP Healthcare Professional

Class Code:
4574HP

COUNTY OF ORANGE

Established Date: 08/19/2016

Revision Date: 05/03/2024

DEFINITION:

Under direction, provide primary healthcare or specialized medical services, including urgent and chronic care, to adult or juvenile patients; may plan, organize, and direct the work of specialty units; and do other work as required.

The Physician – Correctional series includes the following:

Physician I - Correctional (4574HP)

Physician II - Correctional (4578HP)

Physician III - Correctional (4582HP)

CLASS CHARACTERISTICS:

Positions assigned to this class are responsible for providing primary care and/or specialized medical services in such areas as Family Medicine, in a correctional and/or institutional setting, in keeping with their relevant training and experience. Incumbents may be responsible for planning, organizing, and directing the work of medical units including providing medical oversight to nurse practitioners, nurses, or medical assistants. Positions in this series work under the general supervision of a Medical Director and are assigned to provide treatment at County Youth and/or Adult Correctional Facilities, and/or County operated emergency shelter homes.

Incumbents in this class are licensed physicians who have completed a program of advanced training and are Board eligible in an approved medical specialty as defined by the appropriate board recognized by the American Board of Medical Specialties or the American Osteopathic Association. The specialty of Psychiatry has a distinct classification, Psychiatrist.

This is the first class in the series. It is used to hire experienced physicians who are not Board certified in the specialty for which hired but whom are Board eligible as defined by the appropriate board recognized by the American Board of Medical Specialties or the American Osteopathic Association. Advancement to the Physician II level is contingent upon satisfactory performance and Board certification in a medical specialty.

EXAMPLES OF DUTIES:

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

1. Provides appropriate medical treatment of acute and chronic medical problems in their respective specialized fields.

2. Performs a wide range of office based, outpatient procedures such as: femoral venipunctures, skin biopsies, laceration repairs, ingrown nail removals, incision and drainage, pap smears, colposcopies, splinting or casting, etc., as is appropriate to the incumbent's specialty.
3. Examines, diagnoses, orders, or administers medically necessary diagnostic tests/treatments to patients.
4. Provides medical oversight, consultation, training, and directs the work of Nurse Practitioners, Nurses, Medical Assistants, and other personnel assigned to work in a specialty area.
5. Provide supervision and clinical support to Nurse Practitioner staff through clinical record reviews and in-person/phone consultations.
6. Coordinates the work of other health care providers who provide treatment at County Youth and/or Adult Correctional Facilities.
7. Reviews test results, reports, records, and the general progress of patients.
8. Counsels patients about physical, medical, and mental conditions; secures cooperation and/or permission for treatment from patients.
9. Produces clear and concise medical records, reports, and correspondence, including the use of Electronic Health Records.
10. Collaborates with other members of the Healthcare team to improve patient's quality of care.

MINIMUM QUALIFICATIONS:

Knowledge of

- Principles and practices of medicine, and in particular the applicable specialty
- Methods, techniques, equipment, and procedures used in diagnosing and treating a spectrum of diseases and injuries appropriate to the given specialty, including urgent, emergent and chronic medical problems
- Current developments in the field, in particular as they apply to the correctional patient population
- Ethics and laws under which medicine is practiced and governed as they apply to the patient population and work environment

Ability to

- Make good clinical judgments based on physical diagnosis
- Keep up to date with current nationally recognized preventative care and chronic care guidelines
- Plan, direct and coordinate the services with other personnel and agencies
- Effectively communicate both orally and in writing
- Work in a multidisciplinary team environment; work effectively and maintain productive working relationships with various levels of management and staff within the department and with outside departments/agencies
- Provide appropriate, competent, and compassionate treatment without judgment regarding criminal conduct or immigration status
- Utilize Electronic Health Records for documentation, as well as general computer software such as Microsoft Word, Excel, Power Point, and Outlook
- Participates in quality improvement activities designed to improve the quality of care and services to patients

Education and Experience

Completion of a formal residency training program as approved by the appropriate accrediting body governing graduate medical education

Note: Applicants for the Physician I classification may apply within six (6) months of anticipated graduation from an approved residency program. An official letter of anticipated graduation from the Residency Program Director confirming good standing and anticipated successful completion date is required at the time of application. Completion of residency is required at the time of appointment.

License/Certification

(Required licenses, certifications and registrations are required at the time of appointment and must be maintained throughout employment in these classes.)

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

Valid Drug Enforcement Agency (DEA) license for Controlled Substances Level II

Possession of a National Provider Identifier (NPI) number

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

Board eligible as defined by the appropriate board recognized by the American Board of Medical Specialties or the American Osteopathic Association.

Special Requirements

For assignments in Correctional Health Services, incumbents are required to pass a comprehensive background investigation prior to a formal offer and acceptance of employment. In addition, incumbents must maintain Sheriff's Department or Probation security clearance for the facilities to which they are assigned.

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 time; strength to lift, carry, push, and pull up to 50 pounds; may require significant strength and alertness in a crisis situation; manual dexterity to reach, grasp, and manipulate small objects and precision instruments to give injections and take pulse and blood pressure; manual dexterity to hand write or use computer keyboard; vision sufficient to read gauges, thermometers and calibrated measuring instruments, labels on medications, and computer screen; hear and speak well enough to communicate with patients at normal conversation level in person and over the phone; ability to assist with CPR as needed. May require fit testing for N95 respirator/face mask.

Highest level of mental aptitude required to perform complex tasks including the medical assessment, diagnosis, and treatment of public health clients. Ability to communicate effectively with patients, coworkers, and others in emotionally charged environments. Make sound judgments, actions, or decisions to prevent injury/loss of life, and manage risk. Be alert and mindful of personal safety and security while giving care to patients. Able to adapt to changes, and learn new procedures/techniques. Maintain a positive attitude and effectively handle a high intensity environment.

Environmental and Working Conditions

Required to work in a locked facility with adult inmates and/or, and/or youth who are in protective custody/incarcerated, who have multiple and complex health, and social and psycho-social needs. May work with inmates, or youth who have communicable diseases and/or behavioral health issues; may be assigned to a variety of work shifts, as the institution is a 24 hour, 7 day a week facility and coverage is essential. The environment can be noisy and at times chaotic; may be exposed to profanity and/or anti-social behavior. There is a "No Negotiations for Hostage" policy with the Orange County Jail.



PHYSICIAN II - CORRECTIONAL

Bargaining Unit: HP Healthcare Professional

Class Code:
4578HP

COUNTY OF ORANGE

Established Date: 08/19/2016

Revision Date: 05/03/2024

DEFINITION:

Under direction, provide primary healthcare or highly specialized medical services, including urgent and chronic care, to adult or juvenile patients; may plan, organize, and direct the work of specialty units; and do other work as required.

The Physician – Correctional series includes the following:

Physician I - Correctional (4574HP)

Physician II - Correctional (4578HP)

Physician III - Correctional (4582HP)

CLASS CHARACTERISTICS:

Positions assigned to this class are responsible for providing primary care and/or highly specialized medical services in such areas as Family Medicine, Internal Medicine, Infectious Diseases, Obstetrics/Gynecology, Emergency Medicine, or Pediatrics in a correctional and/or institutional setting. Incumbents may be responsible for planning, organizing, and directing the work of medical units including providing medical oversight to nurse practitioners, nurses, or medical assistants. Positions at this level work under the general supervision of a Medical Director. Positions in this series are assigned to provide treatment at County Youth and/or Adult Correctional Facilities, and/or County operated emergency shelter homes.

Incumbents in this class are licensed physicians who have completed a program of advanced training and are Board certified in an approved medical specialty as defined by the appropriate board recognized by the American Board of Medical Specialties or the American Osteopathic Association. The specialty of Psychiatry has a distinct classification, Psychiatrist.

This class is used to hire experienced physicians who are Board certified in a primary specialty including but not limited to Emergency Medicine, Family Medicine, Internal Medicine, Obstetrics and Gynecology, Pediatrics, or other primary specialties as defined by the appropriate board recognized by the American Board of Medical Specialties or the American Osteopathic Association.

EXAMPLES OF DUTIES:

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

1. Provides appropriate medical treatment of acute and chronic medical problems in their respective specialized fields.
2. Performs a wide range of office based, outpatient procedures such as: femoral venipunctures, skin biopsies, laceration repairs, ingrown nail removals, incision and drainage, pap smears, colposcopies, splinting or casting, etc., as is appropriate to the incumbent's specialty.

3. Examines, diagnoses, orders, or administers medically necessary diagnostic tests/treatments to patients.
4. Provides medical oversight, consultation, training, and directs the work of Nurse Practitioners, Nurses, Medical Assistants, and other personnel assigned to work in a specialty area.
5. Provide supervision and clinical support to Nurse Practitioner staff through clinical record reviews and in-person/phone consultations.
6. Coordinates the work of other health care providers who provide treatment at County Youth and/or Adult Correctional Facilities.
7. Reviews test results, reports, records, and the general progress of patients.
8. Counsels patients about physical, medical, and mental conditions; secures cooperation and/or permission for treatment from patients.
9. Produces clear and concise medical records, reports, and correspondence, including the use of Electronic Health Records.
10. Collaborates with other members of the Healthcare team to improve patient's quality of care.

MINIMUM QUALIFICATIONS:

Knowledge of

- Principles and practices of medicine, and in particular the applicable specialty
- Highly specialized methods, techniques, equipment, and procedures used in diagnosing and treating a spectrum of diseases and injuries appropriate to the given specialty, including urgent, emergent and chronic medical problems
- Current developments in the specialty field, in particular as they apply to the correctional patient population
- Ethics and laws under which medicine is practiced and governed as they apply to the patient population and work environment

Ability to

- Make good clinical judgments based on physical diagnosis
- Keep up to date with current nationally recognized preventative care and chronic care guidelines
Plan, direct and coordinate the services with other personnel and agencies
- Effectively communicate both orally and in writing
- Work in a multidisciplinary team environment; work effectively and maintain productive working relationships with various levels of management and staff within the department and with outside departments/agencies
- Provide appropriate, competent, and compassionate treatment without judgment regarding criminal conduct or immigration status
- Utilize Electronic Health Records for documentation, as well as general computer software such as Microsoft Word, Excel, Power Point, and Outlook
- Participates in quality improvement activities designed to improve the quality of care and services to patients

Education and Experience

Completion of a formal residency training program as approved by the appropriate accrediting body governing graduate medical education

License/Certification

(Required licenses, certifications and registrations are required at the time of appointment and must be maintained throughout employment in these classes.)

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

Valid Drug Enforcement Agency (DEA) license for Controlled Substances Level II

Possession of a National Provider Identifier (NPI) number

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

Board certified in Emergency Medicine or any of the primary care specialties: Family Medicine, Internal Medicine, Obstetrics and Gynecology, Pediatrics, or other primary specialties as defined by the appropriate board recognized by the American Board of Medical Specialties or the American Osteopathic Association.

Special Requirements

For assignments in Correctional Health Services, incumbents are required to pass a comprehensive background investigation prior to a formal offer and acceptance of employment. In addition, incumbents must maintain Sheriff's Department or Probation security clearance for the facilities to which they are assigned.

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 time; strength to lift, carry, push, and pull up to 50 pounds; may require significant strength and alertness in a crisis situation; manual dexterity to reach, grasp, and manipulate small objects and precision instruments to give injections and take pulse and blood pressure; manual dexterity to hand write or use computer keyboard; vision sufficient to read gauges, thermometers and calibrated measuring instruments, labels on medications, and computer screen; hear and speak well enough to communicate with patients at normal conversation level in person and over the phone; ability to assist with CPR as needed. May require fit testing for N95 respirator/face mask.

Highest level of mental aptitude required to perform complex tasks including the medical assessment, diagnosis, and treatment of public health clients. Ability to communicate effectively with patients, coworkers, and others in emotionally charged environments. Make sound judgments, actions, or decisions to prevent injury/loss of life, and manage risk. Be alert and mindful of personal safety and security while giving care to patients. Able to adapt to changes, and learn new procedures/techniques. Maintain a positive attitude and effectively handle a high intensity environment.

Environmental and Working Conditions

Required to work in a locked facility with adult inmates and/or, and/or youth who are in protective custody/incarcerated, who have multiple and complex health, and social and psycho-social needs. May work with inmates, or youth who have communicable diseases and/or behavioral health issues; may be assigned to a variety of work shifts, as the institution is a 24 hour, 7 day a week facility and coverage is essential. The

environment can be noisy and at times chaotic; may be exposed to profanity and/or anti-social behavior. There is a "No Negotiations for Hostage" policy with the Orange County Jail.



PHYSICIAN III - CORRECTIONAL

Bargaining Unit: HP Healthcare Professional

Class Code:
4582HP

COUNTY OF ORANGE

Established Date: 08/19/2016

Revision Date: 05/03/2024

DEFINITION:

Under direction, provide primary healthcare or highly specialized medical services, including urgent and chronic care, to adult or juvenile patients; may plan, organize, and direct the work of specialty units; and do other work as required.

The Physician – Correctional series includes the following:

Physician I - Correctional (4574HP)

Physician II - Correctional (4578HP)

Physician III - Correctional (4582HP)

CLASS CHARACTERISTICS:

Positions assigned to this class are responsible for providing primary care and/or highly specialized medical services in such areas as Family Medicine, Internal Medicine, Infectious Diseases, Obstetrics/Gynecology, Emergency Medicine, or Pediatrics in a correctional and/or institutional setting. Incumbents may be responsible for planning, organizing, and directing the work of medical units including providing medical oversight to nurse practitioners, nurses, or medical assistants. Positions in this classification work under the general supervision of a Medical Director and are assigned to provide treatment at County Youth and/or Adult Correctional Facilities, and/or County operated emergency shelter homes.

Incumbents in this class are licensed physicians who have completed a program of advanced training and are Board certified in an approved medical specialty as defined by the appropriate board recognized by the American Board of Medical Specialties or the American Osteopathic Association. The specialty of Psychiatry has a distinct classification, Psychiatrist.

This class is used to hire experienced physicians who are Board certified in a subspecialties including but not limited to Endocrinology, Diabetes, & Metabolism; Infectious Disease, Cardiovascular Disease, Hematology, Addiction, Pain Medicine, or other subspecialties as defined by the appropriate board recognized by the American Board of Medical Specialties or the American Osteopathic Association.

EXAMPLES OF DUTIES:

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

1. Provides appropriate medical treatment of acute and chronic medical problems in their respective specialized fields.

2. Performs a wide range of office based, outpatient procedures such as: femoral venipunctures, skin biopsies, laceration repairs, ingrown nail removals, incision and drainage, pap smears, colposcopies, splinting or casting, etc., as is appropriate to the incumbent's specialty.
3. Examines, diagnoses, orders, or administers medically necessary diagnostic tests/treatments to patients.
4. Provides medical oversight, consultation, training, and directs the work of Nurse Practitioners, Nurses, Medical Assistants, and other personnel assigned to work in a specialty area.
5. Provide supervision and clinical support to Nurse Practitioner staff through clinical record reviews and in-person/phone consultations.
6. Coordinates the work of other health care providers who provide treatment at County Youth and/or Adult Correctional Facilities.
7. Reviews test results, reports, records, and the general progress of patients.
8. Counsels patients about physical, medical, and mental conditions; secures cooperation and/or permission for treatment from patients.
9. Produces clear and concise medical records, reports, and correspondence, including the use of Electronic Health Records.
10. Collaborates with other members of the Healthcare team to improve patient's quality of care.

MINIMUM QUALIFICATIONS:

Knowledge of

- Principles and practices of medicine, and in particular the applicable specialty
- Highly specialized methods, techniques, equipment, and procedures used in diagnosing and treating a spectrum of diseases and injuries appropriate to the given specialty, including urgent, emergent and chronic medical problems
- Current developments in the specialty field, in particular as they apply to the correctional patient population
- Ethics and laws under which medicine is practiced and governed as they apply to the patient population and work environment

Ability to

- Make good clinical judgments based on physical diagnosis
- Keep up to date with current nationally recognized preventative care and chronic care guidelines
- Plan, direct and coordinate the services with other personnel and agencies
- Effectively communicate both orally and in writing
- Work in a multidisciplinary team environment; work effectively and maintain productive working relationships with various levels of management and staff within the department and with outside departments/agencies
- Provide appropriate, competent, and compassionate treatment without judgment regarding criminal conduct or immigration status
- Utilize Electronic Health Records for documentation, as well as general computer software such as Microsoft Word, Excel, Power Point, and Outlook
- Participates in quality improvement activities designed to improve the quality of care and services to patients

Education and Experience

Completion of a formal residency training program as approved by the appropriate accrediting body governing graduate medical education

License/Certification

(Required licenses, certifications and registrations are required at the time of appointment and must be maintained throughout employment in these classes.)

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

Valid Drug Enforcement Agency (DEA) license for Controlled Substances Level II

Possession of a National Provider Identifier (NPI) number

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

Board certified in any of the following subspecialties: Endocrinology, Diabetes, & Metabolism; Infectious Disease, Cardiovascular Disease, Hematology, Addiction, Pain Medicine, or other subspecialties as defined by the appropriate board recognized by the American Board of Medical Specialties or the American Osteopathic Association.

Special Requirements

For assignments in Correctional Health Services, incumbents are required to pass a comprehensive background investigation prior to a formal offer and acceptance of employment. In addition, incumbents must maintain Sheriff's Department or Probation security clearance for the facilities to which they are assigned.

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 time; strength to lift, carry, push, and pull up to 50 pounds; may require significant strength and alertness in a crisis situation; manual dexterity to reach, grasp, and manipulate small objects and precision instruments to give injections and take pulse and blood pressure; manual dexterity to hand write or use computer keyboard; vision sufficient to read gauges, thermometers and calibrated measuring instruments, labels on medications, and computer screen; hear and speak well enough to communicate with patients at normal conversation level in person and over the phone; ability to assist with CPR as needed. May require fit testing for N95 respirator/face mask.

Highest level of mental aptitude required to perform complex tasks including the medical assessment, diagnosis, and treatment of public health clients. Ability to communicate effectively with patients, coworkers, and others in emotionally charged environments. Make sound judgments, actions, or decisions to prevent injury/loss of life, and manage risk. Be alert and mindful of personal safety and security while giving care to patients. Able to adapt to changes, and learn new procedures/techniques. Maintain a positive attitude and effectively handle a high intensity environment.

Environmental and Working Conditions

Required to work in a locked facility with adult inmates and/or , and/or youth who are in protective custody/incarcerated, who have multiple and complex health, and social and psycho-social needs. May work with inmates, , or youth who have communicable diseases and/or behavioral health issues; may be assigned to a variety of work shifts, as the institution is a 24 hour, 7 day a week facility and coverage is essential. The

environment can be noisy and at times chaotic; may be exposed to profanity and/or anti-social behavior. There is a "No Negotiations for Hostage" policy with the Orange County Jail.



PUBLIC HEALTH MICROBIOLOGIST TRAINEE

Bargaining Unit: HP Healthcare Professional

Class Code:
3845HP

COUNTY OF ORANGE

Established Date: 03/01/1964

Revision Date: 05/03/2024

DEFINITION:

Under close supervision, incumbents learn to perform routine laboratory testing and analyses in a public health laboratory.

The Public Health Microbiologist series includes the following:

- Public Health Microbiologist Trainee (3845HP)
- Public Health Microbiologist I (3882HP)
- Public Health Microbiologist II (3886HP)
- Supervising Public Health Microbiologist (3890SM)

CLASS CHARACTERISTICS:

This is a trainee level classification in the Public Health Microbiologist occupational series. Positions in this class are candidates who meet the academic requirement to participate in the California Department of Public Health (CDPH) Laboratory Field Services (LFS) training program to receive required didactic and practical experience for certification as a Public Health Microbiologist.

The Public Health Microbiologist Trainee will receive training in bacteriology, virology, serology, parasitology, mycology, mycobacteriology, and water testing. Incumbents in this classification cannot perform testing without supervision and cannot report out test results.

Positions are not budgeted at this level, and there is no permanent status in this class.

Upon satisfactory completion of the probation period and receipt of certificate as a Public Health Microbiologist by the California Department of Public Health, incumbents are promoted to the class of Public Health Microbiologist I. If certification is not obtained by the end of the fifty-two (52) week probation period, employment may be subject to immediate termination.

EXAMPLES OF DUTIES:

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

1. Participates in the California Department of Public Health (CDPH) Laboratory Field Services (LFS) 26-week established curriculum for Public Health Microbiologist Training.
2. Learns to perform technical laboratory testing and analyses.
3. Learns to recognize laboratory hazards and hazard communication related to microbiological agents.

4. Learns and adheres to policies, processes, and procedures regarding safe work practices related to microbiological agents.
5. Learns the basics of routine sample collection, labelling, and handling policies, processes, and procedures for microbiological examination.
6. Learns to examine blood, feces, spinal fluid, sputum, other body fluids and tissues to assist in determining the presence or absence of disease.
7. Learns to examine specimens of water, milk, and other foods to determine the presence of bacteria, parasites, or other harmful ingredients.
8. Learns to isolate and identifies organisms found in the specimens under study.
9. Confers with superiors on methods and techniques.
10. Keeps records and makes reports.
11. Learns to prepares culture media, strains, reagents, and stock solutions.
12. Sets-up, operates and cleans laboratory equipment.

MINIMUM QUALIFICATIONS:

Knowledge of

- Basic microbiological principles
- The chemical, bacteriological, serological, hematological and parasitological principles, techniques, equipment and terminology used in the laboratory diagnosis of disease and abnormal conditions
- The common causes of disease and of the methods of transmission and control of communicable diseases
- Telephone, office, and online etiquette

Ability to

- Apply basic microbiological techniques to laboratory testing
- Perform laboratory tests and to conduct laboratory diagnostic work
- Understand and follow laboratory policies and procedures regarding safe work practices
- Communicate effectively orally and in writing
- Keep records and prepare reports
- Work cooperatively with others

Education and Experience

Possession of a valid Public Health Microbiologist Trainee certificate from the California Department of Public Health, Laboratory Field Services demonstrates completion of academic requirements.

License/Certification

Possession of a valid Public Health Microbiologist Trainee certificate issued by the California Department of Public Health. The incumbent must obtain a valid Public Health Microbiologist certificate issued by the California Department of Public Health prior to completion of probation period.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Stamina to stand for up to two hours continuously at a workbench that is 37-38" high; ability to work while sitting for up to two or three hours continuously at a workbench that is 29-31" high; independent body mobility

to sit, walk, stoop, bend, reach, and use a step stool or short ladder; ability to exert sufficient force to lift or move objects weighing up to 25 pounds; manual dexterity to move fingers, wrists, hands or arms in any direction, pick up and manipulate or apply pressure to small objects such as microscopes, bacterial media plates and controls on automated equipment; wear protective gloves, lab coat, and other protective equipment to perform work; fine manual dexterity to work with bacterial loops, test tubes, pipettes and other laboratory equipment, write legible labels, reports, or log entries by hand or using a keyboard; speak and hear well enough to communicate clearly and understandably, using some technical terminology, in person and by telephone during operation of machinery; vision sufficient to read gauges, measuring instruments, fine or standard size text, and computer screen, and to discern small objects such as bacterial colonies; and color perception to discern colors, color changes and compare samples against standards, distinguish media, and see color ranges in media reactions. Ability to wear protective eye equipment or eye protection as required or needed.

Possess the ability to independently reason logically to analyze data, reach valid conclusions and make sound recommendations; possess the ability to remain calm and appropriately focused in rapidly changing and difficult situations involving conflict, complex issues, controversy and diverse stakeholder groups and interests; possess the ability to deal calmly and effectively with emotional interactions.

Environmental and Working Conditions

Will be required to work in an area with noise, odors, moisture, frequent interruption of daily repetitive tasks, and frequent abrupt changes in work schedule or assignments. Will work with infectious agents at a biohazard level of Class I to III daily; human specimens such as blood, stool, sputum and tissue and chemicals, (some hazardous). Work in fume hoods that are 35-37" in height where there is exposure to dangerous hazardous fumes and vapors and biological safety cabinets 37" in height to perform specific procedures with microorganisms; sit at a bio-hazardous hood, that provides a very confined space for hands and arms, and perform microbiological procedures effectively; and work in semi confined areas and aisles that are 4 feet wide.



PUBLIC HEALTH MICROBIOLOGIST I

Bargaining Unit: HP Healthcare Professional

Class Code:
3882HP

COUNTY OF ORANGE

Established Date: 03/01/1964

Revision Date: 05/03/2024

DEFINITION:

Under supervision, incumbents conduct technical laboratory testing and analysis in a public health laboratory.

The Public Health Microbiologist series includes the following:

Public Health Microbiologist Trainee (3845HP)

Public Health Microbiologist I (3882HP)

Public Health Microbiologist II (3886HP)

Supervising Public Health Microbiologist (3890SM)

CLASS CHARACTERISTICS:

This is the journey level classification in the Public Health Microbiologist occupational series. Positions in this class are assigned duties of conducting technical laboratory testing and analysis of a standardized and generally recurring nature using well defined procedures.

EXAMPLES OF DUTIES:

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

1. Performs routine microbiological and chemical examinations for the detection and identification of microbial, viral, parasitic, and fungal agents of disease using well defined procedures in specimens such as blood, feces, spinal fluid, sputum, other body fluids, and tissues.
2. Performs periodic check tests of a microbiological nature on food and water.
3. Performs serological examinations to assist in the direction, definition, and control of disease.
4. Performs quality control activities such as running controls, documenting results, and assembling quality control data for evaluation while adhering to quality assurance program guidelines.
5. Prepares, operates, and maintains laboratory equipment.
6. Prepares or directs the preparation of culture media, strains, reagents, and stock solutions.
7. Adheres to policies and procedures regarding the use, maintenance and calibration of laboratory equipment.
8. Adheres to quality control policies.
9. Documents all quality control activities, instrument and procedural calibrations and maintenance performed.
10. Assists in evaluating laboratory methods and procedures.
11. May assist in the training of laboratory personnel.
12. Analyzes and interprets laboratory data.

13. Maintains records and makes reports.

14. Follows proper safety precautions and procedures, monitors for laboratory hazards, and follows hazard communication protocol.

MINIMUM QUALIFICATIONS:

Knowledge of

- Bacteriological, serological, mycological, parasitological, and other microbiological principles, techniques, equipment, and terminology used in the laboratory for detection and identification of disease agents
- Bacteriological principles, techniques, and terminology used in the examination of food and water
- Principles, techniques, and terminology used in serology and immunology
- Common causes of disease and methods of transmission and control of communicable diseases
- Laboratory hazards, hazard communication, and proper safety precautions and procedures
- Fundamentals of quality control policies, documentation of quality control activities, instrument and procedural calibrations and maintenance
- Fundamentals of following the laboratory's procedures for specimen handling and processing, test analyses, reporting and maintaining records of test results

Ability to

- Use Laboratory Information System at different phases of testing
- Perform standardized laboratory tests skillfully
- Analyze situations accurately and take effective action
- Maintain records and make reports
- Follow laboratory's established policies and procedures
- Recognize laboratory hazards and hazard communication related to microbiological agents

Education and Experience

A bachelor's degree with a major in Medical or Public Health Microbiology or an equivalent major as approved by the California State Department of Health from a college or university accredited by the Western Association of Schools and Colleges or an equivalent accrediting agency as determined by the State Department of Health.

License/Certification

Possession of a valid Public Health Microbiologist certificate issued by the California Department of Public Health. Required certification must be maintained as a condition of employment.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Stamina to stand for up to two hours continuously at a workbench that is 37-38" high; ability to work while sitting for up to two or three hours continuously at a workbench that is 29-31" high; independent body mobility to sit, walk, stoop, bend, reach, and use a step stool or short ladder; ability to exert sufficient force to lift or move objects weighing up to 25 pounds; manual dexterity to move fingers, wrists, hands or arms in any direction, pick up and manipulate or apply pressure to small objects such as microscopes, bacterial media plates and controls on automated equipment; wear protective gloves, lab coat, and other protective equipment to perform work; fine manual dexterity to work with bacterial loops, test tubes, pipettes and other laboratory

equipment, write legible labels, reports, or log entries by hand or using a keyboard; speak and hear well enough to communicate clearly and understandably, using some technical terminology, in person and by telephone during operation of machinery; vision sufficient to read gauges, measuring instruments, fine or standard size text, and computer screen, and to discern small objects such as bacterial colonies; and color perception to discern colors, color changes and compare samples against standards, distinguish media, and see color ranges in media reactions. Ability to wear protective eye equipment or eye protection as required or needed.

Possess the ability to independently reason logically to analyze data, reach valid conclusions and make sound recommendations; possess the ability to remain calm and appropriately focused in rapidly changing and difficult situations involving conflict, complex issues, controversy and diverse stakeholder groups and interests; possess the ability to deal calmly and effectively with emotional interactions.

Environmental and Working Conditions

Will be required to work in an area with noise, odors, moisture, frequent interruption of daily repetitive tasks, and frequent abrupt changes in work schedule or assignments. Will work with infectious agents at a biohazard level of Class I to III daily; human specimens such as blood, stool, sputum and tissue and chemicals, (some hazardous). Work in fume hoods that are 35-37" in height where there is exposure to dangerous hazardous fumes and vapors and biological safety cabinets 37" in height to perform specific procedures with microorganisms; sit at a bio-hazardous hood, that provides a very confined space for hands and arms, and perform microbiological procedures effectively; and work in semi confined areas and aisles that are 4 feet wide.



PUBLIC HEALTH MICROBIOLOGIST II

Bargaining Unit: HP Healthcare Professional

Class Code:
3886HP

COUNTY OF ORANGE

Established Date: 03/01/1964

Revision Date: 05/03/2024

DEFINITION:

Under general supervision, incumbents conduct the more difficult and complex technical laboratory testing and analysis in the public health laboratory. In addition, incumbents assist in training laboratory trainees and Public Health Microbiologist I's.

The Public Health Microbiologist II series includes the following:

- Public Health Microbiologist Trainee (3845HP)
- Public Health Microbiologist I (3882HP)
- Public Health Microbiologist II (3886HP)
- Supervising Public Health Microbiologist (3890SM)

CLASS CHARACTERISTICS:

This is the advanced journey level classification in the Public Health Microbiologist occupational series. Positions in this class are assigned duties performing difficult and complex testing and analysis, working on special projects or studies wherein protocol or procedures are not standardized, and employing special procedures or techniques requiring specialized training or experience. Positions in this classification may also be assigned to a specialized laboratory unit.

This classification differs from the Public Health Microbiologist I classification as incumbents in this class perform high-complexity laboratory testing such as molecular and bioterrorism, that requires utilization of sophisticated instrumentation which requires advanced knowledge beyond routine automated testing.

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 the more difficult and highly complex serological and microbiological testing and analysis such as determining antibody levels in serum after infection, fluorescence microscopic examining for rabies detection, molecular testing and whole genome sequencing.
2. Performs special studies or experiments to compare with conventional methods in order to improve or adopt new procedures.
3. Adheres to quality control policies.
4. Interprets and evaluates quality control data prior to reporting results. Monitors and examines quality control data over time to establish appropriate ranges and limits.
5. Documents all quality control activities, instrument and procedural calibrations and maintenance performed.

6. Provides consultation to department staff on nonroutine sample collection, labeling, and handling procedures for microbiological examination.
7. Maintains records, such as documentation that demonstrates proficiency testing samples were tested in the same manner as patient specimens or environmental samples and prepares reports.
8. Performs evaluation of laboratory methods and instruments for verification and validation of new procedures, writes standard operating procedures and performs risk assessments for new tests.
9. Reviews preventative maintenance and calibration records for completion.
10. Performs and reviews quality control activities and adheres to quality assurance program guidelines.
11. Reviews professional literature and relays pertinent information to other laboratory personnel.
12. May prepare or direct the preparation of strains, media, and reagents using mathematical calculations.
13. As assigned, provides training, reviews, and verifies the work of new hires, Public Health Microbiologist Trainees, Public Health Microbiologist I, and other laboratory personnel.
14. May communicate with clinicians or submitters regarding laboratory testing questions or interpretation.
15. Follows proper safety precautions and procedures, monitors for laboratory hazards, and follows hazard communication protocol.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of

- Bacteriological, serological, mycological, parasitological, and other microbiological principles, techniques, equipment, and terminology used in the laboratory for detection and identification of disease agents
- Bacteriological principles, techniques, and terminology used in the examination of food and water
- Principles, techniques, and terminology used in serology and immunology
- Common causes of disease and methods of transmission and control of communicable diseases
- Current developments in medical and public health microbiology
- Laboratory hazards and proper safety precautions and procedures

Ability to

- Use Laboratory Information System at different phases of testing
- Perform varied, specialized, and difficult laboratory work
- Analyze situations accurately and take effective action
- Maintain records and make reports

Education and Experience

A bachelor's degree with a major in Medical or Public Health Microbiology or an equivalent major as approved by the California State Department of Health from a college or university accredited by the Western Association of Schools and Colleges or an equivalent accrediting agency as determined by the State Department of Health.

Two (2) years of experience performing the duties of a Public Health Microbiologist in an official public health laboratory in which the experience was generalized public health microbiological work.

License/Certification

Possession of a valid Public Health Microbiologist certificate issued by the California Department of Public Health. Required certification must be maintained as a condition of employment.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Stamina to stand for up to two hours continuously at a workbench that is 37-38" high; ability to work while sitting for up to two or three hours continuously at a workbench that is 29-31" high; independent body mobility to sit, walk, stoop, bend, reach, and use a step stool or short ladder; ability to exert sufficient force to lift or move objects weighing up to 25 pounds; manual dexterity to move fingers, wrists, hands or arms in any direction, pick up and manipulate or apply pressure to small objects such as microscopes, bacterial media plates and controls on automated equipment; wear protective gloves, lab coat, and other protective equipment to perform work; fine manual dexterity to work with bacterial loops, test tubes, pipettes and other laboratory equipment, write legible labels, reports, or log entries by hand or using a keyboard; speak and hear well enough to communicate clearly and understandably, using some technical terminology, in person and by telephone during operation of machinery; vision sufficient to read gauges, measuring instruments, fine or standard size text, and computer screen, and to discern small objects such as bacterial colonies; and color perception to discern colors, color changes and compare samples against standards, distinguish media, and see color ranges in media reactions. Ability to wear protective eye equipment or eye protection as required or needed.

Possess the ability to independently reason logically to analyze data, reach valid conclusions and make sound recommendations; possess the ability to remain calm and appropriately focused in rapidly changing and difficult situations involving conflict, complex issues, controversy and diverse stakeholder groups and interests; possess the ability to deal calmly and effectively with emotional interactions.

Environmental and Working Conditions

Will be required to work in an area with noise, odors, moisture, frequent interruption of daily repetitive tasks, and frequent abrupt changes in work schedule or assignments. Will work with infectious agents at a biohazard level of Class I to III daily; human specimens such as blood, stool, sputum and tissue and chemicals, (some hazardous). Work in fume hoods that are 35-37" in height where there is exposure to dangerous hazardous fumes and vapors and biological safety cabinets 37" in height to perform specific procedures with microorganisms; sit at a bio-hazardous hood, that provides a very confined space for hands and arms, and perform microbiological procedures effectively; and work in semi confined areas and aisles that are 4 feet wide.



SUPERVISING PUBLIC HEALTH MICROBIOLOGIST

Bargaining Unit: SM Supervisory Management

Class Code:
3890SM

COUNTY OF ORANGE

Established Date: 01/01/1950

Revision Date: 05/03/2024

DEFINITION:

Under direction, incumbents supervise and coordinate the work of Public Health Laboratory personnel engaged in performing standard microbiological and chemical testing. In addition, incumbents supervise and assist in planning the laboratory training program.

The Public Health Microbiologist series includes the following:

Public Health Microbiologist Trainee (3845HP)

Public Health Microbiologist I (3882HP)

Public Health Microbiologist II (3886HP)

Supervising Public Health Microbiologist (3890SM)

CLASS CHARACTERISTICS:

This is the supervisory level classification of the Public Health Microbiologist occupational series. Incumbents in this class are assigned duties performing difficult and complex testing and analysis, working on special projects or studies wherein protocol or procedures are not standardized, and employing special procedures or techniques requiring specialized training or experience. Positions in this classification may be assigned to a specialized laboratory unit.

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 Public Health Microbiologists (Trainees/I/II) and Laboratory Assistants engaged in performing the standard day-to-day microbiological testing that is performed primarily by standard operating procedures and participates in performance management as appropriate.
2. Acts as the Clinical Laboratory Improvement Act (CLIA) General Supervisor and/or Environmental Laboratory Accreditation Program (ELAP) Technical Manager in accordance with state and federal regulations for their assigned section(s) of the laboratory.
3. Supervises the activities of and assists in planning the program for Public Health Microbiologist Trainees.
4. Provides orientation to lab personnel and identifies training needs to assure individuals receive regular in-service training and education appropriate for testing performed in laboratory.
5. Prepares statistical, informational and technical reports and records for laboratory management and administration.
6. Develops the laboratory unit's protocols and procedures for specimen handling and processing, testing analysis, reporting and maintaining records of test results.

7. Plans, organizes and conducts laboratory testing in specialized areas of the laboratory such as virology, serology, bacteriology, mycobacteriology water and molecular biology.
8. Trains laboratory personnel on basic and complex microbiological techniques in specialty areas.
9. Plans, coordinates, and ensures the completion of preventative maintenance and calibration of laboratory instruments.
10. Investigates questionable test results and reviews reports for quality control of test results.
11. Supervises the evaluation of laboratory methods and instruments for verification and validation of new procedures.
12. Resolves technical issues and ensures that remedial actions are taken whenever test systems deviate from the laboratory's established performance specifications.
13. Ensures adherence and completion of quality assurance program guidelines and functions in their assigned section(s) of the laboratory.
14. Assists in performing and reviewing fee studies for laboratory billing system.
15. Performs research to identify new test methods and/or instrumentation to advance the efficiency and quality of laboratory testing.
16. Consolidates, organizes and requisitions supplies and equipment.
17. Reviews professional literature and relays pertinent information to laboratory staff.
18. Ensures staff compliance with policies, processes, and procedures for notification and consultation with epidemiologists regarding microbiological examination requests.
19. Advises public health professional staff and other members of the medical community in proper methods of specimen collection and in the interpretation of laboratory test results.
20. May publish research projects in scientific journals or present research projects at local, state, and national conferences.
21. Ensures proper safety precautions and procedures, monitors for laboratory hazards, and follows hazard communication protocol.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of

- Microbiological principles and techniques
- Equipment and terminology used in laboratory diagnosis of disease and abnormal conditions
- Principles, techniques, and terminology used in serology and immunology
- Common causes of disease and methods of transmission and control of communicable diseases
- Proper inventory and maintenance of laboratory supplies and equipment
- Principles and techniques of supervision related to training, direction, control, and performance management of subordinates
- Principles of effective leadership and supervision
- Principles and techniques of program planning, implementation, and administration including budgetary practices and control

Ability to

- Utilize the Laboratory Information System for testing and report generation purposes
- Perform the more difficult laboratory tests and analyses
- Analyze situations accurately and take effective action
- Ensures microbiological concepts and theories are applied in laboratory testing
- Supervise, train, direct, and evaluate laboratory personnel
- Ensures laboratory compliance with policies and procedures addressing laboratory hazards and safe work practices
- Maintain accurate recordkeeping and prepare reports

Education and Experience

A bachelor's degree with a major in Medical or Public Health Microbiology or an equivalent major as approved by the California State Department of Health from a college or university accredited by the Western Association of Schools and Colleges or an equivalent accrediting agency as determined by the State Department of Health.

Three (3) years of experience performing the duties of a Public Health Microbiologist in an official public health laboratory in which the applicant did generalized public health Microbiological work. (A Master's Degree in Medical or Public Health Bacteriology or Microbiology may be substituted for one year of required experience.)

License/Certification

Possession of a valid Public Health Microbiologist certificate issued by the California Department of Public Health. Required certification must be maintained as a condition of employment.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Stamina to stand for up to two hours continuously at a workbench that is 37-38" high; ability to work while sitting for up to two or three hours continuously at a workbench that is 29-31" high; independent body mobility to sit, walk, stoop, bend, reach, and use a step stool or short ladder; ability to exert sufficient force to lift or move objects weighing up to 25 pounds; manual dexterity to move fingers, wrists, hands or arms in any direction, pick up and manipulate or apply pressure to small objects such as microscopes, bacterial media plates and controls on automated equipment; wear protective gloves, lab coat, and other protective equipment to perform work; fine manual dexterity to work with bacterial loops, test tubes, pipettes and other laboratory equipment, write legible labels, reports, or log entries by hand or using a keyboard; speak and hear well enough to communicate clearly and understandably, using some technical terminology, in person and by telephone during operation of machinery; vision sufficient to read gauges, measuring instruments, fine or standard size text, and computer screen, and to discern small objects such as bacterial colonies; and color perception to discern colors, color changes and compare samples against standards, distinguish media, and see color ranges in media reactions. Ability to wear protective eye equipment or eye protection as required or needed.

Possess the ability to independently reason logically to analyze data, reach valid conclusions and make sound recommendations; possess the ability to remain calm and appropriately focused in rapidly changing and difficult situations involving conflict, complex issues, controversy and diverse stakeholder groups and interests; possess the ability to deal calmly and effectively with emotional interactions.

Environmental and Working Conditions

Will be required to work in an area with noise, odors, moisture, frequent interruption of daily repetitive tasks, and frequent abrupt changes in work schedule or assignments. Will work with infectious agents at a biohazard level of Class I to III daily; human specimens such as blood, stool, sputum and tissue and chemicals, (some hazardous). Work in fume hoods that are 35-37" in height where there is exposure to dangerous hazardous fumes and vapors and biological safety cabinets 37" in height to perform specific procedures with microorganisms; sit at a bio-hazardous hood, that provides a very confined space for hands and arms, and perform microbiological procedures effectively; and work in semi confined areas and aisles that are 4 feet wide.



WORK EXPERIENCE PARTICIPANT

Bargaining Unit: Unrepresented

Class Code:
0490SY

COUNTY OF ORANGE

Established Date: 05/03/2024

DEFINITION:

Under direct supervision, individuals in the OC Career Academy perform a variety of routine administrative and/or unskilled and manual labor duties to support a specific County of Orange department; and perform other work as required.

CLASS CHARACTERISTICS:

Incumbents working under the OC Career Academy program are restricted to extra-help employment status. The purpose of the OC Career Academy is to provide individuals with meaningful work experience, field training, and exposure to a potential career path.

Length of Assignment and Number of Hours Worked

Incumbents may participate in the OC Career Academy for a maximum of one (1) year and may work up to 40 hours a week.

EXAMPLES OF DUTIES:

Below is a descriptive list of the range of duties performed in a training capacity 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. Assist in developing memos, email, form letters and other standardized documents or to enter, access and retrieve information from automated systems; operate other standard office machines and equipment.
2. Assist in reviewing documents to verify accuracy and completeness; gather and organize information from a variety of sources; proofread or review documents to verify accuracy and completeness.
3. Maintain records, logs, files and other forms of information.
4. Depending on assignment, may be required to drive County vehicles to pick up supplies, attend off-site events/meetings, and complete other duties.

Clerical Pathway Duties

1. Under direct supervision, process documents or materials including sorting, collating, batching, labeling, reproducing, routing, and stocking supplies.
2. Support with locating, extracting, summarizing, recording, and updating information; may compose routine correspondence.
3. Assist in reviewing documents to verify accuracy and completeness; gather and organize information from a variety of sources.

4. Learn procedures on answering phones; responding to general email inquiries and/or assisting the public by taking messages and responding to questions or inquiries for assistance.
5. Support with compiling a variety of narrative and statistical reports by locating sources of information, devising forms to secure data and determining proper format for finished report.

Laborer Pathway Duties

1. Under direct supervision, perform unskilled and manual labor tasks including, but not limited to, installing, and repairing guardrails and fencing, traffic painting, traffic layout, tree trimming, weed abatement and asphalt/concrete work.
2. In a training capacity, install and disassemble corrugated metal drainage pipes or other prefabricated drainage control components; install erosion control devices.
3. Assist with removing litter and debris from drainage structures; install litter fences; perform routine janitorial duties.
4. Learn to operate basic hand and power tools safely and efficiently for routine labor and maintenance activities.
5. Assist with performing weekly, biweekly and monthly inspections of light duty vehicles, fire extinguishers, first aid kits, ladders and other equipment and tools.
6. Support traffic control tasks including assistance as a flagman in areas where equipment and personnel may obstruct traffic flow; install traffic signs and safety devices.
7. May participate with assisting in recycling and composting material handling activities.

Trades Pathway Duties

1. Under direct supervision, perform routine manual work including repairing plumbing, carpentry, pouring concrete, digging trenches, and repairing roofs and/or air conditioning units.
2. Assist journey level crafts workers where jobs require more than one person; carry supplies; move equipment into place.
3. Learn to operate hand tools and power tools safely and efficiently.
4. Clean up work areas.
5. Assist with performing weekly, biweekly and monthly inspections of light duty vehicles, fire extinguishers, first aid kits, ladders and other equipment and tools.

MINIMUM QUALIFICATIONS:

General Knowledge of

- Reading and writing in English
- Speaking and understanding English sufficiently to communicate clearly and comprehend information provided in meetings and trainings
- Understanding and following written and oral instructions
- Counting, adding, and subtracting numbers
- Customer service techniques for public contact in person, on the phone, and in written communications
- Computers and computer software relevant to the placement

Ability to

- Demonstrate effective and concise oral and written communication skills

- Utilize standard office software such as Microsoft Office products and learn and effectively utilize specialized computer software and systems relevant to the assignment
- Work effectively and cooperatively with employees, clients, constituents, and the public
- Learn to perform a broad range of tasks such as those described in the examples of duties

Education and Experience

No experience required. A high school diploma or GED equivalent is required at time of appointment.

License/Certification

Possession of, or the ability to obtain and maintain, a valid California Driver License, Class C or higher, by the date of appointment may be required for some assignments.

Special Requirements

Incumbents must be at least 18 years of age at time of appointment.

When assigned to John Wayne Airport, incumbents will be required to obtain an Airport Driving Endorsement within ten (10) days of appointment and possession of, or ability to obtain, by date of appointment, a valid Airport Access Badge that requires successful completion of fingerprinting and FBI background check.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Depending on assignment, the following physical and mental requirements may apply. Manual dexterity to utilize a keyboard, operate hand tools or other potential hazardous equipment utilized in various working environments; lift objects and various equipment up to 50 pounds. Eye-hand coordination. Sufficient vision to distinguish and identify colors, read fine print, interior vehicle equipment controls, gauges, and displays, and to see people, objects, and vehicles at a distance of approximately 100 yards, and read standard text. Independent body mobility to sit and/or stand for long periods of time, climb ladders or scaffolding, bend, stoop, kneel, crawl, pull or push. Speak and hear well enough to communicate in person and over the radio or telephone. Sufficient cognitive ability to problem solve and perform job duties in a safe manner. Ability to work under stressful conditions, deadlines, and competing priorities. Ability to work with all levels of staff, stakeholders, and the public successfully and collaboratively.

Body mobility and movement sufficient to walk on uneven ground and enter and exit motor equipment. Hand and foot dexterity sufficient to reach and operate all equipment controls and tools. Stand, stoop, reach, bend and perform strenuous physical or manual labor for an extended period of time.

Environmental and Working Conditions

Depending on assignment, the following environmental and working conditions may apply. Positions may require the incumbent to work inside in an office setting around machinery with stationary or moving parts or outside in potentially loud environments such as landfills that includes exposure to loud noise, fumes, solid waste, dust, pollen, birds, odors, vibrations in all weather conditions. May be required to drive a County vehicle or use County-approved means of transportation for job-related travel.

Depending on assignment, incumbents may be required to utilize a face respirator for certain aspects of their job duties to protect against fumes, harmful respiratory contaminants, or particles. Incumbents may need to be able to work in a moderate to heavy physical capacity while wearing the respirator. Incumbents may need to pass a respiratory equipment fit test with Orange County Employee Health to ensure proper sizing and protection. Retesting may be required at regular intervals.