



# FY 2025-26 Classification Maintenance Studies

# Acknowledgement:

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**FY 2025-26 CLASSIFICATION MAINTENANCE STUDIES**

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**RECOMMENDED ACTIONS – CLASSIFICATION MAINTENANCE STUDIES**

3. Effective May 1, 2026, approve adjusted pay grades, and recruiting step for Surveyor I (Title Code 1716GE), Surveyor II (Title Code 1717GE), Surveyor III (Title Code 1718SM), and Sr. Land Surveyor (Title Code 1719SM).
  
4. Effective May 1, 2026, approve revised classification specifications for Public Health Investigator (Title Code 4701GE) and Senior Public Health Investigator (Title Code 4703GE) and adopt Side Letter Agreement between the County of Orange and the Orange County Employees Association (OCEA), to add Sr. Public Health Investigator (Title Code 4703GE) to the list of eligible classifications to receive Exceptional Bilingual Pay included as Attachment E.



## **BACKGROUND INFORMATION:**

With Board approval of the current Memoranda of Understanding between the Orange County Employees Association (OCEA) and the County of Orange (County), along with a request from OC Public Works (OCPW), Human Resource Services (HRS) conducted a classification maintenance study. Included for Board consideration and approval are recommendations impacting the pay range and class specifications for the Surveyor series as well as the revised classification specifications and a side letter agreement for the Public Health Investigator series.

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

### **Maintenance Study Process**

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

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

In addition to identifying comparable salaries, comparators' current labor agreements are reviewed to identify and consider additional premium pay, allowances, and future negotiated salary adjustments offered by comparators.

### **Public Health Investigator Series**

HRS recommends minor revisions to the classification specification for Public Health Investigator (Title Code 4701GE) and Sr. Public Health Investigator (Title Code 4703GE), along with approval and adoption of a Side Letter Agreement between the County and OCEA to add the Sr. Public Health Investigator (Title Code 4703GE) to the list of eligible classifications to receive Exceptional Bilingual Pay (\$0.70/hr.). This recommendation extends eligibility to the Sr. Public Health Investigator to align with the rest of the Public Health Investigator series, based on the scope and frequency of bilingual usage required of the role. Health Care Agency will absorb the approximate \$5,808 annual cost, with no Net County Cost, of implementing the proposed changes.

### **Surveyor Series**

Positions in the Surveyor series are responsible for performing a full range of land surveying functions in support of OCPW projects, including public infrastructure, land development, and property management. Responsibilities span from collecting and analyzing field data to researching legal and historical records, preparing maps and technical documents, and resolving boundary and title issues in compliance with applicable laws and professional standards.

HRS conducted a market salary survey and determined that the Surveyor II classification is 3.68% below the market average. The following table displays a comparison of salaries from surrounding organizations for the classification equivalent to the Surveyor II (journey-level):

<b>Organization</b>	<b>Title Description</b>	<b>Max Monthly Pay</b>
County of San Diego	Land Surveyor	\$10,814
City of Los Angeles	Land Surveying Assistant	\$10,522
County of Ventura	Surveyor II	\$10,510
County of Los Angeles	Survey Technician II	\$10,506
City of San Diego	Principal Survey Aide	\$8,759
City of Long Beach	Surveyor	\$8,429
City of Anaheim	Survey Technician II	\$7,823
	<b>Average Monthly Maximum</b>	<b>\$ 9,623</b>
<b>County of Orange</b>	<b>Surveyor II</b>	<b>\$ 9,282</b>
	<b>Variance Below Market Average</b>	<b>-3.68%</b>

HRS conducted a market salary survey and determined that the pay range for Sr. Land Surveyor was 6.87% below the market average. The following table displays a comparison of salaries from surrounding public sector organizations for classifications equivalent to Sr. Land Surveyor (supervisory level):

<b>Organization</b>	<b>Title Description</b>	<b>Maximum Monthly Pay</b>
City of Long Beach	Chief Surveyor	\$13,789
City of San Diego	Senior Land Surveyor	\$13,425
County of Riverside	Senior Land Surveyor	\$13,377
County of San Bernardino	Supervising Land Surveyor	\$13,847
City of Los Angeles	Survey Supervisor	\$12,816
County of Ventura	Surveyor IV	\$12,702
County of Los Angeles	Survey Party Chief II	\$12,119
	<b>Average Monthly Maximum</b>	<b>\$13,011</b>
<b>County of Orange</b>	<b>Sr. Land Surveyor</b>	<b>\$12,175</b>
	<b>Variance Below Market Average</b>	<b>-6.87%</b>

Based on the external market, internal equity analysis, recruitment data, and assessment of the existing classification structure, HRS requests approval to adjust the pay grades and recruiting step for the Surveyor Series as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
1716GE	Surveyor I	C-31 \$5,852 – \$7,888 (Recruiting Step 1)	1716GE	Surveyor I	C-31 \$6,349 – \$7,888 (Recruiting Step 4)
1717GE	Surveyor II	C-37 \$6,888 – \$9,282 (Recruiting Step 1)	1717GE	Surveyor II	C-39 \$7,677 – \$9,797 (Recruiting Step 3)
1718SM	Surveyor III	C-43 \$8,107 – \$10,923	1718SM	Surveyor III	C-45 \$8,561 – \$11,532
1719SM	Sr. Land Surveyor	C-47 \$9,034 – \$12,175	1719SM	Sr. Land Surveyor	C-50 \$9,797 – \$13,211

Based on a comprehensive market salary survey and internal equity analysis conducted by HRS, compensation for the Surveyor series was found to be below market averages across all levels of the classification. Findings indicated that Orange County's pay rates lagged the market minimum average by 8.05% at the entry level, 3.68% at the journey level, 5.34% at the senior level, and 6.87% at the supervisory level. To address these deficiencies and reposition the County to be more competitive within the market, HRS recommends the following adjustments: retaining the Surveyor I on the C-31 pay grade with a recruiting step increase from Step 1 (\$33.76/hr.) to Step 4 (\$36.63/hr.); moving the Surveyor II from the C-37 to the C-39 pay grade with a recruiting step adjustment from Step 1 (\$39.74/hr.) to Step 3 (\$44.29/hr.); advancing the Surveyor III from the C-43 to the C-45 pay grade; and advancing the Sr. Land Surveyor from the C-47 to the C-50 pay grade. These changes would increase minimum rates and maximum rates to place all classifications at or above their respective market averages, strengthening Orange County's ability to attract and retain qualified land surveying professionals in support of critical public works infrastructure and services.

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

Currently Budgeted		Proposed	
Position Count	Title Description	Position Count	Title Description
2	Surveyor I	2	Surveyor I
16	Surveyor II	16	Surveyor II
15	Surveyor III	15	Surveyor III
7	Sr. Land Surveyor	7	Sr. Land Surveyor
<b>40</b>	<b>Total</b>	<b>40</b>	<b>Total</b>

If all positions are filled, OCPW will absorb the approximate \$392,462 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source*	Approximate Net County Cost
Surveyor I	\$0	100% State or Other	\$0
Surveyor II	\$133,523	100% State or Other	\$0
Surveyor III	\$153,574	100% State or Other	\$0
Sr. Land Surveyor	\$119,832	100% State or Property Taxes	\$0
<b>Total</b>	<b>\$406,929</b>	<b>Total</b>	<b>\$0</b>

\*Funding source varies by Fund. Surveyor positions allocated within Fund 115 are 100% State funded. Surveyor positions allocated in Fund 400 are 100% Property Taxes funded.





## **PUBLIC HEALTH INVESTIGATOR**

Bargaining Unit: GE General

Class Code:  
4701GE

COUNTY OF ORANGE

Established Date: October 1, 1968

Revision Date: May 1, 2026

### **DEFINITION:**

Under general supervision, to interview communicable disease patients; to investigate potential sources of communicable disease and gain compliance to Public Health laws and recommendations; to instruct others on the prevention, diagnosis and treatment of communicable diseases; and to perform related work as required.

### **The Public Health Investigator series includes the following:**

Public Health Investigator Trainee (4700GE)

Public Health Investigator (4701GE)

Senior Public Health Investigator (4703GE)

### **CLASS CHARACTERISTICS:**

This is the journey level classification in the Public Health Investigator occupational series. Incumbents are expected to work with minimal direction independently and as part of a team and may serve as a mentor/trainer to Public Health Investigator Trainees. This class is distinguished from the higher class, Senior Public Health Investigator, in that the latter conducts the more difficult and complex investigations and may serve in a lead role to other Public Health Investigator and Public Health Investigator Trainee staff.

### **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. Interviews and investigates patients and other persons who may be sources or contacts to communicable diseases and encourages compliance to Public Health laws and recommendations.
2. Conducts field investigations and traces suspected communicable disease contacts using information from patients, acquaintances, public authorities, and all other available means; refers contacts to a diagnostic facility for examination and/or treatment; tactfully interviews and counsels contacts.
3. Visits physicians to encourage and facilitate case reporting, gather information, contact patients diagnosed with communicable diseases, locate patient contacts, and obtain information on treated cases. Provide information to physicians on current diagnostic and treatment techniques and contemporary communicable disease situations.

4. Contacts and gains cooperation of laboratories and medical providers to ensure the reporting of reactive tests to the Health Department on a continuing basis.
5. Performs a variety of informational and educational activities involved in the communicable disease control program.
6. Maintains records and writes case reports.
7. May provide training/instruction to Public Health Investigator Trainees.

## **MINIMUM QUALIFICATIONS:**

### **General Knowledge of**

- Methods of transmission, symptoms, diagnosis, development and treatment of communicable diseases
- Diagnostic tests for communicable diseases
- A variety of socio-economic conditions and their effect on community and human behavior
- Public Health laws and regulations relating to the control of communicable diseases
- Interviewing techniques to extract information in a tactful manner
- Written and oral communications for gathering, evaluating and presenting information to individuals and groups

### **Ability to**

- Prepare and maintain confidential records and reports of communicable disease cases
- Understand and identify medical facts in reporting communicable disease cases
- Work cooperatively with persons from various social-economic groups, private physicians and other staff in the investigation of communicable diseases
- Perform diagnostic tests for communicable diseases
- For certain assignments, may be required to speak a language other than English
- Use a County-approved means of transportation to travel to field sites

## ***Education and Experience***

### **Option I**

One (1) year of experience as a Public Health Investigator Trainee with the County of Orange.

**Option II**

A bachelor's degree from an accredited U.S college or university, or a certified foreign studies equivalency in a health, behavioral, social, natural science, or a closely related field

**And**

One (1) year of experience performing communicable disease investigations in a Public Health Department.

**Option III**

Two (2) years of experience performing communicable disease investigations in a Public Health Department.

***License/Certification***

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel.

Incumbents in the HIV and STD program are required to complete HIV Testing and Counseling Certification within six (6) months of employment and are required to maintain this certification through participation in employer provided trainings for the duration of employment in this class.

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

Vision sufficient to read standard text, read a computer monitor and to drive; speak and hear well enough to communicate clearly and understandably in person, over the telephone and in small groups; independent body mobility to stand, sit, walk, stoop, and bend to access a standard office environment; manual dexterity to use hands, arms and shoulders repetitively to operate a keyboard, to write and drive a vehicle. Will be required to interact with clients/patients in emotional and occasionally hostile situations.

***Environmental and Working Conditions***

Work is commonly performed in an indoor climate controlled office environment. However, field work in the course of case investigations may expose incumbents to higher noise levels, dust and/or unpleasant odors. Travel to other locations or field sites will be required routinely. May have contact with patients infected with communicable diseases (chickenpox, influenza, measles, sexually transmitted diseases, tuberculosis, etc.).



## SENIOR PUBLIC HEALTH INVESTIGATOR

Bargaining Unit: GE General

Class Code:  
4703GE

COUNTY OF ORANGE

Established Date: May 28, 1982

Revision Date: May 1, 2026

### DEFINITION:

Under minimal supervision, to interview patients with the most complex communicable diseases/cases; to investigate potential sources of communicable disease and gain compliance to Public Health laws and recommendations; to instruct others on the prevention, diagnosis and treatment of communicable diseases; to perform quality assurance activities; to mentor and train others; and to perform related work as required.

### The Public Health Investigator series includes the following:

Public Health Investigator Trainee (4700GE)

Public Health Investigator (4701GE)

Senior Public Health Investigator (4703GE)

### CLASS CHARACTERISTICS:

This is the advanced journey level classification in the Public Health Investigator occupational series. Incumbents are expected to work with limited supervision and a high degree of independence. This class is distinguished from the journey-level class, Public Health Investigator, by responsibility for more complex investigations involving extensive analysis and research, program quality assurance activities, or by the performance of technical guidance, training, and mentoring to other Public Health Investigator and Public Health Investigator Trainee staff.

### 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 training and mentoring to Public Health Investigator Trainees and Public Health Investigators under the direction of the supervisor; provides technical guidance for complex cases.
2. Manages the most complex diseases/cases; conducts quality assurance activities within a unit of Public Health Investigators.
3. Interviews and investigates patients and other persons who may be sources or contacts to communicable diseases and encourages compliance to Public Health laws and recommendations.
4. Conducts field investigations and traces suspected communicable disease contacts using information from patients, acquaintances, public authorities and all other available means; refers contacts to a

diagnostic facility for examination and/or treatment; tactfully interviews and counsels contacts.

5. Visits physicians to encourage and facilitate case reporting, gather information, contact patients diagnosed with communicable diseases, locate patient contacts and obtain information on treated cases. Provide information to physicians on current diagnostic and treatment techniques and contemporary communicable disease situations.
6. Contacts and gains cooperation of laboratories and medical providers to ensure the reporting of reactive tests to the Health Department on a continuing basis.
7. Performs a variety of informational and educational activities involved in the communicable disease control program.
8. Maintains records and writes case reports.

#### **MINIMUM QUALIFICATIONS:**

##### **Thorough Knowledge of**

- Methods of transmission, symptoms, diagnosis, development and treatment of communicable diseases
- Diagnostic tests for communicable diseases
- A variety of socio-economic conditions and their effect on community and human behavior
- Public Health laws and regulations relating to the control of communicable diseases
- Interviewing techniques to extract information in a tactful manner
- Written and oral communications for gathering, evaluating and presenting information to individuals and groups

##### **Ability to**

- Mentor, train and provide technical guidance to a unit of Public Health Investigators
- Conduct quality assurance activities for a unit of Public Health Investigators
- Prepare and maintain confidential records and reports of communicable disease cases
- Understand and identify medical facts in reporting communicable disease cases
- Work cooperatively with persons from various social-economic groups, private physicians and other staff in the investigation of communicable diseases
- Perform diagnostic tests for communicable diseases
- For certain assignments, may be required to speak a language other than English
- Use a County-approved means of transportation to travel to field sites

## ***Education and Experience***

### **Option I**

One (1) year of experience as a Public Health Investigator with the County of Orange.

### **Option II**

A bachelor's degree from an accredited U.S college or university, or a certified foreign studies equivalency in a health, behavioral, social, natural science, or a closely related field

### ***And***

Two (2) years of experience performing communicable disease investigations in a Public Health Department.

### **Option III**

Four (4) years of experience performing communicable disease investigations in a Public Health Department.

## ***License/Certification***

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel.

Incumbents in the HIV and STD program are required to complete HIV Testing and Counseling Certification within six (6) months of employment and are required to maintain this certification through participation in employer provided trainings for the duration of employment in this class.

## **PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS**

### ***Physical and Mental Requirements***

Vision sufficient to read standard text, read a computer monitor and to drive; speak and hear well enough to communicate clearly and understandably in person, over the telephone and in small groups; independent body mobility to stand, sit, walk, stoop, and bend to access a standard office environment; manual dexterity to use hands, arms and shoulders repetitively to operate a keyboard, to write and drive a vehicle. Will be required to interact with clients/patients in emotional and occasionally hostile situations.

### ***Environmental and Working Conditions***

Work is commonly performed in an indoor climate controlled office environment. However, field work in the course of case investigations may expose incumbents to higher noise levels, dust, and/or unpleasant odors. Travel to other locations or field sites will be required routinely. May have contact with patients infected with communicable diseases (chickenpox, influenza, measles, sexually transmitted diseases, tuberculosis, etc.).





*Our Community. Our Commitment.*

## COUNTY OF ORANGE

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