

Resolution # 90-148  
RESOLUTION OF THE BOARD OF SUPERVISORS  
ADOPTING REVISED COUNTY OF SAN BENITO  
EMPLOYER/EMPLOYEE RELATIONS POLICY

ARTICLE I - - - - - GENERAL PROVISIONS

Section 1 Statement of Purpose

This Resolution implements Chapter 10, Division 4, Title 1 of the Government Code of the State of California (Sections 3500 et seq.) captioned "Local Public Employee Organizations" by providing orderly procedures for the administration of employer/employee relations between the County and its employee organizations. However, nothing contained herein shall be deemed to supercede the provisions of State Law, County Ordinances, resolution and rules which establish and regulate the personnel system, or which provide for other methods of administering employer/employee relations. The Resolution is intended, instead, to strengthen personnel policies and other methods of administering employer/employee relations through the establishment of uniform and orderly methods of communications between employees, employer organizations and the County.

It is the purpose of this Resolution to provide procedures for meeting and conferring in good faith with Recognized Employee Organization regarding matters that directly affect and primarily involve the wages, hours and other terms and conditions of employment of employees in appropriate units.

Employees of the County of San Benito shall have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on employer/employee relations matters including, wages, hours and other terms and conditions of employment; except, however, for those rights which are reserved to the employer by law or reserved by provision contained herein. Employees shall also have the right to refuse to join or participate in the activities of employee organizations and shall have the right to be free from intimidation, restraint, coercion, interference, discrimination or reprisal because of their exercise of any of the rights herein enumerated or granted by law.

However, nothing herein shall be construed to restrict any legal or inherent exclusive County rights with respect to matters of general legislative or managerial policy, which include among others: The exclusive right to determine the mission of its constituent departments, commissions and boards; set standards of service; determine the procedures and standards of selection for employment; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for

other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which government operations are to be conducted; require overtime; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

## Section 2      Definitions

The terms used in this Resolution shall be as defined in the County of San Benito Personnel Rules and in addition as defined below. In case of conflict, the definitions used below shall prevail.

Appropriate Unit(s) A unit of employee classes and/or positions, established pursuant to this resolution.

Association An independent organization of Employees.

Authorization Card A statement signed by an employee designating an Employee Organization as authorized to act as his or her agent in collective bargaining. An employee signature on an authorization card does not necessarily mean that he or she is a member of or has applied for membership in the Employee Organization.

Bargaining Unit An appropriate unit of employees sharing a community of interest which can be served through collective bargaining and formally recognized as such by the County.

Challenged Ballot A vote questioned by one of the parties to a representation election. Common practice is to resolve the challenges and open and count the challenged ballots if it is sufficient to affect the outcome of the election.

Challenging Petition A formal request by an employee organization pursuant to Article II, Section 6 this resolution seeking consideration as a competing employee organization for acknowledgement as the Exclusively Recognized Employee Organization.

Confidential Employee An employee who is privy to decisions of County management affecting employee relations.

Consult/Consultation in Good Faith To communicate orally or in writing for the purpose of presenting and obtaining views or advising of intended actions; and as distinguished from meeting and conferring in good faith regarding matters within the required scope of such meet and confer process, does not involve an exchange of proposals and counterproposals in an endeavor to reach agreement, nor is it subject to Article IV of this resolution.

Day Calendar day unless otherwise specified.

Decertification Petition A formal request by two or more employees or their representative or by an employee organization pursuant to Article II, Section 16 alleging the Exclusively Recognized Employee Organization to longer represents a majority of the employees in the established appropriate unit.

Employee Management A department head, supervisor or other employee having the authority to exercise management rights, develop management policies or to effectively recommend the exercise of such rights or the development of such policies where such recommendations or exercise requires the use of independent judgement and is not of a routine nature.

Employee Organization Any organization which includes employees of the County and which has as one of its primary purposes representing such employees in their relations with County.

Employee Relations Officer The County Administrative Officer or his duly authorized representative.

Employer/Employee Relations The relationship between the County and its employees and their employee organizations, or when used in a general sense, the relationship between management and employees or employee organizations.

Exclusive Recognition Formal acknowledgement by the County that a particular organization has the right to represent employees. Exclusive recognition is accorded an organization supported by a majority of employees in an appropriate bargaining unit and carries with it the sole right to represent all unit employees, members and non-members, in dealing with management.

Impasse When the representatives of the County and Exclusively Recognized Employee Organization have reached a point in their meeting and conferring in good faith where their differences on matters to be included in a Memorandum of Understanding, and concerning which they are required to meet and confer, remain so substantial and prolonged that further meeting and conferring would be futile.

Local Group of organized workers in a specific geographic area which holds a charter from a national or international union.

Mediation Effort by an impartial third party to assist in reconciling an impasse regarding wages, hours and other terms and conditions of employment between representatives of the County and Exclusively Recognized Employee organization through interpretation, suggestion and advice in order that a voluntary resolution can be achieved by the parties.

Meet and Confer in Good Faith the mutual obligation personally to meet and confer promptly upon request by either party and continue for a reasonable period of time in order to exchange information, opinions and proposals, and to endeavor to reach agreement on matters within the scope of representation.

Memorandum of Understanding (MOU) A written memorandum jointly prepared by the parties incorporating matters on which agreement is reached through meeting and conferring between the County's management representatives and representatives of Exclusively Recognized Employee organization. The memorandum shall be presented to the Board of Supervisors for final approval.

Minor Modifications An alternation of an established unit which directly involves less than twenty percent of the total number of employees within that unit.

Payroll Deduction Arrangement under which the County deducts from salary of employees sums of money for various purposes including Association and Union dues.

Supervisory Employee Any employee having authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances, or effectually recommend such action if, in connection with the foregoing, the exercise of such authority is not merely of a routine or clerical nature but requiring use of independent judgement.

## ARTICLE II - - - - REPRESENTATION PROCEEDINGS

### Section 1 Policy and Standards for Determination of Appropriate Units

The policy objectives in determining the appropriateness of units shall be the effect of a proposed unit on (1) the efficient operations of the County and its compatibility with the primary responsibility of the County and its employees to effectively and economically serve the public, and (2) providing employees with effective representation based on recognized community of interest considerations. These policy objectives require that the appropriate unit shall be the broadest feasible grouping of positions that share an identifiable community of interest and that fragmentation and/or proliferation of units be avoided. Factors to be considered shall be:

- a. Similarity of the general kinds of work performed, types of qualifications required, and the general working conditions.
- b. History of representation in the County and similar employment; except however, that no unit shall be deemed

to be an appropriate unit solely on the basis of the extent to which employees in the proposed unit have organized.

- c. Consistency with the organizational patterns of the County.
- d. Number of employees and classifications, and the effect on the administration of employer/employee relations created by the fragmentation of classifications, and proliferation of units.
- e. Effect on the classification structure and impact on the stability of the employer/employee relationship of dividing a single or related classification among two or more units.

Notwithstanding the foregoing provisions of this Section, managerial and confidential responsibilities, as defined above are determining factors in establishing appropriate units hereunder, and therefore such managerial and confidential employees may only be included in units that do not include non-managerial and non-confidential employees. Managerial and confidential employees may not represent any employee organization which represents other employees on matters within the scope of representation.

The Employee Relations Officer shall, after notice to and consultation with affected employee organizations, allocate new classifications or positions, delete eliminated classifications or positions, and retain, reallocate or delete modified classifications or positions from units in accordance with the provisions of this Section and this Article II where applicable.

## Section 2 Filing of Recognition Petition by Employee Organization

An employee organization that seeks to be formally acknowledged as the Exclusively Recognized Employee Organization representing the employees in an appropriate unit shall file a petition with the Employee Relations Officer containing the following information and documentation:

- a. Name and address of the employee organization.
- b. Names and titles of its officers.
- c. Names of employee organization representatives who are authorized to speak on behalf of the organization.
- d. A statement that the employee organization has, as one of its primary purposes, representing employees in their employment relations with the County.

- c. A statement whether the employee organization is a chapter of, or affiliated directly or indirectly in any manner, with a local, regional, state, national or international organization, and, if so, the name and address of each such other organization.
- f. Certified copies of the employee organization's constitution and by-laws or articles of incorporation.
- g. A designation of those persons, not exceeding two in number, and their addresses, to whom notice sent by regular United States mail will be deemed sufficient notice on the employee organization for any purpose.
- h. A statement that the employee organization has no restriction on membership based on race, color, creed, sex or national origin.
- i. The job classifications or titles of employees in the unit claimed to be appropriate and the approximate number of member employee therein.
- j. A statement that the employee organization has in its possession proof of employee support as herein defined to establish that a majority of the employees in the unit claimed to be appropriate have designated the employee organization to represent them in their employment relations with the County. Such written proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested party.
- k. A request that the Employee Relations Officer formally acknowledge the petitioner as the Recognized Employee Organization representing the employees in the unit claimed to be appropriate for the purpose of meeting and conferring in good faith.

The Petition, including the proof of employee support and all accompanying documentation, shall be declared to be true, correct and complete, under penalty of perjury, by the duly authorized officer(s) of the employee organization executing it.

### Section 3 County Response to Recognition Petition

Upon receipt of the Petition, the Employee Relations Officer shall determine whether:

- a. There has been compliance with the requirements of the Recognition Petition, and;
- b. The proposed representation unit is an appropriate unit in accordance with Section 1 of this Article II.

If an affirmative determination is made by the Employee Relations Officer on the foregoing two matters, (s)he shall so inform the petitioning employee organization, shall give written notice of such request for recognition to the employees in the unit and shall take no action on said request for thirty (30) days thereafter. If either of the foregoing matters are not affirmatively determined, the Employee Relations Officer shall offer to consult thereon with such petitioning employee organization, and, if such determination thereafter remains unchanged, shall inform that organization of the reasons therefor in writing. The petitioning employee organization may appeal such determination in accordance with Section 8 of this Resolution.

#### Section 4      Open Period for Filing Challenging Petition

Within thirty (30) days of the date written notice was given to affected employees that a valid recognition petition for an appropriate unit has been filed, any other employee organization may file a competing request to be formally acknowledged as the Exclusively Recognized Employee Organization of the employees in the same or in an overlapping unit (one which corresponds with respect to some but not all the classifications or positions set forth in the recognition petition being challenged), by filing a petition evidencing proof of employee support in the unit claimed to be appropriate of at least thirty (30) percent and otherwise in the same form and manner as set forth in Section 2 of this Article II. If such challenging petition seeks establishment of an overlapping unit, the Employee Relations Officer shall call for a hearing on such overlapping petitions for the purpose of ascertaining the more appropriate unit, at which time the petitioning employee organization shall be heard. Thereafter, the Employee Relations Officer shall determine the appropriate unit or units in accordance with the standards in Section 1 of this Article II. The petitioning employee organizations shall have fifteen (15) days from the date notice of such unit determination is communicated to them by the Employee Relations Officer to amend their petitions to conform to such determination or to appeal such determination pursuant to Section 8 of this Article II.

#### Section 5      Election Procedure

The Employee Relations Officer shall arrange for a secret ballot election to be conducted by a party agreed to by the Employee Relations Officer and the concerned employee organization(s), in accordance with its rules and procedures subject to the provisions of this Resolution. All employee organizations who have duly submitted petitions which have been determined to be in conformance with the Article II shall be included on the ballot. The choice of "no organization" shall be included on the ballot. Employees entitled to vote in such election shall be those persons employed in regular permanent positions within the designated appropriate unit who were employed during the pay period immediately prior to the date which ended at

least fifteen (15) days before the date the election commences, including those who did not work during such period because of illness, vacation or other authorized leaves of absence, and who are employed by the County in the same unit on the date of the election. An employee organization shall be formally acknowledged as the Exclusively Recognized Employee Organization for the designated appropriate unit following an election or run-off election if it received a numerical majority of all valid votes cast in the election. If an election involving three or more choices, where none of the choices receives a majority of the valid votes cast, a run-off election shall be conducted between the two choices receiving the largest number of valid votes cast; the rules governing an initial election being applicable to a run-off election.

There shall be no more than one valid election under this Resolution pursuant to any petition in a 12-month period affecting the same unit.

In the event that the parties are unable to agree on a third party to conduct an election, the election shall be conducted by the California State Conciliation Service.

Costs of conducting elections shall be borne in equal shares by the County and by each employee organization appearing on the ballot.

Section 6                    Procedure for Decertification of Recognized Employee Organization

A Decertification Petition alleging that the incumbent Exclusively Recognized Employee Organization no longer represents a majority of the employees in an established appropriate unit may be filed with the Employee Relations Officer only during the month of March of any year following the first full year of recognition or during the thirty (30) day period commencing one hundred twenty (120) days prior to the termination date of a Memorandum of Understanding then having been in effect less than three (3) years, whichever occurs later. A Decertification Petition may be filed by two or more employees or their representative, or an employee organizations, and shall contain the following information and documentation declared by the duly authorized signatory under penalty of perjury to be true, correct and complete:

- a. The name, address and telephone number of the petitioner and a designated representative authorized to receive notices or requests for further information.
- b. The name of the established appropriate unit and of the incumbent Exclusively Recognized Employee Organization sought to be decertified as the representative of that unit.



- c. All allegation that the incumbent Exclusively Recognized Employee Organization no longer represents a majority of the employees in that appropriate unit, and any other relevant and material facts relating thereto.
- d. Proof of employee support that at least thirty (30) percent of the employees in the established appropriate unit no longer desire to be represented by the incumbent Exclusively Recognized Employee Organization. Such proof shall be submitted for confirmation to the Employee Relations Officer, within the time limits specified in the first paragraph of this Section.

An employee organization may, in satisfaction of the Decertification Petition requirements hereunder, file a Petition under this section in the form of a Recognition Petition that evidences proof of employee support of at least thirty (30) percent and otherwise conforms to the requirements of Section 2 of this Article.

The Employee Relations Officer shall initially determine whether the Petition has been filed in compliance with the applicable provisions of this Article II. If this determination is in the negative, he shall offer to consult thereon with the representative(s) of such petitioning employee or employees organizations, and, if such determination thereafter remains unchanged, shall return such Petition to the employees or employee organization with a statement of the reasons therefor in writing. The petitioning employees or employee organization may appeal such determination in accordance with Section 8 of this Article II. If the determination of the Employee Relations Officer is in the affirmative, or if his negative determination is reversed on appeal, he shall give written notice of such Decertification of Recognition Petition to the incumbent Recognized Employee Organization and to unit employees.

The Employee Relations Officer shall thereupon arrange for a secret ballot election to be held between twenty (20) and thirty (30) days after such notice to determine the wishes of unit employees as to the question of decertification, and, if a Recognition Petition was duly filed hereunder, the question of representation. Such election shall be conducted in conformance with Section 5 of this Article II.

Section 7                    Procedure for Modification of Established  
Appropriate Units

Requests by employee organizations for modifications of established appropriate units may be considered by the Employee Relations Officer only during the period specified in Section 6 of this Article II. Such requests shall be submitted in the form of Recognition Petition, and, in addition to the requirements set

in Section 2 of this Article, shall contain a complete statement of all relevant facts and citations in support of this proposed modified unit in terms of the policies and standards set forth in Section 1 hereof. The Employee Relations Officer shall process such petitions as other Recognition Petitions under this Article II.

The Employee Relations Officer may on his own motion, during the period specified in Section 6 of this Article, or within thirty (30) days of the adoption of this Resolution, propose that an established unit be modified. The Employee Relations Officer shall give written notice of the proposed modification(s) to any affected employee organization and shall hold a meeting concerning the proposed modification(s), at which time all affected employee organizations shall be heard. Thereafter the Employee Relations Officer shall determine the composition of the appropriate unit or units in accordance with Section 1 of this Article II, and shall give written notice of such determination to the affected employee organizations. The Employee Relations Officer's determination may be appealed as provided in Section 8 of this Article. If a unit is modified pursuant to the motion of the Employee Relations Officer hereunder, employee organizations may thereafter file Recognition Petitions seeking to become the Exclusively Recognized Employee Organization for such new appropriate unit or units pursuant to Section 2 hereof, except in the case of minor modifications. Employee organizations seeking to replace the Exclusively Recognized Employee Organization in a unit which has been subject to a minor modification would be required to file a Decertification Petition and Recognition Petition, as provided for in this Article II.

#### Section 8            Appeals

An employee organization aggrieved by an appropriate unit determination of the Employee Relations Officer under this Article II may, within ten (10) days of notice thereof, request the intervention of the California State Conciliation Service pursuant to Government Code Sections 3506.1 and 3507.3, or may, in lieu thereof or thereafter appeal such determination to the County Board of Supervisors for final decision within fifteen (15) days of notice of the Employee Relations Officer's determination or the termination of proceedings pursuant to Government Code Section 3507.1 or 3507.3, whichever is later.

An employee organization aggrieved by a determination of the Employee Relations Officer that a Recognition Petition (Section 2); Challenging Petition (Section 4), or Decertification or Recognition Petition (Section 6) -- or employees aggrieved by a determination of the Employee Relations Officer that a Decertification Petition (Section 6) -- has not been filed in compliance with the applicable provisions of this Article, may, within fifteen (15) day of notice of such determination, appeal

the determination to the County Board of Supervisors for final decision.

Appeals to the Board of Supervisors shall be filed in writing with the Clerk of the Board, and a copy thereof provided to the Employee Relations Officer. The Board of Supervisors shall hear the matter within thirty (30) days of the filing of the appeal. The Board of Supervisors may, in its discretion, refer the dispute to a third party hearing process. Any decision of the Board of Supervisors on the use of such procedure, and/or any decision of the Board of Supervisors determining the substance of the dispute shall be final and binding.

Section 9            Delineation of Units

Units and Exclusive Representatives recognized at the time of adoption of this Resolution are those previously recognized by the Board of Supervisors and as currently exist within the County. A listing of the current units, including the classifications contained in them is attached as Appendix A.

ARTICLE III - - - ADMINISTRATION

Section 1            Submission of Current Information by Recognized Employee Organizations

All changes in the information filed with the County by an Exclusively Recognized Employee Organization under items a. through h. of its Recognition Petition under Section 2 of Article II of this Resolution shall be submitted in writing to the Employee Relations Officer within fifteen (15) days of such change.

Section 2            Payroll Deductions on Behalf of Employee Organizations

Upon recognition by the County of an Exclusively Recognized Employee Organization under this Resolution, the organization may be provided payroll deductions of membership dues, which may include insurance premiums for plans sponsored by the organization upon the written authorization of employees in the unit on approved forms. Payroll deductions shall be contingent upon and in accordance with the provisions of Memoranda of Understanding and/or applicable administrative procedures.

Section 3            Employee Organization Activities - - Use of County Resources

Access to County work locations and the use of County paid time, facilities, equipment and other resources of employee organizations and those representing them shall be authorized only

to the extent provided for in the Memorandum of Understanding and/or administrative procedures, and shall be limited to activities pertaining directly to the employer/employee relationship and not such internal employee organization business as soliciting membership, campaigning for office, and organization meetings and elections, and shall not interfere with the efficiency, safety and security of County operations.

Section 4            Administrative Rules and Procedures

The Employee Relations Officer is hereby authorized to establish such rules and procedures as appropriate to implement and administer the provisions of this Resolution after consultation with affected employee organizations.

ARTICLE IV - - IMPASSE PROCEDURES

Section 1            Initiation of Impasse Procedures

If the meet and confer process has reached impasse as defined in this Resolution, either party may initiate the impasse procedures by filing with the other party a written request for an impasse meeting, together with a statement of its position on all disputed issues. An impasse meeting shall then be scheduled promptly by the Employee Relations Officer. The purpose of such an impasse meeting shall be:

- a. To identify and specify in writing the issue or issues that remain in dispute.
- b. To review the position of the parties in a final effort to resolve such disputed issue or issues; and
- c. If the dispute is not resolved, to discuss arrangements for the utilization of the impasse procedures provided herein.

Section 2            Impasse Procedures

Impasse procedures are as follows:

- a. If the parties mutually agree to submit the dispute to mediation, and agree on the selection of a mediator, the dispute shall be submitted to mediation.
- b. If the parties agreed to submit the impasse directly to the Board of Supervisors, or if the parties did not agree on mediation or the selection of a mediator, or having so agreed, the impasse has not been resolved through mediation, the Board of Supervisors shall take such action regarding the impasse as it in its discretion deems appropriate as in public interest. Any

legislative action by the Board of Supervisors on the impasse shall be final and binding.

Section 3            Costs of Impasse Procedures

The costs for the services of a mediator utilized by the parties, and other mutually incurred costs of mediation shall be borne equally by the County and the Recognized Employee Organization. Separately incurred costs shall be borne by the party incurring them.

ARTICLE V - - - - MISCELLANEOUS PROVISIONS

Section 1            Construction

This Resolution shall be administered and construed as follows:

- a. Nothing in this Resolution shall be construed to deny to any person, employee, organization, the County, or any authorized officer, body or other representative of the County, the rights, powers and authority granted by Federal or State Law.
- b. This Resolution shall be interpreted so as to carry out its purpose as set forth in Article I.
- c. Nothing in this Resolution shall be construed as making the provisions of California Labor Code Section 923 applicable to County employees or employee organizations, or of giving employees or employee organizations the right to participate in, support, cooperate or encourage, directly or indirectly, any strike, sickout or other total or partial stoppage or slowdown of work. In the event employees engage in such actions, if said actions are found illegal, they shall subject themselves to discipline up to and including termination and may be deemed to have abandoned their employment; and employee organizations may thereby forfeit all rights accorded them under this Resolution and other County ordinance, policy or practice for a period up to one (1) year from commencement of such activity, if they have not taken all reasonable steps to cease any and all job actions.

BE IT FURTHER RESOLVED that if any provision of this Resolution, or the application of such provision to any person or circumstance, shall be held invalid, the remainder of this Resolution, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.

PASSED this 4th day of December, 1990,  
by the Board of Supervisors of the County of San Benito by the  
following vote:

AYES: M. Graves, Kesler, Bowling, Scagliotti, C. Graves

NOES: None

ABSENT: None

*Quintin C. Graves*  
Chairman, Board of Supervisors

ATTEST:

Clerk  
Board of Supervisors

By *Denise R. Thome*  
Deputy

A P P E N D I X A

SAN BENITO COUNTY EMPLOYEES ASSOCIATION

CLASS SPECIFICATIONS

Account Clerk	Deputy Agricultural Commissioner/Sealer
Accountant I	Deputy Chief Probation Officer
Accountant II	Deputy County Counsel I
Accountant III	Deputy Court Clerk I
Administrative Services Specialist	Deputy Court Clerk II
Agricultural Biologist-Inspector I	Deputy Director, Community Action Ag
Agricultural Biologist-Inspector II	Deputy Director, Employment Train Office
<del>Agricultural Biologist-Inspector III</del>	<del>Deputy Director, Welfare Services</del>
Appraiser I	Deputy District Attorney I
Appraiser II	Deputy District Attorney II
Appraiser III	Deputy District Attorney III
Assessment Clerk	Deputy Sheriff
Assessment Office Manager	District Attorney's Inspector
Assistant County Clerk/Recorder	District Attorney's Investigator
Assistant Planner	Document Examiner
Auditor-Appraiser I	Drug Program Coordinator
Auditor-Appraiser II	
Auditor-Appraiser III	Elections Supervisor
	Eligibility Supervisor I
Building Inspector	Eligibility Worker I
Buildings & Grounds Maintenance Worker I	Eligibility Worker II
Buildings & Grounds Maintenance Worker II	Eligibility Worker III
	Emergency Services Specialist
Cadastral Drafting Technician	Employment & Training Services Cnslr I
Chief Appraiser	Employment & Training Services Cnslr II
Chief Building Official	Employment & Training Services Cnslr III
Chief Deputy Treasurer/Tax Collector/ Public Administrator	Employment & Training Worker I
Civil and Records Supervisor	Employment & Training Worker II
Clerical Supervisor	Employment & Training Worker III
Clerk I - Account	Engineer I
Clerk II - Account	Engineer II
Clerk III - Account	Engineer III
Code Enforcement Officer	Engineering Technician
Communications Dispatcher	
Court Administrator	Family Support Specialist
Custodian	Food Services Supervisor
	Gain Coordinator
	Heavy Equipment Mechanic I
	Heavy Equipment Mechanic II
	Housing Rehabilitation Coordinator





CLASS SPECIFICATIONS  
SBCEA

Legal Secretary  
Legal Stenographer Clerk  
Librarian I  
Librarian II  
Library Assistant I  
Library Assistant II  
Library Technical Assistant

Vocational Assistant  
Weatherization Coordinator  
Welfare Investigator  
Work Crew Supervisor

Mental Health Counselor  
Mental Health Social Worker  
Microfilm Technician  
Migrant Housing Assistant  
Migrant Housing Maintenance Aide

Parks and Grounds Worker  
Physical Therapist  
Planning Technician I  
Planning Technician II  
Probation Aide (50%)  
Probation Officer I  
Probation Officer II  
Psychiatrist  
Psychologist

Road Maintenance Superintendent  
Road Maintenance Worker I  
Road Maintenance Worker II  
Road Maintenance Worker III

Secretary I  
Secretary II  
Senior Account Clerk  
Senior Agricultural Biologist-Inspector  
Senior Assessment Clerk  
Senior Planner  
Social Worker I  
Social Worker II  
Social Worker III  
Stenographer Clerk  
Substance Abuse Program Administrator  
Superior Court Clerk I  
Superior Court Clerk II  
Supervising Family Support Specialist  
Supervising Road Maintenance Worker

Traffic Control Worker I  
Traffic Control Worker II  
Transportation Planner  
Typist Clerk I  
Typist Clerk II  
Typist Clerk III



A P P E N D I X A

DEPUTY SHERIFFS' ASSOCIATION

Correctional Officer  
Correctional Sergeant  
Deputy Sheriff  
District Attorney's Inspector  
District Attorney's Investigator  
Sheriff's Lieutenant  
Sheriff's Sergeant

