

**ORDINANCE NO 9722 (NEW SERIES)**

**AN ORDINANCE AMENDING THE COMPENSATION ORDINANCE ESTABLISHING AUTHORIZED CLASSIFICATIONS, CHARACTERISTICS, AND COMPENSATION.**

The Board of Supervisors of the County of San Diego ordains as follows:

**Section 1.** Appendix One of the Compensation Ordinance is hereby amended by establishing the following classification and compensation effective July 22, 2005:

Class No.	Step 1	Step 2	Step 3	Step 4	Step 5	Approx Annual Salary		Vari Entry	O/T	Rep Stat	Ben Plan/ Ben Prog
	Hrly Biwkly	Hrly Biwkly	Hrly Biwkly	Hrly Biwkly	Hrly Biwkly	Minimum	Maximum				
002402	Staff Accountant - Confidential										
	19.42	23.60				\$40,393.60 - \$49,088.00		Y	N	CE	05/NMG
	1553.60	1888.00									
007569	Retirement Information Technology Services Manager										
	33.62	55.99				\$69,929.60 - \$116,459.20		Y	E	CEM	02/MGT
	2689.60	4479.20									

**Section 2.** Appendix One of the Compensation Ordinance is hereby amended by establishing the following classifications in the Unclassified Service, effective July 22, 2005.

Class No.		Salary Range	Vari Entry	O/T	Rep Stat	Bene Plan/ Bene Prog
000931	Chief Deputy, Registrar of Voters	08	Y	X	UM	UCL
000989	Asst Public Administrator/Public Guardian	09	Y	X	UM	UCL

**Section 3.** Appendix One of the Compensation Ordinance is hereby amended by amending compensation for the following classification/job code effective June 24, 2005:

Class No.	Step 1	Step 2	Step 3	Step 4	Step 5	Approx Annual Salary	
	Hrly Biwkly	Hrly Biwkly	Hrly Biwkly	Hrly Biwkly	Hrly Biwkly	Minimum	Maximum
002804	Sheriff's Records & ID Manager						
	31.00	32.55	34.18	35.89	37.68	\$64,480.00 - \$78,374.40	
	2480.00	2604.00	2734.40	2871.20	3014.40		

**Section 4.** Appendix One of the Compensation Ordinance is hereby amended by amending compensation for the following classifications/job codes effective July 22, 2005:

Class No.	Step 1	Step 2	Step 3	Step 4	Step 5	Approx Annual Salary		
	Hrly Biwkly	Hrly Biwkly	Hrly Biwkly	Hrly Biwkly	Hrly Biwkly	Minimum	Maximum	
002312	Sr Departmental Personnel Officer							
	29.01	38.88				\$60,340.80 - \$80,870.40		
	2320.80	3110.40						
002326	Suggestion Awards Coordinator							
	23.29	28.30				\$48,443.20 - \$58,864.00		
	1863.20	2264.00						
002328	Departmental Personnel Officer							
	23.29	31.22				\$48,443.20 - \$64,937.60		
	1863.20	2497.60						
002335	Compensation/Systems Coordinator							
	27.67	33.62				\$57,553.60 - \$69,929.60		
	2213.60	2689.60						
002344	Insurance Coordinator							
	24.45	29.71				\$50,856.00 - \$61,796.80		
	1956.00	2376.80						

**Section 5.** Appendix One of the Compensation Ordinance is hereby amended by amending the Overtime Eligibility Indicator Code for the following classification/job code effective June 24, 2005:

<u>Class No.</u>	<u>Class Title</u>	<u>O/T Indicator</u>
004230	Veterinary Pathologist	E

**Section 6.** Appendix One of the Compensation Ordinance is hereby amended by amending the Variable Entry Code for the following classifications/job codes effective June 24, 2005:

<u>Class No.</u>	<u>Class Title</u>	<u>Variable Entry Indicator</u>
002335	Compensation/Systems Coord	Y
002403	Accounting Technician	Y
003655	Assoc Transportation Specialist	Y
003785	Land Surveyor	Y
003801	Drafting Technician	Y
003803	Hydrographic Instrument Tech	Y
003805	Cartographic Reproduction Tech	Y

**Section 6.** Appendix One of the Compensation Ordinance is hereby amended by amending the Variable Entry Code for the following classifications/job codes effective June 24, 2005:

<u>Class No.</u>	<u>Class Title</u>	<u>Variable Entry Indicator</u>
003812	Engineering Technician III	Y
003813	Engineering Technician II	Y
003814	Engineering Technician I	Y
005480	Recycling Spec II	Y
005481	Recycling Spec I	Y
005585	Supv Real Property Agent	Y
005970	Sign Painter	Y
006018	Preventive Mtce Coord	Y
006023	Road Maintenance Worker	Y
006025	Road Structures Worker I	Y
006026	Road Structures Worker II	Y
006027	Road Structures Worker III	Y
006035	Equipment Operator	Y
007001	Airport Service Worker II	Y
007005	Airport Services Worker Supv	Y
007069	Wastewater Plant Operator III	Y
007080	Sanitation Regional Supervisor	Y
007089	Solid Waste Site Supervisor	Y

**Section 7.** Appendix One of the Compensation Ordinance is hereby amended by amending the Union Code for the following classifications/job codes effective July 22, 2005:

<u>Class No.</u>	<u>Class Title</u>	<u>Union Code</u>
002344	Insurance Coordinator	CEM
002727	Sheriff's Detention Processing Mgr	MA
002737	Sheriff's Licensing Manager	MA

**Section 8.** Appendix One of the Compensation Ordinance is hereby amended by retitling the following classifications/job codes effective July 22, 2005:

	<u>Class No.</u>	<u>Class Title</u>
From:	002328	Departmental Personnel Off II
To:	002328	Departmental Personnel Officer
From:	002312	Departmental Personnel & Training Admin
To:	002312	Sr Departmental Personnel Officer
From:	007564	Retirement Admin Services Manager
To:	007564	Retirement Services Manager

**Section 9.** Appendix One of the Compensation Ordinance is hereby amended by designating the following classification/job code "Terminal" effective July 22, 2005:

<u>Class No.</u>	<u>Class Title</u>
006028	Road Structures Supervisor (T)

**Section 10.** Appendix One of the Compensation Ordinance is hereby amended by deleting the following classifications/job codes effective July 22, 2005:

<u>Class No.</u>	<u>Class Title</u>
002282	Asst Public Administrator
002330	Departmental Personnel Off I
002307	Departmental Personnel Off III
002364	Sr Personnel Analyst (T)
002411	Analyst I
002412	Analyst II
002413	Analyst III
003810	Engineering Aide
003825	Housing Rehabilitation Spec I
003826	Housing Rehabilitation Spec II
003827	Housing Rehabilitation Spec III
003532	Principal Housing Rehabilitation Spec
006024	Supv Maintenance Technician

**Section 11.** Section 1.2.5 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.2.5: APPOINTMENT OF DEPUTIES.

A department head is entitled under the codes, the general law, or the County Charter, to appoint deputies. An employee is appointed as a deputy when he or she is appointed to a position which, according to the County's official job description is identified as a deputy, and/or will perform the duties, responsibilities, and functions of a deputy, regardless of whether the position title is designated as "deputy," "clerk," or by any other title. The following actions shall constitute official record in the County that the person appointed to such position is duly authorized to serve as a deputy for his or her principal officer in the County office or department to which the person was appointed:

- (a) When the appointing authority for the department or office, in which the employee is appointed as a deputy, takes and approves an official action to appoint the employee to a deputy position, such official action shall constitute the official record that the employee was appointed as a deputy.
- (b) When the appointing authority for the department or office, in which the employee was appointed as a deputy, takes and approves an official action to terminate such appointment, such official action shall constitute the official record that the employee no longer serves as a deputy, and that all powers and duties associated with the performance of official functions as a deputy have been revoked.

The person appointed shall be and is hereby authorized to perform any and all acts which deputies in said departments are entitled to perform. In addition to the number of deputies herein provided, every County officer, except a supervisor or judicial officer, may appoint as many deputies to serve, without compensation, as may be necessary for the prompt and faithful discharge of official duties. Any department head may appoint employees of any other department as deputies in the department without extra compensation.

**Section 12.** Section 1.3.7 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.3.7: DEMOTION.

- (a) "Demotion" means the appointment of an employee from one class to a different class for which the maximum salary step is lower than that of the former class.
- (b) A demoted employee's step shall be set at the same step for the demoted class as for the former class, except that the step shall not be set lower than the normal entry step, or higher than the top step of the class into which the employee is demoting.
- (c) If the demotion is to the class in which the employee served immediately prior to being promoted, the demoted employee's step shall be set at the step held immediately prior to promotion.
- (d) Where an employee has received a letter of layoff and accepts a demotion rather than layoff, the employee's step shall be set at the hourly rate closest to, but not greater than, the base hourly rate held by the employee prior to demotion.
- (e) Where an employee who is otherwise eligible for a disability retirement from the County, elects to take a demotion rather than a full disability retirement, the employee's step shall be set at the hourly rate closest to, but not greater than, the base hourly rate held by the employee prior to demotion.
- (f) Where an employee, who is currently in a broad band classification, voluntarily demotes to a step classification the employee's hourly rate shall be set at the closest step to their current hourly rate without losing money and not exceeding the range of the class into which the employee is demoting.
- (g) If the Director determines that application of this section results in an inequitably low rate as compared to other employees in the same class, the Director may place such employee at the most equitable step.

**Section 13.** Section 1.8.3 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.8.3: MEDICAL AND DETENTION FACILITY ASSIGNMENT.** Eligible employees assigned to work at a detention facility as his/her primary work location shall be paid twenty-five cents (\$.25) per hour in addition to the salary prescribed for his/her class for each hour worked in the following locations.

Health & Human Services Agency	
Admissions and Screening:	
•	Polinsky Children's Center
Emergency Screening:	
•	Vista Hill Hospital
Inpatient units, Admissions and Screening:	
•	San Diego County Psychiatric Hospital
Medication Management:	
•	Central Regional Clinic
•	East County Outpatient Clinic
•	Forensic Mental Health Services
•	Grantville
•	North Coastal Outpatient Clinic
•	North Inland Outpatient Clinic
•	South East Region Outpatient Clinic
•	Camp Barrett
•	Juvenile Ranch Facility

Sheriff's Department	
Jail Information	
Booking Section	

Sheriff's Department

Release Section

Dispensary

Psychiatric Security Unit at the Jail

Jail Kitchens

Central Laundry

Central Production Center

Probation Department

1. East Mesa Juvenile Detention Facility
2. Kearny Mesa Juvenile Detention Facility

Eligible Classes:

2403	Accounting Technician
2430	Cashier
2493	Payroll Clerk
2494	Intermediate Account Clerk
2510	Senior Account Clerk
2511	Senior Payroll Clerk
2513	Senior Cashier
2521	Account Clerk Specialist
2650	Stock Clerk
2655	Storekeeper III
2658	Storekeeper II
2660	Storekeeper I
2664	Pharmacy Stock Clerk
2700	Intermediate Clerk
2708	Hospital Unit Clerk
2709	Departmental Clerk
2710	Junior Clerk
2715	Records Clerk
2725	Principal Clerk I
2729	Office Support Specialist
2730	Senior Clerk
2745	Supervising Clerk
2756	Administrative Secretary I
2757	Administrative Secretary II
3007	Junior Word Processor
3008	Senior Word Processor
3009	Word Processor
3046	Medical Records Clerk
3049	Medical Records Technician
3055	Senior Medical Records Technician
4260	Pharmacy Technician
5236	Departmental Aide
6405	Food Services Supervisor
6410	Senior Cook
6411	Cook
6415	Food Services Worker
6520	Linen Marker & Distributor
6530	Laundry Worker
6531	Laundry Worker II (T)
7520	Sewing Room Operator

Probation Department
1. East Mesa Juvenile Detention Facility 2. Kearny Mesa Juvenile Detention Facility

<u>Eligible Classes:</u>	
7530	Sewing Room Supervisor

**Section 14.** Section 1.13.3 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.13.3: CHARGES FOR MAINTENANCE. In the following cases where full or part time maintenance is furnished, employees shall be charged the following amounts:

(a) Meals.

\$1.70 in cash for each meal purchased individually.
\$1.60 in cash for each meal when purchased by meal book in quantities of not less than ten (10).

(b) Living Quarters. Charges for specific living quarters shall be based upon a determination of the class in which each house, apartment, or room shall be included, made by resolution of the Board of Supervisors. Employees shall be charged at the biweekly rate; however, when computing the charges for a portion of a biweekly pay period, the daily rate shall be used. Charges for living quarters shall be paid by employees or deducted from employees' compensation at the end of the pay period for which the living quarters are furnished.

Class	Description	Biweekly Rate
1	1 BR / 1 BA Mobile Home	\$37.35
2	2 BR / 1 BA Mobile Home	44.85
3	2 BR / 2 BA Mobile Home	52.31
4	1 BR / 1 BA Apartment	37.35
5	2 BR / 1 BA Apartment	51.65
6	3 BR / 1 BA Apartment	52.31
7	3 BR / 1-1/2 - 2 BA Apartment	59.78
8	1 BR / 1 BA House	44.85
9	2 BR / 1 BA House	52.37
10	2 BR / 2 BA House or 3 BR / 1 BA House	59.78
11	3 BR / 1-1/2 - 2 BA House	67.23
12	4 BR / 2 BA House	171.82

**Section 15.** Section 3.6.10 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 3.6.10: INTERMITTENT WORKER. Persons employed for less than ninety-one (91) working days during a fiscal year on a part-time or intermittent basis in positions exempted from the Classified Service by the Director pursuant to

Charter Section 908.2(p) shall be compensated at an hourly rate within the range prescribed in Chapter 2 herein for the class in the Classified Service from which the position is exempted, at the step determined appropriate by the Director on the basis of education, experience and quantity and quality of services performed. Compensation for persons appointed to the following classes shall be at the rates established for the classes in Appendix One:

<u>Class No.</u>	<u>Title</u>
0733	Per Diem Staff Nurse

**Section 16.** Subsections (a) and (b) of 3.6.18 of the Compensation Ordinance are hereby amended to read as follows:

SECTION 3.6.18: OTHER COMPENSATED CLASSES.

- (a) For the following class, compensation shall be at a rate within the hourly rate range established below, which rate shall be established and may be changed from time to time by the appointing authority with the approval of the Chief Administrative Officer. The rate shall be specified on the basis of education and experience and the quantity and quality of service performed. All pay adjustments shall be prospective only. Persons shall not be appointed to positions in the following class until the Director has exempted such position from the Classified Service for a specified period of temporary service.

<u>Class No.</u>	<u>Title</u>	<u>Hourly Rate Range</u>
0896	Temporary Expert Professional Employee	\$8.56 - \$156.75

- (b) For the following classes, compensation shall be at or within the hourly rate or hourly rate range established for the class in Appendix One.

<u>Class No.</u>	<u>Title</u>
0735	Park Attendant (Seasonal)
0777	Election Worker IV
0779	Election Worker III
0780	Election Worker II
0781	Election Worker I
0790	Election Worker/Translator
0904	Student Worker – High School
0905	Student Worker – Undergraduate
0906	Student Worker – Graduate/Technical

The Student Worker classes are to provide for temporary appointments of students engaged in regularly established training programs. All appointments must be approved by the Director at the specified rate or a rate within the hourly range established in Appendix One.

**Section 17.** Section 3.6.19 of the Compensation Ordinance is hereby repealed:

**Section 18.** Subsection (d) of 4.3.11 the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.3.11: VOLUNTARY TIME OFF

- (d) Duration of Section. This section shall only be operative through June 30, 2006 and, at that time, is



repealed unless otherwise extended by ordinance action of the Board of Supervisors.

**Section 19.** Section 6.1.3 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 6.1.3: ACTIVE POSITIONS: Active County positions include:

- (a) Approved Regular Positions. Positions that have been approved by the Board of Supervisors as part of the budget process, and have been classified by the Department of Human Resources;
- (b) Proposed Regular Positions. Positions that have been approved by the Board of Supervisors as part of the budget process, and are in the process of being classified by the Department of Human Resources. These proposed regular positions may be filled on a temporary basis according to guidelines established by the Director using existing regular classifications/job codes;
- (c) Hourly Positions. Positions that are established by the Department of Human Resources that may be filled with hourly employees provided funding is available and sufficient to cover the costs associated with the period of appointment.

Active positions have a position number and will be maintained in the County's Position Management system. Active positions that lose funding, and are no longer included in the adopted and/or amended budget, will become inactive. It shall be the responsibility of the appointing authority to ensure that all unfunded positions are vacant or that appropriate layoffs are initiated and implemented.

**Section 20.** Effective Date. Sections 3, 5, 6, 11, 12, 13, 14, 15, 16, 17, 18, and 19 of this ordinance affect compensation and shall take effect upon adoption. All other sections of this ordinance shall take effect thirty (30) days after its adoption. Within fifteen days after the date of adoption of this ordinance, a summary shall be published once with the name of those members voting for and against the same in the newspaper of general circulation published in the County of San Diego.

**Section 21.** Operative Date. Operative dates by specified section are listed in the table below.

<b>Section Number</b>	<b>Operative Date</b>
Section 1	07/22/05
Section 2	07/22/05
Section 3	06/24/05
Section 4	07/22/05
Section 5	06/24/05
Section 6	06/24/05
Section 7	07/22/05
Section 8	07/22/05
Section 9	07/22/05
Section 10	07/22/05
Section 11	06/24/05
Section 12	06/24/05
Section 13	06/24/05
Section 14	06/24/05
Section 15	06/24/05
Section 16	06/24/05
Section 17	06/24/05
Section 18	06/24/05
Section 19	06/24/05

PASSED, APPROVED AND ADOPTED this 21<sup>st</sup> day of June 2005