

## Human Resources Director

### Action Taken Under Authority Delegated by the Unified Personnel Board

The Human Resources Director, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following action from **November 1, 2015 thru November 20, 2015.**

#### Audit-Reclassified from Classified Service to Exempt Service

<u>POS CONTL#</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>POS CONTL #</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C2653	Engineering Specialist 3	CL22	BCC/E695	Section Manager 1	SM5a

#### ADDITIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
08446	Purchasing Systems Specialist	Administrative Support	Classified	CL16
23036	Tax Collector Prop & Distribution Clk	Administrative Support	Classified	CL10
23038	Tax Collector Audit Compliance Spec	Para-Professionals	Classified	CL12
23044	Tax Collector Acctg & Finance Spec	Professionals	Classified	CL14
23046	Tax Collector Training Specialist	Professionals	Classified	CL16
23048	Tax Collector Acctg & Finance Analyst	Professionals	Classified	CL18

#### TITLE CHANGES

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
21012	PAO Tax Roll Manager	PAO Tax Roll Compliance Manager	150
02350	Sr Financial Mgmt & Budget Analyst	Budget & Financial Mgmt Analyst	P1

#### TITLE/PAY GRADE CHANGES

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>SPEC NO</u>	<u>PG</u>
02340	Fin Mgmt & Budget Analyst	P2	Budget & Fin Mgmt Analyst	02350	P1
10940	EMS Division Manager	SM4a	EMS Division Director	10940	SM3a
10952	EMS/HHS Financial Div Mgr	SM4a	SES Financial Division Manager	10952	SM3a

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<b><u>SPEC NO.</u></b>	<b><u>PRESENT CLASSIFICATION</u></b>	<b><u>PRESENT PAY GRADE</u></b>	<b><u>RECOMMENDED PAY GRADE</u></b>
17094	Customer Services Supervisor	CL16	CL18

**DELETION**

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
02340	Fin Mgmt & Budget Analyst	P2

**REVISIONS**

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
16416	Entomology Aide	CL6
18506	Mail Courier	CL6
20056	Veterinary Technician Assistant	CL6
09110	Elections Operations Technician	CL7
20634	Abstractor 1	CL8
20044	Animal Services Representative	CL8
12002	Building Permit Technician 1	CL8
18640	Printing Equipment Operator 1	CL8
09114	Elections Operations Lead Technician	CL9
18720	Fiscal Records Specialist	CL9
20552	Property Records Assistant	CL9
17181	Water/Wastewater Plant Operator Trainee	CL9
20050	Animal Care Supervisor	CL10
10180	BDRS Code Enforcement Specialist	CL10
12004	Building Permit Technician 2	CL10
10282	Building Services Specialist	CL10
18752	Court Evidence Specialist	CL10
10190	Development Review Services Specialist	CL10
00186	Equal Opportunity Technician	CL10
18144	Human Services Eligibility Specialist	CL10
18650	Printing Equipment Operator 2	CL10
18712	Probate Audit Specialist	CL10
16390	Public Works Research Technician 1	CL10
13032	Real Property Technician	CL10
14172	BTS Technologist 1	CL11
11254	Department Computer Support Technician	CL11
16418	Entomology Assistant	CL11
18726	Fiscal Records Specialist, Senior	CL11
18784	Jury Coordinator	CL11
03410	Law Clerk 1	CL11
20670	PAO Exemptions Technician	CL11
20554	Property Records Technician	CL11
17195	Water Quality Technician	CL11
20000	Animal Services Officer 1	CL12

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<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
21930	Business Assistant Specialist 1	CL12
16972	Business Support Specialist	CL12
20078	Animal Services Adoption Coordinator	CL12
01472	Education Support Specialist	CL12
13660	Work Planning Coordinator	CL12
15820	Risk Management Support Specialist	CL12
08442	Purchasing Support Specialist	CL12
16960	Solid Waste Program Assistant	CL12
17182	Water/Wastewater Plant Operator 1	CL12
10884	911 Quality Assurance Specialist	CL13
13014	Contract Services Specialist	CL13
11224	Departmental GIS Application Technician	CL13
00188	Equal Opportunity Specialist	CL13
03346	Heritage Village Museum Interpreter	CL13
14862	Horticulture Field Inspector	CL13
03344	Museum Specialist	CL13
15828	Risk Management Technician	CL13
16392	Public Works Research Technician 2	CL13
18776	Board Reporter, Senior	CL14
18686	Court Records Supervisor	CL14
14922	Extension Specialist	CL14
18660	Printshop Production Supervisor	CL14
08456	Procurement Analyst Assistant	CL14
18710	Records Specialist Supervisor	CL14
20060	Veterinary Technician	CL14
17196	Water Quality Management Specialist 1	CL14
10234	BDRS Plans Coordinator	CL15
21932	Business Assistant Specialist 2	CL15
20570	Cartographic Cadastralist, Senior	CL15
20723	PAO Appraiser 1	CL15
03438	Paralegal	CL15
16954	Solid Waste Specialist	CL15
17186	Water/Wastewater Plant Operator 2	CL15
20725	PAO Appraiser 2	CL16
15880	Risk Management Insurance Analyst	CL16
14164	Technology Systems Coordinator	CL16
17202	Water Quality Management Specialist 2	CL16
10798	Business Systems/Quality Review Coordinator	CL17
01478	Grant Specialist	CL17
08458	Procurement Analyst Coordinator	CL17
12242	Building Plans Examiner	CL18
15888	Claims Adjuster, Senior	CL18
21880	Justice Programs Analyst	CL18
14430	Programmer/Analyst	CL18
17204	Water Quality Management Specialist, Senior	CL18
17194	Water/Wastewater Plant Operator, Senior	CL19
10866	911 Geographic Base Technical Coordinator	CL20

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**REVISIONS (continued)**

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
14140	Network Technician Supervisor	CL21
17193	Water/Wastewater Plant Operator, Chief	CL21
23274	Tax Collector Project Coordinator	E-11
03442	Legal Administrative Assistant	P2
19226	Communication Coordinator	150
21020	Research Assistant	150
21144	Valuation Analysis & Litigation Support Appraiser	150

**UPDATED CAREER LADDERS- PURCHASING**

Procurement Analyst Assistant	CL14	Procurement Analyst Coordinator	CL17
Procurement Analyst Coordinator	CL17	Procurement Analyst, Lead	CL19