

REDUCTION IN FORCE MANUAL*

A Guide for the Human Resources Analyst

NOTICE

This manual is intended to serve as a guide to assist the Human Resources Analyst in the event of a reduction in force. If any language in this document contradicts applicable MOU or PPPR language, the MOU or PPPR shall prevail.

County of Monterey
County Administrative Office
Human Resources Division

March 2009

* For employees NOT covered by Local Agency Personnel Standards (LAPS)

Introduction

When programmatic, fiscal or organizational circumstances necessitate a reduction in force, the lay-off of County employees may result. The County may lay off an employee because of lack of work, lack of funds, material change in duties or organization, or in the interest of economy or causes outside the County's direct control. The lay-off process allows the County to sever the employment relationship between the County and the employee for non-disciplinary reasons.

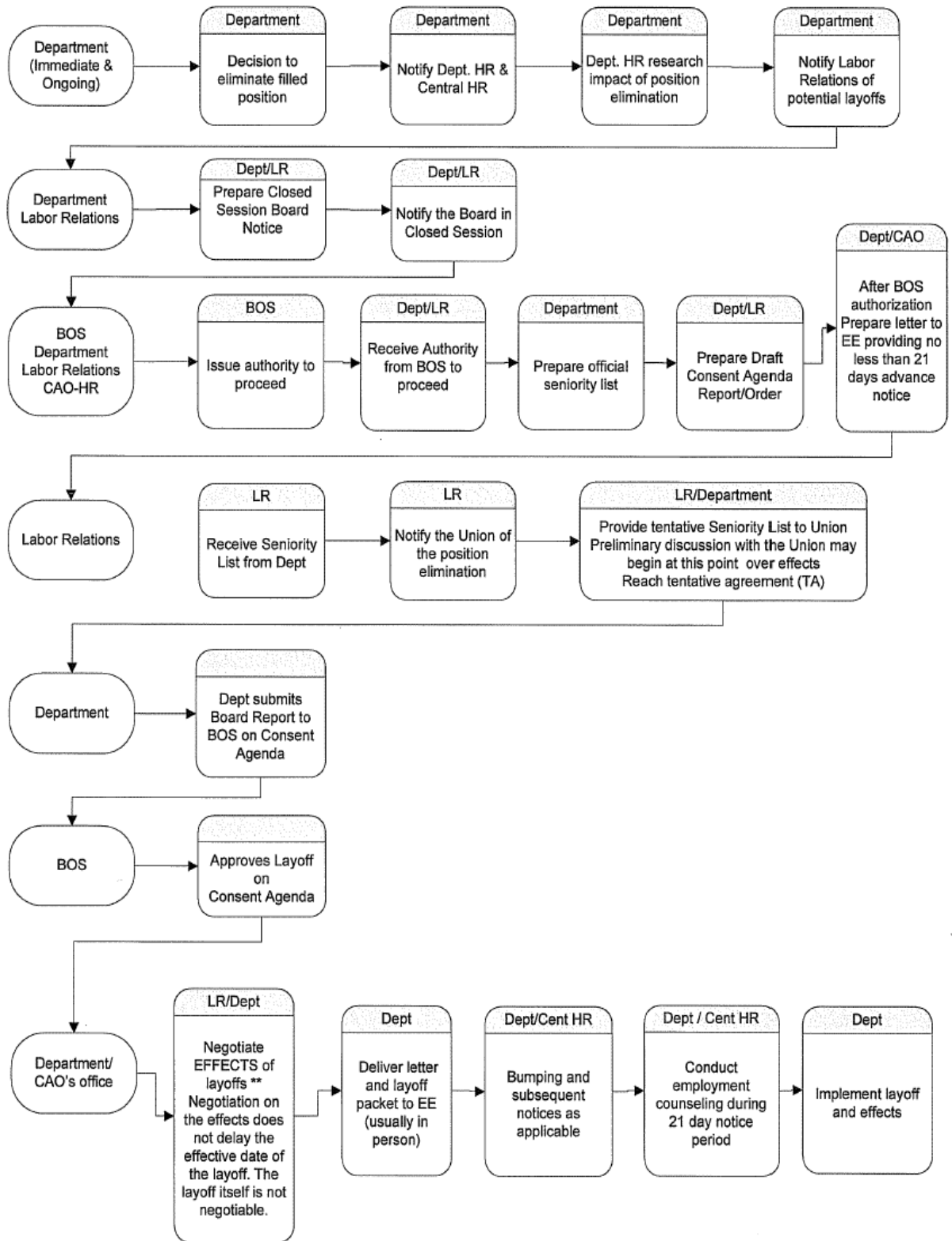
This manual is intended to guide Department Management through the lay-off process; from reduction in force planning to making a recommendation to the Board of Supervisors; through determining seniority to meeting with affected employees to explore options to lay-off; from issuing notices of lay-off and dealing with the effects of displacement ('bumping') to the recall and reemployment of laid off employees. It is intended that this manual be used in conjunction with other relevant resources: the Personnel Policies and Practices Resolution (PPPR), applicable Memoranda of Understanding (MOU), Local Agency Personnel Standards (LAPS), your department Human Resources Analyst and the County Administrative Office Human Resources staff.

The Board of Supervisors believes that all employees affected by lay-offs should be treated equitably and compassionately. The decision to exercise a reduction in force and the necessity to lay off County employees is never taken lightly. It is a grueling experience for the department administrators tasked with making decisions of what positions to eliminate, for the employees displaced or actually laid off from employment and for the co-workers who remain employed. As with any change, however, there exists opportunity, both organizational and personal. A thoughtfully performed and creatively approached process can result in a large reduction in force being translated to few actual lay-offs and can present the opportunity both for departments to rethink how work is done and for employees to explore how they can transfer their knowledge, skills and abilities to other job classes. As hard as a department may try to offer other employment opportunities to an employee facing lay-off, it should be understood that a certain number of employees will choose to be laid off. Good customer service to our employees includes providing them options and an opportunity to choose.

OVERVIEW OF THE LAY-OFF PROCESS

General Guideline in the event of potential Layoffs (Consult your Reduction in Force (RIF) Manual)

March 11, 2009



Order of Layoff by Employment Status (who goes first – within class, within Department)

1. Temporary employees
2. Probationary new employees (excluding promotional probationary employees)
3. Seasonal employees* (excluding the Agricultural Department for Units J, F and R)
** does not apply to Units D, E, G, X and Z*
4. Permanent and promotional probationary employees

Seniority Rank in Class

- the length of continuous County service in a particular class and all higher classes in the class series while occupying a permanent position.

Exception to Ranking Sequence

- an employee possesses special skills, training, or abilities, or
- the employee's past job performance or disciplinary record justifies an alternative ranking, or
- the employee may be subject, by virtue of ranking sequence, to disparate treatment.

Ranking in Previous Class

- permanent full-time employees may elect to be ranked with employees, in the same department, in any equal or lower class in which the employee has served in permanent status.
Note: For Units D, E, G, K, X and Z, this applies to permanent employees without the restriction of being 'full-time'

Demotion in Lieu of Layoff (within department)

- Department Head may offer a permanent employee a demotion to any class for which employee is qualified.
- no "Y" rating
- employee has the right of restoration to former class

Reemployment of Employees Laid Off (within department)

- During the 1 year recall period, no new employee can be hired or any employee promoted to a class from which layoffs (or demotions or transfers in lieu of layoff) have occurred in that department until all employees on layoff status in that class in that department have had the opportunity to return to work in order of recall.
- However, when the best interest of the County requires an employee with demonstrated special qualifications, skills or training, or for equal opportunity considerations, the department head may make an exception to the above order of recall to appoint an employee out of ranking sequence.

Insurance Coverage

- Laid-off permanent employees enrolled in the County Health Plan can elect to have the County pay an amount equal to two (2) times the employee-only premium toward the cost of the health insurance conversion plan.

Appeal Procedure

- Grievances are not subject to Arbitration

Natividad Medical Center – Temporary Status Option

A permanent employee of Natividad Medical Center subject to lay-off shall be entitled to assume temporary employee status in lieu of lay-off provided the employee is qualified to assume the duties and responsibilities of an existing temporary position and class. No new temporary positions shall be created for the sole purpose of eliminating permanent employees.

EFFECTS OF OPTIONS FOR EMPLOYEE RECEIVING LAY-OFF NOTICE

Employee Rights (After Lay-off Notice is Issued)

Claims right to another job

- bumps (no Y rate) a less senior employee from another class/position within department
 - Employees who have already completed an initial probationary period in a classification in a class series are not required to serve a new probationary period in the new class upon demotion within the same class series
 - placed on departmental Recall List (right of restoration to former class in seniority order)

Demotes in Lieu of Layoff (w/in Dept)

- Department Head may offer demotion (no Y rate) to any class in that department for which employee is qualified.
 - must be a permanent employee
 - employee starts new probationary period
 - placed on departmental Recall List (right of restoration to former class in seniority order)

Is Laid-off

- placed on departmental Recall list (right of restoration to former class in seniority order)
- placed on Preferred Eligible List(s) (PEL) (employee must meet employment eligibility requirements for each PEL class)
 - may request employment counseling and evaluation for placement on a County-wide PEL (for classes up to current salary range)
 - gets referred for openings before regular referrals are issued for one year
 - placed employee starts new probationary period

Transfers to Vacant Position Before Officially Being Laid-off

- Human Resources Staff contacts employees at risk of lay-off to determine which classes employee is eligible to hold
- Human Resources Staff reviews Vacancy List on a regular basis and contacts employees regarding interest in interviewing
 - Human Resources Staff facilitates transfer discussions between department and employee
 - Transfer is at the discretion of the receiving Department Head (to classes no more than 10% above current class (top step to top step)
 - employee starts new probationary period
 - **no** recall rights
 - placed employee starts new probationary period

SENIORITY

DETERMINING SENIORITY

After the decision to eliminate a position has been made, the next step is to determine which employee should receive a notice of layoff. Therefore, it is necessary to establish a list which ranks all employees currently serving in the affected class in your department by his/her seniority in that class. A rough estimate of seniority can be made by determining the date an employee was appointed to his/her present job class. Information regarding the employee date of hire in class can be obtained from the Personnel Action Forms in the employee's department personnel file and from personnel databases maintained at the department level.

Full-Time permanent employees, or, for Units D, E, G, K, X and Z, permanent employees without the restriction of being 'full-time', facing lay-off who have served in other job classes in the County have the right to displace ("bump") less senior employees in their Department rather than be laid-off. Consequently, it is important to determine the seniority of all employees facing lay-off for each class they have held in the County. Determining seniority in previously held classes may require a reverse chronological search through the Personnel Action Forms in an employee's personnel file. Seniority in a class is *earned* County-wide (not only within a department). Therefore, if it is determined that an employee served in another department it may be necessary to extend the search to files and payroll records in other departments. Some resources available to gather information are:

- Date of Hire in Class list
- Department Personnel Files (Personnel Action Forms)
- Department Payroll Records
- Auditor-Controller Records

If records are incomplete or the calculation is in question, contact the Layoff Coordinator for assistance.

Employees gain seniority in each classification in which they have served as a regular (non-temporary) employee in any department in the County. All time served in a particular classification, from all departments where the employee has worked, is combined to determine seniority in that class. Seniority is not acquired for time spent in a class if the appointment was in an 'acting' or 'working out of class' assignment. Time served in an "acting" or "working-out-of-class" assignment counts toward time served in the class to which the employee is normally permanently assigned. Additionally, when an employee has served in multiple classes in the same class series, the time served in the higher class is added to the seniority time in the lower class (e.g. Jane served as an Associate Accountant Auditor for 3 years and then as a Senior Accountant Auditor for 1 ½ years. Jane has 1½ years seniority as a Senior Auditor and 4 ½ years seniority as an Associate Accountant Auditor (3 years + 1 ½ years = 4 ½ years)).

What counts for seniority in a class?

- Only time served in a permanent position (in either probationary or permanent status) counts toward seniority (time served as a temporary employee does not count).
- Seniority hours apply only to continuous service (service without separation since the effective date of employment except as noted below) with the County. Any hours acquired prior to a break in service do not count (i.e. if the employee had terminated employment with the County and been re-hired, only the time since the most recent hire counts toward seniority).
- If an employee was laid off then recalled from an official department Recall List, all service time up until and then following the date of separation is counted in the seniority calculation.
- Work related injury leave of up to one (1) year is included as continuous service time for seniority.

- Authorized paid or unpaid absence or leave of thirty (30) days or less is included as continuous service time for seniority unless two or more employees are within thirty (30) days of each other in seniority rank.
- Authorized unpaid leave of absence in excess of thirty (30) days is deducted from the length of continuous service.
- Every 2080 hours of permanent part-time service is equal to one year.
- Time served in an “acting” or “working-out-of-class” assignment counts toward seniority in the class to which the employee is permanently assigned (aka the ‘home class’).
- Seniority in a higher class is combined with seniority in lower class in the same class series.
- If an employee was affected by a consolidation of classes, the time served in the class eliminated through consolidation counts as seniority time in the new class (class into which the person was consolidated). (e.g. The classes of Staff Services Analyst and PIC Staff Analyst were consolidated into the class of Management Analyst II. An employee’s time served as Staff Services Analyst or PIC Staff Analyst is therefore added to the time served as Management Analyst II.) *Human Resources Analysts: See Classification Analyst for assistance.*
- Over time, classes may be updated through retitling (e.g. Personnel Specialist was retitled to Personnel Technician, Plan Check Engineer was retitled to Building Plans Examiner, etc.). Job classes are identified by a unique class code, which does not change when a class is retitled. Therefore, all time served in the same class code counts toward seniority in that class. When researching seniority for each employee, it may be helpful to list class code along with class title to assure that all time served in the same class code (regardless of title) is combined.

HELPFUL HINTS

- You can save time by researching seniority only for employees in the classes being eliminated. Once you determine who will be affected by lay-off, you then determine what other classes those employees have served in and then determine the seniority rank in those classes (thereby determining if the employee to be laid off can ‘bump’ to another class which may, in turn, result in a lay-off of the least senior employee in that class).
- Although seniority is accumulated in hours, you only need to determine actual hours if two or more potentially affected employees are close in seniority. A **quick way** is to:
 - put employees in seniority rank order by date of hire in their current class (adjusted for any unpaid leaves of absence greater than 30 days). (Remember: vacant positions are the least senior)
 - count up from the bottom of the list (newest hires, least senior) the number of filled positions you are eliminating.
 - If there is a significant difference between the hire date of the most senior employee being laid off and the least seniority employee remaining, you don’t need to determine hours worked.
- If you use the date of hire method, remember to adjust seniority for part-time employees.
- Entering the seniority data into a spreadsheet program will allow you to sort employees by seniority rank quickly.
- Feel free to use the enclosed Employee Service Data Sheet to collect information and assist in data entry.

- *Human Resources Analysts: the Seniority List worksheet, which calculates the effects of unpaid leaves on estimated service month, is available on the H drive*

LAYOFF QUESTIONS

Attached is a set of commonly asked questions regarding layoff and the applicable answers. To assist you in locating specific topics, both a sequential and alphabetical table of contents have been developed. By referring to the questions to the topic of interest, you will locate a definition and/or explanation. Should additional information be required, contact the Layoff Coordinator.

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QUESTION	ANSWER
<p>1. Which MOU's have LAY-OFF PROVISIONS?</p>	<p>A & B – Safety General & Supervisory (Article 8) C – Safety Management (Article 8) F – Supervisory (Article 26) H – Healthcare (Article 25) J – General (Article 26) K – Social Services (Article 15) L – Probation Managers (Article 14) M & N - Probation Association (Article 26) Q & V – Park Rangers Association (Article 25) R - Resident Physicians (R) (Article 22)</p> <p><i>Note: This represents approximately 80% of the County workforce. Please refer to the appropriate MOU for guidance. Current MOU's are available on the County Website at /www.co.monterey.ca.us/Personnel/Relations.html</i></p>
<p>2. Are there other LAY-OFF PROVISIONS which may apply?</p>	<p>Yes. Each department should be alert to lay-off procedures which may apply to their employees: i.e., Local Agency Personnel Standards (LAPS) or State Merit Systems.</p>
<p>3. What LAY-OFF PROVISIONS cover EMPLOYEES in bargaining units whose MOU does not include layoff provisions</p>	<p>PPPR Section B.17 Layoff and Recall Procedures for Unrepresented Employees To insure uniformity, where possible the procedures applicable to units with MOU lay-off provisions should be used for all employees. Contact the Layoff Coordinator for assistance if deviations are anticipated.</p>
<p>4. What is the DEPARTMENT'S FIRST RESPONSIBILITY TO THE UNION(S)?</p>	<p>If it appears that you will lay off three (3) or more employees in any one bargaining unit, you are required to contact the Union and offer to discuss the possible reduction and invite suggestions for cost saving alternatives to layoff. If you may have to lay off fewer than three (3) employees, contact CAO Employee Relations for direction.</p> <p><i>Contact County Employee Relations before contacting the Union.</i></p>

<p>5. How does a department determine WHERE LAY-OFF WILL OCCUR?</p>	<p>Lay-offs are determined by class within County departments. The department designates the</p> <ul style="list-style-type: none"> • classes(es), i.e. Typist Clerk • locations(s), i.e. Monterey office, and • number of employees to be eliminated <p>The specific employee(s) to be laid off will not be determined until after the ranking and bumping processes are complete.</p> <p>In an underfill (flexible-staffing) situation, the department can designate the class of lay-off at the budgeted level, but select lower level classes in the same class series as the class of lay-off for purposes of seniority ranking for lay-off. (For example, Deputy County Counsel is budgeted at DCC IV. For budget purposes, the allocation is identified as DCC IV for elimination, but for lay off purposes, it is designated at a lower level, such as DCC III.)</p>
<p>6. Can LAY-OFF be BY PROGRAM OR FUNCTION?</p>	<p>No. Lay-offs are made by class and by ranking employees within a class. If a department is eliminating a program, function, or office, the normal lay-off procedure by class is followed, then transfers are used as necessary to accomplish the desired staffing patterns.</p>
<p>7. What is the ORDER OF LAY-OFF?</p>	<p>Layoffs are made among employees in the same class within a department in the following order of employment status:</p> <ol style="list-style-type: none"> 1. Temporary employees 2. Probationary <u>new</u> employees 3. Seasonal employees (Agricultural Dept. excluded for Units F & J) (<i>does not apply to Units X and Z</i>) 4. Permanent & Promotional Probationary employees. <p>No permanent employee may be laid off if there is a temporary employee in the same department and class.</p>
<p>8. What is meant by “PROBATIONARY NEW” and “PROBATIONARY PROMOTIONAL” employees?</p>	<p>“Probationary new” employees have not completed the minimum initial probationary period applicable to their classification.</p> <p>“Probationary promotional” employees have previously held permanent status in a class with a lower salary range and are now serving a probationary period in a new class.</p>
<p>9. What is a “PERMANENT EMPLOYEE” for layoff purposes?</p>	<p>An employee (full or part-time) who has completed the initial probationary period and occupies a permanent position authorized in the County budget.</p>
<p>10. What is “PERMANENT</p>	<p>The status of an employee who has successfully completed the</p>

STATUS?"	initial probationary period. For ranking in a previous class or "bumping," an employee must have served in "permanent status" in the previous class.
11. What is a "PERMANENT POSITION?"	A position specifically authorized in the County budget.
12. How is PART-TIME EMPLOYMENT credited for calculating seniority?	Part time service is pro rated with every 2080 hours of permanent part time service equal to one year.
13. What factors determine LAYOFF SEQUENCE?	<p>Normally, rank in a class series is based on seniority.</p> <p>Exceptions to the ranking sequence may be justified if any employee:</p> <ol style="list-style-type: none"> 1) possesses special skills, training, or abilities 2) has a documented job performance or disciplinary record that justifies alternative ranking 3) will be subject to disparate treatment by virtue of ranking sequence. <p>Departments contemplating lay-offs in other than ranking sequence must have the approval of the County Administrative Officer or designee.</p>
14. Would SHIFT ASSIGNMENT OR GEOGRAPHIC LOCATION justify alternative ranking?	No. However, should an employee refuse transfer to another shift or geographic location, contact your Employee Relations Representative for assistance. Both the offer and declination should be in writing.
15. How is RANKING SEQUENCE determined?	By calculating length of continuous service (seniority) in a class series while occupying a <u>permanent</u> County <u>position</u> in either probationary or permanent status. Time served in an "acting" or "working-out-of-class" assignment counts toward time served in the class to which the employee is normally permanently assigned.
16. Is a SENIORITY LIST sent TO THE UNION?	Yes, once the classes(es), position(s), and number of employees to be eliminated are determined and ranking lists are developed, a ranking by seniority list is provided to the appropriate Union for each <u>class</u> affected.
17. What is CONTINUOUS SERVICE?	1) For the purposes of calculating seniority, continuous service is service without separation from the effective date of employment. [NOTE: If an employee was laid off then recalled from an official department Recall List, all service

	<p>time up until and then following the date of separation is counted in the seniority calculation.]</p> <ol style="list-style-type: none"> 2) Work related injury leave of up to one (1) year will be included as continuous service time for the purposes of calculating seniority. 3) Authorized paid or unpaid absence or leave of thirty (30) days or less is included as continuous service time for ranking unless two or more employees are within thirty (30) days of each other in rank. 4) Unpaid leave of absence in excess of thirty (30) days is deducted from the length of continuous service. 5) Departments determine amount of continuous service in a class series based on department personnel records. If records are incomplete or the calculations are in question, contact the Layoff Coordinator for assistance.
<p>18. What is a CLASS SERIES?</p>	<p>For lay-off purposes, a class series is a group of classes having common characteristics and/or promotional opportunities. For purposes of establishing seniority among clerical classes, classification codes with the first two digits of '80' will comprise a class series. <i>(NOTE: Job Class Series for Seniority Ranking for Layoff Purposes is available on the H drive)</i></p>
<p>19. What is “DISPARATE TREATMENT?”</p>	<p>Disparate treatment describes a situation where an employee or applicant is treated less favorably than others because of his/her protected class. Nearly all persons are part of a protected class since all persons have a race, color or religion. Other protected classes include sex or gender, national origin, age, disability or veteran status. In California, sexual orientation or identity is also a protected class.</p> <p>If it appears that a strict seniority-based lay off system in your department would result in such treatment, contact the Layoff Coordinator for assistance. You will work in conjunction with County Human Resources and the Equal Opportunity Office to review the specific situation and to develop a recommendation.</p>
<p>20. What is “RANKING IN PREVIOUS CLASS?”</p>	<p>A full-time permanent employee, or, for Units D, E, G, K, X and Z, permanent employees without the restriction of being ‘full-time’, who receives a lay-off notice may have the option to be ranked by seniority with employees in any class(es):</p> <ul style="list-style-type: none"> • within the department, AND • where the salary is the same or lower than his/her class at the time of the lay-off notice AND • s/he has served in <u>permanent status</u> in the class as a Monterey County employee

	<p>An employee has two (2) work days* after receipt of lay-off notice to notify his/her appointing authority if s/he elects to be ranked in a previous class. If the third day following notice of lay-off is not a regularly scheduled work day, the employee may give notice of desire to be ranked in a previous class on the next work day.</p> <p><i>*NOTE: Units D, E, G, X and Z get five (5) working days.</i></p>
21. What is “BUMPING?”	<p>If an employee who chooses to be ranked in a previous class in the same department has greater seniority in that class than employees currently in that class, s/he can elect to transfer to that class, thus “bumping” the incumbent with the least seniority in that class. The bumped incumbent is then given a lay-off notice and, if applicable, the option to be ranked in a previous class and possibly ‘bump’ the least senior incumbent in that class.</p>
22. Does SERVICE IN ANOTHER DEPARTMENT count for ranking?	<p>Yes, if as part of continuous service the employee served:</p> <ul style="list-style-type: none"> • in a permanent position • in any County department <p>and</p> <ul style="list-style-type: none"> • the service was in the class series of the class for which he/she is being ranked, <p>the service time counts toward seniority for ranking purposes.</p>
23. Can an employee DEMOTE IN LIEU OF LAY-OFF.	<p>Yes.</p> <ol style="list-style-type: none"> 1) By electing to be ranked in and then bumping to another class with a lower salary, the employee is accepting a demotion. 2) The department also may offer a qualified permanent employee a demotion to any class where an opening exists. 3) Employees demoted in lieu of lay-off <u>cannot</u> be “Y” rated. 4) An employee demoted in lieu of lay-off is placed on the department’s Recall List and has the right to be restored to his/her former class when an opening occurs and his/her ranking sequence warrants restoration. 5) Employees who demote within a class series must complete their initial probationary period if they have not yet completed an initial probationary period in that class series. 6) Employees who have already completed an initial probationary period in a class in a class series are not required to serve a new probationary period in the new class upon demotion within the same class series. 7) Employees who demote in lieu of lay-off retain their original step eligibility date. 8) NOTE: Any voluntary demotion accepted by an employee

	prior to receipt of an official layoff notice is totally voluntary and will not invoke any recall rights.
24. How is a LAY-OFF NOTICE served?	<ol style="list-style-type: none"> 1) In person or by registered mail (return receipt requested) to the employee's latest address on file with the County. 2) A copy of all lay-off notices are sent to the union, if applicable, along with a copy of seniority list(s) for the class(es) of lay-off.
25. What is the required TIMING OF A LAY-OFF NOTICE?	Lay-off notices must be issued a MINIMUM of twenty-one (21) calendar days prior to the expected date of separation.
26. What are the CONTENTS OF A LAY-OFF NOTICE?	<p>Required for all units</p> <ol style="list-style-type: none"> 1) Reason for lay-off 2) Effective date of action 3) Reference to provisions in the appropriate MOU governing reemployment 4) Notice that counseling is available. <p>Required for units D, E, G, X and Z</p> <ol style="list-style-type: none"> 5) Notice that any decision to bump must be made within five (5) working days; and 6) Notice the the employee has five (5) days within which to appeal the layoff. <p>(See the "Lay-off Implementation Packet" for samples.)</p>
27. How does RECALL work?	The names of persons laid off from a particular department are maintained on a <u>department</u> Recall List for the job class from which lay-off occurred. If within one (1) year the department needs to fill a position in a class from which lay-off occurred, they must reemploy a laid off employee from the appropriate Recall List. Recall is done in inverse ranking order of lay-off. No new employee may be hired, nor any employee promoted, into a class from which lay-off occurred until all employees laid off in that class in that department have had the opportunity to return to work. Offers of recall and any declinations should be in writing maintained in the person's Department personnel file.
28. Can an EXCEPTION be made TO RECALL BY RANK?	<p>Exception to the order of recall by ranking sequence may be granted if the department can justify the action based on:</p> <ol style="list-style-type: none"> 1) demonstrated special qualifications, skills or training or 2) for equal opportunity considerations. <p>Departments contemplating recall in other than ranking sequence must have approval of the County Administrative Officer or designee.</p>

<p>29. What is a “PREFERRED ELIGIBLE LIST?”</p>	<p>A list of laid off employees who meet the eligibility requirements for a specific class and desire to be considered for employment.</p>
<p>30. How does PLACEMENT ON A PREFERRED ELIGIBLE LIST occur?</p>	<p>A Human Resources Analyst may place a laid off employee’s name on one or more preferred eligible lists after counseling and evaluation. <i>(See H drive for Sigma protocols)</i></p>
<p>31. When would I USE A PREFERRED ELIGIBLE LIST?</p>	<p>When there is a request for a referral from any County department for a position in a class with an existing Preferred Eligible List, the laid off employees on the list are referred and must be considered prior to other applicants being referred.</p>
<p>32. Is being on a PREFERRED ELIGIBLE LIST A GUARANTEE OF REEMPLOYMENT?</p>	<p>No. Placement on a Preferred Eligible List only guarantees <u>consideration</u> prior to other applicants. Departments are not required to hire laid off employees on a Preferred Eligible List, but are strongly encouraged to do so. Justification will be required when no one referred from a Preferred Eligible List referral is hired.</p>
<p>33. When is an employee REMOVED FROM A PREFERRED ELIGIBLE LIST?</p>	<p>An employee’s name is removed from a Preferred Eligible List for a specific class after:</p> <ol style="list-style-type: none"> 1) One (1) year from date of layoff. 2) Reemployment by the County 3) Failure to accept an offer of employment in the class. 4) Failure to appear for an interview after an invitation has been mailed. 5) Failure to respond within seven (7) days to communication regarding availability for employment. 6) The laid off employee requests in writing that his/her name be removed. <p>(Note: Events No. 3 through No. 6 only result in removal from the specific Preferred Eligible List involved; the person would not be removed from other Preferred Eligible Lists on which they may be listed.)</p>
<p>34. Is GRIEVANCE OF LAY-OFF appropriate?</p>	<p>If there is an alleged violation of the lay-off procedures as contained in the appropriate MOU, and if attempts to resolve the matter informally are not successful, the Union, and only the Union, may file a grievance for <u>final</u> determination by the Department Head. Such a grievance is not subject to arbitration. Alleged civil rights violations as a result of lay-off may be appropriately referred to the DFEH, EEOC or Monterey County</p>

	Equal Opportunity Office.
35. Can an employee APPEAL A LAY-OFF decision?	Yes. An employee directly affected by the lay-off procedures has five (5) days after receiving a lay-off notice to request a meeting with the Department Head or his/her designee to review the application of the lay-off policies as it affects the employee. If the position is represented, the employee may be accompanied by a Union representative.

TAKING BOARD ACTION

Notice of Layoff can be issued to employees only upon authorization by the Board of Supervisors. Following is a sample Board Report and Board Order to delete allocations and authorize lay-offs. These samples are most appropriate for use when an individual Department is reducing allocations. When implementing a County-wide Reduction in Force, this process may take place through the adoption of the annual budget or be centralized to present several departments' actions in one Board Report/Order. Check with the County Administrative Office/Budget Manager for guidance.

MONTEREY COUNTY BOARD OF SUPERVISORS

MEETING: <Date>, 2009 - Consent	AGENDA NO.:
SUBJECT: Amend <Department Title> Budget Unit <Budget Unit Number> to delete allocations and authorize issuance of Notice of Layoff to employees	
DEPARTMENT: County Administrative Office	

RECOMMENDATION:

It is recommended that, effective <Date>, the Board of Supervisors take the following action:

1. Amend <Department Title> Budget Unit <Budget Unit Number> to delete allocations effective <date> as follows:

<u>Class</u>	<u>Class Code</u>
(5) Cashier	80J19
(1) Groundskeeper	70C21
(3) Management Analyst III	14C31

HINT: If listing the deleted allocations takes up too much space, you can do this:

1. Amend <Department Title> Budget Unit <Budget Unit Number> to delete allocations as indicated in the Attached Board Order.

2. _____ Authorize issuance of Notice of Layoff to employees

SUMMARY:

DISCUSSION:

If the action will result in issuing layoff notices to employees, put a statement about that here.

OTHER AGENCY INVOLVEMENT:

If the action will result in issuing layoff notices to represented employees, put a statement here about having offered to meet/met with the Union to discuss alternatives to lay-off

FINANCING:

Prepared by:

<Name>

<Title>

<ext. Number>

Approved by:

<Department Head Name>

<Department Head Title>

Cc: Michael Miller, Auditor-Controller
Union, if applicable

**Before the Board of Supervisors in and for the
County of Monterey, State of California**

Amends <Department Title> Budget Unit)
<Budget Unit Number> to delete)
allocations and authorizes issuance of
Notice of Layoff to employees

Upon motion of Supervisor _____, seconded by Supervisor _____, and carried by those members present, effective <Date>, the Board hereby;

1. Amended <Department Title> Budget Unit <Budget Unit Number> to delete allocations effective <date> as follows:

<u>Class</u>	<u>Class Code</u>	<u>For a Revised Total of:</u>
(5) Cashier	80J19	3
(1) Groundskeeper	70C21	1
(3) Management Analyst III	14C31	0

2. Authorized issuance of Notice of Layoff to employees

PASSED AND ADOPTED on this _____ day of _____, 2009, by the following vote, to-wit:

AYES:

NOES:

ABSENT:

I, Gail Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof Minute Book _____, on _____.

Dated:

Gail Borkowski, Clerk of the Board of Supervisors,
County of Monterey, State of California.

By _____
Deputy

ISSUING THE LAYOFF NOTICE

CONTENTS – DESCRIPTIVE INFORMATION

LAYOFF NOTIFICATION CHECKLIST

Itemizes the information the department is required to provide each employee at the time of layoff or demotion.

SAMPLE LAYOFF NOTICES:

- EMPLOYEE ABLE TO BUMP - Prepare for each permanent, seasonal or promotional probationary employee who has the necessary seniority in equal or lower level classes to displace (bump) to another class.
- EMPLOYEE NOT ABLE TO BUMP - Prepare for each permanent, seasonal or probationary employee who does *not* have the necessary seniority in equal or lower level classes to displace (bump) to another class.
- DISPLACED EMPLOYEE ABLE TO BUMP - Prepare for each permanent, seasonal or promotional probationary employee who has been bumped out of his/her current position *and* has the necessary seniority in equal or lower level classes to displace (bump) to another class.
- DISPLACED EMPLOYEE NOT ABLE TO BUMP - Prepare for each permanent, seasonal or probationary employee who has been bumped out of his/her current position *and* who does *not* have the necessary seniority in equal or lower level classes which would allow the employee to displace (bump) to another class.
- EMPLOYEE WITH NO BUMPING RIGHTS - Prepare for each permanent, seasonal or probationary employee who does not have bumping rights (at-will employee).
- SAMPLE NOTICE TO TEMPORARY EMPLOYEES – Although temporary employees are not technically laid off, this sample letter can be used to inform them of the discontinuance of their services.

RANKING PREFERENCE FORM

To be prepared by and returned to the department Human Resources Analyst. Attach the prepared form to the lay-off notice for each permanent, seasonal or promotional probationary employee who has the necessary seniority in equal or lower level classes to displace (bump) to another class. Employees may only be ranked in other classes in which they have previously served in permanent status for the County.

LAYOFF BENEFITS INFORMATION

Attach to all layoff notices prepared for permanent, seasonal and probationary employees. Should a complex question or situation arise regarding benefits, refer the employee to Risk Management.

INFORMATION ABOUT PLACEMENT ON PREFERRED ELIGIBLE LISTS AND INSTRUCTIONS FOR COMPLETING THE GREEN APPLICATION FORM

Attach to all layoff notices prepared for permanent, seasonal and probationary employees.

LAYOFF & EMPLOYMENT COUNSELING PLANNING FORM

Attach to all layoff notices prepared for permanent, seasonal and probationary employees. This form will be used by the Human Resources Analyst if an employee requests counseling related to possible preferred consideration for positions in other County departments.

SAMPLE NOTICE - TEMPORARY EMPLOYEE

Prepare for each temporary employee who is being released. The other forms and processes listed above do not pertain to Temporary Employees.

Monterey County
LAYOFF NOTIFICATION CHECKLIST
Permanent, Seasonal & Probationary Employees

Complete a separate checklist for each employee in your department designated for layoff or demotion. RETURN THE COMPLETED FORM TO CAO/HUMAN RESOURCES WITH THE EMPLOYEE'S PERSONNEL ACTION FORM. A COPY OF THIS FORM MUST BE PLACED IN THE EMPLOYEE'S DEPARTMENT PERSONNEL FILE.

Employee Name: _____ Date: _____

Current Class Title: _____

Current Class Code: _____ Department: _____

1. Notice of Layoff was delivered in person or mailed to the affected employee at least 21 days prior to the effective date of separation. _____
2. All information listed below has been included in the Notice of Layoff (see sample Notices of Layoff) _____
 - a. Reason for layoff: i.e., lack of work, lack of funds, material change in duties or organization, in the interest of economy, or causes outside the County's direct control. _____
 - b. Effective date of layoff. _____
 - c. Reference to provision governing reemployment rights: _____

Safety General & Supervisory – Units A & B	Article 8 – § 8.5, 8.7
Safety Management – Unit C	Article 8 – § 8.5, 8.7
Deputy Public Defenders – Unit D	PPPR – §17.10, 17.12
Deputy District Attorneys – Unit E	PPPR – §17.10, 17.12
Supervisory Employees – Unit F	Article 26 – § 26.4, 26.6
Deputy County Counsels – Unit G	PPPR – §17.10, 17.12
Health Care – Unit H	Article 25 – § 25.D, 25.E
General Employees – Unit J	Article 26 – § 26.4, 26.6
Social Services – Unit K	Article 15 – § 15.9, 15.11
Probation Managers – Unit L	Article 14 – §14.9, 14.11
Probation General & Supervisory – Units M & N	Article 18 – § 18.4, 18.6
Board of Supervisor's Secretaries – Unit P	PPPR – §17.10, 17.12
Park Rangers Association – Units Q & V	Article 25 – § 25.4, 25.6
Resident Physicians – Unit R	Article 22 – § 22.4, 22.5
Management and Confidential – Units X & Z	PPPR – §17.10, 17.12

d. Notice that employment counseling for positions in other County departments is available through the Human Resources Analyst.

e. Notice of the employee's right to request review of layoff action within five (5) working days after layoff notice is received.

f. If applicable, notice to the employee that s/he must notify the department head or designee within two (2)* working days if s/he elects to be ranked in a class in which s/he has previously served in a permanent status. * *Five (5) working days for Units D, E, G, X, Pand Z.*

g. Copy of Notice of Layoff placed in the employee's department personnel file.

h. Copy of Notice of Layoff sent to employee's bargaining agent (if applicable)

3. If applicable, Ranking Preference Form attached to Notice of Lay-off. *Two copies of this form are retained for the employee's department personnel file; one copy as issued and one copy of the completed form returned to employee*

4. Layoff Benefits Information Sheet has been attached to the Notice of Layoff

5. Preferred Eligible List Application and Instruction Sheet and Layoff & Employment Counseling Planning Form have been attached to the Notice of Layoff

Completed by: _____

Date: _____

SAMPLE LETTERS

**SAMPLE LAYOFF NOTICE
EMPLOYEE ABLE TO BUMP
(EXCEPT UNITS D, E, G, X & Z)**

<NAME>
<ADDRESS>

Dear <Name>:

Regretfully, the _____ Department Fiscal Year 20__ - __ budget does not include funding for the <CLASS TITLE> position which you now occupy. It is therefore my duty to inform you that, based on seniority, effective <DATE> you will be laid off unless you choose to exercise any seniority rights you may have to displace or bump to a different _____ Department job (a.k.a. “bumping rights”). In order to exercise this option, you must complete the enclosed “Ranking Preference Form” and return it to <HUMAN RESOURCES ANALYST NAME>, < HUMAN RESOURCES ANALYST TITLE> within the next two (2) working days.

Regardless of whether you choose to exercise your bumping rights, your name will be placed on a _____ Department Recall List for <CLASS TITLE> for one year from your date of layoff. If we have a(n) <CLASS TITLE> opening, eligible departmental Recall List employees will be offered reemployment in order of seniority. A copy of the applicable MOU sections governing re-employment rights is enclosed for your reference.

You may also choose to take advantage of employment counseling for possible employment in other Monterey County departments and job classes and to be placed on a Preferred Eligible List (P.E.L.). The enclosed P.E.L information sheet and forms explain this program.

You will doubtless have concerns regarding such matters as health insurance, unemployment insurance, PERS, payroll deductions and other benefits. A “Layoff Benefits Information” sheet is enclosed to respond to many questions and to direct you to appropriate individuals or organizations for personal assistance.

You may wish to review the layoff process and how it is affecting you with <DEPARTMENT HEAD OR DESIGNEE>. If so, please schedule a meeting within the next five (5) working days. [A representative of <NAME OF APPROPRIATE LABOR ORGANIZATION> may accompany you to such a meeting.]

I sincerely appreciate and thank you for your services to the _____ Department and to Monterey County and wish you every success in your future endeavors.

Sincerely,

<DEPARTMENT HEAD NAME>
<DEPARTMENT HEAD TITLE>

Enclosures

Cc: Department Personnel File
<NAME OF APPROPRIATE LABOR ORGANIZATION>

**SAMPLE LAYOFF NOTICE
EMPLOYEE ABLE TO BUMP
(UNITS D, E, G, X & Z)**

<NAME>
<ADDRESS>

Dear <Name>:

Regretfully, the _____ Department Fiscal Year 20__ - __ budget does not include funding for the <CLASS TITLE> position which you now occupy. It is therefore my duty to inform you that, based on seniority, effective <DATE> you will be laid off unless you choose to exercise any seniority rights you may have to displace or bump to a different _____ Department job (a.k.a. “bumping rights”). In order to exercise this option, you must complete the enclosed “Ranking Preference Form” and return it to <HUMAN RESOURCES ANALYST NAME>, < HUMAN RESOURCES ANALYST TITLE> within the next five (5) working days.

Regardless of whether you choose to exercise your bumping rights, your name will be placed on a _____ Department Recall List for <CLASS TITLE> for one year from your date of layoff. If we have a(n) <CLASS TITLE> opening, eligible departmental Recall List employees will be offered reemployment in order of seniority. A copy of the applicable PPR sections governing re-employment rights is enclosed for your reference.

You may also choose to take advantage of employment counseling for possible employment in other Monterey County departments and job classes and to be placed on a Preferred Eligible List (P.E.L.). The enclosed P.E.L information sheet and forms explain this program.

You will doubtless have concerns regarding such matters as health insurance, unemployment insurance, PERS, payroll deductions and other benefits. A “Layoff Benefits Information” sheet is enclosed to respond to many questions and to direct you to appropriate individuals or organizations for personal assistance.

You may wish to review the layoff process and how it is affecting you with <DEPARTMENT HEAD OR DESIGNEE>. If so, please schedule a meeting within the next five (5) working days.

I sincerely appreciate and thank you for your services to the _____ Department and to Monterey County and wish you every success in your future endeavors.

Sincerely,

<DEPARTMENT HEAD NAME>
<DEPARTMENT HEAD TITLE>

Enclosures

Cc: Department Personnel File
<NAME OF APPROPRIATE LABOR ORGANIZATION> (if applicable)

SAMPLE LAYOFF NOTICE
**EMPLOYEE NOT ABLE TO BUMP
(EXCEPT UNITS D, E, G, X AND Z)**

<NAME>
<ADDRESS>

Dear <Name>:

Regretfully, the _____ Department Fiscal Year 20__ - __ budget does not include funding for the <CLASS TITLE> position which you now occupy. It is therefore my duty to inform you that based on seniority, you will be laid off effective <DATE>.

You do not have the necessary seniority to displace (bump) to another job. Your name will, however, be placed on a _____ Department Recall List for <CLASS TITLE> for one year from your date of layoff. If we have a(n) <CLASS TITLE>] opening, eligible department Recall List employees will be offered reemployment in order of seniority. A copy of the applicable MOU sections governing re-employment rights is enclosed for your reference.

You may choose to take advantage of employment counseling for possible employment in other Monterey County departments and job classes and to be placed on a Preferred Eligible List (P.E.L.). The enclosed P.E.L. information sheet and forms explain this program.

You will doubtless have concerns regarding such matters as health insurance, unemployment insurance, PERS, payroll deductions and other benefits. A "Layoff Benefits Information" is enclosed to respond to many questions and to direct you to appropriate individuals or organization for personal assistance.

You may wish to review the layoff process and how it is affecting you with <DEPARTMENT HEAD OR DESIGNEE>. If so, please schedule a meeting within the next five (5) working days. [A representative of <NAME OF APPROPRIATE LABOR ORGANIZATION> may accompany you to such a meeting.]

I sincerely appreciate and thank you for your services to the _____ Department and to Monterey County and wish you every success in your future endeavors.

Sincerely,

<DEPARTMENT HEAD NAME>
<DEPARTMENT HEAD TITLE>

Enclosures

Cc: Department Personnel File
<NAME OF APPROPRIATE LABOR ORGANIZATION>

SAMPLE LAYOFF NOTICE
**DISPLACED EMPLOYEE ABLE TO BUMP
(EXCEPT UNITS D, E, G, X & Z)**

<NAME>
<ADDRESS>

Dear <Name>:

Regretfully, the _____ Department Fiscal Year 20__ - __ budget does not include sufficient funding to continue current staffing levels. Equal or higher positions in our department have been eliminated, and an incumbent has elected to displace (bump) to your class of <CLASS TITLE>. It is therefore my duty to inform you that, based on seniority, effective <DATE> you will be laid off unless you choose to exercise any seniority rights you may have to displace or bump to a different _____ Department job (a.k.a. "bumping rights"). In order to exercise this option, you must complete the enclosed "Ranking Preference Form" and return it to <HUMAN RESOURCES ANALYST NAME>, <HUMAN RESOURCES ANALYST TITLE> within the next two (2) working days.

Regardless of whether you choose to exercise your bumping rights, your name will be placed on a _____ Department Recall List for <CLASS TITLE> for one year from your date of layoff. If we have a(n) <CLASS TITLE> opening, eligible departmental Recall List employees will be offered reemployment in order of seniority. A copy of the applicable MOU sections governing re-employment rights is enclosed for your reference.

You may also choose to take advantage of employment counseling for possible employment in other Monterey County departments and job classes and to be placed on a Preferred Eligible List (P.E.L.). The enclosed P.E.L information sheet and forms explain this program.

You will doubtless have concerns regarding such matters as health insurance, unemployment insurance, PERS, payroll deductions and other benefits. A "Layoff Benefits Information" sheet is enclosed to respond to many questions and to direct you to appropriate individuals or organizations for personal assistance.

You may wish to review the layoff process and how it is affecting you with <DEPARTMENT HEAD OR DESIGNEE>. If so, please schedule a meeting within the next five (5) working days. [A representative of <NAME OF APPROPRIATE LABOR ORGANIZATION> may accompany you to such a meeting.]

I sincerely appreciate and thank you for your services to the _____ Department and to Monterey County and wish you every success in your future endeavors.

Sincerely,

<DEPARTMENT HEAD NAME>
<DEPARTMENT HEAD TITLE>

Enclosures

Cc: Department Personnel File
<NAME OF APPROPRIATE LABOR ORGANIZATION>

SAMPLE LAYOFF NOTICE
DISPLACED EMPLOYEE ABLE TO BUMP
(UNITS D, E, G, X & Z)

<NAME>
<ADDRESS>

Dear <Name>:

Regretfully, the _____ Department Fiscal Year 20__ - __ budget does not include sufficient funding to continue current staffing levels. Equal or higher positions in our department have been eliminated, and an incumbent has elected to displace (bump) to your class of <CLASS TITLE>. It is therefore my duty to inform you that, based on seniority, effective <DATE> you will be laid off unless you choose to exercise any seniority rights you may have to displace or bump to a different _____ Department job (a.k.a. "bumping rights"). In order to exercise this option, you must complete the enclosed "Ranking Preference Form" and return it to <HUMAN RESOURCES ANALYST NAME>, <HUMAN RESOURCES ANALYST TITLE> within the next five (5) working days.

Regardless of whether you choose to exercise your bumping rights, your name will be placed on a _____ Department Recall List for <CLASS TITLE> for one year from your date of layoff. If we have a(n) <CLASS TITLE> opening, eligible departmental Recall List employees will be offered reemployment in order of seniority. A copy of the applicable PPR sections governing re-employment rights is enclosed for your reference.

You may also choose to take advantage of employment counseling for possible employment in other Monterey County departments and job classes and to be placed on a Preferred Eligible List (P.E.L.). The enclosed P.E.L information sheet and forms explain this program.

You will doubtless have concerns regarding such matters as health insurance, unemployment insurance, PERS, payroll deductions and other benefits. A "Layoff Benefits Information" sheet is enclosed to respond to many questions and to direct you to appropriate individuals or organizations for personal assistance.

You may wish to review the layoff process and how it is affecting you with <DEPARTMENT HEAD OR DESIGNEE>. If so, please schedule a meeting within the next five (5) working days.

I sincerely appreciate and thank you for your services to the _____ Department and to Monterey County and wish you every success in your future endeavors.

Sincerely,

<DEPARTMENT HEAD NAME>
<DEPARTMENT HEAD TITLE>

Enclosures

Cc: Department Personnel File

<NAME OF APPROPRIATE LABOR ORGANIZATION> (if applicable)

SAMPLE LAYOFF NOTICE
**DISPLACED EMPLOYEE NOT ABLE TO
BUMP**

<NAME>
<ADDRESS>

Dear <Name>:

Regretfully, the _____ Department Fiscal Year 20__ - __ budget does not include sufficient funding to continue current staffing levels. Equal or higher positions in our department have been eliminated, and an incumbent has elected to displace (bump) to your class of <CLASS TITLE>. It is therefore my duty to inform you that, based on seniority, effective <DATE>, you will be laid off.

You do not have the necessary seniority to displace (bump) to another job. Your name will, however, be placed on a _____ Department Recall List for <CLASS TITLE> for one year from your date of layoff. If we have a(n) <CLASS TITLE>] opening, eligible department Recall List employees will be offered reemployment in order of seniority. A copy of the applicable MOU sections governing re-employment rights is enclosed for your reference.

You may choose to take advantage of employment counseling for possible employment in other Monterey County departments and job classes and to be placed on a Preferred Eligible List (P.E.L.). The enclosed P.E.L. information sheet and forms explain this program.

You will doubtless have concerns regarding such matters as health insurance, unemployment insurance, PERS, payroll deductions and other benefits. A "Layoff Benefits Information" is enclosed to respond to many questions and to direct you to appropriate individuals or organization for personal assistance.

You may wish to review the layoff process and how it is affecting you with <DEPARTMENT HEAD OR DESIGNEE>. If so, please schedule a meeting within the next five (5) working days. [A representative of <NAME OF APPROPRIATE LABOR ORGANIZATION> may accompany you to such a meeting.]

I sincerely appreciate and thank you for your services to the _____ Department and to Monterey County and wish you every success in your future endeavors.

Sincerely,

<DEPARTMENT HEAD NAME>
<DEPARTMENT HEAD TITLE>

Enclosures

Cc: Department Personnel File
<NAME OF APPROPRIATE LABOR ORGANIZATION> (if applicable)

SAMPLE LAYOFF NOTICE
EMPLOYEE WITH NO LAYOFF RIGHTS
(At-will)

<NAME>
<ADDRESS>

Dear <Name>:

Funding restrictions have required reductions in current departmental staffing levels. As a result, the at-will assignment you occupy as a <CLASS TITLE> will no longer be funded. I regret to inform you that your last working day will be <DATE>.

Your final paycheck will be issued on the regularly scheduled payday of <DATE>. If you do not pick up your paycheck on that date, it will be mailed to your most current address on file with your Department's Payroll Clerk.

I appreciate your service with our department and regret this action is necessary.

Sincerely,

<DEPARTMENT HEAD NAME>
<DEPARTMENT HEAD TITLE>

Enclosures

Cc: Department Personnel File

SAMPLE NOTICE
TEMPORARY EMPLOYEE

<NAME>
<ADDRESS>

Dear <Name>:

Funding restrictions have required reductions in current departmental staffing levels. As a result, the assignment you occupy as a temporary <CLASS TITLE> will no longer be funded. I regret to inform you that your last working day will be <DATE>.

Your final paycheck will be issued on the regularly scheduled payday of <DATE>. If you do not pick up your paycheck on that date, it will be mailed to your most current address on file with your Department's Payroll Clerk.

I appreciate your service with our department and regret this action is necessary.

Sincerely,

<DEPARTMENT HEAD NAME>
<DEPARTMENT HEAD TITLE>

Cc: Department Personnel File

Monterey County

RANKING PREFERENCE FORM (ALL UNITS EXCEPT D, E, G, X & Z)

Employee Name: _____ Employee Number: _____

Current Class: _____ Department: _____

Date employee received a copy of this form: _____

AVAILABLE RANKING OPTIONS

A. The following options are available to you: Ranking in the class(es) of

INDICATION OF PREFERENCE

Please check only B or C

B.

I exercise my right to be ranked in and possibly demote to the class(es) listed above in the following order of preference based on my individual seniority:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

C.

I do not elect to be ranked in the class(es) indicated in Section A. I understand that in not exercising my right to be ranked in other classes, I have waived my right to displace (bump) to another class.

I understand that if I fail to mark either of the choices above and return this form to my department head or designated representative within two (2) working days of the date of receipt of Notice of Lay-off, I have waived any right to displace to another class.

Employee Signature: _____ Date: _____

(This portion to be completed when employee returns signed form)

SIGNATURE AND TITLE OF DEPARTMENT HEAD OR DESIGNATED REPRESENTATIVE:

Name: _____ Title: _____
(please print)

Signature: _____ Date Received: _____

Monterey County

RANKING PREFERENCE FORM (UNITS D, E, G, X & Z)

Employee Name: _____ Employee Number: _____

Current Class: _____ Department: _____

Date employee received a copy of this form: _____

AVAILABLE RANKING OPTIONS

A. The following options are available to you: Ranking in the class(es) of

INDICATION OF PREFERENCE

Please check only B or C

B.

I exercise my right to be ranked in and possibly demote to the class(es) listed above in the following order of preference based on my individual seniority:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

C.

I do not elect to be ranked in the class(es) indicated in Section A. I understand that in not exercising my right to be ranked in other classes, I have waived my right to displace (bump) to another class.

I understand that if I fail to mark either of the choices above and return this form to my department head or designated representative within five (5) working days of the date of receipt of Notice of Lay-off, I have waived any right to displace to another class.

Employee Signature: _____ Date: _____

(This portion to be completed when employee returns signed form)

SIGNATURE AND TITLE OF DEPARTMENT HEAD OR DESIGNATED REPRESENTATIVE:

Name: _____ Title: _____
(please print)

Signature: _____ Date Received: _____

**INFORMATION ABOUT
PLACEMENT ON PREFERRED ELIGIBLE LISTS
AND
INSTRUCTIONS FOR COMPLETING THE GREEN APPLICATION FORM**

DEFINITIONS

Preferred Eligible List: A Preferred Eligible List is a listing of laid off employees who have been certified by Human Resources staff as eligible for employment in a particular class. When a Preferred Eligible List for a classification exists, a referral for final selection must be issued from the candidates on the Preferred Eligible List before a referral is issued from a new or established Eligible List. Placement on a Preferred Eligible List only guarantees consideration for employment prior to other candidates. A department is not required to hire a person referred from a Preferred Eligible List.

Lay-off Employment Counseling: Lay-off employment counseling by the Department Human Resources Analyst is an evaluation of the knowledge and skills of an employee. Those job classes within the County for which the employee meets eligibility requirements and desires to be considered for reemployment are determined. Employees who are laid off may be placed on a Preferred Eligible List for job classes at the same or lower salary range than their current class.

Preferred Eligible List Applications: Preferred Eligible List Applications are used for employees who have been placed on the Preferred Eligible List. They are green in color.

PROCESS

1. Who is eligible for placement on Preferred Eligible Lists?

If you are a laid off permanent, seasonal, probationary or promotional probationary employee, you are eligible to be placed on Preferred Eligible Lists.

2. How do I get on a Preferred Eligible List?

Prior to your effective date of lay-off, contact your department's Human Resources Analyst to schedule a lay-off employment counseling interview. During this interview, the Human Resources Analyst will review your knowledge and skills to determine those job classes for which you meet employment eligibility requirements and for which you wish to be considered for reemployment.

3. Which Preferred Eligible Employment List(s) will I be placed on?

As a result of the lay-off employment counseling interview with your Human Resources Analyst, you will be placed on a Preferred Eligible List for any job class(es) for which:

- *you meet the minimum qualifications (as determined by the Human Resources Analyst), AND*
- *you wish to be considered for reemployment, AND*
- *which are at a salary range equal to or less than the classification from which you are being laid off.*

4. What should I provide to the Human Resources Analyst prior to the employment counseling interview?

At least two (2) working days prior to your appointed interview, the Human Resources Analyst should receive:

- *Your completed green **Preferred Eligible List Application** form (attached). Leave the "CLASS APPLIED FOR" and "EXAM NUMBER" blank. After the Human Resources Analyst has determined all classes for which you are eligible for reemployment and, of those, for which you wish to be considered, additional copies of your application will be made.*
- *The green **Layoff and Employment Counseling Planning Form** (attached).*

5. How long will I remain on the Preferred Eligible Employment List?

Once you have been placed on a Preferred Eligible List, you will remain on the list for a period of one (1) year unless your name is removed for some other reason.

6. What are the reasons my name may be removed from a Preferred Eligible List?

- *The expiration of one (1) year from the date of lay-off.*
- *Acceptance of permanent employment with the County of Monterey.*
- *Failure to accept an offer of employment with the County of Monterey or report to work.*
- *Failure to appear for a job interview with the County of Monterey after notification by telephone or by mail addressed to your last address on file with Human Resources.*
NOTE: You should notify your Human Resources Analyst if you change your address or phone number.
- *Failure to respond within seven (7) days to a communication regarding availability of employment.*
- *Submission of a written request to be removed from the list(s).*

**LAYOFF & EMPLOYMENT COUNSELING
PLANNING FORM**

Complete this form and return it with your Preferred Eligible List Application to your department Human Resources Analyst at least two (2) days prior to your counseling appointment.

Name: _____ Date: _____

County Phone Number: _____ Department: _____

Anticipated Effective Date of Layoff: _____

Current Job Class: _____

This form is used to assist your department Human Resources Analyst in effectively counseling you and evaluating appropriate placement for you on Preferred Eligible Lists.

The “EDUCATIONAL & TRAINING SUMMARY” on your application should show all information which may relate to positions for which you will be applying. Likewise, the “EMPLOYMENT HISTORY” section should include all work experience which may be appropriate. Attach additional pages to your application, if necessary, to give a complete picture of your relevant work history. Feel free to attach your resume. Please do not attach references or other work history or education/training documents to this form or to your application.

IF YOU POSSESS KNOWLEDGE AND SKILLS WHICH ARE NOT RELECTED IN THE “EDUCATION & TRAINING SUMMARY” OR “EMPLOYMENT HISTORY” SECTIONS OF YOUR APPLICATION, LIST OR BRIEFLY DESCRIBE THEM HERE:

PLEASE LIST COUNTY JOB CLASSES FOR WHICH YOU FEEL YOU ARE QUALIFIED AND ARE TENTATIVELY INTERESTED IN BEING PLACED ON A PREFERRED ELIGIBLE LIST.

Class specifications and salary information is available on the County website at: www.co.monterey.ca.us/personnel/documents.html or in your department Human Resources Office.

🔗 LAYOFF BENEFITS INFORMATION 🔗

The information contained in this section is intended to answer questions most frequently asked by separated employees regarding their benefits and payroll deductions. Should you have additional concerns, contact the agency, County office indicated, or CAO/Human Resources-Benefits at 755-5457.

🔗 UNUSED, ACCRUED LEAVE TIME PAYOFF 🔗

Permanent and seasonal employees will be paid 100 percent of unused, accumulated vacation, annual leave, paid time-off and compensatory time earned.

🔗 INSURANCE COVERAGE 🔗

HEALTH INSURANCE:

Medical: Insurance coverage under the PERS Plan will continue through the end of the month following the month in which the employee separates.

Dental & Optical: Coverage will continue through the end of the month in which the employee separates.

Claims for medical, dental or optical work done prior to coverage termination will be processed for payment, subject to eligibility. If you elect to discontinue coverage, work done after the expiration of coverage will not be eligible for payment.

NOTE: Dental and optical coverage may be continued through COBRA as described below.

Continuing your coverage through COBRA In accordance with the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), you may elect to continue the same level of coverage and Plan in place at your time of separation for yourself and insured dependents. Coverage may be continued for up to 18 months at your expense (monthly premium + 2% administrative fee).

Upon separation from employment, you will be sent a COBRA application form with a memo of instruction to your home address. The application will indicate the coverage you had at the time of separation and the monthly premium rates and applicable administrative fees required to continue the benefits you elect. You have 60 days in which to make your election to continue coverage. A lapse in coverage is not permitted; therefore premiums must be paid retroactive to the first month you did not have coverage.

Important information for those considering retirement: If you qualify and choose to retire at the time of your layoff AND you take the COBRA election, your insurance coverage will automatically expire at the end of your 18 months of COBRA coverage. You cannot elect to stay in the plan as a retiree after your COBRA coverage expires. If you desire to remain in the County's medical plan indefinitely, you MUST sign up as a retiree and not as a COBRA participant. For further information contact Paulette Clark at 755-5456.

NOTE: Permanent employees who are enrolled in the PERS Health Plan at the time of separation and elect COBRA continuation, as described above, will receive a County warrant equal to 2 months of the County-paid non-elective and elective flexible spending credits for the EMPLOYEE-ONLY health premium. Such warrant shall be made payable to the employee and the insurance company in effect at the time of layoff. This 2 month premium stipend should not be confused with the total premium required to continue coverage. In addition, this check does NOT protect dependent coverage. This warrant can be used only toward medical insurance premium continuation. This provision does not apply to employees who elect to retire concurrent to layoff.

LIFE INSURANCE:

Life insurance coverage will continue through the end of the month in which an employee separates.

If you were a permanent or seasonal employee, working half-time or more for at least 6 months prior to your separation date, and have life insurance paid for by the County, you are eligible for conversion of your life insurance.

You may apply for an individual conversion policy for the same amount of coverage which was provided by the County. If you purchased additional life insurance through payroll deduction, you may convert the supplemental amount as well. Premiums will be based on an individual private policy. Conversion forms are provided by Risk Management upon request. If you purchased additional life insurance through payroll deduction, you may convert the supplemental amount as well. Premiums will be based on an individual private policy. Please contact Employee Benefits Specialists (EBS) for conversion forms by calling (800) 229-7683 or (925) 218-3551.

UNEMPLOYMENT INSURANCE:

Most employees will be eligible for unemployment insurance. Applications can be obtained from the nearest California Employment Development Department. Offices are located in Salinas, Monterey, Greenfield and Watsonville. Applications may also be filed online at www.edd.ca.gov/Unemployment.

RETIREMENT

PERS REFUND:

Upon receipt of your separation information from Monterey County, the Public Employees Retirement System (PERS) will contact you at the home address identified for in the PERS system and will advise you of your options for your retirement contributions. If PERS does not contact you within 4-6 weeks, you may contact them by phone at (888) CALPERS.

SOCIAL SECURITY BENEFITS:

Social Security contributions are not refundable. If you are at least age 62, you may be eligible for Social Security benefits. Benefits counseling is available for eligible persons at the local U.S. Government Security Office. Additional information is available online at www.ssa.gov.

RETIREMENT SICK LEAVE PAYOFF or SICK LEAVE CONVERSION:

Upon retirement, employees in Units A, B, C, D, E, F, G, H (Health Department only), J, K, L, M, N, O, Q, R, V, X and Y may convert up to 500 hours of accumulated sick leave time to cash. OR they may elect to convert up to 750 hours of their accumulated sick leave for the reimbursement of individual only medical premiums under a PERS-offered Health Plan.

In order to qualify for sick leave payoff, your retirement must be concurrent with your layoff or separation. This does not mean retirement benefits are lost if you retire later. It means that if you retire later, you will lose the right to claim sick leave conversion privileges. Also, if you elect to participate in the Sick Leave Conversion Program, you must elect to continue your health insurance coverage through a PERS-offered plan concurrent with your retirement and you must complete a Sick Leave Conversion application *prior* to separation from employment. Please contact Lucy Raney at (831) 755-5457 for information about the Sick Leave Conversion program or for an application.

Once a participant in the Sick Leave Conversion Program receives their PERS retirement check or PERS retirement warrant, they must bring a copy of the document to the Risk Management Office. Risk will then authorize the Auditor/Controller's office to pay this benefit, subject to continued eligibility.

OTHER BENEFITS & PAYROLL DEDUCTIONS

MONTEREY COUNTY EMPLOYEE'S CREDIT UNION:

If you have authorized payroll deductions for the Monterey County Employee's Credit Union, contact the credit union to avoid possible delays in receiving final payroll warrants.

Monterey County Employees' Credit Union
20 West Market
Salinas, CA 93902

Phone: (831) 535-5575 or (800) 692-2228
Hours: 9:00 am – 5:00 pm Monday – Thursday
9:00 am – 6:00 pm Friday

EDUCATIONAL ASSISTANCE PROGRAM:

Employees who are laid off are eligible for benefits under the Educational Assistance Program for courses that were approved, and for which enrollment has already commenced, prior to the effective date of the layoff.

DEPENDENT CARE:

In a layoff situation, Dependent Care Assistance Program (DECAP) participants will automatically be released from these programs when payroll deductions cease. Participants have 90 days from their last day of employment to submit claims for the current program year expenses incurred up until their date of termination.

DEFERRED COMPENSATION:

The current deferred compensation plan is administered by BenefitsCorp/Great-West Life. Upon separation from the County the automatic payroll contributions to the plan will end. The following options are available for distribution of funds on deposit in the Plan:

- Take a lump sum payment
- Take a partial lump sum payment
- Take periodic payments
- Take a fixed annuity
- Leave money in the Plan (up to age 70.5)
- Roll the money to a 401(k/a), 403(b), IRA or another 457 plan

All distributions are taxable as earned income in the year that they are received. For more information on all of the distribution options and/or for forms to exercise any of these distribution options contact:

Ed Lopez
BenefitsCorp/Great-West Life
1-800-274-8491 Ext. 15

UNION DUES & DEDUCTIONS:

Authorized payroll deductions will cease at the time of separation. Contact your union representative for information and assistance.

COMBINED GIVING CAMPAIGN:

Deductions for contributions will cease upon separation from employment. If you wish to continue donations, contact the applicable agency's office.

All other deductions from payroll will end at the time of your final pay. You will want to contact the appropriate parties to make other arrangements for deposits and payments.

PROCESSING A LAY-OFF

CONTENTS – DESCRIPTIVE INFORMATION

EXIT/DEMOTION INTERVIEW CHECKLIST

Information to be discussed with permanent, seasonal and probationary employees prior to their actual separation or demotion.

HUMAN RESOURCES FILES CHECKLIST:

A checklist of items to be placed in the department Personnel file.

EMPLOYEE RECALL INFORMATION RECORD:

To be completed by the department for each permanent, seasonal or probationary employee who is being laid off or demoted in lieu of layoff.

LAYOFF EXIT/DEMOTION INTERVIEW CHECKLIST

The department must complete a separate checklist for each permanent, seasonal or probationary employee being laid off. The completed checklist should be retained in the employee's department Personnel file.

Employee's Name: _____ Date: _____

Current Class: _____ Department: _____

- 1. Confirm employee's date of separation or demotion.
- 2. Review reason for layoff and employee's ranking.
- 3. Review departmental recall rights
 - Within current department only
 - For position in the class from which the employee has been laid off.
 - Name remains on the departmental recall list for 1 year from the effective date of lay off.

UPON RECALL

- Restoration of permanent status if probationary period completed prior to layoff.
- Credit for portion of initial probationary period completed prior to layoff.
- Restoration of all sick leave.
- Restoration of prior service for purposes of determining leave accrual rates.
- Restoration of credit for service time (ranking) as of the date of layoff.
- Placement at the same step of the salary range held at the time of layoff.

UPON REEMPLOYMENT

- Restoration of all sick leave
 - Restoration of prior service for purposes of determining leave accrual rate.
 - Restoration of credit for service time (seniority for ranking) as of the date of layoff.
 - Placement at the same step of the salary range the employee held at the time of layoff if reemployed in a class in the same salary range.
4. Review any questions concerning the Layoff Benefits Information sheet provided at the time of layoff notification.

NOTE: Should a complex question or situation arise, refer the employee to your department's Human Resources Analyst.

Completed by: _____ Date: _____

PERSONNEL FILE CHECKLIST

**THE FOLLOWING ITEMS ARE TO BE PLACED IN THE EMPLOYEE'S DEPARTMENT PERSONNEL FILE.*

Name: _____

Department: _____

Current Job Class: _____

Step: _____

Ranking Preference Form (if applicable)

Layoff Notification Checklist

Exit/Demotion Interview Checklist

Layoff Notification Notice (letter)

Attach this checklist to the Exit/Demotion Interview Checklist in the Department Personnel File.

Completed
by: _____

Date: _____

RECALL INFORMATION RECORD

This form is to be completed for each person laid off or demoted in lieu of lay-off and kept in the Personnel file. If the employ is rehired through recall, attach this form to the Personnel Action Form.

Employee's Name: _____
Last First MI

Employee's Mailing Address: _____
P.O. Box/Street

City/State: _____ Zip: _____ Phone: _____

Employee Number: _____

Employee's Most Recent Date of Permanent County Employment: _____

Date Lay-off Effective: _____

Current Annual Leave Accrual Rate: _____ . _____

Current Vacation Accrual Rate: _____ . _____

Sick Leave Balance at Time of Layoff: _____

Budget Unit #: _____ Department: _____

Class Held at Time of Layoff: _____
Step: _____

Class Code: _____

Completed by: _____ Date: _____

Phone: _____

SECTION E
CLASS SERIES LIST
For Purposes of Seniority

This listing is to be used only when calculating an employee's seniority in a class series. (It is not a "bumping" or layoff sequence list.)

Seniority for ranking purposes includes continuous service in a class series while occupying a permanent position within the County, and this list reflects the individual classes which compose each class series.

CLASS CODE	TITLE	BARG UNIT	EEO	HR STEP7
14A ADMINISTRATIVE ANALYSTS				
14A24	COUNTY BUDGET DIRECTOR	X	P	\$ 71.52
14A23	PRINCIPAL ADMIN ANALYST	X	P	\$ 53.15
14A27	SUPVG ADMIN ANALYST	X	P	\$ 46.86
14A22	SENIOR ADMINISTRATIVE ANALYST	X	P	\$ 42.62
14A20	ASSOC ADMINISTRATIVE ANALYST	X	P	\$ 39.54
14A01	ADMIN ANALYST	X	P	\$ 34.39
14B PERSONNEL ANALYSTS				
14B23	PRINCIPAL PERSONNEL ANALYST	X	P	\$ 53.15
14B66	DEPARTMENTAL HR MANAGER	X	OA	\$ 53.15
14B51	DEPARTMENTAL HR MGR-MERIT SYS	X	P	\$ 53.15
14B28	SUPVG PERSONNEL ANALYST	X	P	\$ 46.86
14B32	SENIOR PERSONNEL ANALYST	X	P	\$ 42.62
14B21	ASSOC PERSONNEL ANALYST	X	P	\$ 39.54
14B01	PERSONNEL ANALYST	X	P	\$ 34.39
14B EMPLOYEE RELATIONS ANALYSTS				
14B48	PRINCIPAL EMPL RELATIONS REP	X	P	\$ 53.15
14B30	SUPVG EMPL RELATIONS REP	X	P	\$ 46.86
14B24	SENIOR EMPL RELATIONS REP	X	P	\$ 42.62
14B22	EMPLOYEE RELATIONS REP II	X	P	\$ 39.54
14B02	EMPLOYEE RELATIONS REP I	X	P	\$ 34.39
14B EQUAL OPPORTUNITY ANALYSTS				
14B49	SENIOR EQUAL OPPORTUNITY ANALYST	X	P	\$ 42.62
14B47	ASSOC EQUAL OPPORTUNITY ANLST	X	P	\$ 39.54
14B46	EQUAL OPPORTUNITY ANALYST	X	P	\$ 34.39
14B RISK AND BENEFITS ANALYSTS				
14B65	SUPVG RISK & BENEFITS ANALYST	X	P	\$ 46.86
14B63	SENIOR RISK & BENEFITS ANALYST	X	P	\$ 42.62
14B62	ASSOC RISK & BENEFITS ANALYST	X	P	\$ 39.54
14B61	RISK & BENEFITS ANALYST	X	P	\$ 34.39

14C MANAGEMENT ANALYSTS

14C31	MANAGEMENT ANALYST III	X	P	\$	42.62
14C30	MANAGEMENT ANALYST II	X	P	\$	39.54
14G02	MANAGEMENT ANALYST I	X	P	\$	34.39

14C P.H. PROGRAM MANAGER

14C48	PUBLIC HLTH PRGRM MANAGER II	X	OA	\$	53.08
14C80	PUBLIC HLTH PRGRM MANAGER I	X	P	\$	46.63

14C ADMINISTRATIVE OFFICERS / ASSISTANTS

14C72	ADMIN SERVICES MANAGER	X	P	\$	42.62
14C71	ADMIN SERVICES OFFICER	X	P	\$	39.54
14C70	ADMIN SERVICES ASSISTANT	X	P	\$	34.39

14E BUYERS

14E80	SUPVG BUYER	F	P	\$	34.61
14E20	BUYER II	J	P	\$	28.63
14E01	BUYER I	J	PP	\$	24.05

14H WIB STAFF SUPPORT COORDINATORS

14H09	WIB STAFF SUPPORT COORD II	J	PP	\$	26.07
14H08	WIB STAFF SUPPORT COORD I	J	PP	\$	22.92

14H STAFF TRAINERS

60H32	SUPVG STAFF TRAINER	F	PP	\$	36.75
14H70	STAFF TRAINER II	F	PP	\$	34.73
60H31	EMPLOYMENT & TRAINING SUPV	F	PP	\$	34.29
14H69	STAFF TRAINER I	F	PP	\$	31.57
60H21	EMPLOYMENT & TRAINING WKR III	K	PP	\$	29.69
60H11	EMPLOYMENT & TRAINING WKR II	K	PP	\$	26.80
60H01	EMPLOYMENT & TRAINING WKR I	K	PP	\$	23.56

14H STAFF TRAINERS

60H32	SUPVG STAFF TRAINER	F	PP	\$	36.75
14H70	STAFF TRAINER II	F	PP	\$	34.73
14H69	STAFF TRAINER I	F	PP	\$	31.57
25E22	ELIGIBILITY WORKER III	K	PP	\$	25.33
25E21	ELIGIBILITY WORKER II	K	PP	\$	22.92
25E01	ELIGIBILITY WORKER I	K	PP	\$	20.38

14K BEHAVIORAL HEALTH SERVICES MGR.

14K41	BEHAVIORAL HLTH SRVCS MGR II	X	P	\$	51.51
14K32	BEHAVIORAL HLTH SRVCS MGR I	X	P	\$	46.63

14N OUTPATIENT SERVICES MANAGERS

14N11	OUTPATIENT SERVICES MANAGER II	X	P	\$	46.63
14N10	OUTPATIENT SERVICES MANAGER I	X	P	\$	41.97

14N GENERAL SERVICES MANAGERS

14N22	GENERAL SERVICES MANAGER III	X	OA	\$	48.97
14N21	GENERAL SERVICES MANAGER II	X	OA	\$	46.57
14N20	GENERAL SERVICES MANAGER I	X	OA	\$	40.96

16 DATA PROCESSING CLASSES

16C SOFTWARE PROGRAMMER ANALYSTS

16C45	SOFTWARE PROGRAMMER ANALYST III	J	P	\$	43.55
16C44	SOFTWARE PROGRAMMER ANALYST II	J	P	\$	39.42
16C43	SOFTWARE PROGRAMMER ANALYST I	J	PP	\$	36.20

16C SYSTEM PROGRAMMER ANALYSTS

16C55	SYSTEMS PROGRAMMER ANALYST III	J	P	\$	46.25
16C54	SYSTEMS PROGRAMMER ANALYST II	J	P	\$	39.82
16C53	SYSTEMS PROGRAMMER ANALYST I	J	PP	\$	37.30

16C BUSINESS TECHNOLOGY ANALYSTS

16C88	BUSINESS TECHNOLOGY ANALYST III	J	PP	\$	43.55
16C87	BUSINESS TECHNOLOGY ANALYST II	J	PP	\$	39.42
16C86	BUSINESS TECHNOLOGY ANALYST I	J	PP	\$	36.20

16C DATABASE ADMINISTRATORS

16D25	DATABASE ADMINISTRATOR III	J	P	\$	46.25
16D24	DATABASE ADMINISTRATOR II	J	P	\$	39.82
16D23	DATABASE ADMINISTRATOR I	J	PP	\$	37.30

16C SECURITY ANALYSTS

16E25	SECURITY ANALYST III	J	P	\$	44.86
16E24	SECURITY ANALYST II	J	P	\$	40.60
16E23	SECURITY ANALYST I	J	PP	\$	37.29

16C GIS ANALYSTS

16G25	GIS ANALYST III	J	P	\$	43.55
16G24	GIS ANALYST II	J	P	\$	39.42
16G23	GIS ANALYST I	J	PP	\$	36.20

16F DEPARTMENTAL IT PERSONNEL

16F41	DEPARTMENT INFO SYS MANAGER II	X	P	\$	51.53
16F40	DEPARTMENT INFO SYS MANAGER I	X	P	\$	47.45

20 ACCOUNTING CLASSES

20B ACCOUNTANTS

20B12	ACCOUNTANT III	X	P	\$	39.35
20B11	ACCOUNTANT II	J	PP	\$	32.76
20B10	ACCOUNTANT I	J	PP	\$	26.97

20B ACCOUNTANT AUDITORS

20B22	ACCOUNTANT AUDITOR III	X	P	\$	39.35
20B21	ACCOUNTANT AUDITOR II	J	P	\$	32.76
20B20	ACCOUNTANT AUDITOR I	J	PP	\$	26.97

20B AUDITOR-CONTRLLER ANALYSTS

20B25	AUDITOR-CONTROLLER ANAL II	X	P	\$	48.67
20B24	AUDITOR-CONTROLLER ANAL I	X	P	\$	44.79

20B INTERNAL AUDITORS

20B32	INTERNAL AUDITOR III	X	P	\$	39.35
20B31	INTERNAL AUDITOR II	J	PP	\$	32.76
20B30	INTERNAL AUDITOR I	J	PP	\$	26.97

20B TREASURY OFFICERS

20B41	TREASURY OFFICER II	J	PP	\$	32.76
20B40	TREASURY OFFICER I	J	PP	\$	26.97

20B FINANCE MANAGERS

20B94	FINANCE MANAGER III	X	P	\$	56.02
20B93	FINANCE MANAGER II	X	P	\$	48.67
20B95	FINANCE MANAGER I	X	P	\$	44.79

25 FINANCIAL REVIEW CLASSES

25A REVENUE OFFICERS

25A33	SUPVG REVENUE OFFICER	F	PP	\$	31.03
25A32	REVENUE OFFICER II	J	PP	\$	26.97
25A30	REVENUE OFFICER I	J	PP	\$	23.33

25C CHILD SUPPORT OFFICERS

25C81	SUPVG CHILD SUPPORT OFFICER	F	PP	\$	31.03
25C82	CHILD SUPPORT PERFORMANCE SPEC	J	PP	\$	31.03
25C24	CHILD SUPPORT OFFICER III	J	PP	\$	27.87
25C23	CHILD SUPPORT OFFICER II	J	PP	\$	25.80
25C20	CHILD SUPPORT OFFICER I	J	PP	\$	21.23

25E ELIGIBILITY WORKERS

25E80	ELIGIBILITY SUPERVISOR	F	PP	\$	28.48
25E22	ELIGIBILITY WORKER III	K	PP	\$	25.33
25E21	ELIGIBILITY WORKER II	K	PP	\$	22.92
25E01	ELIGIBILITY WORKER I	K	PP	\$	20.38

25G CA CHILDREN'S SERVICE WORKERS

25G31	SUPVG CA CHILDREN'S SERV WKR	F	PP	\$	28.49
25G30	CA CHLDRN SVCS CASE WRKR III	K	PP	\$	25.33
25G21	CA CHLDRN SVCS CASE WRKR II	K	PP	\$	22.92
25G01	CA CHLDRN SVCS CASE WRKR I	K	PP	\$	20.38

28 APPRAISAL CLASSES

28A APPRAISERS

28A80	SUPVG APPRAISER	F	P	\$	37.67
28A22	APPRAISER III	J	T	\$	33.76
28A21	APPRAISER II	J	T	\$	30.25
28A02	APPRAISER I	J	PP	\$	24.66

28B AUDITOR-APPRAISERS

28B22	AUDITOR-APPRAISER III	J	P	\$	37.80
28B21	AUDITOR-APPRAISER II	J	P	\$	31.17
28B01	AUDITOR-APPRAISER I	J	PP	\$	25.91

30 INSPECTION CLASSES

30D BUILDING INSPECTORS

30D24	BUILDING INSPECTOR SUPERVISOR	F	T	\$	38.87
30D22	SENIOR BUILDING INSPECTOR	J	T	\$	35.33
30D21	BUILDING INSPECTOR II	J	T	\$	33.28
30D01	BUILDING INSPECTOR I	J	T	\$	28.51

30G WEIGHTS & MEASURES INSPECTORS

30G22	WEIGHTS/MEASURES INSPECTOR III	J	T	\$	35.60
30G21	WEIGHTS/MEASURES INSPECTOR II	J	T	\$	30.95
30G20	WEIGHTS/MEASURES INSPECTOR I	J	PP	\$	26.92

30J ENVIRONMENTAL HEALTH SPECIALISTS

30J84	ENVIRONMENTAL HLTH SPC IV	F	P	\$	43.39
30J31	ENVIRONMENTAL HLTH SPC III	H	T	\$	39.05
30J21	ENVIRONMENTAL HLTH SPC II	H	T	\$	36.06
30J11	ENVIRONMENTAL HLTH SPC I	H	PP	\$	26.91

30M PRODUCE INSPECTORS

30M25	PRODUCE INSPECTOR III	J	T	\$	27.23
30M22	PRODUCE INSPECTOR II	J	T	\$	24.53
30M21	PRODUCE INSPECTOR I	J	T	\$	21.98

30N AGRICULTURAL INSPECTORS

30N22	AGRI INSPECTOR/BIOLOGIST III	J	T	\$	35.60
30N20	AGRI INSPECTOR/BIOLOGIST II	J	T	\$	30.95
30N01	AGRI INSPECTOR/BIOLOGIST I	J	PP	\$	26.92

30P GRADING INSPECTORS

30P02	SUPVG GRADING INSPECTOR	F	T	\$	37.84
30P01	GRADING INSPECTOR	J	PP	\$	33.94

34 INVESTIGATION CLASSES

34A DISTRICT ATTORNEY'S INVESTIGATORS

34A80	SUPVG DA INVESTIGATOR	C	P	\$	62.53
34A22	DISTRICT ATTORNEY INV III	A	PS	\$	53.68
34A21	DISTRICT ATTORNEY INV II	A	PS	\$	46.91
34A20	DISTRICT ATTORNEY INV I	A	PS	\$	42.62

34C ANIMAL CONTROL OFFICERS

34C11	ANIMAL SERVICES SUPERVISOR	F	SM	\$	28.95
34C02	SENIOR ANIMAL CONTROL OFFICER	J	SM	\$	23.74
34C01	ANIMAL CONTROL OFFICER	J	SM	\$	21.05

34A DISTRICT ATTORNEY'S INVESTIGATORS

34D80	SUPVG PUBLIC DEFENDER INVEST	F	PP	\$	42.34
34D40	PUBLIC DEFENDER INV III	J	PP	\$	38.49
34D23	PUBLIC DEFENDER INV II	J	PP	\$	35.18
34D22	PUBLIC DEFENDER INV I	J	PP	\$	29.99

34E FORENSIC EVIDENCE TECHNICIANS

34E30	SUPVG FORENSIC EVIDENCE TECH	F	T	\$	43.22
34E22	FORENSIC EVIDENCE TECHNICIAN	J	T	\$	36.56

34G PROCESS SERVERS

34G22	SENIOR CIVIL PROCESS SERVER	J	PP	\$	22.66
34G21	CIVIL PROCESS SERVER	J	PP	\$	20.60

34H CONSERVATOR / GUARDIAN INVESTIGATORS

34H34	DEPUTY PUB ADM/GRDN/CONSVTR II	J	T	\$	31.96
34H24	DEPUTY PUB ADM/GRDN/CONSVTR I	J	T	\$	30.25

34P CODE ENFORCEMENT OFFICERS

34P50	SUPVG CODE ENFORCEMENT OFFICER	F	T	\$	38.84
34P27	SENIOR CODE ENFORCEMENT OFFICER	J	T	\$	35.33
34P26	CODE ENFORCEMENT OFFICER II	J	T	\$	33.28
34P25	CODE ENFORCEMENT OFFICER I	J	T	\$	28.51

36 LAW ENFORCEMENT CLASSES

(Defined by A,B & C MOU's as being the first 2 digits of the County's class code [36])

36A & E SHERIFF'S OFFICERS

36A81	SHERIFFS CAPTAIN	C	P	\$	70.79
36A82	SHERIFFS COMMANDER	C	P	\$	64.35
36A24	SHERIFFS INVESTIGATIVE SGT	B	T	\$	54.85
36A23	SHERIFFS SERGEANT	B	T	\$	51.92
36E23	CORRECTIONAL SERGEANT	B	T	\$	51.92
36A22	DEPUTY SHERIFF-OPERATIONS	A	PS	\$	42.62
36E21	DEPUTY SHERIFF-CORRECTIONS	A	PS	\$	42.62
36A26	DEPUTY SHERIFF-CORRECT RECRUIT	A	PS	\$	26.75

39 ATTORNEY CLASSES

39B DEPUTY COUNTY COUNSELS

39B25	SENIOR DEPUTY COUNTY COUNSEL	X	P	\$	77.63
39B23	DEPUTY COUNTY COUNSEL IV	G	P	\$	67.50
39B22	DEPUTY COUNTY COUNSEL III	G	P	\$	54.94
39B21	DEPUTY COUNTY COUNSEL II	G	P	\$	44.62
39B20	DEPUTY COUNTY COUNSEL I	G	P	\$	37.16

39D DEPUTY DISTRICT ATTORNEYS

39D32	MANAGING DEPUTY DISTRICT ATTNY	X	P	\$	68.41
39D31	DEPUTY DISTRICT ATTORNEY IV	E	P	\$	63.94
39D21	DEPUTY DISTRICT ATTORNEY III	E	P	\$	53.34
39D11	DEPUTY DISTRICT ATTORNEY II	E	P	\$	44.62
39D01	DEPUTY DISTRICT ATTORNEY I	E	P	\$	37.16

39D CHILD SUPPORT ATTORNEYS

39A47	CHIEF CHILD SUPPORT ATTORNEY	X	P	\$	77.62
39D37	MANAGING CHILD SUPPRT ATTORNEY	X	P	\$	68.41
39D36	CHILD SUPPORT ATTORNEY IV	X	P	\$	63.94
39D35	CHILD SUPPORT ATTORNEY III	X	P	\$	53.34
39D34	CHILD SUPPORT ATTORNEY II	X	P	\$	44.62
39D33	CHILD SUPPORT ATTORNEY I	X	P	\$	37.16

39P DEPUTY PUBLIC DEFENDER

39P31	DEPUTY PUBLIC DEFENDER IV	D	P	\$	63.94
39P21	DEPUTY PUBLIC DEFENDER III	D	P	\$	53.34
39P11	DEPUTY PUBLIC DEFENDER II	D	P	\$	44.62
39P01	DEPUTY PUBLIC DEFENDER I	D	P	\$	37.16

41 ENGINEERING & PLANNING CLASSES

41A CIVIL ENGINEERS

41A22	SENIOR CIVIL ENGINEER	X	OA	\$	55.73
41A20	CIVIL ENGINEER	X	P	\$	46.39

41A ASST ENG / ENG TECH

41A10	ASST ENGINEER	F	P	\$	37.11
43A23	ENGINEERING TECHNICIAN	J	T	\$	28.92

41B BUILDING PLANS EXAMINER

41B22	SENIOR BUILDING PLANS EXAMINER	J	P	\$	45.47
41B21	BUILDING PLANS EXAMINER	J	P	\$	41.23

41C WATER RESOURCES HYDROLOGISTS

41C17	SENIOR WTR RESOURCE HYDROLOGIST	X	P	\$	53.08
41C14	ASSOC WTR RESOURCE HYDROLOGIST	X	P	\$	44.07
41C02	WATER RESOURCES HYDROLOGIST	J	P	\$	38.05

41C WATER RESOURCES BIOLOGISTS

41C21	ASSOC WTR RESOURCES BIOLOGIST	X	P	\$	44.07
41C20	WATER RESOURCES BIOLOGIST	J	P	\$	38.05

41E WATER RESOURCES ENGINEERS

41E30	SENIOR WATER RESOURCES ENG	X	P	\$	53.08
41E21	ASSOC WATER RESOURCES ENGR	X	P	\$	44.07
41E11	WATER RESOURCES ENGINEER	J	P	\$	38.05

41F PLANNERS

41F22	SENIOR PLANNER	J	P	\$	40.98
41F11	ASSOC PLANNER	J	P	\$	38.03
41F21	ASST PLANNER	J	P	\$	33.07

41F REDEVELOPMENT & HOUSING PROJECT ANALYSTS

41F32	REDVLPMNT/HSING PROJ ANLST III	X	P	\$	43.98
41F31	REDVLPMNT/HSING PROJ ANLST II	X	P	\$	39.54
41F30	REDVLPMNT/HSING PROJ ANLST I	X	P	\$	34.39

41N NETWORK SYSTEMS ENGINEERS

41N25	NETWORK SYS ENGINEER III	J	P	\$	44.86
41N24	NETWORK SYS ENGINEER II	J	P	\$	40.60
41N23	NETWORK SYS ENGINEER I	J	PP	\$	37.29

43 TECHNICAL CLASSES

43A ENGINEERING AIDES

43A22	ENGINEERING AIDE III	J	T	\$	26.18
43A21	ENGINEERING AIDE II	J	T	\$	22.54
43A01	ENGINEERING AIDE I	J	T	\$	19.60

43A ENGINEERING AIDES

43E50	PLANNING GRAPHICS TECH III	J	T	\$	27.69
43E31	PLANNING GRAPHICS TECH II	J	T	\$	24.90
43E30	PLANNING GRAPHICS TECH I	J	T	\$	21.33

43F MAP DRAFTING TECHNICIANS

43F80	SENIOR MAP DRAFTING TECHNICIAN	J	T	\$	27.97
43F21	MAP DRAFTING TECHNICIAN	J	T	\$	23.57

43J DEPT INFO SYSTEMS COORDINATORS

43J15	SUPVG DEPT INFO SYSTEMS COORD	F	PP	\$	42.52
43J09	SENIOR DEPT INFO SYSTEMS COORD	J	PP	\$	36.98
43J05	DEPARTMENTAL INFO SYS COORD	J	PP	\$	32.44
43J04	DEPARTMENTAL INFO SYS SPECLIST	J	PP	\$	27.46

43L COMMUNICATIONS TECHNICIANS

43L18	COMMUNICATIONS TECHNICIAN III	J	T	\$	36.20
43L21	COMMUNICATIONS TECHNICIAN II	J	T	\$	32.76
43L20	COMMUNICATIONS TECHNICIAN I	J	T	\$	26.70

43L TELECOMM TECHNICIANS

43L28	TELECOMM TECHNICIAN III	J	T	\$	36.20
43L25	TELECOMM TECHNICIAN II	J	T	\$	32.76
43L24	TELECOMM TECHNICIAN I	J	T	\$	26.70

43L TELECOMM SPECIALISTS

43L35	TELECOMM SPECIALIST III	J	T	\$	36.20
43L23	TELECOMM SPECIALIST II	J	T	\$	32.76
43L34	TELECOMM SPECIALIST I	J	T	\$	26.70

43M IT SUPPORT TECHS

43M35	IT SUPPORT TECH III	J	T	\$	36.20
43M34	IT SUPPORT TECH II	J	T	\$	32.76
43M33	IT SUPPORT TECH I	J	T	\$	26.70

43N DATA CENTER OPERATIONS TECHS

43N80	DATA CENTER OPERATIONS SUP	F	T	\$	34.27
43N26	DATA CENTER OPERATIONS TECH III	J	T	\$	26.97
43N25	DATA CENTER OPERATIONS TECH II	J	T	\$	25.02
43N22	DATA CENTER OPERATIONS TECH I	J	T	\$	23.81

43P GRAPHICS EQUIPMENT OPERATORS

43P80	SENIOR GRAPHICS EQUIPMENT OPER	J	SC	\$	21.76
43P21	GRAPHICS EQUIPMENT OPERATOR II	J	SC	\$	19.60
43P20	GRAPHICS EQUIPMENT OPERATOR I	J	SC	\$	17.91

43S AGRICULTURAL AIDE

43S11	SENIOR AGRICULTURAL AIDE	J	PP	\$	22.65
43S21	AGRI AIDE	J	T	\$	20.50

43T FARM ADVISOR ASSISTANTS

43T23	FARM ADVISOR ASSISTANT III	J	T	\$	23.33
43T21	FARM ADVISOR ASSISTANT II	J	T	\$	20.50
43T01	FARM ADVISOR ASSISTANT I	J	PP	\$	16.29

50 MEDICAL RELATED CLASSES

50C PUBLIC HEALTH MICROBIOLOGISTS

50C23	SENIOR PUB HLTH MICROBIOLOGIST	H	T	\$	38.28
50C22	PUBLIC HLTH MICROBIOLOGIST II	H	T	\$	35.34
50C21	PUBLIC HLTH MICROBIOLOGIST I	H	PP	\$	28.66

50D CLINICAL LAB SCIENTISTS

50D23	SUPVG CLINICAL LAB SCIENTIST	F	P	\$	50.27
50D22	SENIOR CLINICAL LAB SCIENTIST	H	T	\$	45.70
50D21	CLINICAL LAB SCIENTIST	H	T	\$	39.71

50D CLINICAL LAB TECHNOLOGISTS

50D13	SENIOR CLINICAL LAB ASST	H	PP	\$	23.16
50D11	CLINICAL LAB TECHNICIAN	H	T	\$	22.44
50D12	CLINICAL LAB ASSISTANT	H	T	\$	21.25

50E LABORATORY AIDES

50E23	LABORATORY ASSISTANT	H	T	\$	21.25
50E21	LABORATORY HELPER	H	PP	\$	18.20

50G PHYSICAL THERAPISTS

50J CHRONIC DISEASE PREVENTION SPECIALIST

50J21	CHRONIC DISEASE PREVENT COORD	J	P	\$	36.87
50J11	CHRONIC DISEASE PREVENT SPC II	J	P	\$	34.73
50J01	CHRONIC DISEASE PREVENT SPC I	J	PP	\$	27.46

50K HEALTH EDUCATORS

50K82	SENIOR HEALTH EDUCATOR-CONFID	Z	P	\$	40.11
50K23	SENIOR HEALTH EDUCATOR	J	P	\$	36.87
50K22	HEALTH EDUCATOR	J	P	\$	34.73
50K19	HEALTH EDUCATION ASSISTANT	J	PP	\$	27.46

50L PUBLIC HEALTH NUTRITIONISTS

50L80	SUPVG PUBLIC HLTH NUTRITIONIST	F	P	\$	37.67
50L22	PUBLIC HLTH NUTRITIONIST II	H	P	\$	33.39
50L21	PUBLIC HLTH NUTRITIONIST I	H	P	\$	29.62

50N EPIDEMIOLOGISTS

50N22	SUPVG PUBLIC HLTH EPIDEMIOLOGIST	F	P	\$	42.58
50N11	PUBLIC HLTH EPIDEMIOLOGIST II	H	P	\$	38.71
50N01	PUBLIC HLTH EPIDEMIOLOGIST I	H	P	\$	35.19

50P CARDIOPULMONARY TECHNICIANS

50P22	SENIOR CARDIOPULMONARY TECH	H	T	\$	40.61
50P21	CARDIOPULMONARY TECHNICIAN II	H	T	\$	37.95
50P01	CARDIOPULMONARY TECHNICIAN I	H	PP	\$	29.87

50R RADIOLOGIC TECHNOLOGIST

50T11	MEDICAL RECORD TECHNICIAN II	J	PP	\$	23.57
50T01	MEDICAL RECORD TECHNICIAN I	J	PP	\$	21.44

50T HEALTH INFO MANAGEMENT CODERS

50T22	HEALTH INFO MNGMT CODING SUPV	F	PP	\$	33.84
50T03	HEALTH INFO MANAGEMT CODER II	J	T	\$	30.76
50T02	HEALTH INFO MANAGEMT CODER I	J	T	\$	27.69

50U PHYSICAL THERAPIST ASSISTANT / HELPER

50U17	PHYSICAL THERAPIST ASSISTANT	H	PP	\$	26.36
50U19	PHYSICAL THERAPIST HELPER	H	PP	\$	19.58

50U HEALTH CARE TECHNICIANS

50U35	SENIOR HEALTH CARE TECHNICIAN	H	T	\$	27.53
50U22	HEALTH CARE TECHNICIAN	H	T	\$	23.95

50U PHARMACY TECHNICIANS

50U28	SENIOR PHARMACY TECHNICIAN	H	T	\$	24.79
50U18	PHARMACY TECHNICIAN	H	T	\$	22.80

52 NURSING CLASSES

52A STAFF NURSES

52A17	SUPVG NURSE II	F	P	\$	62.94
52A16	SUPVG NURSE I	F	P	\$	59.94
52A20	STAFF NURSE III	H	P	\$	53.73
52A19	STAFF NURSE II	H	P	\$	51.17
52A18	STAFF NURSE I	H	P	\$	46.05

52A CLINIC NURSES

52A22	SENIOR CLINIC NURSE	H	P	\$	47.29
52A21	CLINIC NURSE	H	P	\$	40.40

52A NURSE PRACTITIONERS

52A98	NURSE PRACTITIONER III	H	P	\$	64.67
52A97	NURSE PRACTITIONER II	H	P	\$	58.79
52A85	NURSE PRACTITIONER I	H	P	\$	53.44

52E PUBLIC HEALTH NURSES

52E80	SUPVG PUBLIC HLTH NURSE	F	P	\$	47.57
52E23	PUBLIC HLTH NURSE III	H	P	\$	43.24
52E22	PUBLIC HLTH NURSE II	H	P	\$	40.73
52E21	PUBLIC HLTH NURSE I	H	P	\$	35.58

54 PHYSICIAN CLASSES

54A RESIDENT PHYSICIANS

54A03	RESIDENT PHYSICIAN III	R	P		
54A02	RESIDENT PHYSICIAN II	R	P		
54A01	RESIDENT PHYSICIAN I	R	P		

54B CLINIC PHYSICIANS

54B90	CLINIC PHYSICIAN II	X	P	\$	83.99
54B89	CLINIC PHYSICIAN I	X	P	\$	81.11

54C PHYSICIAN ASSISTANTS

54C02	PHYSICIAN ASSISTANT II	H	P	\$	54.48
54C01	PHYSICIAN ASSISTANT I	H	P	\$	49.53

60B23	BEHAVIORAL HLTH UNIT SUPVR	F	P	\$	42.94
60B PSYCHIATRIC SOCIAL WORKERS					
60B25	SENIOR PSYCH SOCIAL WORKER	K	P	\$	36.30
60B21	PSYCHIATRIC SOCIAL WORKER II	K	P	\$	35.23
60B01	PSYCHIATRIC SOCIAL WORKER I	K	P	\$	33.34
60B CRISIS INTERVENTION SPECIALISTS					
60B26	CRISIS INTERVENTION SPEC II	K	P	\$	35.23
60B24	CRISIS INTERVENTION SPEC I	K	P	\$	33.34
60C SOCIAL WORKERS					
60C81	SOCIAL WORK SUPERVISOR II	F	P	\$	39.28
60C24	SOCIAL WORKER V	K	P	\$	34.87
60C80	SOCIAL WORK SUPERVISOR I	F	P	\$	33.82
60C23	SOCIAL WORKER IV	K	P	\$	32.36
60C22	SOCIAL WORKER III	K	PP	\$	29.29
60C21	SOCIAL WORKER II	K	PP	\$	26.51
60C01	SOCIAL WORKER I	K	PP	\$	23.87
60D SOCIAL SERVICES AIDES					
60D11	SOCIAL SERVICES AIDE II	K	PP	\$	19.54
60D10	SOCIAL SERVICES AIDE I	K	PP	\$	17.68
60F PROBATION OFFICERS					
<i>Unit L MOU: class series defined as first 2 digits of class code)</i>					<i>(Per</i>
60F23	PROBATION OFFICER III	M	P	\$	38.67
60F22	PROBATION OFFICER II	M	P	\$	36.79
60F10	PROBATION OFFICER I	M	P	\$	31.52
60F PROBATION COUNSELORS					
60F20	PROBATION COUNSELOR II	J	P	\$	25.15
60F01	PROBATION COUNSELOR I	J	P	\$	21.54
60F JUVENILE INSTITUTION OFFICERS					
60F87	JUVENILE INSTITUTIONS SUPV	N	P	\$	38.29
60F90	SENIOR JUV. INST. OFFICER	M	P	\$	34.79
60F89	JUVENILE INSTITUTIONS OFF II	M	P	\$	31.98
60F88	JUVENILE INSTITUTIONS OFF I	M	P	\$	27.40
60G WIB EMPLOYMENT PROGRAM REPRESENTATIVES					

60G43	WIB EMPLOYMENT PRGRMS SUPV	F	P	\$	34.16
60G33	WIB EMPLOYMENT PRGM REP III	J	PP	\$	28.89
60G21	WIB EMPLOYMENT PRGM REP II	J	PP	\$	26.07
60G01	WIB EMPLOYMENT PRGM REP I	J	PP	\$	22.92

60H EMPLOYMENT & TRAINING WORKERS

60H31	EMPLOYMENT & TRAINING SUPV	F	PP	\$	34.29
60H21	EMPLOYMENT & TRAINING WKR III	K	PP	\$	29.69
60H11	EMPLOYMENT & TRAINING WKR II	K	PP	\$	26.80
60H01	EMPLOYMENT & TRAINING WKR I	K	PP	\$	23.56

60K VICTIM/WITNESS ASSISTANCE PROGRAM WORKERS

60K03	VICTIM/WITNESS ASST PROG COOR	F	PP	\$	31.03
60K02	VICTIM ASSISTANCE ADVOCATE	J	PP	\$	25.80

60M ALCOHOL & DRUG PROGRAM COUNSELORS

60M21	ALCOHOL & DRUG PROGRAM COORD	F	P	\$	35.15
60M11	ALCOHOL & DRUG COUNSELOR II	J	P	\$	31.96
60M01	ALCOHOL & DRUG COUNSELOR I	J	PP	\$	25.27

60P COMMUNITY SERVICE AIDES

60P23	COMMUNITY SERVICE AIDE IV	J	PP	\$	19.40
60P22	COMMUNITY SERVICE AIDE III	J	PP	\$	17.91
60P21	COMMUNITY SERVICE AIDE II	J	PP	\$	15.35
60P01	COMMUNITY SERVICE AIDE I	J	OC	\$	13.89

60T ALCOHOL & DRUG PREVENTION SPECIALISTS

60T11	ALCOHOL & DRUG PREV SPEC II	J	P	\$	31.96
60T01	ALCOHOL & DRUG PREV SPEC I	J	PP	\$	25.27

60U MILITARY & VETERAN AFFAIRS REPRESENTATIVES

60U21	MILITARY & VETERANS REP III	K	PP	\$	28.74
60U11	MILITARY & VETERANS REP II	K	PP	\$	25.87
60U01	MILITARY & VETERANS REP I	K	PP	\$	23.14

60V MENTAL HEALTH GROUP COUNSELORS

60V11	BEHAVIORAL HLTH GRP COUNS II	J	P	\$	25.76
60V01	BEHAVIORAL HLTH GRP COUNS I	J	PP	\$	22.07

65 LIBRARY CLASSES

65A LITERACY PROGRAM WORKERS

65A11	LITERACY PROGRAM SPECIALIST	J	P	\$	25.02
65A10	LITERACY PROGRAM ASSISTANT	J	PP	\$	19.40

65A LIBRARIANS

65A40	PRINCIPAL LIBRARIAN	F	P	\$	30.40
65A33	SUPVG LIBRARIAN	F	P	\$	26.98
65A31	LIBRARIAN	J	P	\$	24.53

68 PARKS CLASSES

68A PARK RANGERS

68A43	COUNTY PARK RANGER SUPERVISOR	V	PS	\$	32.47
68A42	COUNTY PARK RANGER III	Q	PS	\$	28.83
68A41	COUNTY PARK RANGER II	Q	PS	\$	26.20
68A40	COUNTY PARK RANGER I	Q	PS	\$	24.07

68A RANGE WORKERS

68A30	RANGE MASTER	J	SM	\$	22.87
68C02	RANGE AIDE	J	PP	\$	16.29

68C PARK SERVICES AIDES

68C23	PARK SERVICES AIDE III	J	PP	\$	18.73
68C21	PARK SERVICES AIDE II	J	PP	\$	16.95
68C01	PARK SERVICES AIDE I	J	PP	\$	14.17

70 INSTITUTIONAL MAINTENANCE & SERVICES CLASSES

70A HOSPITAL ENVIRONMENTAL SERVICES AIDES

70A13	HOSP SUPVG ENVRNMNTL SRVC AIDE	F	SM	\$	27.75
70A12	HOSP SR ENVRNMNTL SRVCS AIDE	J	SM	\$	22.21
70A10	HOSP ENVRNMNTL SRVCS AIDE	J	SM	\$	19.31

70A CUSTODIANS

70A80	CUSTODIAL SUPERVISOR	F	SM	\$	26.28
70A22	SENIOR CUSTODIAN	J	SM	\$	20.38
70A21	CUSTODIAN	J	SM	\$	18.81

70B ANIMAL CARE TECHNICIANS

70B04	SENIOR ANIMAL CARE TECHNICIAN	J	SM	\$	23.74
70B03	ANIMAL CARE TECHNICIAN II	J	SM	\$	20.34

70B01	ANIMAL CARE TECHNICIAN I	J	SM	\$	19.14
70C GROUNDSKEEPER					
70C80	GROUNDS SUPERVISOR	F	SM	\$	29.50
70C20	SENIOR GROUNDSKEEPER	J	SM	\$	25.33
70C21	GROUNDSKEEPER	J	SM	\$	20.29
70F WAREHOUSE WORKERS / STOREKEEPERS					
70F82	SUPVG WAREHOUSE WORKER	F	OC	\$	25.25
70F81	SUPVG STOREKEEPER	F	OC	\$	24.52
70F83	SENIOR WAREHOUSE WORKER	J	OC	\$	22.84
70F80	SENIOR STOREKEEPER	J	OC	\$	21.76
70F79	WAREHOUSE WORKER	J	OC	\$	20.57
70F23	STOREKEEPER	J	OC	\$	19.60
70K FOOD SERVICE WORKERS					
70K21	FOOD SERVICE WORKER II	J	SM	\$	18.48
70K01	FOOD SERVICE WORKER I	J	SM	\$	16.15
70K COOKS					
70K80	HEAD COOK	F	SM	\$	24.30
70K25	SENIOR COOK	J	SM	\$	21.57
70K23	COOK	J	SM	\$	19.81
70K SHERIFF'S COOKS					
70K92	SHERIFFS CORRECTIONAL COOK II	J	SM	\$	23.83
70K91	SHERIFFS CORRECTIONAL COOK I	J	SM	\$	21.57
70L LAUNDRY WORKERS					
70L21	LAUNDRY WORKER II	J	SM	\$	18.81
70L01	LAUNDRY WORKER I	J	SM	\$	16.44
72 TRADES AND CRAFTS CLASSES					
72A BUILDING MAINTENANCE WORKERS					
72A81	BUILDING MAINTENANCE SUPVR	F	SC	\$	31.33
72A29	SENIOR BUILDING MAINT WORKER	J	SC	\$	26.98
72A23	BUILDING MAINTENANCE WORKER	J	SC	\$	24.53
72B PARKS BUILDING AND GROUNDS WORKERS					

72B32	PARKS BLDG & GROUNDS WKR SUPV	F	SM	\$	23.69
72B31	PARKS BLDG & GROUNDS WORKER II	J	SM	\$	21.54
72B30	PARKS BLDG & GROUNDS WORKER I	J	SM	\$	19.79

72B PARKS UTILITIES AND WATER SERVICES WORKERS

72B41	SENIOR PKS UTIL & WTR SYS SPEC	J	SC	\$	32.48
72B40	PARKS UTILITIES & WTR SYS SPEC	J	SC	\$	28.08

72C MECHANICS

72C82	SUPVG MECHANIC	F	SC	\$	32.99
72C26	MECHANIC III	J	SC	\$	29.99
72C23	MECHANIC II	J	SC	\$	27.83
72C20	MECHANIC I	J	SM	\$	21.68

74 PUBLIC WORKS CLASSES

74D ROAD MAINTENANCE WORKERS

74D81	ASST ROAD SUPERINTENDENT	F	SC	\$	29.49
74D13	SENIOR ROAD MAINTENANCE WKR	J	SC	\$	25.82
74D12	ROAD MAINTENANCE WORKER	J	SC	\$	23.13
74D02	ROAD MAINTENANCE HELPER	J	SM	\$	21.04

74E BRIDGE MAINTENANCE WORKERS

74E80	ASST BRIDGE SUPERINTENDENT	F	SC	\$	29.49
74E31	SENIOR BRIDGE MAINT WORKER	J	SC	\$	25.82
74E11	BRIDGE MAINTENANCE WORKER	J	SC	\$	23.13
74E01	BRIDGE MAINTENANCE HELPER	J	SM	\$	21.04

74G TREE TRIMMERS

74G22	SENIOR TREE TRIMMER	J	SM	\$	26.83
74G21	TREE TRIMMER	J	SM	\$	24.04

74H SANITATION WORKERS

74H27	SUPVG SANITATION WORKER	F	SM	\$	32.17
74H28	SENIOR SANITATION WORKER	J	SC	\$	28.22
74H24	SANITATION WORKER	J	SM	\$	25.83
74H02	SANITATION WORKER ASSISTANT	J	SM	\$	23.14

74H SANITATION TREATMENT OPERATORS

74H45	SANITATION TREAT PLNT CHIEF OP	J	SM	\$	34.31
74H41	SANITATION TREATMNT PLANT OPER	J	SM	\$	32.16

74I TRAFFIC MAINTENANCE WORKERS

74I15	SENIOR TRAFFIC MAINT WORKER	J	SC	\$	25.82
74I11	TRAFFIC MAINT WORKER	J	SC	\$	23.13
74I01	TRAFFIC MAINT HELPER	J	SM	\$	21.04

74J WATER MAINTENANCE WORKERS

74J22	ASST WATER MAINT SUPERINTENDNT	F	SC	\$	29.78
74J21	SENIOR WATER MAINT WORKER	J	SC	\$	26.08
74J11	WATER MAINT WORKER	J	SC	\$	23.36
74J01	WATER MAINT HELPER	J	SM	\$	21.25

80 CLERICAL & RELATED CLASSES

Note: "80" classes are considered one series for the purposes of lay-off. The job class series is in descending, top-step order.

80M05	PATIENT ACCOUNT MANAGER	X	P	\$	49.78
80S26	EMERGENCY COMM OPERATIONS SUPV	F	OC	\$	37.03
80A97	EXECUTIVE ASST TO ADMIN OFF	X	PP	\$	34.91
80S23	COMMUNICATIONS SYSTEMS COORD	J	T	\$	34.30
80S22	EMERGENCY COMM SHIFT SUPV	F	OC	\$	33.66
80J80	ACCOUNTS PAYABLE SUPERVISOR	F	OC	\$	31.80
80J98	SUPVG PAYROLL COORD-CONF	Z	OC	\$	31.80
80S21	COMMUNICATIONS DISPATCHER II	J	OC	\$	30.16
80M04	SUPVG PATIENT ACCOUNT REP	F	OC	\$	28.54
80A99	ADMIN SECRETARY-CONFIDENTIAL	Z	OC	\$	28.48
80A90	BOARD OF SUPVSRS ADMIN ASSIST	P	OC	\$	28.48
80E84	SENIOR BOARD OF SUPVS CLERK	J	OC	\$	27.64
80I20	SHERIFFS RECORDS SUPERVISOR	F	OC	\$	27.64
80B24	SUPVG LEGAL SECRETARY	F	OC	\$	27.63
80E92	RECORDER SERVICES SUPERVISOR	F	OC	\$	27.41
80L04	SUPVG PATIENT SERVICES REP	F	OC	\$	27.29
80J97	SENIOR PAYROLL TECHNICIAN	J	OC	\$	26.97
80E82	SUPVG OFFICE ASSISTANT II	F	OC	\$	26.97

80B99	SENIOR LEGAL SECRETARY-CONFID	Z	OC	\$	26.92
80H23	SUPVG MEDICAL TRANSCRIPTIONIST	F	PP	\$	26.83
80J20	ACCOUNTING CLERICAL SUPERVISOR	F	OC	\$	26.71
80J31	ACCOUNTING TECHNICIAN - CONFID	Z	OC	\$	26.34
80E83	BOARD OF SUPVSRS CLERK	J	OC	\$	26.18
80A33	ADMIN SECRETARY	J	OC	\$	26.17
80E99	SUPVG CLERK I-CONFIDENTIAL	Z	OC	\$	26.16
80S01	COMMUNICATIONS DISPATCHER I	J	OC	\$	26.09
80K20	CLINIC OFFICE SUPERVISOR	F	OC	\$	26.09
80U14	HOSP SUPVG COMM OPERATOR	F	OC	\$	25.68
80I08	SENIOR CORRECTIONS SPECIALIST	J	OC	\$	25.64
80A34	SENIOR SECRETARY-CONFID	Z	OC	\$	25.64
80B23	SENIOR LEGAL SECRETARY	J	OC	\$	25.12
80E81	SUPVG OFFICE ASSISTANT I	F	OC	\$	24.84
80M03	SENIOR PATIENT ACCOUNT REP	J	OC	\$	24.82
80I17	SENIOR SHERIFFS RECORDS SPEC	J	OC	\$	24.69
80B98	LEGAL SECRETARY-CONFIDENTIAL	Z	OC	\$	24.37
80J30	ACCOUNTING TECHNICIAN	J	OC	\$	24.29
80J96	PAYROLL TECHNICIAN	J	OC	\$	24.29
80I07	CORRECTIONS SPECIALIST	J	OC	\$	23.92
80H25	MEDICAL TRANSCRIPTIONIST II	J	OC	\$	23.81
80L03	SENIOR PATIENT SERVICES REP	J	OC	\$	23.73
80E98	PRINCIPAL CLERK-CONFIDENTIAL	Z	OC	\$	23.67
80A32	SENIOR SECRETARY	J	OC	\$	23.57
80A96	SECRETARY-CONFIDENTIAL	Z	OC	\$	23.21
80J82	SENIOR ACCOUNT CLERK-CONFID	Z	OC	\$	23.20
80I06	SHERIFFS PROPERTY TECHNICIAN	J	OC	\$	23.11
80D86	SENIOR LEGAL PROCESS CLERK	F	OC	\$	23.10
80R23	SENIOR PROPERTY TRANSFER CLK	J	OC	\$	22.99
80I16	SHERIFFS RECORDS SPECIALIST II	J	OC	\$	22.98
80B22	LEGAL SECRETARY	J	OC	\$	22.73
80W22	SENIOR WORD PROCESSOR	J	OC	\$	22.42

80U11	HOSP COMM OPERATOR II	J	OC	\$	22.33
80E80	PRINCIPAL OFFICE ASSISTANT	J	OC	\$	21.98
80K23	MEDICAL INTERPRETER	J	OC	\$	21.76
80F80	ELECTION SERVICES SPECIALIST	J	OC	\$	21.76
80H24	MEDICAL TRANSCRIPTIONIST I	J	OC	\$	21.65
80M02	PATIENT ACCOUNT REP II	J	OC	\$	21.58
80J22	SENIOR ACCOUNT CLERK	J	OC	\$	21.54
80A31	SECRETARY	J	OC	\$	21.33
80E23	SENIOR CLERK-CONFIDENTIAL	Z	OC	\$	21.32
80W99	WORD PROCESSOR-CONFIDENTIAL	Z	OC	\$	21.32
80R21	SENIOR ASSESSMENT CLERK	J	OC	\$	21.22
80C22	LIBRARY ASSISTANT III	F	PP	\$	21.16
80A35	SECRETARIAL ASSISTANT-CONFID	Z	OC	\$	20.90
80R22	PROPERTY TRANSFER CLERK	J	OC	\$	20.80
80I15	SHERIFFS RECORDS SPECIALIST I	J	OC	\$	20.70
80L02	PATIENT SERVICES REP II	J	OC	\$	20.64
80P22	PHOTOCOPIST	J	OC	\$	20.29
80I01	SENIOR CIVIL CLERK	J	OC	\$	20.19
80E91	MAINT INVENTORY & YARD CLERK	J	OC	\$	20.09
80M01	PATIENT ACCOUNT REP I	J	OC	\$	20.03
80E22	OFFICE ASSISTANT III	J	OC	\$	19.99
80U22	SENIOR TELEPHONE OPERATOR	J	OC	\$	19.99
80W21	WORD PROCESSOR	J	OC	\$	19.99
80E90	MAINT YARD CLERK	J	OC	\$	19.69
80K21	MEDICAL UNIT CLERK	J	OC	\$	19.63
80R11	ASSESSMENT CLERK	J	OC	\$	19.59
80U10	HOSP COMM OPERATOR I	J	OC	\$	19.42
80B11	LEGAL TYPIST	J	OC	\$	19.40
80A30	SECRETARIAL ASSISTANT	J	OC	\$	19.40
80E96	CLERK II-CONFIDENTIAL	Z	OC	\$	19.29
80J21	ACCOUNT CLERK	J	OC	\$	19.21
80C21	LIBRARY ASSISTANT II	J	PP	\$	19.15

80L01	PATIENT SERVICES REP I	J	OC	\$	19.14
80J19	CASHIER	J	OC	\$	18.64
80D23	LEGAL PROCESS CLERK	J	OC	\$	18.64
80G21	DATA ENTRY OPERATOR II	J	OC	\$	18.64
80E21	OFFICE ASSISTANT II	J	OC	\$	18.27
80U21	TELEPHONE OPERATOR	J	OC	\$	18.27
80C01	LIBRARY ASSISTANT I	J	PP	\$	17.69
80G01	DATA ENTRY OPERATOR I	J	OC	\$	16.54
80E97	CLERK I-CONFIDENTIAL	Z	OC	\$	16.53
80F98	TYPIST CLERK I-CONFIDENTIAL	Z	OC	\$	16.21
80O22	MAILROOM CLERK	J	OC	\$	15.66
80E01	OFFICE ASSISTANT I	J	OC	\$	15.66
80T02	PUBLIC SERVICE AIDE II	J	OC	\$	14.07
80T01	PUBLIC SERVICE AIDE I	J	OC	\$	12.11
80C24	LIBRARY PAGE	J	OC	\$	11.36