

**RESOLUTION TO ADOPT PLUMAS COUNTY JOB CLASSIFICATION PLAN**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan and Pay Schedules covering all positions in Plumas County; and

**WHEREAS**, during the Fiscal Year 2019/2020 needs may arise to amend the Job Classification Plan; and

**WHEREAS**, this is necessary in the daily operational needs of the Plumas County and according to CCR 570.5; and

**WHEREAS**, this request is due to the Board approved Confidential Employees Association Memorandum of Understanding approving 2% COLAs with a retroactive date of October 13, 2019 and amended job classification for Plumas County Museum Director effective March 10, 2020; and

**NOW, THEREFORE BE IT RESOLVED** by the Plumas County Board of Supervisors as follows:

Approve the Job Classification Plan including the updated Pay Schedules for Plumas County.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 17 day of March 2020 by the following vote:

AYES: SUPERVISORS SIMPSON, THRALL, ENGEL, GOSS

NOES: NONE

ABSENT: NONE



Chairperson, Board of Supervisors

ATTEST:

  
Clerk of the Board

# Exhibit A

## Job Descriptions

### County of Plumas Salary Schedule for Fiscal Year 2019-2020

Effective as of 02/11/2020 per Board of Supervisors Resolution No. 2020-8467

Confidential Unit job classification base wage increase retroactive to 10/13/2019 and adopted by the Board as of 02/04/2020 per Resolution No. 2020-8466

Museum Director job classification base wage increase effective as of \_\_\_\_\_ per Board Resolution No. 2020-\_\_\_\_\_.

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) |

Classifications	Range	Unit	Monthly Salary
<a href="#">4-H Representative (PDF)</a>	1714	GEN	\$2,970-\$3,614
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### A

Classifications	Range	Unit	Monthly Salary
<a href="#">Accountant (PDF)</a>	1929	CONF	\$3,343-\$4,068
<a href="#">Accountant (PDF)</a>	1803	GEN	\$3,125-\$3,802
<a href="#">Accountant Auditor I (PDF)</a>	2181	CONF	\$3,780-\$4,596
<a href="#">Accountant Auditor II (PDF)</a>	2403	CONF	\$4,165-\$5,064
<a href="#">Accounting Technician (PDF)</a>	1722	GEN	\$2,984-\$3,631
<a href="#">Administrative Assistant I (PDF)</a>	1382	GEN	\$2,495-\$2,917
<a href="#">Administrative Assistant I-Probation (PDF)</a>	1360	PROB	\$2,357-\$2,866
<a href="#">Administrative Assistant II (PDF)</a>	1524	GEN	\$2,641-\$3,217
<a href="#">Administrative Assistant II-Probation (PDF)</a>	1499	PROB	\$2,598-\$3,159
<a href="#">Agricultural and Standards Inspector I (PDF)</a>	1907	GEN	\$3,305-\$4,023
<a href="#">Agricultural and Standards Inspector II (PDF)</a>	2102	GEN	\$3,643-\$4,432
<a href="#">Agricultural and Standards Inspector III (PDF)</a>	2318	GEN	\$4,017-\$4,886

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<a href="#">Agricultural and Standards Technician (PDF)</a>	1561	GEN	\$2,705-\$3,293
<a href="#">Agricultural Commissioner - Sealer of Weights and Measures (PDF)</a>	FLAT	DEPT H	\$6,200-\$7,300
<a href="#">Alcohol and Drug Administrator (PDF)</a>	FLAT	DEPT H	\$6,250-\$7,500
<a href="#">Alcohol and Drug Prevention Coordinator (PDF)</a>	1816	GEN	\$3,147-\$3,830
<a href="#">Alcohol and Drug Program Chief (PDF)</a>	2958	MID MG	\$5,127-\$6,236
<a href="#">Alcohol and Drug Programs Clinician - Supervisor (PDF)</a>	2958	MID MG	\$5,127-\$6,236
Alcohol and Drug Therapist I *	2208	GEN	\$3,827-\$4,654
Alcohol and Drug Therapist II *	2434	GEN	\$4,218-\$5,130
<a href="#">Alternative Sentencing Coordinator (PDF)</a>	1900	GEN	\$3,293-\$4,004
<a href="#">Alternative Sentencing Manager (PDF)</a>	2552	MID MG	\$4,423-\$5,378
<a href="#">Animal Control Officer I (PDF)</a>	1417	GEN	\$2,456-\$2,990
<a href="#">Animal Control Officer II (PDF)</a>	1561	GEN	\$2,705-\$3,293
<a href="#">Animal Control Supervisor (PDF)</a>	1772	MID MG	\$3,071-\$3,737
<a href="#">Animal Shelter Attendant (PDF)</a>	1300	GEN	\$2,253-\$2,742
<a href="#">Appraiser Assistant (PDF)</a>	1722	GEN	\$2,984-\$3,631
<a href="#">Appraiser I (PDF)</a>	1816	GEN	\$3,147-\$3,830
<a href="#">Appraiser II (PDF)</a>	2003	GEN	\$3,471-\$4,225
<a href="#">Appraiser III (PDF)</a>	2208	GEN	\$3,827-\$4,654
Assessor	FLAT	ELECT	\$6,232
<a href="#">Assessor's Officer Manager (PDF)</a>	2102	MID MG	\$3,643-\$4,432
<a href="#">Assistant Auditor - Controller (PDF)</a>	2780	CONF	\$4,818-\$5,860
<a href="#">Assistant Building Official (PDF)</a>	2958	MID MG	\$5,127-\$6,236
<a href="#">Assistant Civil Engineer (PDF)</a>	2318	GEN	\$4,017-\$4,886
<a href="#">Assistant Cook (PDF)</a>	1300	GEN	\$2,253-\$2,742
<a href="#">Assistant County Assessor (PDF)</a>	2683	MID MG	\$4,650-\$5,655
<a href="#">Assistant County Clerk - Recorder (PDF)</a>	2376	MID MG	\$4,118-\$5,007
<a href="#">Assistant County Counsel (PDF)</a>	FLAT	CONTRACT	\$7,574
<a href="#">Assistant Director of Child Support Services (PDF)</a>	2318	MID MG	\$4,017-\$4,886
<a href="#">Assistant Director of Emergency Services (PDF)</a>	2273	SMU	\$3,939-\$4,792
<a href="#">Assistant Director of Public Health (PDF)</a>	3775	MID MG	\$6,543-\$7,957
<a href="#">Assistant Director of Public Works (PDF)</a>	3105	MID MG	\$5,382-\$6,546
<a href="#">Assistant District Attorney (PDF)</a>	4450	MID MG	\$7,713-\$9,379
<a href="#">Assistant Museum Director (PDF)</a>	1600	GEN	\$2,773-\$3,373
<a href="#">Assistant Planner (PDF)</a>	1907	GEN	\$3,305-\$4,023

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<a href="#">Assistant Planning Director (PDF)</a>	2958	MID MG	\$5,127-\$6,236
<a href="#">Assistant Program Manager (PDF)</a>	1487	SDU	\$2,577-\$3,139
<a href="#">Assistant Risk Manager/Occupational Safety &amp; Health Specialist (PDF)</a>	2601	CONF	\$4,508-\$5,482
<a href="#">Assistant Treasurer - Tax Collector (PDF)</a>	2683	MID MG	\$4,650-\$5,655
<a href="#">Associate Engineer (PDF)</a>	2555	GEN	\$4,428-\$5,385
<a href="#">Associate Engineer / Assistant Transportation Planner (PDF)</a>	2555	GEN	\$4,428-\$5,385
<a href="#">Associate Planner (PDF)</a>	2318	GEN	\$4,017-\$4,886
<a href="#">Auditor Accounting Technician (PDF)</a>	1316	GEN	\$2,281-\$2,776
<a href="#">Auditor Accounting Clerk I (PDF)</a>	1423	GEN	\$2,466-\$3,002
<a href="#">Auditor Accounting Clerk II (PDF)</a>	1571	GEN	\$2,723-\$3,312
<a href="#">Auditor - Appraiser I (PDF)</a>	1722	GEN	\$2,984-\$3,631
<a href="#">Auditor - Appraiser II (PDF)</a>	1862	GEN	\$3,227-\$3,926
<a href="#">Auditor - Appraiser III (PDF)</a>	2053	GEN	\$3,558-\$4,328
Auditor - Controller	FLAT	ELECT	\$6,434

\* For job description, please contact the [Human Resources Department](#)

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## B

Classifications	Range	Unit	Monthly Salary
<a href="#">Behavioral Health Administrative Assistant I/II (PDF)</a>	1382/1524	GEN	\$2,395-\$2,917 \$2,641-\$3,217
<a href="#">Behavioral Health Administrative Services Officer (PDF)</a>	3329	MID-MG	\$5,770-\$7,016
<a href="#">Behavioral Health Alcohol &amp; Other Drugs Program Administrator (PDF)</a>	3641	MID-MG	\$6,311-\$7,675
<a href="#">Behavioral Health Case Management Specialist I (PDF)</a>	2029	GEN	\$3,516-\$4,277
<a href="#">Behavioral Health Case Management Specialist II (PDF)</a>	2237	GEN	\$3,877-\$4,716
<a href="#">Behavioral Health Case Management Specialist-Senior (PDF)</a>	2445	GEN	\$4,238-\$5,154
<a href="#">Behavioral Health Clinical Records Specialist (PDF)</a>	1769	GEN	\$3,066-\$3,730
<a href="#">Behavioral Health Continuing Care Coordinator (PDF)</a>	3329	MID-MG	\$5,770-\$7,016
<a href="#">Behavioral Health Director (PDF)</a>	FLAT	DEPT H	\$8,833-\$11,250
<a href="#">Behavioral Health Deputy Director (PDF)</a>	FLAT	CONTRACT	\$7,800
<a href="#">Behavioral Health Quality Assurance Coordinator (PDF)</a>	2705	GEN	\$4,688-\$5,704
<a href="#">Behavioral Health Quality Improvement/Compliance Manager</a>	3641	MID-MG	\$6,311-\$7,675

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<a href="#">(PDF)</a>			
<a href="#">Behavioral Health Site Coordinator (PDF)</a>	1878	GEN	\$3,255-\$3,958
<a href="#">Behavioral Health Supervisor Site Coordinator (PDF)</a>	2318	GEN	\$4,017-\$4,886
<a href="#">Behavioral Health Support Services Coordinator (PDF)</a>	1680	GEN	\$2,912-\$3,542
<a href="#">Behavioral Health Support Services Tech I/II (PDF)</a>	1487/1592	GEN	\$2,577-\$3,139 \$2,759-\$3,357
<a href="#">Behavioral Health Systems Analyst (PDF)</a>	2601	GEN	\$4,508-\$5,484
<a href="#">Behavioral Health Therapist I (PDF)</a>	2530	GEN	\$4,385-\$5,333
<a href="#">Behavioral Health Therapist II (PDF)</a>	2788	GEN	\$4,832-\$5,877
<a href="#">Behavioral Health Therapist-Senior (PDF)</a>	3079	GEN	\$5,336-\$6,489
<a href="#">Behavioral Health Unit Supervisor (PDF)</a>	3329	MID-MG	\$5,770-\$7,016
<a href="#">Behavioral Health Unit Supervisor-Nursing (PDF)</a>	3329	MID-MG	\$5,770-\$7,016
<a href="#">Benefit Assistance Counselor I (PDF)</a>	1381	GEN	\$2,393-\$2,915
<a href="#">Benefit Assistance Counselor II (PDF)</a>	1523	GEN	\$2,639-\$3,211
<a href="#">Benefit Assistance Counselor III (PDF)</a>	1679	GEN	\$2,910-\$3,541
<a href="#">Benefit Assistance Supervisor (PDF)</a>	1907	GEN	\$3,305-\$4,023
Board of Supervisors	FLAT	ELECT	\$4,351
<a href="#">Branch Library Assistant I (PDF)</a>	1300	GEN	\$2,253-\$2,742
<a href="#">Branch Library Assistant II (PDF)</a>	1433	GEN	\$2,483-\$3,024
Building Director	FLAT	DEPT H	\$7,500
<a href="#">Building and Grounds Maintenance Supervisor I (PDF)</a>	1721	MID MG	\$2,983-\$3,629
<a href="#">Building and Grounds Maintenance Supervisor II (PDF)</a>	1863	MID MG	\$3,229-\$3,927
<a href="#">Building and Grounds Maintenance Technician (PDF)</a>	1772	GEN	\$3,071-\$3,737
<a href="#">Building and Grounds Maintenance Worker I (PDF)</a>	1348	GEN	\$2,336-\$2,844
<a href="#">Building and Grounds Maintenance Worker II (PDF)</a>	1487	GEN	\$2,577-\$3,139
<a href="#">Building and Grounds Maintenance Worker III (PDF)</a>	1639	GEN	\$2,840-\$3,456
<a href="#">Building Inspector I (PDF)</a>	1907	GEN	\$3,305-\$4,023
<a href="#">Building Inspector II (PDF)</a>	2102	GEN	\$3,643-\$4,432
<a href="#">Building Plancheck Inspector (PDF)</a>	2433	GEN	\$4,217-\$5,128
<a href="#">Building Official (PDF)</a>	3260	MID MG	\$5,650-\$6,870
<a href="#">Building Plans Examiner I (PDF)</a>	2318	GEN	\$4,017-\$4,886
<a href="#">Building Plans Examiner II (PDF)</a>	2555	GEN	\$4,428-\$5,385

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Classifications	Range	Unit	Monthly Salary
<a href="#">Cadastral Drafting Specialist (PDF)</a>	2208	GEN	\$3,827-\$4,654
<a href="#">Chief Appraiser (PDF)</a>	2555	MID MG	\$4,428-\$5,385
<a href="#">Chief Code Enforcement Officer (PDF)</a>	2845	MID MG	\$4,931-\$5,997
Chief Deputy Auditor	2651	CONF	\$4,595-\$5,588
<a href="#">Chief Deputy Public Guardian - Conservator (PDF)</a>	2445	MID MG	\$4,238-\$5,154
<a href="#">Chief Probation Officer (PDF)</a>	FLAT	DEPT H	\$7,352-\$8,744
<a href="#">Child Support Accounting Specialist (PDF)</a>	1907	GEN	\$3,305-\$4,023
<a href="#">Child Support Assistant (PDF)</a>	1316	GEN	\$2,281-\$2,776
<a href="#">Child Support Specialist I (PDF)</a>	1382	GEN	\$2,395-\$2,917
<a href="#">Child Support Specialist II (PDF)</a>	1524	GEN	\$2,641-\$3,217
<a href="#">Child Support Specialist III (PDF)</a>	1680	GEN	\$2,912-\$3,542
Clerk of the Board	FLAT	CONTR	\$4,583
<a href="#">Code Enforcement Officer (PDF)</a>	2456	GEN	\$4,257-\$5,177
<a href="#">Collections Officer I (PDF)</a>	1907	GEN	\$3,305-\$4,023
<a href="#">Collections Officer II (PDF)</a>	2102	GEN	\$3,643-\$4,432
<a href="#">Communications Supervisor (PDF)</a>	2189	SMU	\$3,794-\$4,614
<a href="#">Community Care Case Manager (PDF)</a>	1764	MID MG	\$3,057-\$3,721
<a href="#">Community Care House Attendant I (PDF)</a>	1300	GEN	\$2,253-\$2,742
<a href="#">Community Care House Attendant II (PDF)</a>	1365	GEN	\$2,366-\$2,880
<a href="#">Community Care House Manager (PDF)</a>	1682	MID MG	\$2,915-\$3,548
<a href="#">Community Outreach Coordinator (PDF)</a>	1816	GEN	\$3,147-\$3,830
<a href="#">Continuing Care Coordinator (PDF)</a>	2816	MID MG	\$4,881-\$5,936
<a href="#">Correctional Sergeant (PDF)</a>	2175	SDU	\$3,770-\$4,584
<a href="#">Correctional Officer I (PDF)</a>	1780	SDU	\$3,085-\$3,754
<a href="#">Correctional Officer II (PDF)</a>	1961	SDU	\$3,399-\$4,135
<a href="#">County Administrator (PDF)</a>	FLAT	DEPT H	\$7,500-\$10,000
County Clerk - Recorder **	FLAT	ELECT	\$6,232
<a href="#">County Counsel (PDF)</a>	FLAT	DEPT H	\$10,000-\$14,000
<a href="#">County Fair Office Supervisor (PDF)</a>	1680	GEN	\$2,912-\$3,542
<a href="#">County Fair Manager (PDF)</a>	FLAT	DEPT H	\$5,443
<a href="#">County Fair Promotion Coordinator (PDF)</a>	1680	GEN	\$2,912-\$3,542
<a href="#">County Librarian (PDF)</a>	FLAT	DEPT H	\$5,409

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<a href="#">Crime Analyst (PDF)</a>	1674	SDU	\$2,901-\$3,529
<a href="#">Custodian (PDF)</a>	1300	GEN	\$2,253-\$2,742

\*\* Salary is without stipend.

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## D

Classifications	Range	Unit	Monthly Salary
<a href="#">Department Fiscal Officer I (PDF)</a>	2102	MID MG	\$3,643-\$4,432
<a href="#">Department Fiscal Officer I-Probation (PDF)</a>	2071	PROB MID-MG	\$3,589-\$4,366
<a href="#">Department Fiscal Officer II (PDF)</a>	2318	MID MG	\$4,017-\$4,886
<a href="#">Department Fiscal Officer II-Probation (PDF)</a>	2282	PROB MID-MG	\$3,955-\$4,811
<a href="#">Deputy Child Support Attorney I (PDF)</a>	2616	GEN	\$4,534-\$5,515
<a href="#">Deputy Child Support Attorney II (PDF)</a>	2887	GEN	\$5,004-\$6,087
<a href="#">Deputy Clerk - Recorder I (PDF)</a>	1316	GEN	\$2,281-\$2,776
<a href="#">Deputy Clerk - Recorder II (PDF)</a>	1450	GEN	\$2,513-\$3,057
<a href="#">Deputy County Counsel I (PDF)</a>	3197	CONF	\$5,541-\$6,737
<a href="#">Deputy County Counsel II (PDF)</a>	3359	CONF	\$5,822-\$7,078
<a href="#">Deputy County Counsel III (PDF)</a>	3889	CONF	\$6,740-\$8,198
<a href="#">Deputy Director of Public Works (PDF)</a>	2816	MID MG	\$4,881-\$5,936
<a href="#">Deputy Director / Social Services Program Manager (PDF)</a>	3402	MID MG	\$5,896-\$7,170
<a href="#">Deputy District Attorney I (PDF)</a>	3161	GEN	\$5,479-\$6,664
<a href="#">Deputy District Attorney II (PDF)</a>	3319	GEN	\$5,752-\$6,995
<a href="#">Deputy District Attorney III (PDF)</a>	3843	GEN	\$6,661-\$8,099
<a href="#">Deputy Probation Officer I (PDF)</a>	1780	PROB	\$3,085-\$3,754
<a href="#">Deputy Probation Officer II (PDF)</a>	1926	PROB	\$3,338-\$4,062
<a href="#">Deputy Probation Officer III (PDF)</a>	2123	PROB	\$3,679-\$4,477
<a href="#">Deputy Public Guardian - Conservator I (PDF)</a>	1316	GEN	\$2,281-\$2,776
<a href="#">Deputy Public Guardian - Conservator II (PDF)</a>	1450	GEN	\$2,513-\$3,057
<a href="#">Deputy Sheriff I (PDF)</a>	2018	SDU	\$3,497-\$4,253
<a href="#">Deputy Sheriff II (PDF)</a>	2223	SDU	\$3,853-\$4,686
Deputy Sheriff II (Intermediate)	2290	SDU	\$3,969-\$4,829
Deputy Sheriff II (Advanced)	2340	SDU	\$4,056-\$4,931
<a href="#">Deputy Sheriff II/Communications Equipment Coordinator (PDF)</a>	2757	SDU	\$4,778-\$5,810
<a href="#">Detention Coordinator (PDF)</a>	1881	PROB	\$3,260-\$3,965
<a href="#">Director of Building Services (PDF)</a>	FLAT	DEPT H	\$7,501

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<a href="#">Director of Child Support Services (PDF)</a>	FLAT	DEPT H	\$5,976
<a href="#">Director of Facility Services (PDF)</a>	FLAT	DEPT H	\$6,832
<a href="#">Director of Information Technology (PDF)</a>	2923	DEPT H	\$5,066-\$6,163
<a href="#">Director of Nursing-Public Health (PDF)</a>	3954	MID MG	\$6,853-\$8,332
<a href="#">Director of Public Health (PDF)</a>	FLAT	DEPT H	\$8,904
<a href="#">Director of Public Works ** (PDF)</a>	FLAT	DEPT H	\$9,041
<a href="#">Director of Senior Services (PDF)</a>	2155	MID MG	\$3,735-\$4,543
District Attorney	FLAT	ELECT	\$8,394
<a href="#">District Attorney Administrator - Assistant Public Administrator (PDF)</a>	2102	GEN	\$3,643-\$4,432
<a href="#">District Attorney Investigator (PDF)</a>	2264	GEN	\$3,924-\$4,773
<a href="#">District Attorney Investigative Assistant (PDF)</a>	1958	GEN	\$3,393-\$4,127
<a href="#">District Attorney Investigations Specialist (PDF)</a>	2444	GEN	\$4,236-\$5,153
Division Director of Environmental Health (PDF)	3423	MID MG	\$5,933-\$7,215
<a href="#">Division Director Veterans Services Officer (PDF)</a>	2318	MID MG	\$4,017-\$4,886
<a href="#">Drinking Driver Program Coordinator (PDF)</a>	1816	GEN	\$3,147-\$3,830
<a href="#">Driver I (PDF)</a>	1348	GEN	\$2,336-\$2,844
<a href="#">Driver II (PDF)</a>	1417	GEN	\$2,456-\$2,990
<a href="#">Driver III (PDF)</a>	1487	GEN	\$2,577-\$3,139

\*\* Salary is without stipend.

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## E

Classifications	Range	Unit	Monthly Salary
<a href="#">Elections Coordinator (PDF)</a>	1763	GEN	\$3,055-\$3,719
<a href="#">Elections Services Assistant I (PDF)</a>	1316	GEN	\$2,281-\$2,776
<a href="#">Elections Services Assistant II (PDF)</a>	1451	GEN	\$2,515-\$3,062
<a href="#">Elections Specialist (PDF)</a>	1600	GEN	\$2,773-\$3,373
<a href="#">Eligibility Specialist I (PDF)</a>	1467	GEN	\$2,542-\$3,094
<a href="#">Eligibility Specialist II (PDF)</a>	1613	GEN	\$2,795-\$3,400
<a href="#">Eligibility Specialist III (PDF)</a>	1799	GEN	\$3,118-\$3,794
<a href="#">Eligibility Supervisor (PDF)</a>	2102	MID MG	\$3,643-\$4,432
Emergency Management and Environmental Health Director	3200	DEPT H	\$5,546-\$8,612
Emergency Services Director ***	2498	DEPT H	Part Time
<a href="#">Employment and Training Supervisor (PDF)</a>	2611	MID MG	\$4,525-\$5,505

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<a href="#">Employment and Training Worker I (PDF)</a>	1758	GEN	\$3,047-\$3,705
<a href="#">Employment and Training Worker II (PDF)</a>	1937	GEN	\$3,357-\$4,083
<a href="#">Employment and Training Worker III (PDF)</a>	2135	GEN	\$3,700-\$4,501
<a href="#">Engineering Aide (PDF)</a>	1300	GEN	\$2,253-\$2,742
<a href="#">Engineering Technician I (PDF)</a>	1765	GEN	\$3,059-\$3,723
<a href="#">Engineering Technician II (PDF)</a>	1907	GEN	\$3,305-\$4,023
<a href="#">Environmental Health Aide (PDF)</a>	1680	GEN	\$2,912-\$3,542
<a href="#">Environmental Health Director (PDF)</a>	3269	Dept H	\$5,666-\$8,800
<a href="#">Environmental Health Specialist I (PDF)</a>	2361	GEN	\$4,092-\$4,978
<a href="#">Environmental Health Specialist II (PDF)</a>	2605	GEN	\$4,515-\$5,491
<a href="#">Environmental Health Specialist III (PDF)</a>	2866	GEN	\$4,967-\$6,042
<a href="#">Environmental Health Technician I (PDF)</a>	1680	GEN	\$2,912-\$3,542
<a href="#">Environmental Health Technician II (PDF)</a>	1816	GEN	\$3,147-\$3,830
<a href="#">Equipment Maintenance Supervisor (PDF)</a>	2318	MID MG	\$4,017-\$4,886
<a href="#">Equipment Service Worker (PDF)</a>	1450	C and T	\$2,513-\$3,058
<a href="#">Executive Assistant (PDF)</a>	1774	CONF	\$3,074-\$3,740
<a href="#">Executive Assistant - Planning (PDF)</a>	1600	GEN	\$2,773-\$3,373

\*\*\* Position is part time.

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## F

Classifications	Range	Unit	Monthly Salary
<a href="#">Fair Fiscal Coordinator I (PDF)</a>	2102	GEN	\$3,643-\$4,432
<a href="#">Fair Fiscal Coordinator II (PDF)</a>	2318	GEN	\$4,017-\$4,886
<a href="#">Family Violence Officer (PDF)</a>	1817	GEN	\$3,149-\$3,832
<a href="#">Field Services Assistant (PDF)</a>	1524	GEN	\$2,641-\$3,217
<a href="#">Fiscal Support Coordinator (PDF)</a>	1841	MID MG	\$3,191-\$3,882
Fiscal Support Coordinator	1817	CONF	\$3,149-\$3,832
<a href="#">Fiscal and Technical Services Assistant I (PDF)</a>	1300	GEN	\$2,253-\$2,742
<a href="#">Fiscal and Technical Services Assistant II (PDF)</a>	1381	GEN	\$2,393-\$2,915
<a href="#">Fiscal and Technical Services Assistant III (PDF)</a>	1523	GEN	\$2,639-\$3,211

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**G**

Classifications	Range	Unit	Monthly Salary
<a href="#">Geographic Information System Planner I (PDF)</a>	2155	GEN	\$3,735-\$4,543
<a href="#">Geographic Information System Planner II (PDF)</a>	2318	GEN	\$4,017-\$4,886
<a href="#">Geographic Information System Coordinator (PDF)</a>	2683	MID MG	\$4,650-\$5,655
<a href="#">Grant Compliance Assistant (PDF)</a>	1450	GEN	\$2,513-\$3,057
<a href="#">Grant Compliance Officer (PDF)</a>	1816	MID MG	\$3,147-\$3,830
<a href="#">Green Waste Attendant (PDF)</a>	1348	GEN	\$2,336-\$2,844
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**H**

Classifications	Range	Unit	Monthly Salary
<a href="#">Hazardous Materials Specialist I (PDF)</a>	2361	GEN	\$4,092-\$4,978
<a href="#">Hazardous Materials Specialist II (PDF)</a>	2605	GEN	\$4,515-\$5,491
<a href="#">Hazardous Materials Specialist III (PDF)</a>	2866	GEN	\$4,967-\$6,042
<a href="#">Head Cook (PDF)</a>	1365	GEN	\$2,366-\$2,880
<a href="#">Health Aide I (PDF)</a>	1300	GEN	\$2,253-\$2,742
<a href="#">Health Aide II (PDF)</a>	1365	GEN	\$2,366-\$2,880
<a href="#">Health Education Coordinator I (PDF)</a>	2318	GEN	\$4,017-\$4,886
<a href="#">Health Education Coordinator II (PDF)</a>	2555	MID MG	\$4,428-\$5,385
<a href="#">Health Education Specialist (PDF)</a>	2102	GEN	\$3,643-\$4,432
<a href="#">HIV Specialty Clinic Therapist (PDF)</a>	2434	GEN	\$4,218-\$5,130
<a href="#">Human Resources Analyst I (PDF)</a>	2180	CONF	\$3,778-\$4,595
<a href="#">Human Resources Analyst II (PDF)</a>	2403	CONF	\$4,165-\$5,064
<a href="#">Human Resources Director (PDF)</a>	FLAT	DEPT H	\$6,048-\$7,754
<a href="#">Human Resources Payroll Specialist I (PDF)</a>	2103	CONF	\$3,645-\$4,435
<a href="#">Human Resources Payroll Specialist II (PDF)</a>	2319	CONF	\$4,019-\$4,889
<a href="#">Human Resources Technician I (PDF)</a>	1689	CONF	\$2,927-\$3,560
<a href="#">Human Resources Technician II (PDF)</a>	1863	CONF	\$3,229-\$3,926
<a href="#">Human Resources Technician III (PDF)</a>	1976	CONF	\$3,425-\$4,165
<a href="#">(Return to top)</a>			

**I**

Classifications	Range	Unit	Monthly Salary
<a href="#">Select Language ▼</a>			

<a href="#">Information Systems Technician (PDF)</a>	2170	GEN	\$3,761-\$4,574
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## J

Classifications	Range	Unit	Monthly Salary
<a href="#">Jail Commander (PDF)</a>	3134	SMU	\$5,432-\$6,605
<a href="#">Junior Engineer (PDF)</a>	2102	GEN	\$3,643-\$4,432

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## L

Classifications	Range	Unit	Monthly Salary
<a href="#">Law Librarian (PDF)</a>	1449	GEN	\$2,511-\$3,055
<a href="#">Lead Community Care House Attendant (PDF)</a>	1452	GEN	\$2,516-\$3,064
<a href="#">Lead Deputy Clerk - Recorder (PDF)</a>	1526	GEN	\$2,645-\$3,220
<a href="#">Lead Fiscal and Technical Services Assistant (PDF)</a>	1611	CONF	\$2,792-\$3,397
<a href="#">Lead Power Equipment Mechanic (PDF)</a>	2004	C and T	\$3,474-\$4,228
<a href="#">Lead Residential Care Facility Attendant-Sierra House (PDF)</a>	1873	GEN	\$3,246-\$3,950
<a href="#">Legal Secretary - Trainee (PDF)</a>	1689	GEN	\$2,927-\$3,562
<a href="#">Legal Secretary (PDF)</a>	1863	GEN	\$3,229-\$3,927
<a href="#">Legal Secretary - Senior (PDF)</a>	1976	GEN	\$3,425-\$4,165
<a href="#">Legal Services Assistant I (PDF)</a>	1316	GEN	\$2,281-\$2,776
<a href="#">Legal Services Assistant I-Probation (PDF)</a>	1300	PROB	\$2,253-\$2,742
<a href="#">Legal Services Assistant II (PDF)</a>	1450	GEN	\$2,513-\$3,057
<a href="#">Legal Services Assistant II-Probation (PDF)</a>	1433	PROB	\$2,483-\$3,024
<a href="#">Librarian (PDF)</a>	2091	GEN	\$3,624-\$4,409
<a href="#">Library Aide (PDF)</a>	1300	GEN	\$2,253-\$2,742
<a href="#">Library Literacy Clerk (PDF)</a>	1300	GEN	\$2,253-\$2,742
<a href="#">Library Literacy Program Assistant I (PDF)</a>	1300	GEN	\$2,253-\$2,742
<a href="#">Library Literacy Program Assistant II (PDF)</a>	1365	GEN	\$2,366-\$2,880
<a href="#">Library Literacy Program Coordinator (PDF)</a>	1524	MID MG	\$2,641-\$3,217
<a href="#">Library Technician (PDF)</a>	1349	GEN	\$2,338-\$2,846
<a href="#">Licensed Vocational Nurse I-Behavioral Health (PDF)</a>	2009	GEN	\$3,482-\$4,236
<a href="#">Licensed Vocational Nurse II-Behavioral Health (PDF)</a>	2109	GEN	\$3,655-\$4,447
<a href="#">Licensed Vocational Nurse I - Public</a>	2009	GEN	\$3,482-\$4,236

[Select Language](#) ▼

[Health \(PDF\)](#)[Licensed Vocational Nurse II-Public](#) 2109 GEN \$3,655-\$4,447[Health \(PDF\)](#)[\(Return to top\)](#)**M**

Classifications	Range	Unit	Monthly Salary
<a href="#">Management Analyst I</a>	2180	CONF	\$3,778-\$4,595
<a href="#">Management Analyst II</a>	2403	CONF	\$4,165-\$5,064
<a href="#">Management Analyst I (PDF)</a>	2102	GEN	\$3,643-\$4,432
<a href="#">Management Analyst II (PDF)</a>	2338	GEN	\$4,052-\$4,927
<a href="#">Management Analyst I - Probation (PDF)</a>	2102	PROB	\$3,643-\$4,432
<a href="#">Management Analyst II - Probation (PDF)</a>	2338	PROB	\$4,052-\$4,927
<a href="#">Mechanic/Shop Technician (PDF)</a>	1816	C and T	\$3,148-\$3,831
<a href="#">Mental Health Children's Services Coordinator (PDF)</a>	2889	MID MG	\$5,007-\$6,090
<a href="#">Mental Health Deputy Director (PDF)</a>	3551	MID MG	\$6,155-\$7,484
<a href="#">Mental Health Director</a>	FLAT	DEPT H	\$7,129
<a href="#">Mental Health Program Chief (PDF)</a>	2958	MID MG	\$5,127-\$6,236
<a href="#">Mental Health Services Act Coordinator (PDF)</a>	2889	MID MG	\$5,007-\$6,090
<a href="#">Mentoring Coordinator (PDF)</a>	1300	GEN	\$2,253-\$2,742
<a href="#">Museum Director (PDF)</a>	2159	DEPT H	\$3,742-\$4,548
<a href="#">Museum Registrar (PDF)</a>	1450	GEN	\$2,513-\$3,057

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Classifications	Range	Unit	Monthly Salary
<a href="#">Natural Resource Analyst (PDF)</a>	2053	GEN	\$3,558-\$4,328
<a href="#">Nurse Practitioner (PDF)</a>	4624	GEN	\$8,014-\$9,744

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Classifications	Range	Unit	Monthly Salary
<a href="#">Office Assistant I (PDF)</a>	1353	GEN	\$2,345-\$2,854
<a href="#">Office Assistant I-Probation (PDF)</a>	1300	PROB	\$2,253-\$2,742
<a href="#">Office Assistant II (PDF)</a>	1420	GEN	\$2,461-\$2,995
<a href="#">Office Assistant II-Probation (PDF)</a>	1365	PROB	\$2,366-\$2,880
<a href="#">Office Assistant III (PDF)</a>	1566	GEN	\$2,714-\$3,303
<a href="#">Office Assistant III-Probation (PDF)</a>	1505	PROB	\$2,608-\$3,177
<a href="#">Office Automation Analyst (PDF)</a>	2207	GEN	\$3,825-\$4,652
<a href="#">Office Automation Specialist (PDF)</a>	1817	GEN	\$3,149-\$3,832

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[Office Supervisor \(PDF\)](#) 1873 MID MG \$3,246-\$3,950

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## P

Classifications	Range	Unit	Monthly Salary
<a href="#">Paralegal I (PDF)</a>	1689	CONF	\$2,927-\$3,560
Paralegal I	1600	GEN	\$2,773-\$3,373
<a href="#">Paralegal II (PDF)</a>	1863	CONF	\$3,229-\$3,926
Paralegal II	1764	GEN	\$3,057-\$3,721
Paralegal III	1907	GEN	\$3,305-\$4,023
<a href="#">Paralegal III (PDF)</a>	2055	CONF	\$3,562-\$4,333
<a href="#">Payroll Specialist I (PDF)</a>	2103	CONF	\$3,645-\$4,435
<a href="#">Payroll Specialist II (PDF)</a>	2319	CONF	\$4,019-\$4,889
<a href="#">Perinatal Specialist (PDF)</a>	2434	MID MG	\$4,218-\$5,130
<a href="#">Permit Manager (PDF)</a>	2102	MID MG	\$3,643-\$4,432
<a href="#">Permit Technician (PDF)</a>	1639	GEN	\$2,840-\$3,456
<a href="#">Physician Assistant (PDF)</a>	4624	GEN	\$8,014-\$9,744
<a href="#">Planning Director (PDF)</a>	4327-4543	DEPT H	\$7,500-\$9,576
<a href="#">Planning Technician (PDF)</a>	1772	GEN	\$3,071-\$3,737
<a href="#">Power Equipment Mechanic I (PDF)</a>	1680	C and T	\$2,912-\$3,543
<a href="#">Power Equipment Mechanic II (PDF)</a>	1816	C and T	\$3,148-\$3,831
<a href="#">Prevention Aide (PDF)</a>	1300	GEN	\$2,253-\$2,742
<a href="#">Principal Staff Services Analyst (PDF)</a>	2494	MID MG	\$4,322-\$5,257
<a href="#">Probation Assistant (PDF)</a>	1499	PROB	\$2,598-\$3,159
<a href="#">Probation Program Coordinator - Administrative Assistant (PDF)</a>	1870	PROB	\$3,241-\$3,945
<a href="#">Probation Report Writer (PDF)</a>	1787	PROB	\$3,097-\$3,768
<a href="#">Program Chief - Nursing (PDF)</a>	2958	MID MG	\$5,127-\$6,236
<a href="#">Program Manager I (PDF)</a>	3079	MID MG	\$5,336-\$6,489
<a href="#">Program Manager II (PDF)</a>	3233	MID MG	\$5,603-\$6,815
<a href="#">Program Training and Compliance Analyst (PDF)</a>	1907	GEN	\$3,305-\$4,023
<a href="#">Programmer Analyst (PDF)</a>	2208	GEN	\$3,827-\$4,654
<a href="#">Project Manager (PDF)</a>	2683	GEN	\$4,650-\$5,655
<a href="#">Property Tax Technician (PDF)</a>	1316	GEN	\$2,281-\$2,776
<a href="#">Property Tax Specialist I (PDF)</a>	1423	GEN	\$2,466-\$3,002
<a href="#">Property Tax Specialist II (PDF)</a>	1571	GEN	\$2,723-\$3,312
<a href="#">Psychiatric Medical Director (PDF)</a>	FLAT	CONTRACT	
<a href="#">Psychiatric Nurse I - Behavioral Health (PDF)</a>	2601	GEN	\$4,508-\$5,484
<a href="#">Psychiatric Nurse II - Behavioral Health (PDF)</a>	2913	GEN	\$5,049-\$6,139
<a href="#">Psychiatric Technician (PDF)</a>	1816	GEN	\$3,147-\$3,830

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<a href="#">Public Health Administrative Services Officer (PDF)</a>	3329	MID MG	\$5,770-\$7,016
<a href="#">Public Health Nurse I (PDF)</a>	2601	GEN	\$4,508-\$5,484
<a href="#">Public Health Nurse II (PDF)</a>	2913	GEN	\$5,049-\$6,139
<a href="#">Public Health Nurse III (PDF)</a>	3225	GEN	\$5,590-\$6,798
<a href="#">Public Health Program Division Chief (PDF)</a>	2815	MID MG	\$4,879-\$5,933
<a href="#">Public Works Fiscal Officer/Administrative Service Manager (PDF)</a>	2668	MID MG	\$4,624-\$5,626
<a href="#">Public Works Maintenance Lead Worker (PDF)</a>	1764	C and T	\$3,058-\$3,721
<a href="#">Public Works Maintenance Supervisor (PDF)</a>	2004	MID MG	\$3,474-\$4,228
<a href="#">Public Works Maintenance Worker I (PDF)</a>	1348	C and T	\$2,337-\$2,844
<a href="#">Public Works Maintenance Worker II (PDF)</a>	1487	C and T	\$2,577-\$3,139
<a href="#">Public Works Maintenance Worker III (PDF)</a>	1639	C and T	\$2,841-\$3,456
<a href="#">Public Works Senior Environmental Planner (PDF)</a>	2555	GEN	\$4,428-\$5,385

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## Q

Classifications	Range	Unit	Monthly Salary
<a href="#">Quality Assurance Coordinator (PDF)</a>	2434	GEN	\$4,218-\$5,130

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## R

Classifications	Range	Unit	Monthly Salary
<a href="#">Records Management Coordinator (PDF)</a>	1817	MID MG	\$3,149-\$3,832
<a href="#">Records Management Technician I (PDF)</a>	1316	GEN	\$2,281-\$2,776
<a href="#">Records Management Technician II (PDF)</a>	1450	GEN	\$2,513-\$3,057
<a href="#">Recording Secretary (PDF)</a>	1524	GEN	\$2,641-\$3,217
<a href="#">Registered Dental Assistant I - Public Health (PDF)</a>	2009	GEN	\$3,482-\$4,236
<a href="#">Registered Dental Assistant II - Public Health (PDF)</a>	2109	GEN	\$3,655-\$4,447
<a href="#">Registered Nurse I - Behavioral Health (PDF)</a>	2601	GEN	\$4,508-\$5,484
<a href="#">Registered Nurse II - Behavioral Health (PDF)</a>	2913	GEN	\$5,049-\$6,139
<a href="#">Registered Nurse I-Public Health (PDF)</a>	2601	GEN	\$4,508-\$5,484

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<a href="#">Registered Nurse II-Public Health (PDF)</a>	2913	GEN	\$5,049-\$6,139
<a href="#">Residential Care Facility Attendant (PDF)</a>	1665	GEN	\$2,886-\$3,511
<a href="#">Risk Manager / Occupational Safety and Health Specialist (PDF)</a>	FLAT	ELECT	\$5,349
<a href="#">(Return to top)</a>			

**S**

Classifications	Range	Unit	Monthly Salary
<a href="#">Secretary (PDF)</a>	1300	GEN	\$2,253-\$2,742
<a href="#">Senior Building Inspector (PDF)</a>	2318	GEN	\$4,017-\$4,886
<a href="#">Senior Building Plancheck / Inspector (PDF)</a>	2675	GEN	\$4,636-\$5,638
<a href="#">Senior District Attorney Investigator (PDF)</a>	2493	GEN	\$4,321-\$5,255
<a href="#">Senior Engineering Technician (PDF)</a>	2102	GEN	\$3,643-\$4,432
<a href="#">Senior Environmental Health Specialist (PDF)</a>	2494	GEN	\$4,322-\$5,257
<a href="#">Senior Permit Technician (PDF)</a>	1843	GEN	\$3,194-\$3,886
<a href="#">Senior Planner (PDF)</a>	2555	GEN	\$4,428-\$5,385
<a href="#">Senior Services Office Supervisor (PDF)</a>	1680	GEN	\$2,912-\$3,542
<a href="#">Senior Social Worker (PDF)</a>	A: 2549 B: 2789	GEN	A: \$4,418-\$5,373 B: \$4,834-\$5,879
<a href="#">Sheriff Administrative Sergeant (PDF)</a>	2914	SMU	\$5,050-\$6,141
<a href="#">Sheriff Deputy/Training/Policy Advisor (PDF)</a>	3210	SMU	\$5,564-\$6,765
<a href="#">Sheriff Dispatcher I (PDF)</a>	1780	SDU	\$3,085-\$3,754
<a href="#">Sheriff Dispatcher II (PDF)</a>	1901	SDU	\$3,295-\$4,009
<a href="#">Sheriff Fiscal Officer I (PDF)</a>	2241	SMU	\$3,884-\$4,725
<a href="#">Sheriff Fiscal Officer II (PDF)</a>	2646	SMU	\$4,586-\$5,856
<a href="#">Sheriff Grant Compliance Officer</a>	1937	SDU	\$3,357-\$4,083
<a href="#">Sheriff Investigator (PDF)</a>	2391	SDU	\$4,144-\$5,040
<a href="#">Sheriff Investigator (Advanced)</a>	2516	SDU	\$4,361-\$5,304
<a href="#">Sheriff Investigator / Cannabis Code Compliance (PDF)</a>	2695	SDU	\$4,671-\$5,681
<a href="#">Sheriff Investigator (Intermediate)</a>	2463	SDU	\$4,269-\$5,193
<a href="#">Sheriff Investigator Sergeant (PDF)</a>	2914	SDU	\$5,050-\$6,141
<a href="#">Sheriff Investigator Sergeant / Code Compliance Supervisor (PDF)</a>	3134	SMU	\$5,432-\$6,605
<a href="#">Sheriff Office Manager (PDF)</a>	1757	SMU	\$3,045-\$3,704
<a href="#">Sheriff Patrol Commander (PDF)</a>	3134	SMU	\$5,432-\$6,605
<a href="#">Sheriff Sergeant (PDF)</a>	2511	SDU	\$4,352-\$5,293

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Sheriff Sergeant (Advanced)	2708	SDU	\$4,693-\$5,709
Sheriff Sergeant (Intermediate)	2649	SDU	\$4,591-\$5,586
<u>Sheriff Services Assistant I (PDF)</u>	1607	SDU	\$2,785-\$3,390
<u>Sheriff Services Assistant II (PDF)</u>	1771	SDU	\$3,069-\$3,733
Sheriff - Coroner	FLAT	ELECT	\$7,934
<u>Sheriffs Special Operations Sergeant (PDF)</u>	2914	SMU	\$5,050-\$6,141
<u>Sierra House Residential Care Facility Supervisor (PDF)</u>	2040	MID-MG	\$3,536-\$4,302
<u>Site Manager (PDF)</u>	1433	GEN	\$2,483-\$3,024
<u>Social Service Director-Public Guardian-Public Conservator ** (PDF)</u>	3448	DEPT H	\$5,976-\$8,904
<u>Social Services Aide (PDF)</u>	1571	GEN	\$2,723-\$3,312
<u>Social Services Supervisor I (PDF)</u>	2668	MID MG	\$4,624-\$5,626
<u>Social Services Supervisor II (PDF)</u>	3079	MID MG	\$5,336-\$6,489
<u>Social Worker I (PDF)</u>	2029	GEN	\$3,516-\$4,277
<u>Social Worker II (PDF)</u>	2237	GEN	\$3,877-\$4,716
<u>Social Worker III (PDF)</u>	2445	GEN	\$4,238-\$5,154
<u>Solid Waste Program Manager (PDF)</u>	2318	GEN	\$4,017-\$4,886
<u>Staff Services Analyst I (PDF)</u>	2180	GEN	\$3,778-\$4,596
<u>Staff Services Analyst II (PDF)</u>	2403	GEN	\$4,165-\$5,068
<u>Staff Services Manager (PDF)</u>	2957	MID MG	\$5,125-\$6,234
<u>Staff Services Specialist (PDF)</u>	2103	GEN	\$3,645-\$4,433
<u>Substance Use Disorder Specialist I (PDF)</u>	1948	GEN	\$3,376-\$4,108
<u>Substance Use Disorder Specialist II (PDF)</u>	2149	GEN	\$3,724-\$4,530
<u>Supervising Probation Officer (PDF)</u>	2458	PROB MID-MG	\$4,260-\$5,182
<u>Systems Analyst I (PDF)</u>	2526	CONF	\$4,378-\$5,323
<u>Systems Analyst II (PDF)</u>	2780	CONF	\$4,818-\$5,860

\*\* Salary is without stipend.

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## I

Classifications	Range	Unit	Monthly Salary
<u>Telecommunications Technician (PDF)</u>	2206	GEN	\$3,823-\$4,650
<u>Treasurer Tax Collections Officer I (PDF)</u>	1907	GEN	\$3,305-\$4,023
<u>Treasurer Tax Collections Officer II (PDF)</u>	2102	GEN	\$3,643-\$4,432
Treasurer - Tax Collector **	FLAT	ELECT	\$6,232
<u>Treasurer - Tax Specialist I (PDF)</u>	1423	GEN	<del>\$2,466-\$3,002</del>



<a href="#">Treasurer - Tax Specialist II (PDF)</a>	1571	GEN	\$2,723-\$3,312
<a href="#">Treasurer - Tax Technician (PDF)</a>	1514	GEN	\$2,624-\$3,192

\*\* Salary is without stipend.

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## **U**

Classifications	Range	Unit	Monthly Salary
<a href="#">Undersheriff (PDF)</a>	3421	CONTR	\$5,929-\$7,212

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## **V**

Classifications	Range	Unit	Monthly Salary
<a href="#">Veterans Service Representative I (PDF)</a>	1524	GEN	\$2,641-\$3,217
<a href="#">Veterans Service Representative II (PDF)</a>	1680	GEN	\$2,912-\$3,542
<a href="#">Victim Witness Advocate (PDF)</a>	1523	GEN	\$2,639-\$3,211
<a href="#">Victim Witness Coordinator (PDF)</a>	1763	MID MG	\$3,055-\$3,719

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## **W**

Classifications	Range	Unit	Monthly Salary
<a href="#">Welder (PDF)</a>	1763	C and T	\$3,056-\$3,720
<a href="#">Welfare Fraud Investigator I (PDF)</a>	2211	GEN	\$3,832-\$4,662
<a href="#">Welfare Fraud Investigator II (PDF)</a>	2398	GEN	\$4,156-\$5,054

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## **Contact Us**

For additional information or questions regarding job descriptions, please contact the Human Resources Department at (530) 283-6444.

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Reference No.:  
Circular Letter No.: 200-050-12  
Distribution: IV, V, VI, X, XII, XVI  
Special:

## Circular Letter

October 25, 2012

TO: ALL CALPERS EMPLOYERS

SUBJECT: STATUTORY AND REGULATORY REQUIREMENTS FOR PUBLICLY AVAILABLE PAY SCHEDULES

The purpose of this Circular Letter is to remind CalPERS employers that only those pay amounts that meet the definition of compensation earnable can be used when calculating retirement benefits.

Compensation earnable is defined in statute and further clarified by California Code of Regulations (CCR) Section 570.5. Specifically, this Circular Letter seeks to address the requirements related to publicly available pay schedules.

### **Compensation Earnable & The Requirement For Publicly Available Pay Schedules**

The Public Employees' Retirement Law (PERL) Government Code Sections 20636 and 20636.1 define compensation earnable for State, School, and Public Agency members. In order to meet the definition of compensation earnable, an amount of pay must either constitute payrate or special compensation as defined in the statutes. Section 20636(d) further requires that payrate and special compensation schedules, ordinances, or similar documents be public records available for public scrutiny.

Section 20636(b)(1) (applicable to Public Agency members) and 20636.1(b)(1) (applicable to School members) require pay amounts to be paid pursuant to publicly available pay schedules. For example, section 20636 (b)(1) states:

"Payrate means the normal monthly rate or pay or base pay of the member paid in cash to similarly situated members of the same group or class of employment for services rendered on a full-time basis during normal working hours, pursuant to publicly available pay schedules. "Payrate," for a member who is not in a group or class, means the monthly rate of pay or base pay of the members, paid in cash and pursuant to publicly available pay schedules, for services rendered on a full-time basis during normal working hours, subject to the limitations of paragraph (2) of subdivision (e)." (Emphasis added.)

CCR 570.5 was adopted April 13, 2011, with an effective date of August 10, 2011. CCR 570.5 sought to clarify the requirement of publicly available pay schedules.

After CCR 570.5 was adopted, CalPERS sent Circular Letter #200-056-11 dated August 19, 2011, notifying all employers of the requirements of CCR 570.5.

**Importance of Correct Reporting**

Due to the importance of correct payroll reporting in administering the PERL and member benefits, CalPERS is sending this additional Circular Letter to remind all employers of the criteria for reporting compensation earnable.

CCR 570.5 outlines the required elements necessary to meet the definition for a publicly available pay schedule as follows:

- (a) For purposes of determining the amount of "compensation earnable" pursuant to Government Code Sections 20630, 20636, and 20636.1, payrate shall be limited to the amount listed on a pay schedule that meets all of the following requirements:
  - (1) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws;
  - (2) Identifies the position title for every employee position;
  - (3) Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
  - (4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
  - (5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
  - (6) Indicates an effective date and date of any revisions;
  - (7) Is retained by the employer and available for public inspection for not less than five years; and
  - (8) Does not reference another document in lieu of disclosing the payrate.

All eight (8) requirements must be met in one salary schedule for each member's pay, in order for CalPERS to approve the pay amount as payrate and reportable compensation earnable.

**No Applicable Pay Schedule**

If an agency cannot provide a document meeting the requirements for a publicly available pay schedule, then CalPERS must determine that the pay amount fails to meet the definition of payrate. CCR 570.5 (b)(1)-(4) outlines the process by which

CalPERS may determine a member's payrate when there is no publicly available pay schedule provided.

CCR 570.5 (b) states:

- (b) Whenever an employer fails to meet the requirements of subdivision (a) above, the Board, in its sole discretion, may determine an amount that will be considered to be payrate, taking into consideration all information it deems relevant including, but not limited to, the following:
  - (1) Documents approved by the employer's governing body in accordance with requirements of public meeting laws and maintained by the employer;
  - (2) Last payrate listed on a pay schedule that conforms to the requirements of subdivision (a) with the same employer for the position at issue;
  - (3) Last payrate for the member that is listed on a pay schedule that conforms with the requirements of subdivision (a) with the same employer for a different position;
  - (4) Last payrate for the member in a position that was held by the member that is listed on a pay schedule that conforms to the requirements of subdivision (a) of a former CalPERS employer.

It is important that all employers comply with the compensation earnable provisions and corresponding regulations of the PERL. Where employers fail to comply, pay amounts will be determined to not constitute payrate and accordingly CalPERS will be unable to use such pay amounts when calculating members' retirement benefits.

It is therefore critical that employers review their pay schedules to verify that all members' pay amounts are included within a publicly available pay schedule. For assistance or questions related to the development of a publicly available pay schedule, please direct your inquiries to the CalPERS Compensation and Employer Review Unit.

If you have any questions, please contact the CalPERS Customer Contact Center at **888 CalPERS** (or 888-225-7377).

KAREN DeFRANK, Chief  
Customer Account Services Division