



Contract Number

22-1083

SAP Number

Office of Homeless Services

Department Contract Representative Telephone Number

Contractor Contractor Representative Telephone Number Contract Term

January 1, 2022 through June 30, 2024

Original Contract Amount Amendment Amount Total Contract Amount Cost Center

THIS CONTRACT is entered into in the State of California by and between San Bernardino County, hereinafter called the County, and ( ) referenced above, hereinafter called Contractor.

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, the County, through the Office of Homeless Services, hereinafter referred to as the "Department", are required to provide Community Support services, also known as CalAIM – Community Supports (CS), to our diverse communities; and

WHEREAS, Contractor agrees to provide Housing Transition Navigation Services in accordance with the requirements of the CalAIM Community Supports (CS) program; and

WHEREAS, the County desires to obtain the services of Contractor on the conditions set forth in this Contract,

NOW, THEREFORE, in consideration of mutual covenants and conditions, the parties agree as follows:

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Attachment 1 - CS Salary Range

Attachment 2 - Position Descriptions

**I. DUTIES AND RESPONSIBILITIES OF CONTRACTOR**

A. Contractor shall be employed as a \_\_\_\_\_ (see Job Classification Table) assigned to \_\_\_\_\_ (Department). Attachment 2 lists the Position Descriptions and provides the specific duties and responsibilities assigned to Contractor.

<b>Job Classification Table</b>
Community Svc Office Assistant
Community Svc Social Worker
Automated Systems Analyst I
Community Svc Supervising SW
Community Svc Program Analyst
Community Svc Program Supervisor
Community Svc Program Manager

B. Contractor shall perform Community Supports (CS) program services at those places and times as scheduled by the Department Community Services Program Manager or designee and other specific duties outlined in the appropriate position description.

**II. CONFLICT OF INTEREST**

As a condition of employment, Contractor does hereby agree to follow and uphold the Conflict-of-Interest policy of the County’s Personnel Rules as follows:

No official or employee shall engage in any business or transaction or shall have a financial or other personal interest or association which conflicts with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties. Personal as distinguished from financial interest includes an interest arising from blood or marriage relationships or close business, personal, or political association. This section shall not serve to prohibit independent acts or other forms of enterprise during those hours not covered by active County employment providing such acts do not constitute a conflict of interest as defined herein. An employee is also subject to applicable provisions of the California Government Code, including but not limited to Sections 1090, 1126, 87100, and/or any other conflict of interest Code, policy, or rule applicable to County employment.

**III. CODE OF CONDUCT**

As a condition of employment, Contractor does hereby agree to follow and uphold the Code of Conduct provided by the designated Department.

**IV. CONTRACT TERM**

This Contract shall be effective January 1, 2022, through June 30, 2024, subject to the termination provisions of this Paragraph. The Director of the Department or his/her designee is authorized to issue a written notice to Contractor to extend the term of this Contract for a maximum of three successive one-year periods should the provider agreement with the designated Health Maintenance Organization (HMO) for Community Supports (CS) extend beyond the established term.

Notwithstanding the foregoing, either party may terminate this Contract at any time without cause with a fourteen (14) day prior written notice to the other party. This Contract may be terminated for just cause immediately by the Director of the Department. Contractor shall serve at the pleasure of the Director, or his/her designee, who shall have the full authority and discretion to exercise County rights under this Paragraph.

**V. COMPENSATION OF CONTRACTOR**

Upon the effective date of this Contract, Contractor shall be considered a contract employee in the County’s unclassified service. Contractor shall receive only the benefits and compensation specifically set forth in this Contract. This Contract provides for the full compensation to Contractor for services required hereunder. This Contract supersedes any prior department employment contract of Contractor.

**A. SALARY RATE**

Contractor shall be compensated for services at a rate of \$ \_\_\_\_ . \_\_\_\_ per hour and shall be assigned to step \_\_\_\_ within the designated Community Support salary range (Attachment 1) established for the job classification, commensurate with duties.

Contractor shall not exceed 80 hours per pay period unless expressly authorized, pursuant to the Overtime provision of this Contract (Section D). Contractor does not gain probationary or regular status during the term of this Contract.

The Department Director or designee shall have discretion in authorizing one (1) step advancement, based on the availability of program funding, every 1040 service hours during the term of the contract up to the top step of the range based on meets standards work performance evaluation.

Community Supports (CS)	CS Salary Range	Max Hourly
Community Svc Office Assistant	CS1	\$22.19
Community Svc Social Worker	CS2	\$32.37
Automated Systems Analyst I	CS3	\$37.52
Community Svc Supervising SW	CS4	\$38.42
Community Svc Program Analyst	CS5	\$40.36
Community Svc Program Supervisor	CS6	\$44.55
Community Svc Program Manager	CS7	\$56.97

**B. RATE ADJUSTMENTS**

Effective January 1, 2023, the County shall provide all Contract CS classifications a two and one-half percent (2.50%) across the board salary increase.

Additional salary adjustments to the ranges shall be effective only upon the execution of a written amendment to this Contract.

**C. DIFFERENTIALS/INCENTIVES**

**a. BILINGUAL COMPENSATION**

Contractor in positions designated by the Department to perform bilingual translation involving the use of English and a second language (including American Sign Language) as a part of their regular duties, shall be entitled to bilingual compensation. Such compensation shall apply regardless of the total time required per day for such

translation. Employees in such positions must be certified as competent in translation skills by Human Resources to be eligible for compensation. There are three (3) levels of competency certification solely determined and administered by Human Resources: Level 1 - verbal skill level: the use of English and a second language in verbal contexts which may require interpretation of simple documents in the second language; Level 2 - written skill level: reading, writing and speaking English and a second language; and Level 3 - technical skill level: reading, writing and speaking English and a second language using medical or legal terminology. Compensation per pay period shall be effective as follows: verbal skill (Level 1) at fifty dollars (\$50.00) per pay period, written skill (Level 2) at fifty-five dollars (\$55.00) per pay period, and technical skill (Level 3) at sixty dollars (\$60.00) per pay period.

b. EMERGENCY INCENTIVES

Employee is eligible for County emergency incentives/bonuses to be granted at the discretion of the Department and Human Resources.

D. OVERTIME

If Contractor is authorized by the Department Director, or designee, to work overtime, Contractor shall be eligible to receive overtime compensation as determined by their FLSA status.

- a) Classifications in Table A (FLSA Covered) are eligible to receive overtime, defined as all hours actually worked, in excess of forty (40) hours a work period during a pay period. Overtime shall be reported in increments of full fifteen (15) minutes and is non-accumulative and non-payable when incurred in units of less than fifteen (15) minutes.

Contractor authorized by the Department Director or designee to work overtime shall be compensated at premium rates, i.e., one and one-half (1-1/2) times the employee's regular rate of pay. Payment for overtime compensation shall be made on the first payday following the pay period in which such overtime is worked, unless overtime compensation cannot be computed until some later date, in which case overtime compensation will be paid on the next regular payday after such computation can be made. In lieu of cash payment, upon request of the Contractor and Department Director or designee, an employee may accrue compensating time off at premium rates. Cash payment at the employee's regular rate of pay shall automatically be paid for any compensating time which exceeds eighty (80) hours, or for any hours on record immediately prior to termination of the contract.

<b>TABLE A – FLSA Covered Classifications</b>
Community Svc Office Assistant
Community Svc Social Worker
Automated Systems Analyst I
Community Svc Program Analyst

- b) Classifications in Table B (FLSA Exempt) authorized by the Department Director or designee to work overtime shall be compensated at straight time compensating time off. Cash payment at the employee's base rate of pay shall automatically be paid for any compensating time off accumulated in excess of eighty (80) hours, or immediately prior to the termination of contract. Payment for overtime compensation shall be made on the

first payday following the pay period in which such overtime is payable, unless overtime compensation cannot be computed until some later date, in which case overtime compensation will be paid on the next regular payday after such computation can be made.

<b>Table B – FLSA Exempt Classifications</b>
Community Svc Supervising SW
Community Svc Program Supervisor
Community Svc Program Manager

**E. PAYMENT**

Contractor shall be paid bi-weekly for hours actually worked according to the procedures established by County's Auditor/Controller.

**F. LEAVE PROVISIONS**

Contractor shall receive, or be subject to, the following Leave Provisions in the same manner and amount as in the Consolidated MOU/Technical & Inspection Unit: Bereavement, Holiday, Sick, and Vacation. Refer to Item R in this Section for processing of leave balances upon termination of this Contract.

Contractors placed in Community Svc SW Supervisor, Community Svc Program Supervisor or Community Svc Program Manager classifications who have been employed in a public jurisdiction in a comparable position may receive credit for up to four (4) years (full time equivalent) previous experience in the former agency(s) in determining their vacation accrual rate. Such determination as to the comparability of previous experience and amount of credit to be granted rests solely with the Director of Human Resources. Requests for prior service credit should be made at the time of hire or as soon as possible thereafter, but in no event later than one (1) year from the employee's hire date

Contractors placed in the Community Svc Program Manager classification shall be eligible to receive and use Administrative Leave in the same manner and amount as employees in the Management Unit.

**G. MEDICAL AND DENTAL COVERAGE**

Contractor must enroll in a medical and dental plan offered by the County unless already enrolled in comparable employer-sponsored group coverage. If eligible, Contractor shall receive a Medical Premium Subsidy (MPS) up to \$263.38 per pay period (if scheduled for 61 to 80 hours) or \$131.69 per pay period (if scheduled for 40 to 60 hours) to offset the cost of medical insurance premiums charged to the Contractor. The applicable MPS shall be paid directly to the provider of the County-sponsored medical plan in which the eligible Contractor has enrolled. In no case shall the MPS exceed the total cost of the medical insurance premium for the coverage selected (e.g., when the MPS amounts exceed the lowest HMO cost).

If enrolled in a County-sponsored medical plan and all other Plan eligibility requirements are met, Contractor shall receive a Dental Premium Subsidy (DPS) in the amount of \$9.46 per pay period (if scheduled for 61 to 80 hours) or \$4.73 per pay period (if scheduled for 40 to 60 hours) to offset the cost of dental insurance premiums charged to the Contractor. The applicable DPS amount shall be paid directly to the provider of the County-sponsored dental plan in which the

eligible employee has enrolled. In no case shall the DPS exceed the total cost of the dental insurance premium for the coverage selected (e.g., when the DPS amounts exceed the dental plan cost).

To be eligible for the MPS and DPS, Contractor must be scheduled for a minimum of forty (40) hours per pay period and have received pay for at least one-half plus one hour of scheduled hours in a pay period.

Contractor shall not receive flex dollars if Contractor chooses to “opt-out” or “waive” from the County-sponsored health plans.

H. VISION CARE INSURANCE

Subject to carrier requirements, the County shall pay the premiums for vision care insurance for Contractor (employee-only coverage) if Contractor is in a paid status and is scheduled at least forty-one (41) hours per pay period.

I. LIFE INSURANCE

The County shall pay the premium for a term life insurance policy for each employee based on scheduled work hours according to the table below. Life insurance will become effective on the first day of the pay period following the employee’s first pay period in which the employee is in paid status and shall continue for each pay period in which the employee is in a paid status. For pay periods in which the employee is not in paid status, the employee shall have the option of continuing life insurance coverage at the employee’s expense.

COMMUNITY SUPPORT Classifications	Scheduled Hours from 40 to 60	Scheduled Hours from 61 to 80
Community Svc Office Assistant	\$10,000	\$20,000
Community Svc Social Worker Automated Systems Analyst I Community Svc Program Analyst Community Svc Supervising Social Worker Community Svc Program Supervisor Community Svc Program Manager	\$25,000	\$50,000

J. EXPENSE REIMBURSEMENT

Contractor shall be eligible for expense reimbursement in the same manner and amount as employees in the Consolidated MOU.

K. ACCIDENTAL DEATH AND DISMEMBERMENT

Contractor shall be eligible to purchase Accidental Death and Dismemberment Insurance coverage and additional supplemental term life insurance in the same manner and amount as offered by the County to employees in the Consolidate MOU.

L. RETIREMENT PLANS

If Contractor is regularly scheduled for and regularly works a minimum of forty (40) hours per pay period, Contractor shall participate in the County’s general employee retirement system during the term of this Contract. Contractor shall pay the required employee contribution for the term of the Contract. Contractor’s participation in the general retirement system shall be in accordance with the applicable terms of the County Employee Retirement Law of 1937, the

California Public Employees' Pension Reform Act of 2013 (Gov't Code section 7522 et seq.), and the By-Laws and other requirements of the San Bernardino County Employees' Retirement Association.

If Contractor has attained the age of sixty (60) prior to employment, Contractor may waive membership, at the time of hire, in the San Bernardino County Employee's Retirement Association. If Contractor regularly works less than forty (40) hours per pay period, waives membership, or otherwise does not meet the definition of a member of the retirement system, Contractor shall instead participate in the County's PST Deferred Compensation Retirement Plan.

M. DEFERRED COMPENSATION

Contractor shall be eligible to participate in the County's 457 (b) Deferred Compensation Plan, per the Plan document. Contractor shall not receive County match contributions with respect to participation in such Plan.

N. DEPENDENT CARE ASSISTANCE PLAN (DCAP) AND FLEXIBLE SPENDING ACCOUNT (FSA) PLAN FOR MEDICAL EXPENSE REIMBURSEMENT

Contractor shall be eligible to participate in the County's DCAP and FSA Plans in the same manner as employees in the Consolidated MOU and per the Plan documents. Contractor shall not receive any County match contributions with respect to participation in either plan.

O. LEGALLY REQUIRED BENEFITS

Contractor shall receive all benefits as required by law when eligible (e.g., FMLA, ACA, Military Leave, Time Off for Voting, and Medicare). Where the County provides a greater benefit than is required by law, Contractor shall only receive the minimum benefit in accordance with the law, unless the greater benefit is specifically provided for in another provision of this Contract.

P. SHORT-TERM DISABILITY

Contractor shall be eligible to receive the same Short-Term Disability insurance benefits as offered to employees in the Consolidate MOU.

Q. SERVICE AND EFFECTS ON BENEFITS

If Contractor was a County contract employee immediately prior to entering into this contract, without separation from County employment, execution of this contract shall not result in separation in County employment for purposes of determining eligibility for and level of benefits including, but not limited to health benefits, leave accrual rates, and retirement benefits. Thus, Contractor's rate for leave accruals is based on the start date of the period of continuous County employment that is extended by this contract. Contractor shall maintain and carry forward Holiday, Vacation, other paid leave, and Sick leave balances. Contractor's retirement contribution rate is based on the date Contractor began participation in the County's general employee retirement system.

## R. BENEFITS UPON TERMINATION

### Contractor Separated from County Service

Upon separation from County employment, Contractor shall be compensated for any unused Vacation and Holiday Leave at the then base rate of pay. Unused Sick Leave shall be forfeited.

### Contractor to Regular County Employment

In the event this Contract is terminated because Contractor is appointed to a regular County position without a break in service, the Contractor shall be provided a new date of hire (i.e., Regular Hire Date). Eligibility for benefits, including, but not limited to, retirement system contributions, health benefits, and leave accrual rates shall be based upon the provisions of the applicable MOU or ordinance in effect at the time Contractor is appointed to a regular County position. Seniority, for purposes of layoff, shall be determined by the most recent Regular Hire Date or as otherwise provided in the applicable MOU.

At the sole discretion of the appointing authority of the County department or office in which appointment to the regular position is made, unused leave balances may be maintained and carried over. Any leave balances carried over shall be in accordance with the applicable MOU for the bargaining unit associated with the position hired into. Any leave balances not authorized to be carried over shall be distributed as outlined in "Contractor Separated from County Service" above.

### Contractor to New Contract Position

In the event the Contractor accepts another Contract position with the County without a break in service, at the sole discretion of the appointing authority of the County department or office in which appointment to the Contract position is made, leave accrual rates and unused leave balances may be maintained and carried over. Any leave balances carried over shall be in accordance with the applicable MOU for the bargaining unit associated with the position hired into. Any leave balances not authorized to be carried over will be distributed as outlined in "Contractor Separated from County Service" above.

## VI. **GENERAL PROVISIONS RELATING TO CONTRACTOR**

### A. TOUR OF DUTY

Contractor's standard tour of duty (regularly scheduled work week) shall be established by the Director or designee. The Director, or designee, may modify or change the number of hours in a standard day, tour of duty or shift to meet the needs of the service. Contractor shall be required to work during such hours as necessary to carry out the duties of his position, as designated by the Director, or designee, and such hours may be varied so long as the work requirements and efficient operations of the County are assured.

### B. CLASSIFICATION

Contractor will not attain regular status in this position, and as an unclassified Contract employee will not be provided those rights under the San Bernardino County Personnel Rules afforded only to employees who have attained regular status. This Contract does not expand or alter any jurisdiction established by the Personnel Rules or any MOU. Contractor shall adhere to the County's and Department's standards of employee conduct, including all applicable rules, policies, and regulations. Violation of applicable standards may result in Contract termination or lesser penalties.

C. WORKERS COMPENSATION AND LIABILITY COVERAGE

Contractor shall be covered by the County's Workers' Compensation insurance coverage during the hours actually worked under this Contract. Contractor shall be covered by the County's Public Liability Insurance only while performing services under this Contract. Contractor shall only receive those benefits as required by law.

D. USE OF PRIVATE VEHICLE

If the services to be performed under this Contract require CONTRACTOR to drive a vehicle, CONTRACTOR must possess a valid California driver's license at all times during the performance of this Contract. CONTRACTOR agrees to allow County to obtain a Department of Motor Vehicles report of CONTRACTOR'S driving record.

In order for CONTRACTOR to be able to use a private vehicle during the performance of this Contract, CONTRACTOR shall be covered by vehicle liability insurance at least equal to the minimum requirements of the California Vehicle Code. Such requirements currently are:

1. Fifteen thousand dollars (\$15,000) for single injury or death.
2. Thirty thousand dollars (\$30,000) for multiple injury or death.
3. Five thousand dollars (\$5,000) for property damage.

Failure to comply with the requirements of this Paragraph shall be deemed cause for termination of this Contract, pursuant to Section IV.

E. EVIDENCE OF ELIGIBILITY TO WORK

Contractor shall submit evidence of eligibility to work in the United States and verification of identity within three (3) working days of the effective date of this Contract. Contractor shall submit to and successfully complete a pre-employment background check, including a medical examination through the County's Center for Employee Health and Wellness. This provision is satisfied if Contractor is a current/contract employee who previously met the requirement of this provision.

F. DIRECT DEPOSIT

Contractor must make and maintain arrangements for the direct deposit of paychecks into the financial institution of their choice via electronic fund transfer. Inability or failure by Contractor to make such arrangements will result in the County paying Contractor via pay card.

G. CONFIDENTIALITY

Contractor agrees to keep confidential all patient data, design concepts, algorithms, programs, formats, documentation, vendor proprietary information and all other original materials produced, created by or provided for the Department. In addition, upon termination of this contract, Contractor agrees to return all confidential materials to the Director or his/her designee.

H. MISCELLANEOUS

Government Code section 53243.2 requires the following provision be included in this Contract: If this Contract is terminated, any cash settlement related to the termination that Contractor may receive from the County shall be fully reimbursed to the County if Contractor is convicted of a crime involving an abuse of his or her office or position, as defined in Section 53243.4.

**VII. CONCLUSION**

This contract, consisting of eleven (11) pages, is the full and complete document describing services regarding the CONTRACTOR'S rights and obligations of the parties, including all covenants, conditions and benefits.

SAN BERNARDINO COUNTY

▶ \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
*(Print or type name of corporation, company, contractor, etc.)*

By ▶ \_\_\_\_\_  
*(Authorized signature - sign in blue ink)*

Name \_\_\_\_\_

**FOR COUNTY USE ONLY**

Approved as to Legal Form

▶ \_\_\_\_\_  
Cynthia O'Neill, County Counsel

Date \_\_\_\_\_

Reviewed for Contract Compliance

▶ \_\_\_\_\_

Date \_\_\_\_\_

Reviewed/Approved by Department

▶ \_\_\_\_\_

Date \_\_\_\_\_

CS Salary Range

Community Supports Program Salary Range

Effective 01/01/2022

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	
CS1	Hourly			17.39	17.83	18.23	18.71	19.20	19.64	20.15	20.62	21.10	21.63	22.19	
	Appx. Bi-wkly			1,391.20	1,426.40	1,458.40	1,496.80	1,536.00	1,571.20	1,612.00	1,649.60	1,688.00	1,730.40	1,775.20	
	Appx. Monthly			3,014.27	3,090.53	3,159.87	3,243.07	3,328.00	3,404.27	3,492.67	3,574.13	3,657.33	3,749.20	3,846.27	
	Appx. Annual			36,171.20	37,086.40	37,918.40	38,916.80	39,936.00	40,851.20	41,912.00	42,889.60	43,888.00	44,990.40	46,155.20	
CS2	Hourly	23.59	24.17	24.79	25.36	26.02	26.62	27.31	27.97	28.69	29.37	30.08	30.86	31.60	32.37
	Appx. Bi-wkly	1,887.20	1,933.60	1,983.20	2,028.80	2,081.60	2,129.60	2,184.80	2,237.60	2,295.20	2,349.60	2,406.40	2,468.80	2,528.00	2,589.60
	Appx. Monthly	4,088.93	4,189.47	4,296.93	4,395.73	4,510.13	4,614.13	4,733.73	4,848.13	4,972.93	5,090.80	5,213.87	5,349.07	5,477.33	5,610.80
	Appx. Annual	49,067.20	50,273.60	51,563.20	52,748.80	54,121.60	55,369.60	56,804.80	58,177.60	59,675.20	61,089.60	62,566.40	64,188.80	65,728.00	67,329.60
CS3	Hourly	27.32	27.99	28.69	29.37	30.08	30.86	31.60	32.40	33.16	33.98	34.81	35.68	36.57	37.52
	Appx. Bi-wkly	2,185.60	2,239.20	2,295.20	2,349.60	2,406.40	2,468.80	2,528.00	2,592.00	2,652.80	2,718.40	2,784.80	2,854.40	2,925.60	3,001.60
	Appx. Monthly	4,735.47	4,851.60	4,972.93	5,090.80	5,213.87	5,349.07	5,477.33	5,616.00	5,747.73	5,889.87	6,033.73	6,184.53	6,338.80	6,503.47
	Appx. Annual	56,825.60	58,219.20	59,675.20	61,089.60	62,566.40	64,188.80	65,728.00	67,392.00	68,972.80	70,678.40	72,404.80	74,214.40	76,065.60	78,041.60
CS4	Hourly	27.95	28.65	29.37	30.08	30.86	31.60	32.40	33.16	33.98	34.81	35.68	36.57	37.50	38.42
	Appx. Bi-wkly	2,236.00	2,292.00	2,349.60	2,406.40	2,468.80	2,528.00	2,592.00	2,652.80	2,718.40	2,784.80	2,854.40	2,925.60	3,000.00	3,073.60
	Appx. Monthly	4,844.67	4,966.00	5,090.80	5,213.87	5,349.07	5,477.33	5,616.00	5,747.73	5,889.87	6,033.73	6,184.53	6,338.80	6,500.00	6,659.47
	Appx. Annual	58,136.00	59,592.00	61,089.60	62,566.40	64,188.80	65,728.00	67,392.00	68,972.80	70,678.40	72,404.80	74,214.40	76,065.60	78,000.00	79,913.60
CS5	Hourly	29.37	30.08	30.86	31.60	32.40	33.16	33.98	34.81	35.68	36.57	37.50	38.41	39.37	40.36
	Appx. Bi-wkly	2,349.60	2,406.40	2,468.80	2,528.00	2,592.00	2,652.80	2,718.40	2,784.80	2,854.40	2,925.60	3,000.00	3,072.80	3,149.60	3,228.80
	Appx. Monthly	5,090.80	5,213.87	5,349.07	5,477.33	5,616.00	5,747.73	5,889.87	6,033.73	6,184.53	6,338.80	6,500.00	6,657.73	6,824.13	6,995.73
	Appx. Annual	61,089.60	62,566.40	64,188.80	65,728.00	67,392.00	68,972.80	70,678.40	72,404.80	74,214.40	76,065.60	78,000.00	79,892.80	81,889.60	83,948.80
CS6	Hourly	32.33	33.15	33.98	34.81	35.68	36.57	37.50	38.41	39.37	40.33	41.35	42.36	43.45	44.55
	Appx. Bi-wkly	2,586.40	2,652.00	2,718.40	2,784.80	2,854.40	2,925.60	3,000.00	3,072.80	3,149.60	3,226.40	3,308.00	3,388.80	3,476.00	3,564.00
	Appx. Monthly	5,603.87	5,746.00	5,889.87	6,033.73	6,184.53	6,338.80	6,500.00	6,657.73	6,824.13	6,990.53	7,167.33	7,342.40	7,531.33	7,722.00
	Appx. Annual	67,246.40	68,952.00	70,678.40	72,404.80	74,214.40	76,065.60	78,000.00	79,892.80	81,889.60	83,886.40	86,008.00	88,108.80	90,376.00	92,664.00
CS7	Hourly	41.35	42.39	43.45	44.49	45.63	46.74	47.86	49.09	50.32	51.56	52.86	54.19	55.58	56.97
	Appx. Bi-wkly	3,308.00	3,391.20	3,476.00	3,559.20	3,650.40	3,739.20	3,828.80	3,927.20	4,025.60	4,124.80	4,228.80	4,335.20	4,446.40	4,557.60
	Appx. Monthly	7,167.33	7,347.60	7,531.33	7,711.60	7,909.20	8,101.60	8,295.73	8,508.93	8,722.13	8,937.07	9,162.40	9,392.93	9,633.87	9,874.80
	Appx. Annual	86,008.00	88,171.20	90,376.00	92,539.20	94,910.40	97,219.20	99,548.80	102,107.20	104,665.60	107,244.80	109,948.80	112,715.20	115,606.40	118,497.60

**Position Description  
CS Office Assistant**

Duties may include, but are not limited to, the following:

- Collects, enters, processes, sorts, and tabulates information according to departmental process and procedure. At higher classification levels, processes involve a wide range of procedures, research, decision making, and discretion.
- Answers telephones, takes and relays messages and/or receives visitors.
- Provides general information, instruction and assistance regarding programs and services to the public and other employees; answers questions regarding specific departmental procedures and practices; provides information over the telephone and makes appointments.
- Prepares/compiles letters, memoranda, reports, case histories, invoices, statements, warrants, permits, charts, tables, claims, tax lists, deeds, court orders, mortgages and marriage license and records reports, bills, vouchers, receipts, lists, schedules, appointments, orders, notices and statistical data and other documents related to the area assigned.
- Requests and accepts records and other information from a variety of sources. Inputs and maintains data into various database programs, posts information from various reports and documents to appropriate records. Audits and verifies documents and other records for a variety of purposes to include accuracy, legality, consistency
- Operates a variety of office equipment such as computer terminals, calculators, fax, copier, information and image management systems, copiers, sorters, viewers and other office machines to enter and retrieve data, produce and/or process, materials to include correspondence, memoranda, reports, numeric data, requisitions, tabulations and statements.
- Maintains manual and computerized alphabetical, numerical, or subject matter files; sorts and files correspondence, bills, invoices, requisitions, demands, contracts, permits, applications, work orders, purchase orders, inter-office memoranda and a wide variety of other documents, records and similar media; pulls material from files; purges files as needed or scheduled.
- Makes mathematical calculations; assembles, tabulates, and compares financial and other data; compiles a variety of data to include statements, claims, reports, and payroll data.
- Schedules appointments and meetings for individuals and groups; notifies attendees and prepares meeting material(s); records meeting results.
- Assists in the training of other staff members as needed.
- Stores and distributes office supplies; keeps a record of supplies needed, received, and issued; compares bills and invoices against order sheets or purchases orders and against receiving records; May confer with vendors, order a variety of supplies, equipment and other items; may log, check and record the receipt and delivery of various purchases.
- Prepares, composes, types or assembles information into proper form from outlined instructions or established procedures including letters, forms, records and reports from rough drafts, marginal notes or verbal instructions, types bills, vouchers, receipts, lists, schedules, orders, notices and statistical data.
- Any other duties commensurate with the role.

**Position Description**  
**CS Social Worker**

Duties may include, but are not limited to, the following:

- Provide support to assigned Community Support teams,
- Engage in outreach activities to enroll patients into Community Support programs, using various strategies detailed in outreach workflows
- Maintain contact with Community Support team stakeholders to remain informed on current team active patient caseloads
- Assist in initiating initial program specific assessments as appropriate
- Maintain contact with Community Support team stakeholders to determine teams need for assistance in contacting disengaged patients to meet program metrics and ensure patient support.
- Any other duties commensurate with the role.

## **Position Description**

### **CS Automated Systems Analyst I**

Duties may include, but are not limited to, the following:

- Conducts systems analyses for the purpose of automating a manual system or function, designing a new and/or improved system of a less difficult nature or providing management with quantitative data for decision-making purposes.
- Designs, and/or assists in the design and implementation of networks and systems on a department's independently operating or distributed mini or microcomputers, including those within a Local Area Network (LAN) or Wide Area Network (WAN) environment; identifies data processing requirements of the organization and interprets these needs in specific detail to the Department of Information Services (DIS); oversees the implementation and maintenance of local data processing systems within the organization.
- Evaluates and recommends local hardware/software purchases and requirements.
- Develops specifications and codes application programs on departmental computers; installs, formats, and modifies packaged software and utility programs for departmental mini or microcomputer applications.
- Evaluates department requests for centralized (DIS) data processing services including modifications and enhancement to host-based systems; assesses the impact on existing systems and departmental operations; makes recommendations to supervisor; provides explanation of services requested to DIS; may assist in conducting cost/benefit analysis for requests involving the development of large systems.
- Provides departmental coordination during the development, modification, and implementation of a complex computer system, which may include one or more local area networks; gathers data elements and related information required for the design and format of input/output media; interacts with an DIS Systems Development Team or vendor; coordinates system maintenance when fully developed.
- Diagnoses problems on the organization's computers and automated office systems; provides training to department staff regarding use of the department's computer hardware and software; trains staff to install, maintain and repair data processing equipment; may supervise a clerical staff.
- Assists DIS in documenting technical data descriptions for systems development; may oversee or write user manuals.
- Establishes departmental procedures for controlling source data and computer output; develops and implements controls for maintaining daily surveillance of local data processing operations.
- Provides vacation and temporary relief as required.
- Any other duties commensurate with the role.

## **Position Description**

### **CS Program Analyst**

- Plans and coordinates studies of administrative and operational activities including fiscal operations, budget preparation and control, equipment usage, staff patterns, workflow, space utilization, affirmative action, and training plans; develops reports and recommendations for appropriate action based on an analysis of gathered data.
- Analyzes and makes recommendations in the development of various budgets and fiscal procedures; justifies and presents fewer complex budgets; controls departmental purchases and expenditures; reviews financial data on an ongoing basis to ensure conformance with established guidelines; recommends and establishes general fiscal procedures to improve department operations based on cost/benefit studies.
- Recommends and establishes contract forms and procedures; develops and processes bid proposals and agreements, interprets contract terms and monitors adherence to same; recommends solutions to contractual problems.
- Research methods necessary for specific grant proposals; prepares grant applications and subsequent follow-up; recommends and monitors procedures for grant implementation.
- Develops and recommends various policies and procedures upon request; develops written procedures to implement adopted policy or to clarify and describe standard practices; designs or improves forms to expedite procedures and coordinates the publication and dissemination of same.
- Develops departmental training plans; coordinates organizational staff development needs and county requirements; administers training budget.
- Participates in various meetings and presents requested and independently gathered data to assist management in making administrative and operational decisions.
- May supervise a small staff; assigns and evaluates their work.
- Reviews present and pending legislation to determine effect on departmental organizations and presents recommendations in verbal or written form.
- Prepares a variety of reports, records, correspondence, and other documents.
- Provides vacation and temporary relief as required.
- Any other duties commensurate with the role.

**Position Description**  
**CS Supervising Social Worker**

- Assigns, supervises, evaluates and is responsible for the work of assigned staff providing direct and/or referral services to clients in categorical aid or specialized community support programs.
- Reviews and evaluates case records for accuracy and completeness.
- Assists staff with special case situations and advises them with respect to complex problems.
- Using both individual and group meetings, provides training for staff in areas which are pertinent to job performance and achievements of departmental goals and objectives.
- Interprets public assistance programs and provides information about services available through other social resources. As directed, represents agency in the community.
- Composes correspondence and reports.
- Provides vacation and temporary relief as required.
- Any other duties commensurate with the role.

## **Position Description CS Program Supervisor**

- Supervise a staff providing support services; assign and reviews work; evaluate work performance; participate in selection and discipline of staff.
- Prepare initial budgets; develop justifications for budget recommendations; monitor budget performance to ensure objectives are met; recommend corrective action on budget variances; control specific departmental purchases and expenditures; review and analyze financial data on an on-going basis to assure conformance with established guidelines; prepare financial sections of grants, policy items and board items; recommend and establish general fiscal procedures to improve department operations based on cost/benefit studies; provide financial information to various departments upon request.
- Plan and conduct studies of administrative and operational activities including fiscal operations, budget preparation and control, equipment usage, staff patterns, workflow, space utilization, affirmative action, training plans and information systems; develop reports and recommendations for appropriate action based on an analysis of gathered data.
- Recommend and establish contract forms and procedures; develop and process bid proposals and agreements, interpret contract terms and monitor adherence to same; recommend solutions to contractual problems.
- Research availability and requirements for grants; prepare grant applications and all subsequent follow-ups; recommend and monitor procedures for grant implementation.
- Develop and recommend various policies and procedures upon request; develop written procedures to implement adopted policy or to clarify and describe standard practices; design or improve forms to expedite procedures and coordinate the publication and dissemination of forms.
- Develop departmental training plans; coordinate organizational staff development needs and County requirements; administer training budget.
- Participate in various meetings and present requested and independently gathered data to assist management in making administrative and operational decisions.
- Review present and pending legislation to determine effect on departmental organizations and present recommendations in verbal or written form.
- Prepare a variety of reports, records, correspondence, and other documents.
- Provide vacation and temporary relief as required.
- Any other duties commensurate with the role.

## **Position Description**

### **CS Program Manager**

- Assist department director or Deputy Executive Officer in establishing and implementing organizational policies and procedures for department operations; monitor effectiveness of policies and procedures and makes revisions or recommendations as necessary.
- Direct and coordinate the fiscal and analytical operations of the department, which may include, but are not limited to, the functions of budgeting, fiscal control, accounting, purchasing, personnel, grant preparation and analysis, contract administration, capital improvements and data processing.
- Supervise subordinate supervisors of operational programs or administrative support activities in the organization served; select, train, evaluate and discipline staff; explain new policies, procedures, methods, and systems; serve as reference for substantial problems; prepare or supervise the preparation of reports, records, correspondence, and other documents.
- Conduct or direct complex studies pertaining to a variety of administrative and operational problems; determine actions appropriate for improvements; advise department director or DEO on findings and methods of effective solution.
- Coordinate various activities and programs in assigned area of responsibility with governmental agencies and private entities.
- Direct preparation of departmental or group budget; review and analyze budgets of various programs or departments; explain needs and provide justification for items to the Board of Supervisors; review and decide on expenditure requests and budget variances.
- Direct preparation of and review grant proposals for various programs and projects of the department; interface with governmental agencies' personnel regarding requirements for obtaining funds and monitoring procedures; present proposals to various boards and commissions to gain approval for programs and projects.
- Coordinate all audits related to departmental or program operation and services; explain procedures to auditors and serve as reference for questions.
- Review, interpret and analyze new and proposed legislation; determine effects of legislation on operations and programs of the organization served; advise superiors of findings; take appropriate action to ensure compliance with existing rules and regulations; propose legislation on own initiative or upon request.
- Attend and represent department at various governmental and citizen group meetings; make presentations on various programs and services provided.
- Manage and direct personnel actions; interview, hire, assign, train and evaluate subordinate supervisors and other personnel; define and resolve complex work problems; establish work standards and operational objectives in assigned area of responsibility.
- Provide vacation and temporary relief as required.
- Any other duties commensurate with the role.