

Civil Service Commission



Jed Nicholson *Commission President, District 1*

Lesley Santos *District 2*

Vacant *District 3*

David Warren *District 4*

Gere Sibbach *District 5*

Jamie L. Russell *Commission Secretary*

AGENDA

**County of San Luis Obispo Civil Service Commission
Regular Session Meeting**

Wednesday May 27, 2026 @ 9:00 a.m.

1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

1. Call to Order / Flag Salute / Roll Call

2. Election of Vice President to Fill Vacancy for Remainder of 2026 Term

3. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.

4. Minutes

The following draft minutes are submitted for approval:

- a. February 25, 2026
- b. April 1, 2026
- c. April 2, 2026
- d. April 22, 2026

5. Reports

Commission President
Commission Counsel
Commission Outside Counsel
Commission Secretary

6. Request to Approve by Consent:

- a. Approval to grant Human Resources the administrative authority to update existing classifications that reference the "Health Agency" to reflect alignment with the new Public Health and Behavioral Health Departments, as appropriate.

Civil Service Commission

7. Request to Approve New Job Specification(s) and Revised New Job Specification(s)

- a. Deputy Director – Public Health (New)
- b. Assessment Technician I-II-III-IV (Revised)

8. Public Comment on Closed Session Items

Members of the public wishing to address the Civil Service Commission on Closed Session matters agendaized here may do so when recognized by the President. Presentations are limited to three minutes per individual.

9. Closed Session – Public Employee Discipline (per Government Code Section 54957(b)): Hearing and deliberations regarding Appeal(s) #A25-10, #A26-01

10. Adjournment

Civil Service Commission



Jed Nicholson *Commission President, District 1*
Lesley Santos *District 2*
Erica Flores Baltodano *Commission Vice President, District 3*
David Warren *District 4*
Gere Sibbach *District 5*

Jamie L. Russell *Commission Secretary*

Minutes

County of San Luis Obispo Civil Service Commission

Regular Session Meeting

Wednesday, February 25, 2026 @ 9:00 a.m.

1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

Present: Commissioners: President Nicholson, Vice President Baltodano, Commissioner Santos, Commissioner Warren, Commissioner Sibbach

Staff: Commission Secretary Stephanie Nute
Commission Clerk Steven Guevara

County Counsel: Daniel Solish

Outside Counsel: Steve Simas

Absent: None

1. Call to Order / Flag Salute / Roll Call

Commission President Nicholson called the meeting to order at 9:00 a.m. and led the flag salute. Roll was called. All Commissioners were present.

2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual. There was no public comment.

3. Minutes

The following draft minutes are submitted for approval:

a. January 25, 2026

President Nicholson invited public comment. There was none. Commissioner Warren motioned to approve the minutes as presented. Commissioner Santos seconded the motion. The motion to approve the minutes as presented passed 5-0-0.

Civil Service Commission

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4. Reports

Commission President – None

Commission Counsel – None

Commission Outside Counsel – None

Commission Secretary – Ms. Nute recognized that the agenda packet was missing “redlined” versions of job specifications and stated that these would be available by request. Human Resources Analyst, Miranda Wall, confirmed a notice of intent to demote appeal hearing scheduled before the Commission for April 1-3, 2026.

5. Request to Approve New Job Specification(s), Approve Revised Job Specification(s), and Abolish Obsolete Job Specification(s):

- a. Emergency Medical Services Specialist I-II (New), Emergency Medical Services Manager (New)

Human Resources Analyst Mackenzie Lawrie introduced the revised specifications along with Principal Human Resources Analyst Frank Stapleton and Public Health Administrator/Health Officer, Dr. Penny Borenstein.

Commission Vice President Baltodano suggested amendment to clarify the education and experience requirements beginning on page 5a.13, line 29, to read:

“A combination of education, training, and experience resulting in the required knowledge, skills, and abilities. Experience must include service as an Emergency Medical Technician (EMT) or paramedic.

An example of qualifying education and experience includes:

A: Six years of progressively responsible experience in emergency medical services involving a combination of planning, training, coordination, and evaluation, with at least one year in a supervisory or management capacity; or

B: Possession of a bachelor’s degree from an accredited four-year college or university in emergency management, nursing, healthcare administration, public health, public administration, or a closely related field may be substituted for two years of the required total years of experience.”

Commission President Nicholson invited public comment. There was none. Commission Vice President Baltodano motioned to approve the new specifications as amended.

Civil Service Commission

1 Commissioner Santos seconded the motion. The motion to approve the new specifications
2 as amended passed 5-0-0.

- 3
4 b. Nutrition Services Program Manager (Revised), Oral Health Program Manager
5 (Revised)
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7 Human Resources Analyst Mackenzie Lawrie introduced the revised specifications along
8 with Principal Human Resources Analyst Frank Stapleton, and Public Health
9 Administrator/Health Officer, Dr. Penny Borenstein.

10
11 Commissioner Santos requested amendment to page 5b.05, line 6, to add, "... related to
12 assigned program area."

13
14 Commission President Nicholson invited public comment. There was none. Commissioner
15 Warren motioned to approve the revised specifications as amended. Commissioner
16 Sibbach seconded the motion. The motion to approve the revised specifications as
17 amended passed 5-0-0.

- 18
19 c. Program Coordinator (New)
20

21 Human Resources Analyst Mackenzie Lawrie introduced the proposed new classification.
22 Ms. Lawrie requested correction to page 5c.05, line 8, to add a space between "program"
23 and "areas" and amendment to page 5c.05, line 31 to read, "rules, and regulations."
24

25 Commission President Nicholson invited public comment. Executive Director of SLOCEA,
26 Emily Landis, addressed the Commission, and stated that SLOCEA had been consulted and
27 had no concerns regarding the specification.
28

29 Commissioner Santos motioned to approve the new specification as amended.
30 Commissioner Warren seconded the motion. The motion to approve the new specification
31 as amended passed 5-0-0.
32

33 **6. Request to move Regular Session CSC Meeting from March 25, 2026, to April 1, 2026, 34 or Alternate Date as the Commission Deems Appropriate**

35 President Nicholson invited public comment. There was none. Commission Vice
36 President Baltodano motioned to move the regular session Civil Service
37 Commission meeting date from March 25, 2026, to April 1, 2026. Commissioner
38 Santos seconded the motion. The motion passed 5-0-0.
39

40 **7. Public Comment on Closed Session Item**

41 Members of the public wishing to address the Civil Service Commission on Closed
42 Session matters agendized here may do so when recognized by the President.

Civil Service Commission

1 Presentations are limited to three minutes per individual. There was no public
2 comment.

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4 **8. Closed Session – Public Employee Discipline (per Government Code Section
5 54957(b)): Hearing and deliberations regarding Appeal #A25-04**

6 President Nicholson stated there was no reportable action in closed session.
7

8 **9. Adjournment**

9 President Nicholson adjourned the meeting at 10:47 a.m.
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11 **** Note: These minutes reflect official action of the Civil Service Commission. A digital record
12 exists and will remain as the official, complete record of all proceedings by the Civil Service
13 Commission.***

Civil Service Commission



Jed Nicholson *Commission President, District 1*
Lesley Santos *District 2*
Erica Flores Baltodano *Commission Vice President, District 3*
David Warren *District 4*
Gere Sibbach *District 5*

Jamie L. Russell *Commission Secretary*

Minutes

County of San Luis Obispo Civil Service Commission

Regular Session Meeting

Wednesday, April 1, 2026 @ 9:00 a.m.

1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

Present: Commissioners: President Nicholson, Vice President Baltodano,
Commissioner Santos

Staff: Commission Secretary Jamie Russell
Commission Clerk Shaley Salsbury

County Counsel: Daniel Solish

Outside Counsel: Steve Simas

Absent: Commissioners: Commissioner Warren, Commissioner Sibbach

1. Call to Order / Flag Salute / Roll Call

Commission President Nicholson called the meeting to order at 9:00 a.m. and led the flag salute. Roll was called. Commissioners Warren and Sibbach were absent.

2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual. There was no public comment.

3. Reports

Commission President – None

Commission Counsel – None

Commission Outside Counsel – None

Commission Secretary – Ms. Russell stated that there was no need address agenda item 6 in Closed Session.

Civil Service Commission

1 **4. Request to Approve New Job Specification(s):**

- 2 a. Principal Accountant (New)

3
4 Human Resources Analysts Mackenzie Lawrie and Teresa McCarthy White presented the
5 new specification. President Nicholson invited public comment. There was none.
6 Commissioner Santos motioned to approve the new specification as presented.
7 Commission Vice President Baltodano seconded the motion. The motion to approve the
8 new specification as presented passed 3-0-2.

9
10 **5. Public Comment on Closed Session Items**

11 Members of the public wishing to address the Civil Service Commission on Closed Session
12 matters agendized here may do so when recognized by the President. Presentations are
13 limited to three minutes per individual. Hearing no public comment, President Nicholson
14 moved to closed session.

15
16 **6. Closed Session - Conference with County Labor Negotiator regarding Civil Service**
17 **Rule Update. (Gov Code Section 54957.6): Agency designated representative: Jamie**
18 **L. Russell, or designee**

19 Commission President Nicholson stated that this item was not discussed in closed
20 session.

21
22 **7. Closed Session – Public Employee Discipline (per Government Code Section**
23 **54957(b)): Hearing and deliberations regarding Appeal #A25-09**

24 Commission President Nicholson stated that there was no reportable action taken in
25 closed session.

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27 **8. Adjournment**

28 President Nicholson adjourned the meeting at 5:07 p.m.

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30 ** Note: These minutes reflect official action of the Civil Service Commission. A digital record*
31 *exists and will remain as the official, complete record of all proceedings by the Civil Service*
32 *Commission.*

Civil Service Commission



Jed Nicholson *Commission President, District 1*
Lesley Santos *District 2*
Erica Flores Baltodano *Commission Vice President, District 3*
David Warren *District 4*
Gere Sibbach *District 5*

Jamie L. Russell *Commission Secretary*

Minutes

County of San Luis Obispo Civil Service Commission

Special Session Meeting

Thursday April 2, 2026 @ 9:00 a.m.

1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

Present: Commissioners: President Nicholson, Vice President Baltodano,
Commissioner Santos

Staff: Commission Secretary Miranda Wall
Commission Clerk Shaley Salsbury

Outside Counsel: Steve Simas

Absent: Commissioners: Commissioner Warren, Commissioner Sibbach

County Counsel: Daniel Solish

1. Call to Order / Flag Salute / Roll Call

Commission President Nicholson called the meeting to order at 9:00 a.m. and led the flag salute. Roll was called. Commissioners Warren and Sibbach were absent.

2. Public Comment on Closed Session Item

Members of the public wishing to address the Civil Service Commission on Closed Session matters agendized here may do so when recognized by the President. Presentations are limited to three minutes per individual. Hearing no public comment, President Nicholson moved to Closed Session.

3. Closed Session – Public Employee Discipline (per Government Code Section 54957(b)): Hearing and deliberations regarding Appeal #A25-09

President Nicholson stated that there was no reportable action in Closed Session.

Civil Service Commission

1 **4. Adjournment**
2 President Nicholson adjourned the meeting at 11:30 a.m.

3
4 ** Note: These minutes reflect official action of the Civil Service Commission. A digital record*
5 *exists and will remain as the official, complete record of all proceedings by the Civil Service*
6 *Commission.*

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Civil Service Commission



Jed Nicholson *Commission President, District 1*
Lesley Santos *District 2*
Erica Flores Baltodano *Commission Vice President, District 3*
David Warren *District 4*
Gere Sibbach *District 5*

Jamie L. Russell *Commission Secretary*

Minutes

County of San Luis Obispo Civil Service Commission

Regular Session Meeting

Wednesday, April 22, 2026 @ 9:00 a.m.

1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

Present: Commissioners: President Nicholson, Vice President Baltodano, Commissioner Santos, Commissioner Warren, Commissioner Sibbach

Staff: Commission Secretary Jamie Russell
Commission Clerk Shaley Salsbury

County Counsel: Daniel Solish

Outside Counsel: Steve Simas

Absent: None

1. Call to Order / Flag Salute / Roll Call

Commission President Nicholson called the meeting to order at 9:00 a.m. and led the flag salute. Roll was called. All Commissioners were present.

2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual. There was no public comment.

3. Reports

Commission President – None

Commission Counsel – None

Commission Outside Counsel – Mr. Simas stated his gratitude for Commissioner Baltodano for her commitment to the Commission.

Commission Secretary – Ms. Russell thanked Commissioner Baltodano for her service and contributions to the Commission, the County, and employees. Human Resources

Civil Service Commission

Analyst, Miranda Wall, requested the Commission hold July 9-10, 2026, September 29–October 1, 2026, October 13-16, 2026, and October 20-23, 2026, for special session hearings pending assignment.

4. Resolution Recognizing Commission Vice President Erica Flores Baltodano

The resolution (Attachment 1) was read and presented by Commission President Nicholson. President Nicholson thanked Vice President Baltodano for her perspective. Vice President Baltodano thanked Commission Counsel Steve Simas, Human Resources Director Jamie Russell, Commission Clerk Shaley Salisbury, and her fellow Commissioners. Commission President Nicholson invited public comment. There was none.

5. Request to Approve Revised Job Specification(s), and Abolish Obsolete Job Specification(s):

- a. Deputy Director – Planning & Building (Revised), Division Manager – Planning (Revised), and Environmental Coordinator (Obsolete)

Human Resources Analyst Mackenzie Lawrie introduced the revised specifications along with Deputy Director of Planning & Building, Mark LaRue, and Human Resources Analyst Miranda Wall. Ms. Lawrie requested the Commission authorize the addition of the flexible minimum qualification language (as seen on page 5a.024 lines 6 and 7) to the education and experience section of the Deputy Director – Planning & Building specification, page 5a.013.

Commissioner Santos requested amendment to page 5a.012, line 23, to remove the phrase, “in all public interactions.” Commissioner Santos requested removal of the term “control” throughout the classifications. Commissioner Warren requested amendment of page 5a.011, line 20, to read, “May serve as, or delegate the Environmental Coordinator duties to a Division Manager - Planning, make environmental determinations...” Vice President Baltodano requested amendment of page 5a.013, line 8, to remove the duplicate word “architecture.”

Vice President Baltodano requested correction of page 5a.021, lines 10 and 26, from “ensure” to “ensures.” Commissioner Santos requested amendment to page 5a.023 line 7 to read, “established land use requirements,” and requested the addition of “Represent the Planning & Building Department with integrity and professionalism” to the *Ability To* section of the Division Manager specification.

Commission President Nicholson invited public comment. There was none. Commission Vice President Baltodano motioned to approve the revised specifications as amended, and to designate the Environmental Coordination specification as obsolete. Commissioner Warren seconded the motion. The motion to approve the revised specifications as

Civil Service Commission

1 amended and to designate the Environmental Coordination specification as obsolete
2 passed 5-0-0.
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4 **6. Public Comment on Closed Session Items**

5 Members of the public wishing to address the Civil Service Commission on Closed
6 Session matters agendized here may do so when recognized by the President.
7 Presentations are limited to three minutes per individual. Hearing no public
8 comment, President Nicholson moved to closed session.
9

10 **7. Closed Session - Conference with County Labor Negotiator regarding Civil Service 11 Rule Update. (Gov Code Section 54957.6):** Agency designated representative: Jamie L.

12 Russell, or designee

13 Commission President Nicholson stated there was no reportable action taken.
14

15 **8. Closed Session - Public Employee Discipline (per Government Code Section 16 54957(b)): Hearing and deliberations regarding Appeal #A25-04**

17 Commission President Nicholson stated there was no reportable action taken.
18

19 **9. Closed Session - Public Employee Discipline (per Government Code Section 20 54957(b)): Hearing and deliberations regarding Appeal #A25-04**

21 Commission President Nicholson stated that the matter had been heard by the
22 Commission and following deliberation, the Commission had issued a decision.
23

24 **10. Adjournment**

25 President Nicholson adjourned the meeting at 11:37 a.m.
26

27 **** Note: These minutes reflect official action of the Civil Service Commission. A digital record
28 exists and will remain as the official, complete record of all proceedings by the Civil Service
29 Commission.***

CIVIL SERVICE COMMISSION
COUNTY OF SAN LUIS OBISPO,
STATE OF CALIFORNIA

Presented by Commission President Jed Nicholson, Commissioner Lesley Santos,
Commissioner David Warren and Commissioner Gere Sibbach
on this 22nd day of April in the year 2026

RESOLUTION COMMENDING

ERICA FLORES BALTODANO

**FOR OUTSTANDING DEDICATION AND SERVICE AS A COMMISSIONER ON THE
SAN LUIS OBISPO COUNTY CIVIL SERVICE COMMISSION**

The following resolution is hereby offered and read:

WHEREAS, Erica Flores Baltodano served as a Commissioner to the San Luis Obispo County Civil Service Commission from November 19, 2019, through April 22, 2026; and

WHEREAS, Erica Flores Baltodano conscientiously and faithfully carried out her duties as a Civil Service Commissioner; and

WHEREAS, Erica Flores Baltodano was elected as Vice President of the Civil Service Commission on January 25, 2023, was re-elected on January 24, 2024, was re-elected on March 19, 2025, and was re-elected on January 28, 2026; and

WHEREAS, Erica Flores Baltodano maintained a reputation of excellence with her keen eye for detail, reliably catching even the smallest typographical errors to maintain clarity and precision in all Commission documents; and

WHEREAS, Erica Flores Baltodano's steadfast commitment to diversity and inclusion strengthened the County's hiring practices by helping shape specifications and recruitment efforts that expanded access and opportunity for a broader range of candidates; and

WHEREAS, Erica Flores Baltodano provided thoughtful and insightful input and questions to best understand the broader context of any issue presented, and recognized the far-reaching impact of even the smallest decisions; and

WHEREAS, Erica Flores Baltodano demonstrated a deep and genuine commitment to the well-being and fair treatment of all County employees; and

WHEREAS, Erica Flores Baltodano approached her role with consistent integrity, demonstrating honesty, accountability, and a strong ethical foundation in all aspects of her work; and

WHEREAS, Erica Flores Baltodano exemplified compassion and professionalism, continuing the high expectations of all Commission members and County representatives; and

WHEREAS, Erica Flores Baltodano's dedication, applied knowledge, and character made a lasting positive impact on colleagues, County employees, and the County organization.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Civil Service Commission of the County of San Luis Obispo, State of California, that Erica Flores Baltodano is hereby commended and thanked for her dedicated service to the County and its employees while serving on the Civil Service Commission.

The foregoing resolution is hereby adopted with respect and honor as signed by the Honorable Commissioners and appointing Supervisor for the County of San Luis Obispo.

Commission President Jed Nicholson

Commissioner Lesley Santos

Commissioner David Warren

Commissioner Gere Sibbach

Jamie L. Russell
Commission Secretary

Dawn Ortiz-Legg
District 3 Supervisor



TO: Civil Service Commission
FROM: Teresa McCarthy White, Human Resources Analyst
DATE: May 27, 2026
SUBJECT: Approval to grant Human Resources the administrative authority to update existing classifications that reference the "Health Agency" to reflect alignment with the new department organizational structure

RECOMMENDATION

It is recommended that the Commission grant the Human Resources Department administrative authority to update existing classifications that reference the "Health Agency" to reflect alignment with the new Public Health and Behavioral Health departments, as appropriate.

BACKGROUND

In March 2026, the Board of Supervisors directed that the Health Agency be restructured into two standalone departments, Public Health and Behavioral Health, effective July 1, 2026. This restructuring does not introduce new programmatic functions. Under the current Health Agency structure, overall agency leadership is provided by the Health Agency Director and supported by the Health Agency Assistant Director. The Behavioral Health division is led by the Behavioral Health Administrator, while Public Health is led by a combined Public Health Administrator/Health Officer classification.

DISCUSSION

While many existing classifications within the Health Agency are already specific to their respective divisions or functional areas, some classification specifications currently reference

the “Health Agency” within the class title or body of the specification. With the transition to separate the Public Health and Behavioral Health departments, these references will require updating to accurately reflect the new organizational structure.

The proposed administrative authority would allow Human Resources to make these non-substantive revisions to ensure accuracy and consistency within classification specifications without requiring separate Commission actions for each individual update.

For example, the current Division Manager – Health Agency classification may be updated to Division Manager – Behavioral Health and Division Manager – Public Health, as appropriate to reflect departmental alignment. Additionally, the Health Agency Director and Health Agency Assistant Director are both unclassified positions and will be removed from the classification system through a future County Code update.

Another example of an update that would be made under this administrative authority is the removal or revision of references to the Health Agency within existing classification specifications. For example, the definition section of the Health Information Supervisor classification currently states: *“Under direction, plan, direct and organize Behavioral Health client record documentation procedures set forth by regulatory agencies for the Health information Offices in the Behavioral Health Department of the Health Agency, including satellite clinics; supervise staff engaged in Behavioral Health information management.”*

Under the proposed authority, Human Resources would be permitted to administratively revise this language to remove the “Health Agency” references while preserving the classification’s existing duties, scope, and intent.

RESULTS

County of San Luis Obispo Government Center

1055 Monterey Street | San Luis Obispo, CA 93408 | (P) 805-781-5959 | (F) 805-781-1044
info@slocounty.ca.gov | slocounty.ca.gov

Granting Human Resources administrative authority to update classification specifications that reference the former Health Agency supports an orderly transition to the new departmental structure. These non-substantive revisions will ensure classification accuracy and consistency across the Public Health and Behavioral Health departments while avoiding the need for multiple separate Commission actions.

OTHER AGENCY INVOLVEMENT

Human Resources collaborated with Health Agency leadership and the Executive Office, both of whom concur with the recommendation as proposed.



TO: Civil Service Commission

FROM: Teresa McCarthy White, Human Resources Analyst

DATE: May 27, 2026

SUBJECT: New Classification: Deputy Director – Public Health

Department: Public Health

Appointing Authority: Dr. Penny Borenstein, Public Health
Administrator/Health Officer

RECOMMENDATION

It is recommended that the Commission approve the proposed new classification and specification for Deputy Director – Public Health to support the organizational structure of the newly established Public Health Department and ensure appropriate executive-level operational oversight.

BACKGROUND

In March 2026, the Board of Supervisors directed that the Health Agency be restructured into two standalone departments, Public Health and Behavioral Health, effective July 1, 2026. This restructuring does not introduce new programmatic functions.

Under the current Health Agency structure, overall agency leadership is provided by the Health Agency Director and supported by the Health Agency Assistant Director. The Behavioral Health division is led by the Behavioral Health Administrator, while Public Health is led by a combined Public Health Administrator/Health Officer classification. This role is responsible for both administrative oversight of the Public Health division and countywide health functions, resulting in a broad span of responsibility across operational, programmatic, and medical domains.

While the Deputy County Health Officer assists with departmental planning and coordination, the position is primarily focused on clinical, medical, and statutory public health functions rather than broader department-wide operational administration. As part of the transition to a standalone Public Health Department, Human Resources recently established separate unclassified Public Health Director and County Health Officer classifications to divide the administrative and clinical/statutory responsibilities previously assigned to the combined role.

Historically, many administrative and operational functions supporting both Public Health and Behavioral Health were centralized within the Health Agency and overseen by the Health Agency Assistant Director, an unclassified classification. These functions include billing, contracts and grants administration, budgeting, and information technology. With the dissolution of the Health Agency, these shared responsibilities will be redistributed to the newly established departments.

DISCUSSION

The new independent Public Health Department will assume responsibility for a broad and diverse set of functions, including traditional public health programs, Animal Services, and the Public Guardian division. These areas each carry distinct operational, regulatory, and service delivery requirements, increasing the scope and complexity of departmental operations.

In addition to maintaining its existing public health responsibilities, the standalone department will now assume direct oversight of functions and operational responsibilities that were historically centralized within the Health Agency structure. As these responsibilities transition to the department level, the department requires additional executive-level leadership capacity to support coordination across major programmatic, operational, administrative, and strategic functions.

The proposed Deputy Director – Public Health classification is designed to fulfill this need. This position will provide executive-level operational leadership and support the Public Health Director in managing the full breadth of departmental responsibilities. Key functions of the role include coordinating cross-functional activities, overseeing major administrative and operational functions, supporting strategic and operational planning efforts, and ensuring effective implementation of departmental priorities.

Establishing this classification provides the organizational depth necessary to support effective supervision, timely decision-making, operational continuity, and appropriate span of control within the standalone department structure. It also strengthens accountability and improves alignment across functional areas, supporting consistent service delivery and operational transparency throughout the department.

RESULTS

The creation of the Deputy Director – Public Health classification establishes a leadership structure that aligns with the operational demands of the standalone Public Health Department. It strengthens organizational capacity, improves accountability, and supports effective coordination across complex program areas, ensuring a sustainable and efficient framework for service delivery.

OTHER AGENCY INVOLVEMENT

Human Resources collaborated with current Health Agency and Public Health leadership, as well as the Executive Office, in the development of this classification and recommendation, all of whom concur with the recommendation as proposed.

Attachments:

1. Proposed Deputy Director – Public Health Specification
2. Proposed Public Health Organizational Chart

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

3
4 **DEPUTY DIRECTOR – PUBLIC HEALTH**

5
6 **DEFINITION:**

7 Under general direction, assists the Public Health Director in the administration, planning, organization,
8 and management of the Public Health Department's operations, programs, and services; directs and
9 coordinates department-wide operational and administrative functions; ensures effective
10 implementation of strategic initiatives, policies, and regulatory requirements; and serves as acting Public
11 Health Director in their absence for assigned areas of responsibility.

12
13 **DISTINGUISHING CHARACTERISTICS:**

14 This single-position executive classification reports to the Public Health Director and is responsible for
15 executive level coordination and oversight of broad operational, administrative, and programmatic
16 functions within the Public Health Department. The Deputy Director – Public Health provides leadership
17 over multiple divisions and ensures that programs are effectively integrated, compliant, and aligned with
18 departmental goals.

19
20 The Deputy Director – Public Health is distinguished from the Public Health Director in that the latter has
21 overall responsibility for departmental strategy, policy direction, and leadership of the Public Health
22 Department.

23
24 The Deputy Director – Public Health is distinguished from the Deputy County Health Officer in that the
25 latter provides clinical and statutory public health authority for the Public Health Department at the
26 direction of the County Health Officer and the Public Health Director, whereas the Deputy Director –
27 Public Health primarily focuses on operational coordination, administrative oversight, and organizational
28 performance for the Public Health Department.

29
30 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

31 (Not in order of importance)

- 1 • Directs, coordinates, and evaluates the day-to-day operations of multiple Public Health divisions to
2 ensure effective, efficient, and integrated service delivery.
- 3 • Assists in the development and implementation of departmental goals, policies, strategic plans,
4 and performance objectives; translates strategic direction into operational plans and measurable
5 outcomes.
- 6 • Oversees and monitors program performance, ensuring compliance with federal, state, and local
7 laws, regulations, and funding requirements.
- 8 • Coordinates cross-program collaboration and alignment of services to improve efficiency,
9 effectiveness, and client outcomes.
- 10 • Oversees administrative functions including budgeting, fiscal monitoring, contracts, grants
11 management, information technology, compliance, recordkeeping, and policies and procedures.
- 12 • Oversees the development and implementation of systems for performance measurement, data
13 analysis, and continuous quality improvement across the department.
- 14 • Assists in workforce planning, organizational development, and succession planning initiatives.
- 15 • Represents the department in meetings with other County departments, governmental agencies,
16 community organizations, and stakeholders as assigned.
- 17 • Reviews legislation, regulations, and policy changes; evaluates operational impacts and
18 implements necessary changes to ensure compliance.
- 19 • Provides consultation to leadership and staff on administrative, operational, and programmatic
20 matters; resolves complex issues and conflicts within assigned areas of responsibility.
- 21 • Assists in preparing and monitoring the department budget; may oversee specific program
22 budgets or administrative functions.
- 23 • Supervises, mentors, and evaluates the performance of assigned staff, including management-
24 level personnel; leads organizational planning related to staffing and workforce development;
25 makes final decisions on personnel actions; ensures alignment of operations with strategic goals,
26 regulatory requirements, and performance metrics.
- 27 • Acts on behalf of the Public Health Director in their absence or as delegated.
- 28 • May support emergency preparedness and response efforts by coordinating operational and
29 logistical functions during public health emergencies and disasters.
- 30 • Performs other related work as required.

1 **EMPLOYMENT STANDARDS:**

2 **Knowledge of:**

- 3 • Principles and practices of public health administration and governmental operations
- 4 • Organization, functions, and services of a comprehensive public health department
- 5 • Applicable federal, state, and local laws, regulations, and funding requirements governing public
- 6 health programs
- 7 • Budget preparation, fiscal management, and grant and contract administration
- 8 • Principles and techniques of management, including program planning, implementation, and
- 9 evaluation
- 10 • Performance measurement, data analysis, and continuous quality improvement methods
- 11 • Effective verbal and written communication and interpersonal skills
- 12 • Principles, practices, and procedures of supervision, leadership, evaluation, mentoring, training,
- 13 team dynamics, and team building

14

15 **Ability to:**

- 16 • Plan, organize, direct, and evaluate complex public health operations and programs
- 17 • Advance policies, systems, and community conditions that promote optimal health outcomes for
- 18 all populations while addressing systemic and structural barriers that contribute to health
- 19 inequities
- 20 • Translate strategic goals into operational plans and measurable outcomes
- 21 • Provide leadership and administrative oversight in the development and implementation of
- 22 policies, procedures, and programs
- 23 • Analyze complex administrative, operational, and regulatory issues and develop effective
- 24 solutions
- 25 • Exercise independent judgment and initiative in solving difficult administrative and operational
- 26 problems
- 27 • Manage multiple priorities and respond effectively under pressure, including during emergencies
- 28 • Understand, evaluate, and apply laws, codes, rules, regulations, policies, and procedures
- 29 • Utilize computer software including those applications specific to the department, division, and/or
- 30 program
- 31 • Promote an organized, professional, and safety-conscious work environment

- Communicate effectively verbally and in writing to a diverse population of individuals and groups
- Foster effective and positive working relationships with individuals from diverse perspectives by demonstrating strong interpersonal skills, including active listening, effective communication, advisory expertise, mediation, conflict resolution, and consensus building

EDUCATION AND EXPERIENCE:

A combination of education, training, and experience resulting in the required knowledge, skills, and abilities. An example of qualifying education and experience includes:

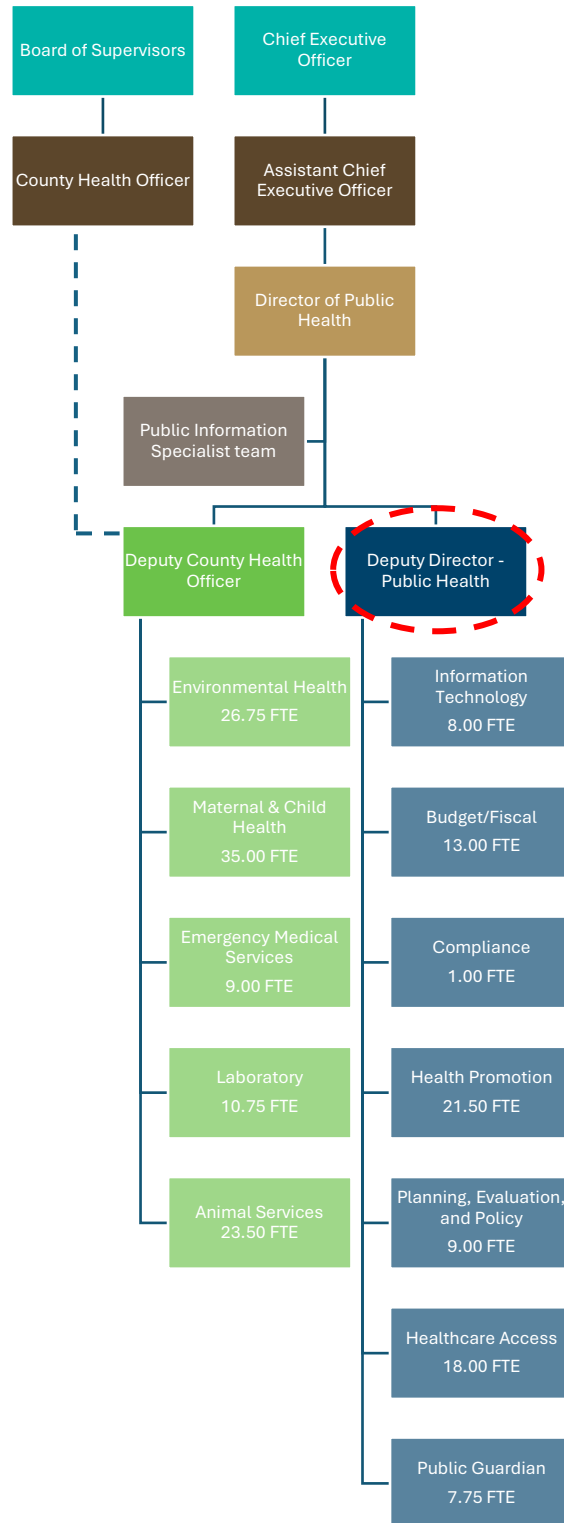
Possession of a master's degree from an accredited four-year college or university in public health, public administration, health administration, or a closely related field. In addition, three years of progressively responsible experience in public health or healthcare administration, including at least two years in a supervisory or management role.

LICENSES AND CERTIFICATES:

Certain positions within this classification may require driving. Positions that require driving will be communicated in the job posting. When driving is an essential function of the position, a valid California driver's license will be required at the time of appointment and must be maintained throughout employment.

This position may require evening, weekend, and holiday work in response to public health needs or emergencies.

Proposed Department of Public Health Organizational Chart





TO: Civil Service Commission
FROM: Teresa McCarthy White, Human Resources Analyst
DATE: May 27, 2026
SUBJECT: Revised Classification: Assessment Technician I-II-III-IV
Department: Assessor
Appointing Authority: Tom Bordonaro, County Assessor

RECOMMENDATION

It is recommended that the Commission approve the proposed revisions to the Assessment Technician I-II-III-IV classification specifications to support improved career progression and retention within the career series and to align the specifications with current County classification standards.

BACKGROUND

The Assessment Technician I-II-III-IV classification series provides a structured career progression within the Assessor’s Office, supporting the administration of property assessment functions. Historically, movement through this series has required incumbents to meet minimum qualifications with relatively longer-than-typical time-in-class requirements between each level.

Over time, this structure has contributed to challenges in retaining staff, as employees experience limited upward mobility despite gaining the necessary skills and competencies to perform at the next level. In a competitive labor market, extended progression timelines can impact employee engagement and increase turnover, particularly in classifications that rely on developing specialized technical expertise.

To address these concerns, Human Resources, in collaboration with the Assessor's Office, conducted a review of the classification series and its minimum qualifications. This review identified an opportunity to better align the experience requirements with industry norms and County classification practices, while still ensuring incumbents develop the necessary knowledge and proficiency at each level.

DISCUSSION

The Assessment Technician I-II-III-IV classification series performs a variety of technical duties in support of property tax assessment functions, including maintaining and processing assessment data, preparing and processing revisions to the assessment roll, interpreting and applying relevant laws and regulations, and providing information and assistance to staff and the public. The series is structured to reflect increasing levels of complexity, responsibility, and independence, with higher levels performing more advanced technical work and, at the upper levels, providing training, work coordination, or direction to lower-level staff within the series.

The proposed revisions reduce the minimum qualification experience requirements between levels in the series to allow for more reasonable and timely progression through the career series. The changes are intended to improve retention and support employee development while maintaining the progressive structure of the classifications and ensuring incumbents develop the necessary technical expertise at each level.

In addition, the classification specifications have been updated to reflect current County classification standards, including formatting and language consistency. These updates are non-substantive and do not change the scope or primary duties of the classifications.

RESULTS

County of San Luis Obispo Government Center

1055 Monterey Street | San Luis Obispo, CA 93408 | (P) 805-781-5959 | (F) 805-781-1044
info@slocounty.ca.gov | slocounty.ca.gov

The proposed revisions support improved recruitment and retention by creating a more accessible and responsive career progression framework within the Assessment Technician I-II-III-IV career series. By reducing barriers to advancement, the County can better retain trained and experienced staff, reducing turnover and supporting continuity of operations within the Assessor's Office.

Additionally, modernizing the classification specifications ensures consistency with County standards, improving clarity for employees, supervisors, and applicants.

OTHER AGENCY INVOLVEMENT

Human Resources collaborated with the Assessor's Office and the representing union, SLOCEA, both of whom concur with the recommendation as proposed.

Attachments:

1. Proposed Assessment Technician I-II-III-IV Specification – Tracked Changes version
2. Proposed Assessment Technician I-II-III-IV Specification – Clean version
3. Current Organizational Chart

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

5 **ASSESSMENT TECHNICIAN I, II, III, & IV**
6 **(Careerlass Series)**

8 **DEFINITION:**

9 Under the direction of the section supervisor, performs a variety of tax assessment duties to complete and
10 maintain the property tax roll, and provides support and service to other office sections and the public.

13 **DISTINGUISHING CHARACTERISTICS:**

15 Assessment Technician I: This is the entry-level classification in the career series.- Incumbents work under
16 supervision while learning general assessment duties, policies, and procedures.

19 Assessment Technician II: This is the journey-level classification in the career series.- Incumbents work
20 under general supervision and perform progressively more difficult assessment service duties; may
21 provide guidance to lower-level staff.

23 Assessment Technician III: This is the advanced journey-level classification in the career series. Incumbents
24 work under direction-general supervision and perform more complex assessment service duties; may
25 provide technical guidance, training, and work coordination for staff.; may assist in training and mentoring
26 staff.

29 Assessment Technician IV: This is the advanced level classification in the career series. Incumbents work
30 under under directiongeneral supervision and perform the most complex assessment duties; may serve

31 in a lead capacity by coordinating workflows, mentoring staff, and providing technical guidance and
32 training.~~may provide work direction and coordination for staff; may act as a specialist or lead worker.~~

34 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

35 (Not in order of importance)

36 Assessment Technician I:

- 37 • Learns policies and procedures and performs basic assessment duties.
- 38 • Enters, scans, researches, and maintains a large variety and volume of assessment data with a high
39 degree of accuracy.
- 40 • Assists and educates staff and the public about various assessment situations; explains the
41 application of various Revenue and Taxation Codes, and other codes, statutes, and regulations.
- 42 • Answers phones and assists the public with general assessment questions.
- 43 • Reads and interprets-understands legal descriptions.
- 44 • Performs general administrative and technical duties in support of the department; prepares a
45 variety of written correspondence, reports, and other written materials; distributes a variety of
46 written materials to department staff and various agencies.
- 47 • ~~Prepares a variety of reports and correspondence.~~
- 48 • Performs basic cash handling and clerical accounting duties.
- 49 • May be called upon to assist or serve on special projects or teams.
- 50 • Performs other related duties as requiredassigned.

52 In addition, Assessment Technician II (in addition to the above):

- 53 • Evaluates assessment enrollments and determines appropriate course of action.
- 54 • Interprets and calculates assessment values supplied by an appraiser.
- 55 • ~~Assists in the design, development, and implementation of systems, workflow, procedures and~~
56 ~~policies to be used in the Assessor's office.~~
- 57 • Prepares and processes basic pending revisions to the assessment roll.
- 58 • Provides assistance to appraisers and auditor-appraisers with field work and canvassing.
- 59 • May assist in the design, development, and implementation of systems, workflows, policies, and
60 procedures to be used in the Assessor's Office.
- 61 • May assist, train, and mentor staff.

62
63 In addition, Assessment Technician III (in addition to the above):

- 64 • ~~Assists in training and mentoring staff.~~
- 65 • ~~May assist in developing computer programs directly related to assessment projects.~~
- 66 • Prepares and processes corrections to the supplemental roll; prepares and processes complex
67 pending revisions to the assessment roll.
- 68 • May assist in the design, development, and implementation of systems, workflows, policies, and
69 procedures to be used in the Assessor's Office.
- 70 •
- 71 • ~~May lead in the development and implementation of procedures to be used in the Assessor's office.~~
- 72 • ~~May lead in the design, development, and implementation of systems and workflow to be used in~~
73 ~~the Assessor's office.~~

74
75 In addition, Assessment Technician IV (in addition to the above):

- 76 • ~~Creates and processes revisions to the assessment roll and supplemental roll.~~
- 77 •
- 78 • May act as a lead worker, leading in special projects as assigned, distributing work assignments,
79 advising section supervisor of operations, staffing, and resource needs, or providing input on staff
80 performance.
- 81 • May act as a specialist, providing subject matter expertise in one or more functional areas or
82 processes.

83
84 **EMPLOYMENT STANDARDS:**

85 **Knowledge of:**

86 Assessment Technician I:

- 87 • Modern office practices and procedures
- 88 • ~~Mathematics, including fractions and percentages~~
- 89 • ~~General office procedures, practices, and machines~~
- 90 •
- 91 • ~~Personal computer usage and common software~~
- 92 • Common methods of describing real property

- Effective verbal and written communication and interpersonal skills
- Applicable local, state, and federal laws, rules, and regulations

In addition, Assessment Technician II (in addition to the above):

- Assessor's Office organization, procedures, standards, and strategic goals
- Provisions of the California State Constitution, Revenue and Taxation Code, and other codes and statutes pertaining to the assessment of property for ad valorem taxation purposes
- ~~Assessor's office organization, procedures, and standards as well as strategic direction and goals~~Basic property tax rules and systems
- Principles of leadership and training
- ~~Computer applications pertinent to assessment service functions~~

In addition, Assessment Technician III (in addition to the above):

~~Principles of leadership and training~~Moderately complex property tax rules and systems

- _____

In addition, Assessment Technician IV (in addition to the above):

- Highly cComplex property tax rules and systems

Ability to:

Assessment Technician I:

- ~~Follow written and verbal instructions~~
- Convey assessment laws and procedures accurately, tactfully, and concisely, both verbally and in writing
- ~~Interpret, apply, and explain rules, laws, regulations, policies and procedures~~Read and interpret maps and property descriptions
- ~~Analyze assessment service problems, prepare sound recommendations, and adopt effective courses of action~~Receive and clarify customer concerns, provide basic information, and direct issues to appropriate staff
- _____

- Utilize computer software including those applications specific to the department, division, and/or program
- Effectively prioritize workload in an environment of regular interruption~~Perform assigned duties under pressure and with many interruptions while maintaining accuracy~~
- ~~Use sound judgment in researching, interpreting, applying, and explaining appropriate laws, codes, ordinances, regulations, policies, procedures, and guidelines~~

~~Read and interpret maps and property descriptions~~

- ~~Support and follow Assessor's office policies, goals, guiding principles, and Mission – Vision – Values Statement~~
- ~~Develop and maintain positive working relationships; communicate and work effectively with others in a diverse population~~
- ~~Foster a spirit of teamwork and support when interacting with staff and others~~
- Operate a computer and assigned office equipment~~Understand and apply laws, codes, rules, regulations, policies, and procedures~~
- Promote an organized, professional, and safety-conscious work environment
- Communicate effectively verbally and in writing to a diverse population of individuals and groups
- Foster effective and positive working relationships with individuals from diverse perspectives by demonstrating strong interpersonal skills, including active listening, effective communication, advisory expertise, mediation, conflict resolution, and consensus building
- ~~Maintain a safe and orderly work area~~

In addition, Assessment Technician II (in addition to the above):

- Compile and provide assessment reports
- May train and mentor staff

In addition, Assessment Technician III (in addition to the above):

- ~~Train and mentor staff~~
- ~~May lead and coordinate special projects~~
- Process ~~all~~ roll revisions
- Process ~~all~~ supplemental roll corrections
- May lead and coordinate special projects

155
156 In addition, Assessment Technician IV (in addition to the above):

- 157 • ~~May lead and coordinate the work of staff~~ Observe departmental operations and communicate
- 158 identified needs to the section supervisor in a timely and accurate manner
- 159 • ~~Provide instruction to staff~~
- 160 • ~~Communicate department needs to assigned supervisor~~
- 161 • Create roll revisions
- 162 • May lead and coordinate the work of staff

163
164 **EDUCATION AND EXPERIENCE:**

165 A combination of education, training, and experience resulting in the required knowledge, skills, and
166 abilities. An example of qualifying education and experience includes:

167
168
169 **All levels:** Graduation from high school or possession of a G.E.D. certificate.

170
171 **~~In addition to the above:~~**

172 Assessment Technician I: Graduation from high school or possession of a G.E.D. certificate. ~~Either A: In~~
173 addition, ~~o~~One (1) year of clerical experience in an in an Assessor's office, Tax Collector's office,
174 Auditor/Controller's office, Clerk/Recorder's office environment, or similar experience in a real estate
175 related field, ~~OR B: Two (2) years of clerical work which includes computer experience.~~

176
177 Assessment Technician II (in addition to the above): ~~Either A: One (1) year of experience as an Assessment~~
178 Technician I or an equivalent position, in a position comparable to an Assessment Technician I in County
179 of San Luis Obispo,, ~~OR B: Two (2) years of related experience at the level of Assessment Technician I in an~~
180 Assessor's office, Tax Collector's office, or Auditor/Controller's office.

181
182 Assessment Technician III (in addition to the above): ~~Either A: One Two (2) year_s of experience in a position~~
183 comparable to ~~as~~ an Assessment Technician II ~~or an equivalent position in County of San Luis Obispo, ~~OR~~~~
184 ~~B: Three (3) years of related experience at the level of Assessment Technician II in an Assessors office, Tax~~
185 Collector's office, or Auditor/Controller's office.

186 ~~Assessment Technician IV (in addition to the above): **Either A:** Two (2) years of experience in a position~~
187 ~~comparable to as an Assessment Technician III or an equivalent position in County of San Luis Obispo,, **OR**~~
188 ~~**B:** Three (3) years of related experience at the level of Assessment Technician III in an Assessor's office, Tax~~
189 ~~Collector's office, or Auditor/Controller's office.~~

190
191 **LICENSES AND CERTIFICATES:**

192 ~~Certain positions within this classification may require driving. Positions that require driving as an essential~~
193 ~~job function will be communicated in the job posting. When driving is an essential function of the position,~~
194 ~~a valid California driver's license will be required at the time of appointment and must be maintained~~
195 ~~throughout employment.~~

196 ~~A valid driver's license is required at the time of application. A valid **CALIFORNIA** driver's license is~~
197 ~~required at the time of appointment and must be maintained throughout employment.~~

198
199 **SPECIAL SUBCLASS RECRUITMENT:**

200
201 ~~Recruitment for this classification may be conducted according to the special divisions or programs in~~
202 ~~which the vacancy exists and the requirements of the position.~~

203
204 This class specification generally describes the duties and responsibilities characteristic of the position(s)
205 within this class. The duties of a particular position within a multi-position class may vary from the duties
206 of other positions within the class. Accordingly, the essential functions of a particular position (whether it
207 be a multi-position class or a single-position class) will be identified and used by medical examiners and
208 hiring authorities in the selection process. If you have any questions regarding the duties, employment
209 standards, or working conditions of the position, please contact the Human Resources Department at
210 805.781.5959.

211
212 Adopted: 04-29-98

213 Revised: 05-25-11

214 04-26-23

215 11-29-23

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

4 **ASSESSMENT TECHNICIAN I, II, III, IV**

5 **(Career Series)**

7 **DEFINITION:**

8 Under the direction of the section supervisor, performs a variety of tax assessment duties to complete and
9 maintain the property tax roll, and provides support and service to other office sections and the public.

11 **DISTINGUISHING CHARACTERISTICS:**

12 Assessment Technician I: This is the entry level classification in the career series. Incumbents work under
13 supervision while learning general assessment duties, policies, and procedures.

15 Assessment Technician II: This is the journey level classification in the career series. Incumbents work under
16 general supervision and perform progressively more difficult assessment service duties; may provide
17 guidance to lower-level staff.

19 Assessment Technician III: This is the advanced journey level classification in the career series. Incumbents
20 work under general supervision and perform more complex assessment service duties; may provide
21 technical guidance, training, and work coordination for staff.

23 Assessment Technician IV: This is the advanced level classification in the career series. Incumbents work
24 under general supervision and perform the most complex assessment duties; may serve in a lead capacity
25 by coordinating workflows, mentoring staff, and providing technical guidance and training.

27 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

28 (Not in order of importance)

29 Assessment Technician I:

- 30
 - Learns policies and procedures and performs basic assessment duties.

- 1 • Enters, scans, researches, and maintains a large variety and volume of assessment data with a high
- 2 degree of accuracy.
- 3 • Assists and educates staff and the public about various assessment situations; explains the
- 4 application of various Revenue and Taxation Codes and other codes, statutes, and regulations.
- 5 • Answers phones and assists the public with general assessment questions.
- 6 • Reads and understands legal descriptions.
- 7 • Performs general administrative and technical duties in support of the department; prepares a
- 8 variety of written correspondence, reports, and other written materials; distributes a variety of
- 9 written materials to department staff and various agencies.
- 10 • Performs basic cash handling and clerical accounting duties.
- 11 • May be called upon to assist or serve on special projects or teams.
- 12 • Performs other related duties as assigned.

13
14 Assessment Technician II (in addition to the above):

- 15 • Evaluates assessment enrollments and determines appropriate course of action.
- 16 • Interprets and calculates assessment values supplied by an appraiser.
- 17 • Prepares and processes basic pending revisions to the assessment roll.
- 18 • Provides assistance to appraisers and auditor-appraisers with field work and canvassing.
- 19 • May assist in the design, development, and implementation of systems, workflows, policies, and
- 20 procedures to be used in the Assessor's Office.
- 21 • May assist, train, and mentor staff.

22
23 Assessment Technician III (in addition to the above):

- 24 • Prepares and processes corrections to the supplemental roll; prepares and processes complex
- 25 pending revisions to the assessment roll.
- 26 • May assist in the design, development, and implementation of systems, workflows, policies, and
- 27 procedures to be used in the Assessor's Office.

28
29 Assessment Technician IV (in addition to the above):

- 30 • Creates and processes revisions to the assessment roll and supplemental roll.
- 31 • May act as a lead worker, leading special projects as assigned, distributing work assignments,

1 advising section supervisor of operations, staffing, and resource needs, or providing input on staff
2 performance.

- 3 • May act as a specialist, providing subject matter expertise in one or more functional areas or
4 processes.

6 **EMPLOYMENT STANDARDS:**

7 **Knowledge of:**

8 Assessment Technician I:

- 9 • Modern office practices and procedures
- 10 • Mathematics, including fractions and percentages
- 11 • Common methods of describing real property
- 12 • Effective verbal and written communication and interpersonal skills
- 13 • Applicable local, state, and federal laws, rules, and regulations

15 Assessment Technician II (in addition to the above):

- 16 • Assessor's Office organization, procedures, standards, and strategic goals
- 17 • Provisions of the California State Constitution, Revenue and Taxation Code, and other codes and
18 statutes pertaining to the assessment of property for ad valorem taxation purposes
- 19 • Basic property tax rules and systems
- 20 • Principles of leadership and training

22 Assessment Technician III (in addition to the above):

- 23 • Moderately complex property tax rules and systems

25 Assessment Technician IV (in addition to the above):

- 26 • Highly complex property tax rules and systems

28 **Ability to:**

29 Assessment Technician I:

- 30 • Convey assessment laws and procedures accurately, tactfully, and concisely, both verbally and in
31 writing

- Read and interpret maps and property descriptions
- Receive and clarify customer concerns, provide basic information, and direct issues to appropriate staff
- Utilize computer software including those applications specific to the department, division, and/or program
- Effectively prioritize workload in an environment of regular interruption
- Understand and apply laws, codes, rules, regulations, policies, and procedures
- Promote an organized, professional, and safety-conscious work environment
- Communicate effectively verbally and in writing to a diverse population of individuals and groups
- Foster effective and positive working relationships with individuals from diverse perspectives by demonstrating strong interpersonal skills, including active listening, effective communication, advisory expertise, mediation, conflict resolution, and consensus building

Assessment Technician II (in addition to the above):

- Compile and provide assessment reports
- May train and mentor staff

Assessment Technician III (in addition to the above):

- Process roll revisions
- Process supplemental roll corrections
- May lead and coordinate special projects

Assessment Technician IV (in addition to the above):

- Observe departmental operations and communicate identified needs to the section supervisor in a timely and accurate manner
- Create roll revisions
- May lead and coordinate the work of staff

EDUCATION AND EXPERIENCE:

A combination of education, training, and experience resulting in the required knowledge, skills, and abilities. An example of qualifying education and experience includes:

1
2 Assessment Technician I: Graduation from high school or possession of a G.E.D. certificate. In addition, one
3 year of clerical experience in an office environment.

4 Assessment Technician II (in addition to the above): One year of experience as an Assessment Technician I
5 or an equivalent position.

6 Assessment Technician III (in addition to the above): One year of experience as an Assessment Technician
7 II or an equivalent position.

8 Assessment Technician IV (in addition to the above): Two years of experience as an Assessment Technician
9 III or an equivalent position.

10
11 **LICENSES AND CERTIFICATES:**

12 Certain positions within this classification may require driving. Positions that require driving as an essential
13 job function will be communicated in the job posting. When driving is an essential function of the position,
14 a valid California driver's license will be required at the time of appointment and must be maintained
15 throughout employment.

16
17 **SPECIAL SUBCLASS RECRUITMENT:**

18 This class specification generally describes the duties and responsibilities characteristic of the position(s)
19 within this class. The duties of a particular position within a multi-position class may vary from the duties
20 of other positions within the class. Accordingly, the essential functions of a particular position (whether it
21 be a multi-position class or a single-position class) will be identified and used by medical examiners and
22 hiring authorities in the selection process. If you have any questions regarding the duties, employment
23 standards, or working conditions of the position, please contact the Human Resources Department at
24 805.781.5959.

25
26 Adopted: 04-29-98

27 Revised: 05-25-11

28 04-26-23

29 11-29-23

Current Assessor's Office Organizational Chart: Assessment Technician Focus

