

Civil Service Commission



Jed Nicholson *Commission President, District 1*

Lesley Santos *District 2*

Vacant *District 3*

David Warren *Commission Vice President, District 4*

Gere Sibbach *District 5*

Jamie L. Russell *Commission Secretary*

AGENDA

County of San Luis Obispo Civil Service Commission

Regular Session Meeting

Wednesday August 26, 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. 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.

3. Minutes

The following draft minutes are submitted for approval:

- a. June 24, 2026

4. Reports

Commission President

Commission Counsel

Commission Outside Counsel

Commission Secretary

5. Receive and File: Joint Labor Management Committee Report

- a. Report and recommendations of the Joint Committee formed to study the issues related to SLOCEA's proposals for an Independent Neutral Hearing Officer

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

- a. Secretary I-II (Revised)
- b. Secretary – Confidential (Revised)
- c. Secretary I – Confidential (Obsolete)

Civil Service Commission

7. Public Comment on Closed Session Items

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.

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

9. Closed Session – Public Employee Discipline (per Government Code Section 54957(b)): Hearing and deliberations regarding Appeals #A26-02, #A26-03, #A26-04, #A26-05, #A26-06, and #A26-07.

10. Closed Session - Public Employee Discipline (per Government Code Section 54957(b)): Hearing and deliberations regarding Appeal(s) #A26-08.

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

12. Adjournment

Civil Service Commission



Jed Nicholson *Commission President, District 1*

Lesley Santos *District 2*

Vacant *District 3*

David Warren *Commission Vice President, District 4*

Gere Sibbach *District 5*

Jamie L. Russell *Commission Secretary*

Minutes

County of San Luis Obispo Civil Service Commission

Regular Session Meeting

Wednesday, June 24, 2026 @ 9:00 a.m.

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

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

Staff: Commission Secretary Jamie Russell
Commission Clerk Gianni Bocardo

County Counsel: Jon Ansolabehere

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. April 1, 2026
- b. April 2, 2026
- c. May 27, 2026

Civil Service Commission

Commission Vice President Warren proposed a revision to the minutes of May 27, 2026 to properly reflect the votes for Nomination of Vice President for Remainder of 2026 Term. The final vote count has been revised to 3-0-1. The motion to approve the April 1, 2026 and April 2, 2026 minutes passed as presented. The May 27, 2026 minutes passed as amended.

4. Reports

Commission President – None

Commission Counsel – None

Commission Outside Counsel – None

Commission Secretary – Commission Secretary Jamie Russell reported out that the classification title for Division Manager - Health Agency was updated to Division Manager - Public Health. Human Resources Analyst Miranda Wall reported that both orders set for July 9, 2026 and July 10, 2026 have been resolved outside of the hearing process. Ms. Wall and the Commission agreed on holding the dates of September 29, 2026 through October 1, 2026; and October 19, 2026 through October 23, 2026 to schedule for hearings. The dates of October 19, 2026 through October 23, 2026 have been released.

5. Receive and File: Annual Report

a. Annual Report 2025

Human Resources Analysts Mackenzie Lawrie and Lauren Krautkramer presented the 2025 Civil Service Commission Annual Report. Following the Commission's request, Human Resources Analyst Miranda Wall contributed some information regarding recruitment and retention data. There was discussion on how future annual reports should be agendized and the information relevant to the Commission. Ultimately, the Annual Report was Received and Filed as presented.

Commission President Nicholson invited public comment. SLOCEA Executive Director Emily Landis requested the Commission include the discussed information in future Annual Reports pertaining to retention and recruitment as it would be imperative for the Commission regardless of whether it falls within its scope. Ms. Landis stated that this data is essential as this broader context can assist the Commission to make decisions on recruitments, retention, minimum qualifications, appeals, and grievances.

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

a. Water Laboratory Manager (New), and Water Quality Manager (Obsolete).

Human Resources Analyst Mackenzie Lawrie introduced the item along with Human Resources Analyst Teresa McCarthy White and Public Works Deputy Director Courtney Howard.

Civil Service Commission

Commission President Nicholson invited public comment. There was none. Commission Vice President Warren motioned to approve the new specification as presented and designate the Water Quality Manager specification as obsolete upon the retirement of the current incumbent. Commissioner Sibbach seconded the motion. The motion to approve the new specification as presented and to designate the Water Quality Manager as obsolete passed 4-0-1.

7. 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. There was no public comment.

8. Closed Session – Conference with County Labor Negotiator regarding Civil Service Rule Update. (Gov Code Section 54957.6): Agency designated representative: Jamie L. Russell, or designee

a. Commission President Nicholson stated there was no reportable action taken in closed session.

9. Adjournment

Commission President Nicholson adjourned the meeting at 10:37 a.m.

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



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF HUMAN RESOURCES

Jamie Russell *Director*

TO: Civil Service Commission

DATE: August 26, 2026

FROM: Michael Hobbs, Principal Human Resources Analyst
Miranda Wall, Human Resources Analyst

SUBJECT: Report and recommendations of the Joint Committee formed to study the issues related to SLOCEA's proposals for an Independent Neutral Hearing Officer

RECOMMENDATION

It is recommended that the Civil Service Commission:

- 1) Receive and file the report and recommendations of the Joint Committee formed to study the issues related to SLOCEA's proposals for an Independent Neutral Hearing Officer;
- 2) Provide direction as necessary.

DISCUSSION

During negotiations between the County and the San Luis Obispo County Employees' Association (SLOCEA) for the current 2025 – 2028 Memoranda of Understanding (MOU), a side letter agreement was reached forming a Joint Labor Management Committee (Joint Committee). The purpose of the committee was to study the issues, facts and considerations relating to the concerns expressed by SLOCEA regarding proposals they made during the MOU negotiations for an Independent Neutral Hearing Officer.

Pursuant to the side letter agreement, the committee consisted of the following representatives:

- Civil Service Commission (CSC) Representatives
 - Erica Flores Baltodano – former Civil Service Commissioner, District 3
 - David Warren – Civil Service Commissioner, District 4
- SLOCEA Representatives
 - Emily Landis, SLOCEA Executive Director
 - Brooke Daphne, SLOCEA Labor Representative
 - Nate Larsen, SLOCEA President
- County Representatives
 - Stephanie Nute, Deputy Director Human Resources
 - Miranda Wall, Human Resources Analyst

County of San Luis Obispo Government Center

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- Michael Hobbs, Principal Human Resources Analyst

The committee met on March 9, 2026 and April 8, 2026 and reached consensus on recommended changes that address the key concerns presented by SLOCEA during MOU negotiations and during the committee meetings.

The report and recommendations reached by the Joint Labor Management Committee is attached hereto as Attachment A. The side letter agreement reached between the County and SLOCEA during MOU negotiations forming the committee is attached hereto as Attachment B.

OTHER AGENCY INVOLVEMENT

Representatives from the CSC, SLOCEA, and County Human Resources Department participated in the Joint Labor Management Committee and developed the attached report and recommendations.

RESULTS

This report satisfies the side letter provisions agreed to by SLOCEA and the County. Following the recommendations therein would address SLOCEA's and their members' key concerns. It is understood that these recommendations do not change any existing CSC Rules and do not prevent the pursuit of future Rule changes by SLOCEA.

ATTACHMENTS:

Attachment A – Joint Committee Report and Recommendations

Attachment B – Side Letter Agreement



COUNTY OF SAN LUIS OBISPO CIVIL SERVICE COMMISSION

Jed Nicholson Commission President, District 1

Lesley Santos District 2

Vacant District 3

David Warren District 4

Gere Sibbach District 5

To: Civil Service Commission

From: Joint Committee consisting of representatives of SLOCEA, the County Human Resources Department, and Civil Service Commission

Date: August 26, 2026

Subject: Report and recommendations of the Joint Committee formed to study the issues related to SLOCEA's proposals for an Independent Neutral Hearing Officer

Background

Since 2014 the topic of an alternative hearing officer has been a subject of negotiations between the San Luis Obispo County Employees' Association (SLOCEA), the County of San Luis Obispo (County), and the Civil Service Commission (CSC), through negotiations for successor Memoranda of Understanding and negotiations for changes to the CSC Rules. The main tenet of SLOCEA's proposal has been to give an employee the option to have their grievance or appeal heard by an independent hearing officer instead of a hearing before the CSC in accordance with CSC Rule 4.05. SLOCEA, the County, and the CSC have not reached agreement on any alternative hearing officer process for grievances or appeals, and all hearings continue to be held before the CSC.

In an attempt to resolve this issue for the term of the current 2025 – 2028 MOU between the County and SLOCEA, the County and SLOCEA agreed to form a Joint Labor Management Committee (Committee). The purpose of the Committee as stated in the side letter agreement is to, "...study the issues, facts and considerations relating to the concerns expressed by SLOCEA, and will strive for a consensus resolution on changes, if any, to the CSC's existing process for hearing appeals. The Committee process does not constitute negotiations; rather, it is a collaborative study and advisory process intended to inform the Civil Service Commission."

The side letter agreement is attached as Exhibit A.

Joint Labor Management Committee

The Joint Labor Management Committee consisted of the following representatives:

- CSC Representatives
 - Erica Flores Baltodano – former Civil Service Commissioner, District 3
 - David Warren – Civil Service Commissioner, District 4
- SLOCEA Representatives

- Emily Landis, SLOCEA Executive Director
- Brooke Daphne, SLOCEA Labor Representative
- Nate Larsen, SLOCEA President
- County Representatives
 - Stephanie Nute, Deputy Director Human Resources
 - Miranda Wall, Human Resources Analyst
 - Michael Hobbs, Principal Human Resources Analyst

The Committee held two meetings. The first meeting was on March 9, 2026, and the second meeting was on April 8, 2026.

The Committee heard and discussed concerns brought forward by SLOCEA regarding the hearing process, reviewed and discussed market analysis, and discussed ways to address SLOCEA's concerns of scheduling issues, the relationship between the Civil Service Commissioners, Human Resources, and the Board of Supervisors while also maintaining the CSC Rules as they currently exist. They also considered ways to demystify the hearing process and provide information about the training and qualifications of the Commissioners.

Committee Recommendations

The Committee's recommendations are as follows:

- Increase SLOCEA membership understanding and familiarization with the CSC.
 - Emphasize the independence of the CSC from the Human Resources Department by:
 - exploring option of creating a separate identifying logo for the CSC; and
 - having a clear statement on the CSC website that the CSC is independent from the Human Resources Department and County management.
 - Update and circulate the biographies of each Commissioners in the SLOCEA Blade newsletter.
 - Include Commissioner biographies in the initial packet given to employees who are filing grievances or appeals.
 - Create two short videos to:
 - introduce the Commissioners and explain their roles,
 - focus on regular CSC meetings,
 - encourage attendance at regular CSC meetings, and
 - describe what to expect from the CSC hearing process.
 - Explore options to allow regular CSC meetings to be streamed online so that employees can watch the open meetings from their desks with the intent of making the meetings more accessible to employees. Public comment will be limited to employees who attend the meetings in person.

- Provide annual training and retraining of Commissioners and allowing SLOCEA to designate representatives to receive the same training.
- SLOCEA will advise its membership that the dangers of increased discipline before the CSC are limited by case law and do not pose a serious risk to employees in most circumstances.
- HR will share the CSC annual report with SLOCEA. SLOCEA also has the ability to attend the public CSC meeting when the annual report is presented.
- Commissioners will avoid statements that might be interpreted as suggesting a matter is not viewed as significant or worthy of much time.
- Establish firm date expectations for both parties by:
 - specifying dates for pre-hearing matters tied initially to the filing date,
 - specifying specific dates for completion of actions and delivery of documents when a hearing date is selected,
 - blocking out dates in advance for possible hearings, which will be adhered to absent settlement or a showing of good cause, and
 - agreeing to not alter hearing dates once they are set by the Commission unless mutually agreed to by all parties.
- SLOCEA may exercise their right to approach members of the Board of Supervisors to lobby for or voice their opposition to a new Civil Service Commissioner when a Commissioner position becomes vacant.

Conclusion

The Committee has reached consensus on these recommendations. The recommendations include changes that can be made by SLOCEA, the County, and by the CSC. It is understood that these recommendations do not change any existing CSC Rules and do not prevent the pursuit of future Rule changes by SLOCEA. However, following these recommendations address SLOCEA's and their members' key concerns stated above. The side letter provisions agreed to by SLOCEA and the County have been satisfied.

**SIDE LETTER RE
RESOLUTION OF SLOCEA PROPOSAL FOR
INDEPENDENT NEUTRAL HEARING OFFICER**

In negotiations toward a successor Memorandum of Understanding (MOU), SLOCEA proposed that a Grievant/Appellant shall have the option to have their grievance heard by a hearing officer, rather than the Civil Service Commission, in accordance with Civil Service Commission Rule 4.05. (See SLOCEA proposal attached.). As full resolution of this proposal, the parties have agreed as follows:

Within a reasonable time after implementation of the successor MOU, the parties shall convene a Joint Committee comprised of a maximum of three (3) representatives of SLOCEA, three (3) from the County Human Resources Department, and two (2) from the Civil Service Commission. Meetings shall commence within two months after adoption of the MOU, and shall conclude within six months thereafter.

The Committee will study the issues, facts and considerations relating to the concerns expressed by SLOCEA, and will strive for a consensus resolution on changes, if any, to the Civil Service Commission's existing process for hearing appeals. The Committee process does not constitute negotiations; rather, it is a collaborative study and advisory process intended to inform the Civil Service Commission.

The Joint Committee will conclude its tasks with a Report to be issued to the Civil Service Commission for its consideration. If the Committee does not reach consensus, each party shall have the opportunity to state its views about the issues under study. The Civil Service Commission shall receive the Report in open session and members of the Joint Committee will have the opportunity to address the issues.

Resolution of this issue shall remain in the sole purview of the Civil Service Commission. SLOCEA agrees that for the life of this MOU only, the foregoing process is the sole and exclusive process for seeking resolution of the issues on this subject, and that the determination of the Civil Service Commission shall not be subject to negotiations.

Tentative agreement subject to Board of Supervisor approval and Union ratification of the entire Agreement.

For the County:

Signature: _____

Date: 9/26/2025

For SLOCEA:

Signature: _____

Date: 9/25/2025



TO: Civil Service Commission

FROM: Mackenzie Lawrie, Human Resources Analyst

DATE: August 26, 2026

SUBJECT: Revised Classifications: Secretary I-II
Secretary – Confidential

Department: Countywide

Appointing Authority: Jamie L. Russell, Human Resources Director

RECOMMENDATION

It is recommended that the Commission approve the proposed revisions to the Secretary I-II classification specification. In addition, it is recommended that the Commission approve the changes to the Secretary – Confidential specification and designate the Secretary I – Confidential classification as obsolete. The proposed revisions consolidate the existing career series into a single-level Secretary classification that more accurately reflects how the County utilizes assigned positions and aligns the specifications with updated County classification standards. This new single-level Secretary will be set at the existing II level, making the I level obsolete.

BACKGROUND

The Secretary I-II classification series, created in 1970 and last substantially updated in 2010, was established for countywide use and established as a two-level career series for positions providing secretarial and administrative support to department heads, boards, or commissions. The series provided for progressive advancement based on increasing experience, proficiency, and independence in performing this work.

Additionally, the Secretary I – Confidential and Secretary – Confidential classifications, created in 1982 and last substantively updated in 1990, were intended for positions providing secretarial and administrative support to a department head, board, or commission. The distinguishing feature of these classifications was the Confidential designation, which limited their use to positions that, “in the course of their duties, have access to information relating to the County's administration of employer-employee relations.”

However, by 2018 departments were hiring exclusively at the Secretary II level, and the County's current seven incumbents across five departments were hired at the II level.

DISCUSSION

The Secretary I-II classification series performs specialized administrative and secretarial duties in support of executive management, departments, boards, commissions, committees, and other designated organizational functions. The Secretary I-II classification is responsible for coordinating meetings, preparing agendas and official records, maintaining procedural compliance, managing confidential correspondence, and serving as the primary administrative resource for assigned functions. The Secretary I-II classification is distinguished from other clerical classifications in that it is specifically assigned to provide this support directly to a department head or a formal board, commission, or committee. Performing similar administrative duties in support of a division, program, or other organizational function does not, by itself, constitute a “secretary” assignment.

The Secretary I-II classification series has not been comprehensively revised in over sixteen years. As a result, portions of the existing specification no longer reflect current County classification standards, organizational terminology, or the manner in which the classification is applied today. The existing two-level structure no longer reflects a meaningful progression in how the County utilizes these positions. The Secretary I level substantially overlaps with

advanced administrative support work expected at the Administrative Assistant III level. When a position warrants allocation to the Secretary I-II classification because of the level and nature of the assignment it supports, departments need the incumbent to independently perform the full range of journey-level secretarial responsibilities associated with that assignment. Therefore, departments routinely recruit individuals who already possess the experience necessary to perform the work, either through comparable experience with another employer or through internal advancement from the Administrative Assistant III specification.

The proposed revisions modernize the classification by consolidating the Secretary I-II career series into a single-level Secretary classification (placed at the II level) and updating the definition, distinguishing characteristics, representative duties, employment standards, and minimum qualifications to better reflect the specialized administrative responsibilities assigned to the position. The revised specification also establishes clearer distinctions between the Secretary classification and related classifications, including Administrative Assistant III and Supervising Administrative Assistant.

Additionally, the revised minimum qualifications better reflect current County recruitment practices while continuing to ensure candidates possess the knowledge, skills, and experience necessary to successfully perform the work. The specification has also been updated to reflect current County classification standards, including formatting, organization, and language consistency.

Human Resources considered whether the classification should be retitled or restructured as an Executive Assistant classification. While the titles are sometimes used interchangeably, an Executive Assistant classification would generally contemplate a broader executive-support role centered on supporting an executive's management of the organization, which may include coordinating executive priorities, conducting research and analysis, and exercising substantial

discretion on the executive's behalf. By contrast, the work assigned to the County's current Secretary positions remains primarily secretarial and administrative in nature, centered on supporting a department head or designated formal body through meeting coordination, official records, correspondence, scheduling, procedural support, and related administrative functions. Accordingly, the Secretary title continues to most accurately describe the work currently assigned. Should the County develop a future organizational need for positions performing the broader executive-support functions described above, Human Resources may return with a separate Executive Assistant classification proposal.

RESULTS

The proposed revisions modernize the Secretary and Secretary – Confidential classification to accurately reflect the current scope and level of responsibility assigned to these positions while aligning the specification with current County classification standards. Consolidating the career series into a single-level classification reflects current utilization and provides greater clarity and consistency for applicants, employees, supervisors, and hiring managers.

OTHER AGENCY INVOLVEMENT

Human Resources collaborated with all departments who currently utilize the Secretary I-II specifications and the representing union, SLOCEA, all of whom concur with the recommendation as proposed. The Secretary – Confidential classification is not represented and is currently only utilized in the Human Resources Department.

Attachments:

1. Proposed Secretary Specification – Tracked Changes Version
2. Proposed Secretary Specification – Clean Version
3. Proposed Secretary – Confidential Specification - Tracked Changes Version
4. Proposed Secretary – Confidential Specification - Clean Version

5. Secretary I – Confidential Specification – Make Obsolete

HUMAN RESOURCES DEPARTMENT

San Luis Obispo County

SECRETARY ~~I or II~~

DEFINITION:

~~Under general supervision, performs a variety of advanced clerical and administrative support duties requiring thorough knowledge of departmental or program procedures, organizational processes, and applicable regulations; coordinates meetings, agendas, records, correspondence, and Incumbents in these classes perform a wide variety of clerical and administrative workflows in support of a duties in support of department, division, management or an assigned board, commission, or committee, or program; exercises independent judgement in applying established policies and procedures and maintaining official records and administrative processes. answers phones, receives visitors and schedules appointments; prepares correspondence, meeting agendas and minutes; utilizes automated office equipment and computer applications and performs other related work as required.~~

DISTINGUISHING CHARACTERISTICS:

~~Secretary I: Under general supervision, performs a wide variety of journey-level clerical and administrative duties directly supporting department management, such as a department head or agency director, or in support of an assigned board, commission or committee.~~

~~Secretary II: Under general supervision, performs a wide variety of advanced journey clerical and administrative duties directly supporting department management, such as a department head or agency director, or in support of an assigned board, commission or committee. Positions at this level exercise a high degree of independent judgment and discretion in the execution of their duties; and may be designated as a leadworker over subordinate administrative staff.~~

~~The Secretary classification is distinguished from the Administrative Assistant III classification in that the latter primarily performs a broad range of clerical and administrative support duties, while the Secretary classification is assigned responsibility for specialized administrative support functions related to the coordination of meetings, records, agendas, correspondence, and procedural activities for designated departments, organizational bodies, committees, commissions, programs, or operational functions.~~

The Secretary classification is distinguished from the Supervising Administrative Assistant classification in that the latter exercises formal supervisory authority over clerical staff and is responsible for directing and evaluating the work of assigned employees, while the Secretary classification does not typically include formal supervisory responsibilities.

TYPICAL TASKS AND REPRESENTATIVE DUTIES:

(Not in order of importance)

- ~~Receives and transcribes dictation of letters, reports, memoranda, and other correspondence.~~Coordinates administrative activities and workflows from assigned departments, boards,
- ~~Prepares correspondence independently from notes, instruction, or own initiative; may take notes and prepare minutes for a commissions, board, or committees, programs, or operational functions.~~
- ~~Reviews materials for proper grammar and English usage and clarity.~~
- ~~Coordinates meetings, Receives visitors, answers phone calls, schedules appointments and manages calendars, schedules, facilities, and logistical arrangements for assigned functions or governing bodies.~~
- ~~Records, prepares, and maintains official minutes, records, and supporting Compiles statistical information, prepares reports, meeting agendas and other documentation in accordance with established procedures and applicable requirements.~~
- ~~Receives, opens and routes mail and other correspondence.~~

Operates standard office equipment and Microsoft Office computer applications.

- ~~Schedules meetings and conferences; coordinates departmental activities as assigned.~~
- ~~Maintains filing systems, databases, record retention systems, and other administrative or operational recordss of staff assignments, payroll, expense reports and departmental purchases; orders office supplies and equipment.~~
- ~~Serves as a resource to staff, officials, partner agencies, and the public regarding~~
- ~~May assign and review the work of other clerical positions.~~
- ~~Files and maintains confidential and administrative procedures, schedules, records, and routine operational matters.~~

- Reviews documents, forms, and correspondence for completeness, accuracy, formatting, and compliance with established procedures and requirements.
- Assists with public noticing, distribution of meeting materials, maintenance of official
- Receives subpoenas, appeals and public records, and related procedural requirements requests on behalf of assigned department.
- Performs advanced clerical duties such as proofreading, report preparation, data entry, tracking assignments or deadlines, and drafting routine correspondence.
- Coordinates the flow of information and communication between departments, staff, officials, committees, external agencies, and the public; responds to inquiries in person, by telephone, and by email; and assists visitors, staff, and members of the public with administrative and procedural matters related to assigned area.
- Exercises independent judgement in applying established policies, procedures, and administrative guidelines to routine operational matters.
- May assist with processing invoices, purchase orders, budget tracking, payroll documentation, contracts, or other administrative support activities as
- Completes specialized or technical assignments as required.
- Communicates effectively with staff, management, and other departments, external agencies, and the public to facilitate service delivery and administrative operations.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and techniques of Modern office ~~administrative~~ practices and procedures
- Applicable local, state, and federal laws, rules, and regulations ~~Proper grammar, punctuation and spelling~~
- Principles and practices of recordkeeping and records retention ~~oper telephone and interpersonal etiquette~~
- Meeting coordination, agenda preparation, and minute-taking practices ~~Letter and report styles and formats~~
- ~~Current Microsoft Office computer applications and office equipment~~
- Principles and Effective techniques of document preparation, formatting, proofreading, and editing

for accuracy, consistency, and professional presentation ~~written and oral communication~~

- ~~Filing systems, administrative Departmental and/or Agency office procedures, and document management practices~~ standards
- ~~Techniques for organizing work, setting priorities, and meeting deadlines~~ Accepted methods of employee training supervision and work planning
- Effective verbal and written communication and interpersonal skills

Ability to:

- Coordinate administrative and clerical activities in support of assigned operations, functions, boards, commissions, or committees ~~Transcribe dictation and take notes or dictation in order to prepare the appropriate minutes or correspondence~~
- Prepare accurate and detailed reports, records, correspondence, agendas, minutes, and other written materials
- Exercise discretion and maintain confidentiality when handling sensitive information and records
- Maintain accurate records and filing systems
- Organize, prioritize, and coordinate multiple assignments and deadlines
- ~~Type at a speed of 50 net wpm~~
- ~~Meet the public tactfully and courteously and answer questions in person and over the phone~~
- Exercise ~~Perform responsible clerical and secretarial work requiring~~ independent judgement within established procedural guidelines
- Understand ~~Learn, interpret and apply~~ relevant laws, codes, rules, regulations, departmental policies, and procedures
- Independently assess problems, evaluate alternatives, and recommend effective solutions
- Utilize computer software including those applications specific to the department, division, and/or program
- Promote an organized, professional, and safety-conscious work environment
- Communicate effectively ~~orally-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 Use good judgment in identifying and handling confidential information~~

- Establish and maintain effective working relationships
- Keep and maintain files and records
- Operate standard office equipment including a computer and assigned software including Microsoft Word, Excel and Power Point
- Coordinate the work of others and communicate departmental needs to supervisor

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:

Secretary I or II: Possession of a Graduation from high school diploma or possession of a G.E.D. certificate. Possession of a Certificate of Proficiency in Secretarial or Clerical studies or its equivalent from an accredited institution may be substituted for one year of the required general clerical experience. In addition, two years of experience performing advanced clerical or administrative support work equivalent to an Administrative Assistant III.

Secretary I: In addition, Either A: Three years of progressively responsible general clerical experience OR B: One year of experience in a journey-level secretarial position.

Secretary II: In addition, Either A: Five years of progressively responsible general clerical experience OR B: Three years of experience in a journey-level secretarial position.

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.

SPECIAL SUBCLASS RECRUITMENT:

Recruitment for Secretary positions may be conducted according to the requirements of the vacancy for subclass recruitments. The ability to take dictation may be required dependent upon commission, board or committee responsibilities.

1 This class specification generally describes the duties and responsibilities characteristic of the position(s)
2 within this class.- The duties of a particular position within a multi-position class may vary from the duties of
3 other positions within the class.- Accordingly, the essential duties of a particular position (whether a multi-
4 position class or a single-position class) will be identified and used by medical examiners and hiring
5 authorities in the selection process.- If you have any questions regarding the duties, employment standards,
6 or working conditions of the position, please contact the Human Resources Department at 805.781.5959.
7 ~~This information will also be made available for review at the time of any recruitment for that position and~~
8 ~~at such other times as reasonably required.~~

11 Adopted: 07-01-70

12 Revised: 01-24-96

13 Revised: 05-26-10
14

HUMAN RESOURCES DEPARTMENT

San Luis Obispo County

SECRETARY

DEFINITION:

Under general supervision, performs a variety of advanced clerical and administrative support duties requiring thorough knowledge of departmental or program procedures, organizational processes, and applicable regulations; coordinates meetings, agendas, records, correspondence, and administrative workflows in support of a department, division, board, commission, committee, or program; exercises independent judgement in applying established policies and procedures and maintaining official records and administrative processes.

DISTINGUISHING CHARACTERISTICS:

The Secretary classification is distinguished from the Administrative Assistant III classification in that the latter primarily performs a broad range of clerical and administrative support duties, while the Secretary classification is assigned responsibility for specialized administrative support functions related to the coordination of meetings, records, agendas, correspondence, and procedural activities for designated departments, organizational bodies, committees, commissions, programs, or operational functions.

The Secretary classification is distinguished from the Supervising Administrative Assistant classification in that the latter exercises formal supervisory authority over clerical staff and is responsible for directing and evaluating the work of assigned employees, while the Secretary classification does not typically include formal supervisory responsibilities.

TYPICAL TASKS AND REPRESENTATIVE DUTIES:

(Not in order of importance)

- Coordinates administrative activities and workflows from assigned departments, boards, commissions, committees, programs, or operational functions.
- Coordinates meetings, calendars, schedules, facilities, and logistical arrangements for assigned functions or governing bodies.

- Records, prepares, and maintains official minutes, records, and supporting documentation in accordance with established procedures and applicable requirements.
- Maintains filing systems, databases, record retention systems, and other administrative or operational records.
- Serves as a resource to staff, officials, partner agencies, and the public regarding administrative procedures, schedules, records, and routine operational matters.
- Reviews documents, forms, and correspondence for completeness, accuracy, formatting, and compliance with established procedures and requirements.
- Assists with public noticing, distribution of meeting materials, maintenance of official records, and related procedural requirements.
- Performs advanced clerical duties such as proofreading, report preparation, data entry, tracking assignments or deadlines, and drafting routine correspondence.
- Coordinates the flow of information and communication between departments, staff, officials, committees, external agencies, and the public; responds to inquiries in person, by telephone, and by email; and assists visitors, staff, and members of the public with administrative and procedural matters related to assigned area.
- Exercises independent judgement in applying established policies, procedures, and administrative guidelines to routine operational matters.
- May assist with processing invoices, purchase orders, budget tracking, payroll documentation, contracts, or other administrative support activities as assigned.
- Communicates effectively with staff, management, and other departments, external agencies, and the public to facilitate service delivery and administrative operations.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Modern office practices and procedures
- Applicable local, state, and federal laws, rules, and regulations
- Principles and practices of recordkeeping and records retention
- Meeting coordination, agenda preparation, and minute-taking practices
- Principles and techniques of document preparation, formatting, proofreading, and editing for

accuracy, consistency, and professional presentation

- Filing systems, administrative procedures, and document management practices
- Techniques for organizing work, setting priorities, and meeting deadlines
- Effective verbal and written communication and interpersonal skills

Ability to:

- Coordinate administrative and clerical activities in support of assigned operations, functions, boards, commissions, or committees
- Prepare accurate and detailed reports, records, correspondence, agendas, minutes, and other written materials
- Exercise discretion and maintain confidentiality when handling sensitive information and records
- Maintain accurate records and filing systems
- Organize, prioritize, and coordinate multiple assignments and deadlines
- Exercise independent judgement within established procedural guidelines
- Understand and apply relevant laws, codes, rules, regulations, policies, and procedures
- Independently assess problems, evaluate alternatives, and recommend effective solutions
- Utilize computer software including those applications specific to the department, division, and/or program
- 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 high school diploma or a G.E.D. certificate. In addition, two years of experience performing advanced clerical or administrative support work equivalent to an Administrative Assistant III.

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.

SPECIAL SUBCLASS RECRUITMENT:

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

Adopted: 07-01-70

Revised: 01-24-96

Revised: 05-26-10

HUMAN RESOURCES DEPARTMENT

San Luis Obispo County

SECRETARY - CONFIDENTIAL

DEFINITION:

Under general supervision, performs a variety of advanced clerical and administrative support duties requiring thorough knowledge of departmental or program procedures, organizational processes, and applicable regulations; coordinates meetings, agendas, records, correspondence, and administrative workflows in support of a department, division, board, commission, committee, or program; exercises independent judgement in applying established policies and procedures and maintaining official records and administrative processes.~~Secretary – Confidential is part of a career series for Secretary I and II – Confidential. Incumbents in these classes perform a wide variety of secretarial and clerical duties; act as confidential secretary; provide administrative assistance; and do other related work as required.~~

Employees in these confidential classifications contribute to the development or implementation of the County's employee relations policies and/or in the course of their duties have access to information relating to the County's administration of employer-employee relations. Under State law and the County Employee Relations Policy, confidential employees have different rights of representation than those of other non-management employees.

DISTINGUISHING CHARACTERISTICS:

The Secretary classification is distinguished from the I: Under general supervision, performs a wide variety of clerical and administrative Assistant III classification in that the latter primarily performs a broad range of clerical and administrative support duties, while the~~and acts as confidential secretary to a department head.~~

Secretary classification is assigned responsibility for specialized administrative support functions related to the coordination of meetings, records, agendas, correspondence, and procedural activities for designated departments, organizational bodies, committees, commissions, programs, or operational functions.

The Secretary classification is distinguished from the Supervising Administrative Assistant classification in that the latter exercises formal supervisory authority over clerical staff and is responsible for directing and

evaluating the work of assigned employees, while the Secretary classification does not typically include formal supervisory responsibilities. II: Under direction, performs a wide variety of clerical and administrative duties as the principal secretary to the agency director. Positions at this level are allocated to an agency with multiple organizational units with allocated Secretary I positions.

TYPICAL TASKS AND REPRESENTATIVE DUTIES:

(Not in order of importance)

- Coordinates administrative activities and workflows from assigned departments, boards, commissions, committees, programs, or operational functions.
- Coordinates meetings, calendars, schedules, facilities, and logistical arrangements for assigned functions or governing bodies.
- Records, ~~Receives and transcribes dictation of letters, reports, memoranda, and other correspondence; prepares correspondence independently from notes, instruction, or own initiative; may take notes and prepares, and maintains official minutes, records, and supporting documentation in accordance with established procedures and applicable requirements.~~
- Maintains filing systems, databases, record retention systems, and other ~~for a commission, board, or committee; reviews materials for errors in grammar and English usage; serves as receptionist for department head receiving callers, providing information, answering complaints or scheduling appointments with appropriate staff members; relieves departments head of routine administrative or operational records.~~
- Serves as a resource to staff, officials, partner agencies, and the public regarding administrative procedures, schedules, records, and routine operational matters.
- Reviews tasks such as compiling statistical information, preparing contracts, ordinances and other documents, forms, and correspondence for completeness, accuracy, formatting, and ~~;-compliance with established procedures and ile information, and prepares statistical and narrative reports; receives, opens and routes mail identifying for the department head that which requirements.~~
- Assists with public noticing, distribution of meeting materials, maintenance of official records, and related procedural requirements.
- Performs advanced clerical duties such as proofreading, report preparation, ~~s personal attention; may operate a wide variety of standard office equipment; may be required to operate automated office equipment including word processors, personal computers, data entry, tracking assignments and deadlines, and drafting routine correspondence.~~

- Coordinates the flow of information and communication between departments, staff, officials, committees, external agencies, and the public; responds to inquiries in person, by telephone, and by email; and assists visitors, staff, and members of the public with administrative and procedural matters related to assigned area.
- Exercises independent judgement in applying established policies, procedures, and administrative guidelines to routine operational matters.
- May assist with processing invoices, purchase orders, equipment, facsimile, electronic copiers, printers, adding machines, calculators and other modern office equipment; schedules meetings and conferences; maintains records of staff assignments, payroll and departmental purchases; orders office supplies and equipment; maintains records for budget tracking, payroll documentation, contracts, or other purposes; may assign and review the work of other clerical positions; maintains confidential and administrative support activities as assigned.
- Communicates effectively with staff, management, and other departments, external agencies, and the public to facilitate service delivery and administrative operations.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Modern office practices and procedures
 - Applicable local, state, and federal laws, rules, and regulations
 - Principles and practices of recordkeeping and records retention
 - Meeting coordination, agenda preparation, and minute-taking practices
 - Principles and techniques of document preparation, formatting, proofreading, and editing for accuracy, consistency, and professional presentation
 - Filing systems, administrative procedures, and document management practices
 - Techniques for organizing work, setting priorities, and meeting deadlines
 - Effective verbal and written communication and interpersonal skills
- ; proper grammar, punctuation and spelling; proper telephone etiquette; letter and report styles and formats; automated office equipment.

Ability to:

- Coordinate administrative and clerical activities in support of assigned operations, functions, boards, commissions, or committees
- ~~P~~Transcribe dictation and take notes or dictation in order to prepare accurate and detailed reports, records, correspondence, agendas, minutes, and other written materials
- Exercise discretion and maintain confidentiality when handling sensitive the appropriate minutes or correspondence; type at a speed of 50 net wpm; meet the public tactfully and courteously and answer questions in person and over the phone; perform responsible clerical and secretarial work requiring independent judgment; learn, interpret and apply departmental policies and procedures; understand and carry out oral and written directions; use good judgment in identifying and handling confidential information and records
- M; establish and maintain effective working relationships; keep and maintain accurate files and records and filing systems
- Organize, prioritize, and coordinate multiple assignments and deadlines
- Exercise independent judgement within established procedural guidelines
- Understand and apply relevant laws, codes, rules, regulations, policies, and procedures
- Independently assess problems, evaluate alternatives, and recommend effective solutions
- Utilize computer software including those applications specific to the department, division, and/or program
- Promote an organized, professional, and safety-conscious work environment
- Communicate effectively verbally and in writing to a diverse population of individuals and groups
- Forster 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; learn to operate automated office equipment.

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 high school diploma or a G.E.D certificate. In addition, two

(All levels)

~~Three~~ years of experience performing advanced in journey worker clerical or administrative support
/stenographic work equivalent to an Administrative Assistant III.

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~~
~~ALIFORNIA~~ driver's license will be required at the time of appointment and must be maintained
throughout employment.

SPECIAL SUBCLASS RECRUITMENT:

~~Recruitment for Secretary positions may be conducted according to the requirements of the vacancy for~~
~~subclass recruitments. The ability to take dictation may be required dependent upon commission, board or~~
~~committee responsibilities.~~

This class specification generally describes the duties and responsibilities characteristic of the position(s)
within this class. - The duties of a particular position within a multi-position class may vary from the duties of
other positions within the class. -Accordingly, the essential duties of a particular position (whether a multi-
position class or a single-position class) will be identified and used by medical examiners and hiring
authorities in the selection process. If you have any questions regarding the duties, employment standards,
or ~~the~~ working conditions of the position, please contact the Personnel-Human Resources Department at
~~(805.)~~781.-5959.

Adopted: 12-22-82

Revised: 04-25-90

HUMAN RESOURCES DEPARTMENT

San Luis Obispo County

SECRETARY - CONFIDENTIAL

DEFINITION:

Under general supervision, performs a variety of advanced clerical and administrative support duties requiring thorough knowledge of departmental or program procedures, organizational processes, and applicable regulations; coordinates meetings, agendas, records, correspondence, and administrative workflows in support of a department, division, board, commission, committee, or program; exercises independent judgement in applying established policies and procedures and maintaining official records and administrative processes.

Employees in these confidential classifications contribute to the development or implementation of the County's employee relations policies and/or in the course of their duties have access to information relating to the County's administration of employer-employee relations. Under State law and the County Employee Relations Policy, confidential employees have different rights of representation than those of other non-management employees.

DISTINGUISHING CHARACTERISTICS:

The Secretary classification is distinguished from the Administrative Assistant III classification in that the latter primarily performs a broad range of clerical and administrative support duties, while the Secretary classification is assigned responsibility for specialized administrative support functions related to the coordination of meetings, records, agendas, correspondence, and procedural activities for designated departments, organizational bodies, committees, commissions, programs, or operational functions.

The Secretary classification is distinguished from the Supervising Administrative Assistant classification in that the latter exercises formal supervisory authority over clerical staff and is responsible for directing and evaluating the work of assigned employees, while the Secretary classification does not typically include formal supervisory responsibilities.

TYPICAL TASKS AND REPRESENTATIVE DUTIES:

1 (Not in order of importance)

- 2 • Coordinates administrative activities and workflows from assigned departments, boards,
- 3 commissions, committees, programs, or operational functions.
- 4 • Coordinates meetings, calendars, schedules, facilities, and logistical arrangements for assigned
- 5 functions or governing bodies.
- 6 • Records, prepares, and maintains official minutes, records, and supporting documentation in
- 7 accordance with established procedures and applicable requirements.
- 8 • Maintains filing systems, databases, record retention systems, and other administrative or
- 9 operational records.
- 10 • Serves as a resource to staff, officials, partner agencies, and the public regarding administrative
- 11 procedures, schedules, records, and routine operational matters.
- 12 • Reviews documents, forms, and correspondence for completeness, accuracy, formatting, and
- 13 compliance with established procedures and requirements.
- 14 • Assists with public noticing, distribution of meeting materials, maintenance of official records, and
- 15 related procedural requirements.
- 16 • Performs advanced clerical duties such as proofreading, report preparation, data entry, tracking
- 17 assignments and deadlines, and drafting routine correspondence.
- 18 • Coordinates the flow of information and communication between departments, staff, officials,
- 19 committees, external agencies, and the public; responds to inquiries in person, by telephone, and by
- 20 email; and assists visitors, staff, and members of the public with administrative and procedural
- 21 matters related to assigned area.
- 22 • Exercises independent judgement in applying established policies, procedures, and administrative
- 23 guidelines to routine operational matters.
- 24 • May assist with processing invoices, purchase orders, budget tracking, payroll documentation,
- 25 contracts, or other administrative support activities as assigned.
- 26 • Communicates effectively with staff, management, and other departments, external agencies, and
- 27 the public to facilitate service delivery and administrative operations.
- 28 • Performs other related duties as assigned.

29
30 **EMPLOYMENT STANDARDS:**

31 **Knowledge of:**

- 32 • Modern office practices and procedures

- Applicable local, state, and federal laws, rules, and regulations
- Principles and practices of recordkeeping and records retention
- Meeting coordination, agenda preparation, and minute-taking practices
- Principles and techniques of document preparation, formatting, proofreading, and editing for accuracy, consistency, and professional presentation
- Filing systems, administrative procedures, and document management practices
- Techniques for organizing work, setting priorities, and meeting deadlines
- Effective verbal and written communication and interpersonal skills

Ability to:

- Coordinate administrative and clerical activities in support of assigned operations, functions, boards, commissions, or committees
- Prepare accurate and detailed reports, records, correspondence, agendas, minutes, and other written materials
- Exercise discretion and maintain confidentiality when handling sensitive information and records
- Maintain accurate records and filing systems
- Organize, prioritize, and coordinate multiple assignments and deadlines
- Exercise independent judgement within established procedural guidelines
- Understand and apply relevant laws, codes, rules, regulations, policies, and procedures
- Independently assess problems, evaluate alternatives, and recommend effective solutions
- Utilize computer software including those applications specific to the department, division, and/or program
- 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:

1 Possession of a high school diploma or a G.E.D certificate. In addition, two years of experience performing
2 advanced clerical or administrative support work equivalent to an Administrative Assistant III.

3
4 **LICENSES AND CERTIFICATES:**

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

9
10 **SPECIAL SUBCLASS RECRUITMENT:**

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

17
18 Adopted: 12-22-82

19 Revised: 04-25-90

HUMAN RESOURCES DEPARTMENT

San Luis Obispo County

SECRETARY I - CONFIDENTIAL

DEFINITION:

Secretary I – Confidential is part of a career series for Secretary I and II – Confidential. Incumbents in these classes perform a wide variety of secretarial and clerical duties; act as confidential secretary; provide administrative assistance; and do other related work as required.

Employees in these confidential classifications contribute to the development or implementation of the County's employee relations policies and/or in the course of their duties have access to information relating to the County's administration of employer-employee relations. Under State law and the County Employee Relations Policy, confidential employees have different rights of representation than those of other non-management employees.

DISTINGUISHING CHARACTERISTICS:

Secretary I: Under general supervision, performs a wide variety of clerical and administrative duties and acts as confidential secretary to a department head.

Secretary II: Under direction, performs a wide variety of clerical and administrative duties as the principal secretary to the agency director. Positions at this level are allocated to an agency with multiple organizational units with allocated Secretary I positions.

TYPICAL TASKS AND REPRESENTATIVE DUTIES:

Receives and transcribes dictation of letters, reports, memoranda, and other correspondence; prepares correspondence independently from notes, instruction, or own initiative; may take notes and prepare minutes for a commission, board, or committee; reviews materials for errors in grammar and English usage; serves as receptionist for department head receiving callers, providing information, answering complaints or scheduling appointments with appropriate staff members; relieves departments head of routine administrative tasks such as compiling statistical information, preparing contracts, ordinances and other documents; compiles information, and prepares statistical and narrative reports; receives, opens

and routes mail identifying for the department head that which requires personal attention; may operate a wide variety of standard office equipment; may be required to operate automated office equipment including word processors, personal computers, data processing equipment, facsimile, electronic copiers, printers, adding machines, calculators and other modern office equipment; schedules meetings and conferences; maintains records of staff assignments, payroll and departmental purchases; orders office supplies and equipment; maintains records for budget purposes; may assign and review the work of other clerical positions; maintains confidential and administrative files and records.

EMPLOYMENT STANDARDS:

Knowledge of:

Office practices and procedures; proper grammar, punctuation and spelling; proper telephone etiquette; letter and report styles and formats; automated office equipment.

Ability to:

Transcribe dictation and take notes or dictation in order to prepare the appropriate minutes or correspondence; type at a speed of 50 net wpm; meet the public tactfully and courteously and answer questions in person and over the phone; perform responsible clerical and secretarial work requiring independent judgment; learn, interpret and apply departmental policies and procedures; understand and carry out oral and written directions; use good judgment in identifying and handling confidential information; establish and maintain effective working relationships; keep and maintain files and records; learn to operate automated office equipment.

EDUCATION/EXPERIENCE:

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

(All levels)

Three years of experience in journey worker clerical/stenographic work.

LICENSES AND CERTIFICATES:

Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver's license will be required at the time of appointment.

SPECIAL SUBCLASS RECRUITMENT:

Recruitment for Secretary positions may be conducted according to the requirements of the vacancy for subclass recruitments. The ability to take dictation may be required dependent upon commission, board or committee responsibilities.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Personnel Department at (805) 781-5959.

Adopted: 07-01-70

Revised: 01-24-96

Revised: 05-26-10