

# Human Resources Issues



## **HUMAN RESOURCES ISSUES**

### **Position Update**

Included in this section are documents identifying changes to the total number of County positions. The total position count as of the FY 2007-08 adopted budget on June 26, 2007 was 18,748. Changes approved by the Board in this report will result in a revised total of 18,726.

### **Department Position Change Requests**

Detailed departmental position change request information is included in the Budget Issues section. Approval of these changes will result in the addition of 34 positions, and the deletion of 56 positions for a net of 22 position deletions. Two of the new positions are funded by the General Fund.

### **Vacant Positions**

The *Vacant Positions-Aged* document displays vacant positions by the length of time they have been vacant. Most vacant positions have been vacant six months or less and are a result of normal turnover. The *Vacant Position Analysis* displays vacant positions and the CEO's review of those positions. This quarter, no long-term vacant positions are recommended for deletion.

### **Expiring Limited-Term Positions**

The *Limited Term Positions* document displays the review and recommendation for limited-term positions that have expired or are about to expire. Recommendations are to delete positions if the original purpose and funding has expired; to extend the term if funding has been extended; or to convert to regular status if the need remains and the funding has become permanent in nature or is based on automatic annual allocation without the requirement for annual County funding applications. This quarter, eight positions are recommended for extension based on continuing need and funding, six positions are recommended for conversion to regular status, and no positions are recommended for deletion.

### **Total Positions**

The *FY 2007-2008 Position Summary* displays the total number of positions by program and department. The *Authorized Budgeted Positions* document displays the total number of County positions over the last five years.

Recommended changes to the Master Position Control are summarized in the *Position Change Summary*.

### Classification Issues

1. Effective November 20, 2007, approve the updated class specifications for the following:

<u>Title Code</u>	<u>Title Description</u>
4327HP	Occupational Therapy Assistant I
4329HP	Occupational Therapy Assistant II
4330HP	Occupational Therapist I
4334HP	Occupational Therapist II
4335HP	Occupational Therapist III
4307HP	Physical Therapist Assistant I
4309HP	Physical Therapist Assistant II
4310HP	Physical Therapist I
4316HP	Physical Therapist II
4317HP	Physical Therapist III
4320SM	Supervising Therapist
4338SM	Therapy Consultant

Health Care Agency is requesting approval of changes to the minimum qualifications and minor administrative changes for the following classification specifications: Occupational Therapy Assistant series, Occupational Therapist series, Physical Therapist Assistant series, Physical Therapist series, Supervising Therapist and Therapy Consultant. The proposed changes are to delete obsolete licensure requirements. The change in licensure requirements is due to the creation of the State Board of Occupational Therapy. This State Board oversees the licensure requirements for all Occupational Therapy professionals.

2. Effective November 20, 2007, approve the updated class specifications for the following:

<u>Title Code</u>	<u>Title Description</u>
2302GE	Paralegal Trainee
2303GE	Paralegal

The Public Defender in concurrence from District Attorney and Department of Child Support Services is requesting approval to change the classification specification for Paralegal and Paralegal Trainee. The requested change reflects the need for some paralegal positions to have the ability to drive a vehicle for County business. The change is to the minimum qualifications section of the classification specification and will add the requirement that some positions may require possession of a valid California Driver License, Class C or higher, by date of appointment.

**FY 2007-2008  
POSITION SUMMARY**

Agency	Agency Name	FY 07-08 Adopted Positions	Current Authorized Positions	Misc 1st Quarter Board Actions	1st Quarter Budget Report			Total Positions
					Regular	Limited Term	Vacant	
<b>PUBLIC PROTECTION</b>								
026	District Attorney	773	773		2	11		786
032	Emergency Management	15	15					15
041	Grand Jury	2	2		(2)			0
045	Juvenile Justice Commission	2	2		(2)			0
047	Sheriff Court Operations	455	455		1			456
048	Detention Release	16	16		(16)			0
055	Sheriff Communications	94	94		1			95
057	Probation	1,689	1,689					1,689
058	Public Defender	415	415					415
060	Sheriff-Coroner	3,331	3,331		(1)	9		3,339
	General Fund Subtotal	<b>6,792</b>	<b>6,792</b>	<b>0</b>	<b>(17)</b>	<b>20</b>	<b>0</b>	<b>6,795</b>
<b>(Other Funds)</b>								
109	Automated Fingerprint ID	11	11					11
116	District Attorney Narcotics Program	3	3					3
122	Motor Vehicle Theft Task Force	5	5		1			6
143	Jail Commissary	53	53					53
144	Inmate Welfare	68	68					68
14R	Ward Welfare	1	1					1
	Other Funds Subtotal	141	141	0	1	0	0	142
<b>TOTAL - PUBLIC PROTECTION</b>		<b>6,933</b>	<b>6,933</b>	<b>0</b>	<b>(16)</b>	<b>20</b>	<b>0</b>	<b>6,937</b>
<b>COMMUNITY SERVICES</b>								
012	Housing & Community Services	64	64					64
027	Child Support Services	723	723					723
029	Public Administrator/Public Guardian	76	76					76
042	Health Care Agency	2,775	2,775		(23)	(8)		2,744
063	Social Services Agency	4,201	4,201					4,201
	General Fund Subtotal	<b>7,839</b>	<b>7,839</b>	<b>0</b>	<b>(23)</b>	<b>(8)</b>	<b>0</b>	<b>7,808</b>
<b>(Other Funds )</b>								
15G	Housing and Community Services	142	142					142
	Other Funds Subtotal	<b>142</b>	<b>142</b>		<b>0</b>		<b>0</b>	<b>142</b>
<b>TOTAL - COMMUNITY SERVICES</b>		<b>7,981</b>	<b>7,981</b>	<b>0</b>	<b>(23)</b>	<b>(8)</b>	<b>0</b>	<b>7,950</b>

**FY 2007-2008  
POSITION SUMMARY**

Agency	Agency Name	FY 07-08 Adopted Positions	Current Authorized Positions	Misc 1st Quarter Board Actions	1st Quarter Budget Report			Total Positions
					Regular	Limited Term	Vacant	
<b>INFRASTRUCTURE &amp; ENV RESOURCES</b>								
034	Watershed & Coastal Resources	45	45					45
040	Utilities	15	15					15
080	Resources & Development Mgmt	480	480		(1)			479
	General Fund Subtotal	<b>540</b>	<b>540</b>	<b>0</b>	<b>(1)</b>	<b>0</b>	<b>0</b>	<b>539</b>
<b>(Other Funds)</b>								
106	Co Tidelands - Newport	8	8					8
108	Co Tidelands - Dana Point	17	17					17
113	Building and Safety	47	47					47
115	Road	218	218		1			219
120	O.C. Public Library	443	443		(1)			442
137	Parking Facilities	3	3					3
280	John Wayne Airport	173	173					173
299	Integrated Waste Management	290	290					290
400	Flood	255	255					255
405	OC Parks	254	254					254
	Other Funds Subtotal	<b>1,708</b>	<b>1,708</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,708</b>
<b>TOTAL - INFRASTRUCTURE &amp; ENV RES</b>		<b>2,248</b>	<b>2,248</b>	<b>0</b>	<b>(1)</b>	<b>0</b>	<b>0</b>	<b>2,247</b>
<b>GENERAL GOVERNMENT SERVICES</b>								
002	Assessor	337	337					337
003	Auditor-Controller	421	421			3		424
006	Board of Supervisors-1st District	8	8					8
007	Board of Supervisors-2nd District	7	7					7
008	Board of Supervisors-3rd District	7	7					7
009	Board of Supervisors-4th District	7	7					7
010	Board of Supervisors-5th District	8	8					8
011	Clerk of the Board	33	33					33
017	County Executive Office	105	105		1			106
025	County Counsel	104	104		1			105
031	Registrar of Voters	53	53					53
050	Performance Audit Department	0	0		3			3
054	Human Resources	30	30					30
059	Clerk-Recorder	102	102					102

**FY 2007-2008  
POSITION SUMMARY**

Agency	Agency Name	FY 07-08 Adopted Positions	Current Authorized Positions	Misc 1st Quarter Board Actions	1st Quarter Budget Report			Total Positions
					Regular	Limited Term	Vacant	
<b>GENERAL GOVERNMENT SERVICES (cont'd)</b>								
074	Treasurer-Tax Collector	93	93					93
079	Internal Audit Unit	20	20					20
	General Fund Subtotal	<b>1,335</b>	<b>1,335</b>	<b>0</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>1,343</b>
<b>(Other Funds)</b>								
127	Property Tax Admin State Grant	38	38					38
	Other Funds Subtotal	<b>38</b>	<b>38</b>					<b>38</b>
<b>TOTAL - GENERAL GOV'T SERVICES</b>		<b>1,373</b>	<b>1,373</b>	<b>0</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>1,381</b>
<b>INSURANCE, RESERVES &amp; MISC</b>								
004	Miscellaneous Fund	3	3		(3)			0
056	Employee Benefits	11	11		1			12
	General Fund Subtotal	<b>14</b>	<b>14</b>	<b>0</b>	<b>(2)</b>	<b>0</b>	<b>0</b>	<b>12</b>
<b>(Other Funds)</b>								
289	Information Technology ISF	63	63					63
293	Workers' Compensation ISF	9	9					9
294	Property & Casualty ISF	13	13					13
296	Transportation ISF	88	88					88
297	Reprographics ISF	26	26					26
	Other Funds Subtotal	<b>199</b>	<b>199</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>199</b>
<b>TOTAL - INSURANCE, RESERVES, &amp; MISC</b>		<b>213</b>	<b>213</b>	<b>0</b>	<b>(2)</b>	<b>0</b>	<b>0</b>	<b>211</b>
<b>GENERAL FUND TOTAL</b>		<b>16,520</b>	<b>16,520</b>	<b>0</b>	<b>(38)</b>	<b>15</b>	<b>0</b>	<b>16,497</b>
<b>OTHER FUNDS TOTAL</b>		<b>2,228</b>	<b>2,228</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2,229</b>
<b>GRAND TOTAL</b>		<b>18,748</b>	<b>18,748</b>	<b>0</b>	<b>(37)</b>	<b>15</b>	<b>0</b>	<b>18,726</b>

**VACANT POSITIONS - AGED  
AS OF SEPTEMBER 30, 2007**

PROGRAM	AGENCY	DESCRIPTION	NUMBER OF MONTHS VACANT					TOTAL VACANT	PERCENT OF TOTAL
			0-6	7-9	9-12	13-17	18+		
<b>I</b>		<b>PUBLIC PROTECTION</b>							
	026	DISTRICT ATTORNEY	58	1	0	0	1	60	3.58%
	032	EMERGENCY MANAGEMENT DIVISION	3	0	0	0	0	3	0.18%
	047	SHERIFF COURT OPERATIONS	24	10	1	4	5	44	2.62%
	055	SHERIFF COMMUNICATIONS	10	0	1	2	5	18	1.07%
	057	PROBATION	147	17	9	14	6	193	11.50%
	058	PUBLIC DEFENDER	15	0	0	0	0	15	0.89%
	060	SHERIFF-CORONER	216	28	26	21	47	338	20.14%
	109	AUTOMATED FINGERPRINT ID	3	0	0	0	0	3	0.18%
	116	DISTRICT ATTORNEY NARCOTICS PROGRAM	0	0	0	0	0	0	0.00%
	122	MOTOR VEHICLE THEFT TASK FORCE	0	0	0	0	0	0	0.00%
	14R	WARD WELFARE FUND	0	0	0	0	0	0	0.00%
	143	JAIL COMMISSARY	2	1	1	0	2	6	0.36%
	144	INMATE WELFARE	3	4	1	4	18	30	1.79%
		<b>TOTAL - PUBLIC PROTECTION</b>	<b>481</b>	<b>61</b>	<b>39</b>	<b>45</b>	<b>84</b>	<b>710</b>	<b>42.31%</b>
<b>II</b>		<b>COMMUNITY SERVICES</b>							
	012	HOUSING AND COMMUNITY SERVICES	3	0	0	0	1	4	0.24%
	027	CHILD SUPPORT SERVICES	104	8	0	0	0	112	6.67%
	029	PUBLIC ADMINISTRATOR/PUBLIC GUARDIAN	11	0	1	0	0	12	0.72%
	042	HEALTH CARE AGENCY	202	3	2	0	0	207	12.34%
	063	SOCIAL SERVICES AGENCY	258	9	13	3	0	283	16.87%
	15G	HOUSING AND COMMUNITY SERVICES	4	1	0	0	0	5	0.30%
		<b>TOTAL - COMMUNITY SERVICES</b>	<b>582</b>	<b>21</b>	<b>16</b>	<b>3</b>	<b>1</b>	<b>623</b>	<b>37.13%</b>
<b>III</b>		<b>INFRASTRUCTURE &amp; ENV RESOURCES</b>							
	034	WATERSHED & COASTAL RESOURCES	7	1	0	1	0	9	0.54%
	040	UTILITIES	0	0	0	0	0	0	0.00%
	080	RESOURCES & DEVELOPMENT MGMT	43	5	2	6	3	59	3.52%
	106	COUNTY TIDELANDS - NEWPORT	0	0	0	0	0	0	0.00%
	108	COUNTY TIDELANDS - DANA POINT	2	1	1	0	1	5	0.30%
	113	BUILDING AND SAFETY	4	0	0	12	0	16	0.95%
	115	ROAD	16	1	2	4	2	25	1.49%
	120	PUBLIC LIBRARY	18	0	0	0	1	19	1.13%

**VACANT POSITIONS - AGED  
AS OF SEPTEMBER 30, 2007**

PROGRAM	AGENCY	DESCRIPTION	NUMBER OF MONTHS VACANT					TOTAL VACANT	PERCENT OF TOTAL
			0-6	7-9	9-12	13-17	18+		
<b>III</b>		<b>INFRASTRUCTURE &amp; ENV RESOURCES (CONT'D)</b>							
	137	PARKING FACILITIES	1	0	0	0	0	1	0.06%
	280	AIRPORT - OPERATING ENTERPRISE	19	0	0	0	0	19	1.13%
	299	INTEGRATED WASTE MGMT ENTERPRISE	17	3	0	0	1	21	1.25%
	400	FLOOD CONTROL DISTRICT	21	2	2	5	2	32	1.91%
	405	OC PARKS	11	0	0	0	1	12	0.72%
		<b>TOTAL - INFRASTRUCTURE &amp; ENV RESOURCES</b>	<b>159</b>	<b>13</b>	<b>7</b>	<b>28</b>	<b>11</b>	<b>218</b>	<b>12.99%</b>
<b>IV</b>		<b>GENERAL GOVERNMENT SERVICES</b>							
	002	ASSESSOR	14	6	1	0	0	21	1.25%
	003	AUDITOR-CONTROLLER	20	1	1	0	0	22	1.31%
	006	BOARD OF SUPERVISORS-1ST DISTRICT	1	0	0	0	0	1	0.06%
	007	BOARD OF SUPERVISORS-2ND DISTRICT	0	0	0	0	0	0	0.00%
	008	BOARD OF SUPERVISORS-3RD DISTRICT	0	0	0	0	0	0	0.00%
	009	BOARD OF SUPERVISORS-4TH DISTRICT	0	0	0	0	0	0	0.00%
	010	BOARD OF SUPERVISORS-5TH DISTRICT	0	1	0	0	0	1	0.06%
	011	CLERK OF THE BOARD	3	0	0	0	1	4	0.24%
	017	COUNTY EXECUTIVE OFFICE	7	0	2	0	0	9	0.54%
	025	COUNTY COUNSEL	5	1	0	0	0	6	0.36%
	031	REGISTRATION & ELECTIONS	4	0	0	2	0	6	0.36%
	054	HUMAN RESOURCES	4	0	0	1	0	5	0.30%
	059	CLERK-RECORDER	5	0	1	0	0	6	0.36%
	074	TREASURER-TAX COLLECTOR	10	0	0	0	1	11	0.66%
	079	INTERNAL AUDIT	1	0	0	0	0	1	0.06%
	127	PROPERTY TAX ADMIN STATE GRANT	13	4	1	3	0	21	1.25%
		<b>TOTAL - GENERAL GOVERNMENT SERVICES</b>	<b>87</b>	<b>13</b>	<b>6</b>	<b>6</b>	<b>2</b>	<b>114</b>	<b>6.79%</b>

**VACANT POSITIONS - AGED  
AS OF SEPTEMBER 30, 2007**

PROGRAM	AGENCY	DESCRIPTION	NUMBER OF MONTHS VACANT					TOTAL VACANT	PERCENT OF TOTAL
			0-6	7-9	9-12	13-17	18+		
<b>VII</b>		<b>INSURANCE, RESERVES &amp; MISCELLANEOUS</b>							
	004	MISCELLANEOUS FUND	3	0	0	0	0	3	0.18%
	056	EMPLOYEE BENEFITS	0	0	0	0	0	0	0.00%
	289	INFORMATION TECHNOLOGY ISF	5	0	0	1	0	6	0.36%
	293	WORKERS COMPENSATION ISF	1	0	0	0	0	1	0.06%
	294	PROPERTY & CASUALTY ISF	0	0	0	0	0	0	0.00%
	296	TRANSPORTATION ISF	1	0	0	0	1	2	0.12%
	297	REPROGRAPHICS ISF	1	0	0	0	0	1	0.06%
		<b>TOTAL - INSURANCE, RESERVES &amp; MISC</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>13</b>	<b>0.77%</b>
		<b>GRAND TOTAL</b>	<b>1,320</b>	<b>108</b>	<b>68</b>	<b>83</b>	<b>99</b>	<b>1,678</b>	<b>100%</b>
		<b>% OF TOTAL</b>	<b>78.67%</b>	<b>6.44%</b>	<b>4.05%</b>	<b>4.95%</b>	<b>5.90%</b>	<b>100.00%</b>	
		<b>COMPARISON TO PREVIOUS QUARTERS</b>							
		FY 06-07 4TH QUARTER	70.67%	9.09%	6.53%	4.63%	9.09%	100.00%	
		FY 06-07 3RD QUARTER	73.10%	10.23%	5.93%	2.91%	7.83%	100.00%	
		FY 06-07 2ND QUARTER	72.81%	12.70%	4.09%	4.20%	6.19%	100.00%	
		FY 06-07 1ST QUARTER	78.17%	7.69%	4.14%	3.92%	6.08%	100.00%	

## VACANT POSITION ANALYSIS SEPTEMBER 30, 2007

AGY	ORG	POSN #	DATE VACATED	TITLE DESCRIPTION	FUNDING SOURCE	COMMENTS / REASON NOT TO DELETE / DELETE POSITION
<b>VACANT 12 MONTHS</b>						
<b>PROBATION</b>						
057	600	R09109	09/14/06	RESEARCH ANALYST III	State/General Fund	Filled as of 09/28/07
<b>SHERIFF-CORONER</b>						
060	900	R92364	09/29/06	SHERIFF'S SPECIAL OFFICER II	Defunded	EXEMPT
060	493	R04190	09/22/06	OFFICE TECHNICIAN	State Funding - Prop 172	EXEMPT
060	478	R85929	09/07/06	CORRECTIONAL RECORDS SUP II	State Funding - Prop 172	EXEMPT
<b>SOCIAL SERVICES AGENCY</b>						
063	4120	R07197	09/01/06	PROCUREMENT CONTRACT SPEC	State 38%, Fed 50%, NCC 12%	This position supports the procurement function for SSA and is necessary to ensure agency needs are met and in compliance with County procurement policies. A job offer is pending for this position.
<b>RESOURCES &amp; DEVELOPMENT MANAGEMENT DEPARTMENT (RDMD)</b>						
080	1600	R05471	09/28/06	INFORMATION SYSTEMS TECHNICIAN	General Fund	Filled as of 10/12/07
080	3599	R07109	09/01/06	PLUMBER	General Fund	Filled as of 10/12/07
<b>SHERIFF/JAIL COMMISSARIES</b>						
143	900	R98479	09/14/06	WAREHOUSE WORKER IV	Jail Commissaries Fund	EXEMPT
<b>VACANT 13 - 17 MONTHS</b>						
<b>REGISTRAR OF VOTERS</b>						
031	439	R84510	08/18/06	STAFF SPECIALIST	100% General Fund	Offer pending on this position.
031	430	R03036	04/24/06	ADMINISTRATIVE MANAGER II	100% General Fund	Chief Deputy Registrar of Voters position; may be necessary closer to the election year.
<b>RDMD/WATERSHED &amp; COASTAL RESOURCES</b>						
034	4500	R04319	08/31/06	ADMINISTRATIVE MANAGER I	General Fund	Established Transfer List; in process to fill position.
<b>SHERIFF COURT OPERATIONS</b>						
047	557	R84261	03/16/06	INVESTIGATOR I	Trial Court Funding	EXEMPT
047	600	L06071	03/01/06	SHERIFF'S SPECIAL OFFICER II	Trial Court Funding	EXEMPT
047	600	L06072	03/01/06	SHERIFF'S SPECIAL OFFICER II	Trial Court Funding	EXEMPT
047	600	L06073	03/01/06	SHERIFF'S SPECIAL OFFICER II	Trial Court Funding	EXEMPT
<b>HUMAN RESOURCES</b>						
054	4100	R71259	05/25/06	STAFF ASSISTANT	100% General Fund	Position filled as of 9/28/07.

## VACANT POSITION ANALYSIS SEPTEMBER 30, 2007

AGY	ORG	POSN #	DATE VACATED	TITLE DESCRIPTION	FUNDING SOURCE	COMMENTS / REASON NOT TO DELETE / DELETE POSITION
<b>VACANT 13 - 17 MONTHS (cont'd)</b>						
<b>SHERIFF COMMUNICATIONS</b>						
055	392	R97428	07/06/06	OFFICE TECHNICIAN	General Fund	EXEMPT
055	364	R75824	04/27/06	COMMUNICATIONS TECHNICIAN II	General Fund	EXEMPT
<b>PROBATION</b>						
057	444	R07230	07/01/06	DEPUTY PROBATION OFFICER II	General Fund	Filled as of 09/28/07
057	444	R07231	07/01/06	DEPUTY PROBATION OFFICER II	General Fund	Filled as of 09/28/07
057	991	R07235	07/01/06	DEPUTY PROBATION OFFICER II	General Fund	Filled as of 10/09/07
057	444	R07251	07/01/06	DEP JUV CORRECTIONAL OFCR II	State/General Fund	Recruitment in progress
057	850	R06633	06/01/06	SR. JUV CORRECTIONAL OFCR	State/General Fund	Recruitment in progress
057	850	R06634	06/01/06	SR. JUV CORRECTIONAL OFCR	State/General Fund	Recruitment in progress
057	850	R06635	06/01/06	SR. JUV CORRECTIONAL OFCR	State/General Fund	Recruitment in progress
057	970	R06402	05/01/06	INFORMATION PROCESSING TECH	State/General Fund	To be filled effective 10/12/07
057	970	R06407	05/01/06	SEAMSTRESS	State/General Fund	Recruitment in progress
<b>SHERIFF-CORONER</b>						
060	484	L00861	08/31/06	FACILITIES MECHANIC	General Fund	EXEMPT
060	484	R05385	08/31/06	FACILITIES MECHANIC	State Funding - Prop 172	EXEMPT
060	472	R20355	08/17/06	SHERIFF'S SPECIAL OFFICER II	State Funding - Prop 172	EXEMPT
060	411	R74211	08/03/06	DEPUTY SHERIFF II	State Funding - Prop 172	EXEMPT
060	431	R87345	08/03/06	INFORMATION PROCESSING SPEC	State Funding - Prop 172	EXEMPT
060	484	R06052	07/20/06	PLUMBER	General Fund	EXEMPT
060	484	R07126	07/01/06	AIR CONDITIONING MECHANIC	State Funding - Prop 172	EXEMPT
060	419	R07127	07/01/06	COMMUNICATIONS COORDINATOR II	General Fund	EXEMPT
060	419	R07128	07/01/06	COMMUNICATIONS COORDINATOR II	General Fund	EXEMPT
060	484	R07131	07/01/06	ELECTRICIAN	State Funding - Prop 172	EXEMPT
060	484	R07148	07/01/06	FACILITIES MECHANIC	State Funding - Prop 172	EXEMPT
060	484	R07149	07/01/06	FACILITIES MECHANIC	State Funding - Prop 172	EXEMPT
060	484	R07150	07/01/06	FACILITIES MECHANIC	State Funding - Prop 172	EXEMPT
060	484	R07151	07/01/06	FACILITIES MECHANIC	State Funding - Prop 172	EXEMPT
060	484	R07152	07/01/06	FACILITIES MECHANIC	State Funding - Prop 172	EXEMPT
060	484	R07153	07/01/06	FACILITIES MECHANIC	State Funding - Prop 172	EXEMPT
060	481	R70178	06/08/06	DEPUTY SHERIFF II	Law Enforcement Services	EXEMPT
060	431	R86975	06/08/06	OFFICE TECHNICIAN	State Funding - Prop 172	EXEMPT
060	431	R97027	06/08/06	INFORMATION PROCESSING TECH	State Funding - Prop 172	EXEMPT

## VACANT POSITION ANALYSIS SEPTEMBER 30, 2007

AGY	ORG	POSN #	DATE VACATED	TITLE DESCRIPTION	FUNDING SOURCE	COMMENTS / REASON NOT TO DELETE / DELETE POSITION
<b>VACANT 13 - 17 MONTHS (cont'd)</b>						
<b>SHERIFF-CORONER (cont'd)</b>						
060	475	R05015	05/25/06	PROJECT MANAGER III	State Funding - Prop 172	EXEMPT
060	487	R85489	03/02/06	SHERIFF'S SPECIAL OFFICER II	Law Enforcement Services	EXEMPT
<b>SOCIAL SERVICES AGENCY</b>						
063	4120	R06926	08/31/06	OFFICE ASSISTANT	State 38%, Fed 50%, NCC 12%	This position supports the critical closed files/records center/mail function for SSA. A job offer is pending for this position
063	4200	R07079	08/17/06	STAFF SPECIALIST	State 38%, Fed 50%, NCC 12%	This position is to be Temporarily Filled as a Real Property Agent. The list of candidates has been exhausted and SSA will pursue other options to fill the position.
063	2110	R05288	06/04/06	ACCOUNTING OFFICE SUP I	State 32.5%, Fed 50%, NCC 12.5%	Position was Temporary Filled as Social Services Supervisor I. Job offer has been accepted. New incumbent start date is 10/26/07.
<b>RESOURCES &amp; DEVELOPMENT MANAGEMENT DEPARTMENT (RDMD)</b>						
080	8200	R06212	07/06/06	SUPVG CONSTRUCTION INSPECTOR	General Fund	PDS in process of implementing approved reorganization.
080	3567	R75780	07/06/06	ELEVATOR MECHANIC II	General Fund	Delete this position to add a position in different classification.
080	8220	R06234	03/30/06	ADMINISTRATIVE MANAGER I	General Fund	PDS in process of implementing approved reorganization.
080	8400	R06209	03/16/06	STAFF ASSISTANT	General Fund	PDS in process of implementing approved reorganization.
080	3350	R75840	03/16/06	TRADES HELPER II	General Fund	Delete this position to add a position in different classification.
<b>RDMD/BUILDING &amp; SAFETY</b>						
113	6340	R77181	08/17/06	SENIOR CIVIL ENGINEER	113/Time & Materials	PDS in process of implementing approved reorganization.
113	6620	R75341	03/16/06	SENIOR BUILDING INSPECTOR	113/Time & Materials	Defunded position; scheduled for use in OC Parks reorganization.
113	6630	R75346	03/16/06	SENIOR BUILDING INSPECTOR	113/Time & Materials	Defunded position; scheduled for use in OC Parks reorganization.
113	6620	R75348	03/16/06	SUPVG BUILDING INSPECTOR	113/Time & Materials	Defunded position; scheduled for use in OC Parks reorganization.
113	6620	R75350	03/16/06	SENIOR BUILDING INSPECTOR	113/Time & Materials	Defunded position; scheduled for use in OC Parks reorganization.
113	6600	R77187	03/16/06	OFFICE SPECIALIST	113/Time & Materials	Defunded position; scheduled for use in OC Parks reorganization.
113	6220	R82187	03/16/06	SUPVG CONSTRUCTION INSPECTOR	113/Time & Materials	Defunded position; scheduled for use in OC Parks reorganization.
113	6250	R83517	03/16/06	CIVIL ENGINEER	113/Time & Materials	Defunded position; scheduled for use in OC Parks reorganization.
113	6220	R86734	03/16/06	BUILDING INSPECTOR IV	113/Time & Materials	Defunded position; scheduled for use in OC Parks reorganization.
113	6220	R86751	03/16/06	SUPVG CONSTRUCTION INSPECTOR	113/Time & Materials	Defunded position; scheduled for use in OC Parks reorganization.
113	6340	R88065	03/16/06	CIVIL ENGINEER	113/Time & Materials	Defunded position; scheduled for use in OC Parks reorganization.
113	6240	R91911	03/16/06	SUPVG ENGINEERING TECH I	113/Time & Materials	Defunded position; scheduled for use in OC Parks reorganization.
<b>RDMD/ROAD</b>						
115	5240	R81727	08/03/06	ENGINEERING TECH III	115/Road/Gas Tax	Recruitment in process; plan to fill.
115	5220	R74371	05/18/06	SURVEY INSTRUMENTMAN	115/Road/Gas Tax	Plan to Temporarily fill at Civil Engineering Assistant level; recruitment in process.

## VACANT POSITION ANALYSIS SEPTEMBER 30, 2007

AGY	ORG	POSN #	DATE VACATED	TITLE DESCRIPTION	FUNDING SOURCE	COMMENTS / REASON NOT TO DELETE / DELETE POSITION
<b>VACANT 13 - 17 MONTHS (cont'd)</b>						
<b>RDMD/ROAD (cont'd)</b>						
115	5420	R79386	03/02/06	SENIOR VEG/PEST CONTROL TECH	115/Road/Gas Tax	Plan to Temporarily fill at Civil Engineering Assistant level; recruitment in process.
<b>ASSESSOR/PROPERTY TAX ADMIN STATE GRANT</b>						
127	720	L04455	08/17/06	ASSESSMENT TECHNICIAN II	AB-589	Recruitment to begin within next 6 - 12 months.
127	720	L04479	08/17/06	SYSTEMS/PROGRAMMER ANALYST II	AB-589	Recruitment to begin within next 6 - 12 months.
127	700	L04460	07/20/06	ASSESSMENT TECHNICIAN II	AB-589	Recruitment to begin within next 6 - 12 months.
<b>SHERIFF/INMATE WELFARE</b>						
144	900	R98347	07/20/06	CORRECTIONAL PROGRAMS TECH	Inmate Welfare Fund	EXEMPT
144	900	R74182	07/06/06	CORRECTIONAL PROGRAMS TECH	Inmate Welfare Fund	EXEMPT
144	900	R99718	06/08/06	CORRECTIONAL PROGRAMS TECH	Inmate Welfare Fund	EXEMPT
144	900	R93188	03/07/06	CORRECTIONAL PROGRAMS TECH	Inmate Welfare Fund	EXEMPT
<b>CEO/INFORMATION TECHNOLOGY ISF</b>						
289	623	R05092	08/24/06	OFFICE ASSISTANT	Fund 289 - Other Charges for Services	Position will be used for upcoming scanning projects; expect to fill position within next 3 months.
<b>RDMD/FLOOD CONTROL</b>						
400	5460	R75299	08/03/06	TREE TRIMMER	400/Flood Property Tax	Position to be transferred with Public Works for more immediate needs.
400	5230	R98147	04/27/06	ENGINEERING TECH III	400/Flood Property Tax	Plan to Temporarily fill at Environmental Engineer Specialist level; recruitment in process.
400	5520	R02218	04/13/06	SENIOR CONSTRUCTION INSPECTOR	400/Flood Property Tax	Plan to Temporarily fill at Civil Engineer level; recruitment to start soon.
400	5960	R06293	03/30/06	SURVEY INSTRUMENTMAN	400/Flood Property Tax	Recruitment in process; plan to fill.
400	5220	R75173	03/30/06	ENGINEERING TECH III	400/Flood Property Tax	Plan to Temporarily fill at Engineering Technician Specialist level; recruitment to start soon.
<b>VACANT 18+ MONTHS</b>						
<b>CLERK OF THE BOARD</b>						
011	200	R05079	01/02/05	SECRETARY II	100% General Fund	This position is budgeted for utilization if needed by the Board Chairman.
<b>COMMUNITY SERVICES AGENCY</b>						
012	005	R98660	06/23/05	OFFICE TECHNICIAN	State/Fed Funds	Reviewing need for position/division at this time.
<b>DISTRICT ATTORNEY</b>						
026	200	L02654	09/28/05	DA SENIOR FORENSIC ACCOUNTANT	Prop 172/General Fund	Recruitment Open - Interviewing in progress.

## VACANT POSITION ANALYSIS SEPTEMBER 30, 2007

AGY	ORG	POSN #	DATE VACATED	TITLE DESCRIPTION	FUNDING SOURCE	COMMENTS / REASON NOT TO DELETE / DELETE POSITION
<b>VACANT 18+ MONTHS (cont'd)</b>						
<b>SHERIFF COURT OPERATIONS</b>						
047	557	R89116	11/20/05	INVESTIGATOR I	General Fund	EXEMPT
047	515	R84160	10/13/05	CIVIL PROCESS TECHNICIAN	General Fund	EXEMPT
047	515	R76071	04/20/05	CIVIL PROCESS TECHNICIAN	General Fund 70% & Civil Process 30%	EXEMPT
<b>SHERIFF COMMUNICATIONS</b>						
055	392	R75629	02/02/06	ACCOUNTING ASSISTANT II	General Fund	EXEMPT
055	392	R97429	01/05/06	OFFICE TECHNICIAN	General Fund	EXEMPT
055	366	R97408	08/04/05	SUPVG COMMUNICATIONS TECH	General Fund	EXEMPT
055	364	R93459	07/07/05	TELECOMMUNICATIONS ENGR III	General Fund	EXEMPT
055	372	R88691	01/20/05	ADMINISTRATIVE MANAGER I	General Fund	EXEMPT
<b>PROBATION</b>						
057	880	R85890	02/17/05	DEP JUV CORRECTIONAL OFCR II	State/General Fund	Incumbent on LOA
057	C600	R71490	06/12/03	COMPUTER GRAPHICS SPECIALIST	General Fund	To be filled effective 10/12/07 at Secretary III level
<b>SHERIFF-CORONER</b>						
060	405	L87316	02/16/06	DEPUTY SHERIFF II	Law Enforcement Services	EXEMPT
060	419	R77570	12/22/05	COMMUNICATIONS COORDINATOR II	General Fund	EXEMPT
060	419	R94679	12/22/05	COMMUNICATIONS COORDINATOR II	General Fund	EXEMPT
060	478	R71704	09/29/05	DEPUTY SHERIFF II	State Funding - Prop 172	EXEMPT
060	484	L00869	09/28/05	AIR CONDITIONING MECHANIC	Fund 13P - SCAAP	EXEMPT
060	900	L02497	09/28/05	SHERIFF'S SPECIAL OFFICER II	Defunded	EXEMPT
060	900	L99689	09/28/05	SHERIFF'S SPECIAL OFFICER II	Defunded	EXEMPT
060	478	R85532	07/10/05	CORRECTIONAL SERVICES TECH	State Funding - Prop 172	EXEMPT
060	412	R84100	07/07/05	DISPATCH SERVICES OPERATOR	State Funding - Prop 172	EXEMPT
060	478	R06666	07/01/05	INFORMATION PROCESSING TECH	General Fund	EXEMPT
060	475	R06670	07/01/05	PROJECT MANAGER III	State Funding - Prop 172	EXEMPT
060	478	R74208	06/09/05	DEPUTY SHERIFF II	State Funding - Prop 172	EXEMPT
060	412	R77397	10/21/04	DEPUTY SHERIFF II	State Funding - Prop 172	EXEMPT
060	412	R88101	07/30/04	DEPUTY SHERIFF II	State Funding - Prop 172	EXEMPT
060	411	R71617	07/22/04	DEPUTY SHERIFF II	State Funding - Prop 172	EXEMPT
060	412	R87610	07/22/04	DEPUTY SHERIFF II	State Funding - Prop 172	EXEMPT
060	415	R85166	06/25/04	RADIO DISPATCHER	State Funding - Prop 172	EXEMPT
060	411	R87578	06/10/04	DEPUTY SHERIFF II	State Funding - Prop 172	EXEMPT
060	412	R88106	06/10/04	DEPUTY SHERIFF II	State Funding - Prop 172	EXEMPT

## VACANT POSITION ANALYSIS SEPTEMBER 30, 2007

AGY	ORG	POSN #	DATE VACATED	TITLE DESCRIPTION	FUNDING SOURCE	COMMENTS / REASON NOT TO DELETE / DELETE POSITION
<b>VACANT 18+ MONTHS (cont'd)</b>						
<b>SHERIFF-CORONER (CONT'D)</b>						
060	478	R71383	05/13/04	DEPUTY SHERIFF II	State Funding - Prop 172	EXEMPT
060	462	R86987	03/04/04	SENIOR STAFF DEVELOPMENT SPEC	State Funding - Prop 172	EXEMPT
060	424	R84673	02/19/04	INFORMATION PROCESSING SPEC	State Funding - Prop 172	EXEMPT
060	458	R87648	02/19/04	CORRECTIONAL SERVICES TECH	State Funding - Prop 172	EXEMPT
060	478	R98384	02/19/04	CORRECTIONAL SERVICES TECH	State Funding - Prop 172	EXEMPT
060	474	R83437	01/08/04	DEPUTY SHERIFF I	State Funding - Prop 172	EXEMPT
060	478	R74036	12/24/03	SHERIFF'S SPECIAL OFFICER II	State Funding - Prop 172	EXEMPT
060	471	R99018	10/30/03	CORRECTIONAL SERVICES TECH	State Funding - Prop 172	EXEMPT
060	478	R85935	10/16/03	CORRECTIONAL SERVICES TECH	State Funding - Prop 172	EXEMPT
060	471	R89401	10/16/03	CORRECTIONAL SERVICES TECH	State Funding - Prop 172	EXEMPT
060	474	R76035	09/18/03	DEPUTY SHERIFF I	State Funding - Prop 172	EXEMPT
060	471	R86196	09/04/03	CORRECTIONAL SERVICES TECH	State Funding - Prop 172	EXEMPT
060	411	R89337	08/26/03	DEPUTY SHERIFF II	State Funding - Prop 172	EXEMPT
060	412	R96059	07/07/03	SENIOR CORRECTIONAL SVS TECK	State Funding - Prop 172	EXEMPT
060	472	R81289	06/26/03	CORRECTIONAL SERVICES TECH	State Funding - Prop 172	EXEMPT
060	452	R89106	06/26/03	FORENSIC TECHNICIAN	State Funding - Prop 172	EXEMPT
060	900	R00914	06/19/03	OFFICE TECHNICIAN	Defunded	EXEMPT
060	432	R00918	05/15/03	INVESTIGATOR	State Funding - Prop 172	EXEMPT
060	499	R81607	05/15/03	INVESTIGATOR	State Funding - Prop 172	EXEMPT
060	478	R87644	03/23/03	CORRECTIONAL SERVICES TECH	State Funding - Prop 172	EXEMPT
060	472	R83461	12/08/02	CORRECTIONAL SERVICES TECH	State Funding - Prop 172	EXEMPT
060	422	R09124	10/18/02	SHERIFF'S SPECIAL OFFICER II	State Funding - Prop 172	EXEMPT
060	424	R85752	08/22/02	SENIOR SYS/PROGRAMMER ANALYST	State Funding - Prop 172	EXEMPT
060	424	R98361	07/11/02	COMMUNICATIONS TECHNICIAN II	State Funding - Prop 172	EXEMPT
060	421	R84668	05/30/02	DATA ENTRY TECHNICIAN	State Funding - Prop 172	EXEMPT
060	453	R78283	01/31/02	LEAD FORENSIC SPECIALIST	State Funding - Prop 172	EXEMPT
<b>TREASURER-TAX COLLECTOR</b>						
074	625	L05218	09/28/05	TAX COMPLIANCE OFFICER	Fully Funded -- Grant AB589	Recruitment complete; to be filled by the end of October 2007.
<b>RESOURCES &amp; DEVELOPMENT MANAGEMENT DEPARTMENT (RDMD)</b>						
080	8500	R06224	01/05/06	PLANNER IV	General Fund	PDS in process of implementing approved reorganization.
080	8500	R06200	09/15/05	SUPVg BUILDING INSPECTOR	General Fund	PDS in process of implementing approved reorganization.
080	3350	R85051	05/12/05	ADMINISTRATIVE MANAGER II	General Fund	Recruitment opened to fill position in new Unit of Internal Services (Standards & Compliance) in accordance with Proj Mgmt restructure.

## VACANT POSITION ANALYSIS SEPTEMBER 30, 2007

AGY	ORG	POSN #	DATE VACATED	TITLE DESCRIPTION	FUNDING SOURCE	COMMENTS / REASON NOT TO DELETE / DELETE POSITION
<b>VACANT 18+ MONTHS (cont'd)</b>						
<b>DANA POINT HARBOR DEPARTMENT</b>						
108	2220	R20533	02/17/05	REAL PROPERTY AGENT III	Dana Point Tidelands Revenue	Recruitment in progress.
<b>RDMD/ROAD</b>						
115	5460	R79380	11/10/05	VEG/PEST CONTROL TECH II	115/Road/Gas Tax	Identified for Project Management; recruitment in process.
115	5460	R81736	07/07/05	TRAFFIC PAINT SPRAYER	115/Road/Gas Tax	Identified for Project Management; recruitment in process.
<b>OC PUBLIC LIBRARY</b>						
120	045	R01995	11/08/05	LIBRARY CLERK	Property Tax	Position to be deleted in order to change another position to full-time status.
<b>SHERIFF/JAIL COMMISSARIES</b>						
143	900	R94367	10/13/05	OFFICE ASSISTANT	Jail Commissaries Fund	EXEMPT
143	900	R90248	09/30/04	STOREKEEPER II	Jail Commissaries Fund	EXEMPT
<b>SHERIFF/INMATE WELFARE</b>						
144	900	R94439	12/08/05	EDUCATION ASST, CORR FACILITY	Inmate Welfare Fund	EXEMPT
144	900	R95008	07/14/05	CORRECTIONAL PROGRAMS TECH	Inmate Welfare Fund	EXEMPT
144	900	R94431	07/07/05	CORRECTIONAL PROGRAMS TECH	Inmate Welfare Fund	EXEMPT
144	900	R20235	03/22/05	EDUCATION SERVICES COORDINATOR	Inmate Welfare Fund	EXEMPT
144	900	R90500	03/22/05	EDUCATION ASST, CORR FACILITY	Inmate Welfare Fund	EXEMPT
144	900	R92050	03/17/05	CORRECTIONAL PROGRAMS TECH	Inmate Welfare Fund	EXEMPT
144	900	R98346	12/09/04	CORRECTIONAL PROGRAMS TECH	Inmate Welfare Fund	EXEMPT
144	900	R91084	10/28/04	OFFICE TECHNICIAN	Inmate Welfare Fund	EXEMPT
144	900	R01179	09/16/04	LIBRARY ASSISTANT	Inmate Welfare Fund	EXEMPT
144	900	R01181	08/05/04	EDUCATION ASST, CORR FACILITY	Inmate Welfare Fund	EXEMPT
144	900	R90501	03/05/04	EDUCATION ASST, CORR FACILITY	Inmate Welfare Fund	EXEMPT
144	900	R93189	06/22/03	CORRECTIONAL PROGRAMS TECH	Inmate Welfare Fund	EXEMPT
144	900	R71120	06/03/03	CORRECTIONAL PROGRAMS TECH	Inmate Welfare Fund	EXEMPT
144	900	R92053	07/18/02	EDUCATION SERVICES COORDINATOR	Inmate Welfare Fund	EXEMPT
144	900	R94432	06/20/02	SHERIFF'S SPECIAL OFFICER II	Inmate Welfare Fund	EXEMPT
144	900	R94435	06/20/02	SHERIFF'S SPECIAL OFFICER II	Inmate Welfare Fund	EXEMPT
144	900	R90499	05/30/02	EDUCATION ASST, CORR FACILITY	Inmate Welfare Fund	EXEMPT
<b>RDMD/TRANSPORTATION</b>						
296	3750	R81464	02/28/06	EQUIPMENT MECHANIC LEADWORKER	Internal Services Fund	Recruitment pending for position level reallocation due to facility relocation.

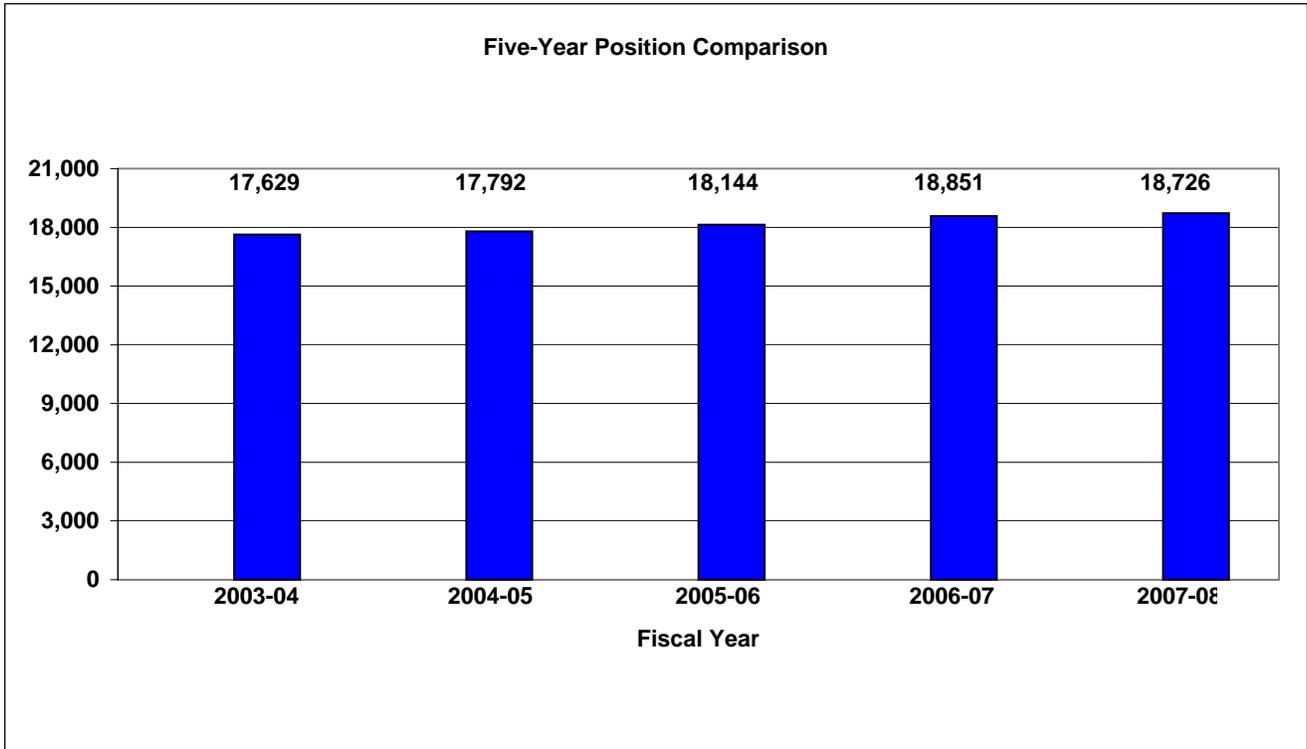
## VACANT POSITION ANALYSIS SEPTEMBER 30, 2007

AGY	ORG	POSN #	DATE VACATED	TITLE DESCRIPTION	FUNDING SOURCE	COMMENTS / REASON NOT TO DELETE / DELETE POSITION
<b>VACANT 18+ MONTHS (cont'd)</b>						
<b>RDMD/FLOOD CONTROL</b>						
400	5960	R87873	02/28/06	RODMAN AND CHAINMAN	400/Flood Property Tax	Recruitment in process.
400	5460	R80986	12/08/05	VEG/PEST CONTROL TECH II	400/Flood Property Tax	Identified for Project Management; recruitment in process.
<b>RDMD/OC PARKS</b>						
405	2800	R09006	02/19/04	SENIOR PROJECT MANAGER	405/OCP/Property Tax	Recruitment in process.

**LIMITED TERM POSITIONS  
WITH EXPIRATION DATES THROUGH FEBRUARY 28, 2008**

AGY	ORG	POS NO	TITLE DESCRIPTION	LT EXPIRE DATE	RECOMMENDATION DELETE EXTEND CONVERT			FUNDING SOURCE	COMMENTS/REQUESTED EXTENSION DATE/JUSTIFICATION FOR NOT DELETING/JUSTIFICATION TO CONVERT POSITION TO REGULAR STATUS
<b>DISTRICT ATTORNEY</b>									
026	300	L01247	INVESTIGATOR	12/31/07		1		PROP 172/General Fund	Workload continues - Extend 1 year through 12/31/08
026	200	L06087	DEPUTY DISTRICT ATTORNEY IV	12/31/07		1		State DUI Program	Workload continues - Extend 1 year through 12/31/08
026	700	L06088	ATTORNEY'S CLERK II	12/31/07		1		State DUI Program	Workload continues - Extend 1 year through 12/31/08
026	700	L20450	UTILITY WORKER DRIVER	12/31/07		1		PROP 172/General Fund	Workload continues - Extend 1 year through 12/31/08
026	200	L96656	DEPUTY DISTRICT ATTORNEY IV	12/31/07		1		PROP 172/General Fund	Workload continues - Extend 1 year through 12/31/08
026	300	L96704	INVESTIGATIVE ASSISTANT	12/31/07		1		State Vertical Prosecution PG	Workload continues - Extend 1 year through 12/31/08
<b>DISTRICT ATTORNEY TOTALS</b>					<b>0</b>	<b>6</b>	<b>0</b>		
<b>HEALTH CARE AGENCY</b>									
042	152	L00833	PUBLIC HEALTH NURSE III	12/31/07		1		Prop 10	Funded by Prop 10 since May 2000 for an ongoing program
042	152	L00834	PUBLIC HEALTH NURSE III	12/31/07		1		Prop 10	Funded by Prop 10 since May 2000 for an ongoing program
042	152	L00835	PUBLIC HEALTH NURSE III	12/31/07		1		Prop 10	Funded by Prop 10 since May 2000 for an ongoing program
042	152	L00836	PUBLIC HEALTH NURSE III	12/31/07		1		Prop 10	Funded by Prop 10 since May 2000 for an ongoing program
042	152	L00837	PUBLIC HEALTH NURSE III	12/31/07		1		Prop 10	Funded by Prop 10 since May 2000 for an ongoing program
042	152	L02314	PUBLIC HEALTH NURSE III	12/31/07		1		Prop 10	Funded by Prop 10 since November 2001 for an ongoing program
<b>HEALTH CARE AGENCY TOTALS</b>					<b>0</b>	<b>0</b>	<b>6</b>		
<b>PROBATION</b>									
057	076	L05276	DEPUTY PROBATION OFFICER II	12/31/07		1		General Fund	DUI Court - Extend date to 12/31/08
057	234	L05277	DEPUTY PROBATION OFFICER II	12/31/07		1		General Fund	DUI Court - Extend date to 12/31/08
<b>PROBATION TOTALS</b>					<b>0</b>	<b>2</b>	<b>0</b>		
<b>GRAND TOTAL ALL AGENCIES</b>					<b>0</b>	<b>8</b>	<b>6</b>		

# AUTHORIZED BUDGETED POSITIONS



<b>FISCAL YEAR:</b>	2003-04	2004-05	2005-06	2006-07	2007-08
<b>AUTHORIZED POSITIONS:</b>	17,629	17,792	18,144	18,581	18,726