

Recommended Actions



RECOMMENDED ACTIONS

A four-fifths vote is required on Recommended Actions one through three. The requested appropriation, revenue, operating transfer and reserve changes are summarized in this section of the report in the *Budget Adjustment Summary*, *Fund Balance Available Adjustments*, and *Negotiated Salary Adjustment Schedule* documents. The requested position changes are summarized in the *Position Change Summary*.

1. Direct the Auditor-Controller to revise appropriations, revenues, operating transfers and reserves as detailed in the *Budget Adjustment Summary* in accordance with Government Code Sections 29130, 29125 and 25252. **(Requires four-fifths vote)**
2. Direct the Auditor-Controller to revise appropriations, revenues, operating transfers and reserves as detailed in the *Fund Balance Available Adjustments* document for final fund balancing in accordance with Government Code Sections 29130 and 25252. **(Requires four-fifths vote)**
3. Direct the Auditor-Controller to revise appropriations and revenues as detailed in the *Negotiated Salary Adjustment Schedule* in accordance with Government Code Sections 29130 and 29125. **(Requires four-fifths vote)**
4. Direct the Auditor-Controller to close Trust Fund 256 in accordance with Government Code Section 25252. There is no residual balance in this fund.
5. Direct Human Resources to amend the master position control, subject to final classification review, as detailed in the *Position Change Summary*.
6. 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
2302GE	Paralegal Trainee
2303GE	Paralegal

BUDGET ADJUSTMENT SUMMARY

PROGRAM	FUND	AGENCY	ORG	OBJECT	SUBCODE/ REPT CAT	APPROPRIATIONS	REVENUE	INCREASE/(DECREASE) TO RESERVES	NET COUNTY COST	Notes
PROGRAM I PUBLIC PROTECTION										
District Attorney										
Economic Crimes	100	026	200	0101	**	204,561				
	100	026	200	0200	**	62,152				
	100	026	200	0306	**	23,169				
	100	026	200	0401	**	2,965				
	100	026	300	0101	**	171,582				
	100	026	300	0111	**	6,300				
	100	026	300	0200	**	86,362				
	100	026	300	0306	**	29,085				
	100	026	300	0401	**	2,580				
	100	026	700	0101	**	40,278				
	100	026	700	0200	**	9,050				
	100	026	700	0306	**	8,748				
	100	026	700	0401	**	584				
	100	026	200	2400	**	15,375				
	100	026	200	6970	38		662,791			
										0
Finance Services	100	026	700	0101	**	51,824				
	100	026	700	0200	**	11,645				
	100	026	700	0306	**	9,193				
	100	026	700	0401	**	752				
	100	026	700	6970	40		39,820			
	100	026	700	7811	16		33,594			
										0
	116	116	900	4800	26	33,594				
	116	116	900	1800	**	(33,594)				
										0
Construction 900 N. Broadway	100	026	700	1400	**	449,023				
	100	026	700	7811	4B		449,023			
										0
	14B	14B	350	4800	26	449,023				
	14B	14B	900	1900	**	(449,023)				
										0
Emergency Generator	100	026	700	4000	**	150,000				
	100	026	700	7811	4B		150,000			
										0
	14B	14B	350	4800	26	150,000				
	14B	14B	900	1900	**	(150,000)				
										0
Equipment/Training	100	026	300	2600	**	40,465				
	100	026	300	4000	**	11,930				
	100	026	300	6970	94		52,395			
										0

BUDGET ADJUSTMENT SUMMARY

PROGRAM	FUND	AGENCY	ORG	OBJECT	SUBCODE/ REPT CAT	APPROPRIATIONS	REVENUE	INCREASE/(DECREASE) TO RESERVES	NET COUNTY COST	Notes
Sheriff Court Operations	100	047	600	0101	**	48,286				
Deputy Sheriff I for Lamoreaux	100	047	600	0200	**	29,082				
	100	047	600	0301	**	59				
	100	047	600	0306	**	5,144				
	100	047	600	0319	**	416				
	100	047	600	0401	**	697				
	100	047	600	0352	**	2,032				
	100	047	600	0111	**	2,800				
	100	047	600	7590	**		88,516			
										0
Sheriff Communications	100	055	380	4000	**	31,000				
Fall Protection System	100	055	380	1800	**	(31,000)				
										0
Probation										
JJDV for non-707(b) Offenders	100	057	999	2400	**	1,539,093				
	100	057	999	6970	**		1,539,093			
										0
Sheriff-Coroner	100	060	403	1900	**	567,524				
San Clemente	100	060	403	7460	04		567,524			
										0
San Juan Capistrano	100	060	404	1900	**	68,943				
	100	060	404	7460	03		68,943			
										0
Dana Point	100	060	406	1900	**	248,888				
	100	060	406	7460	24		248,888			
										0
Laguna Niguel	100	060	407	1900	**	189,092				
	100	060	407	7460	35		189,092			
										0
Laguna Hills	100	060	408	1900	**	5,562				
	100	060	408	7460	51		5,562			
										0
Laguna Woods	100	060	410	1900	**	(62,788)				
	100	060	410	7460	06		(62,788)			
										0
Villa Park	100	060	428	1900	**	(913)				
	100	060	428	7460	01		(913)			
										0
Capistrano Unified	100	060	429	1900	**	40,285				
	100	060	429	7460	32		40,285			
										0
OCTA	100	060	487	1900	**	34,222				
	100	060	487	7460	49		34,222			
										0
Mission Viejo	100	060	405	1900	**	361,172				
	100	060	405	7460	13		361,172			
										0
Lake Forest	100	060	409	1900	**	369,811				
	100	060	409	7460	50		369,811			
										0

BUDGET ADJUSTMENT SUMMARY

PROGRAM	FUND	AGENCY	ORG	OBJECT	SUBCODE/ REPT CAT	APPROPRIATIONS	REVENUE	INCREASE/(DECREASE) TO RESERVES	NET COUNTY COST	Notes
Stanton	100	060	414	1900	**	288,264				
	100	060	414	7460	39		288,264			
										0
Rancho Santa Margarita	100	060	426	1900	**	842,725				
	100	060	426	7460	26		842,725			
										0
Aliso Viejo	100	060	427	1900	**	(17,240)				
	100	060	427	7460	27		(17,240)			
										0
FY 05 Buffer Zone Grant	100	060	415	3100	23	412,230				
	100	060	415	7110	23		412,230			
										0
2005 Coverdell	100	060	451	2600	68	6,681				
	100	060	451	7110	68		6,681			
										0
2006 Coverdell	100	060	451	2600	83	52,823				
	100	060	451	7110	83		52,823			
										0
2005 Homeland Security	100	060	415	1900	22	454,012				
	100	060	415	7110	22		454,012			
										0
2006 Homeland Security	100	060	415	0103	29	6,768				
	100	060	415	3100	29	398,736				
	100	060	415	4000	29	678,287				
	100	060	415	7110	29		1,083,791			
	100	060	415	4000	31	651,399				
	100	060	415	7110	31		651,399			
	100	060	415	3100	32	676,080				
	100	060	415	7110	32		676,080			
										0
2005 DNA Capacity	100	060	451	4000	82	42,051				
	100	060	451	7110	82		42,051			
										0
2006 DNA Capacity	100	060	451	4000	79	199,767				
	100	060	451	7110	79		199,767			
										0
DNA Expansion Demonstration	100	060	451	0103	81	167,040				
	100	060	451	2400	81	12,040				
	100	060	451	7110	81		179,080			
										0
Solving Cold Cases with DNA	100	060	451	0103	78	81,292				
	100	060	451	7110	78		81,292			
										0
2007 Forensic DNA Backlog	100	060	415	0103	**	45,739				
	100	060	415	1900	84	58,000				
	100	060	415	2400	84	1,500				
	100	060	415	2600	84	7,450				
	100	060	415	4000	84	284,738				
	100	060	415	7110	84		397,427			
										0

BUDGET ADJUSTMENT SUMMARY

PROGRAM	FUND	AGENCY	ORG	OBJECT	SUBCODE/ REPT CAT	APPROPRIATIONS	REVENUE	INCREASE/(DECREASE) TO RESERVES	NET COUNTY COST	Notes
CA Multi-Jurisdictional Meth Enforcement Team	100	060	499	0700	39	4,322				
	100	060	499	1800	39	595				
	100	060	499	1900	39	5,000				
	100	060	499	2400	39	41,846				
	100	060	499	2600	39	29,879				
	100	060	499	4000	39	104,613				
	100	060	499	6970	39		186,255			0
POST	100	060	454	1900	**	103,900				
	100	060	454	7560	61		103,900			0
JTTF	100	060	445	0103	**	79,271				
	100	060	445	7110	27		79,271			0
Correct Duplicate Vehicle	100	060	412	4802	96	(26,000)				
	100	060	900	1900	**	26,000				0
	100	060	900	1900	**	(26,000)				
	100	060	900	7811	4B		(26,000)			0
	14B	14B	350	4800	60	(26,000)				
	14B	14B	900	1900	**	26,000				0
Helicopter Camera Sale	100	060	900	1900	**	(42,730)				
	100	060	900	4801	3R	42,730				0
	13R	13R	300	4000	**	42,730				
	13R	13R	300	7810	60		42,730			0
14Q/14B Transfer	100	060	472	7811	4B		(150,000)			
	100	060	472	7811	4Q		150,000			0
	14B	14B	350	4800	60	(150,000)				
	14B	14B	900	1900	**	150,000				0
	14Q	14Q	P590	1900	**	(150,000)				
	14Q	14Q	900	4800	60	150,000				0
Transfer Comm Tech II to Agency 055	100	060	472	0101	**	(28,567)				
	100	060	472	0200	**	(6,419)				
	100	060	472	0301	**	(35)				
	100	060	472	0306	**	(2,457)				
	100	060	472	0319	**	(364)				
	100	060	472	0401	**	(413)				
	100	060	472	7811	4B		(38,255)			0

BUDGET ADJUSTMENT SUMMARY

PROGRAM	FUND	AGENCY	ORG	OBJECT	SUBCODE/ REPT CAT	APPROPRIATIONS	REVENUE	INCREASE/(DECREASE) TO RESERVES	NET COUNTY COST	Notes
Transfer Comm Tech II to Agency 055 (cont'd)	100	055	380	0101	**	28,567				
	100	055	380	0200	**	6,419				
	100	055	380	0301	**	35				
	100	055	380	0306	**	2,457				
	100	055	380	0319	**	364				
	100	055	380	0401	**	413				
	100	055	380	5100	**	(38,255)				0
	14B	14B	350	4800	60	(38,255)				
	14B	14B	900	1900	**	38,255				0
Meth Lab Investigation	103	103	900	1900	80	105,978				
	103	103	900	2400	80	11,031				
	103	103	900	2600	80	7,787				
	103	103	900	3100	**	229,150				
	103	103	900	4800	26	42,850				
	103	103	900	4800	57	10,000				
	103	103	900	7110	80		406,796			0
	100	026	200	7811	03		42,850			
	100	026	200	1900	**	42,850				0
	100	057	300	7811	03		10,000			
	100	057	300	1900	**	10,000				0
Narcotic Forfeiture & Seizure	116	116	900	1900	00	1,109,920				
	116	116	n/a	9811	n/a			(1,109,920)		0
Regional Narcotics Suppression Program	118	118	900	2400	**	(60,000)				
	118	118	900	4000	**	60,000				0
Motor Vehicle Theft Task Force	122	122	900	0101	**	60,291				
Add 1 Deputy District Attorney IV	122	122	900	0200	**	18,943				
	122	122	900	0306	**	6,153				
	122	122	900	0401	**	874				
	122	122	n/a	9811	n/a			(86,261)		0
Sheriff-Coroner Replacement & Maintenance	13R	13R	900	2400	**	67,809				
Adjust Operating Transfers	13R	13R	100	7460	**		45,531			
	13R	13R	100	7810	47		918			
	13R	13R	100	7810	60		21,360			0
	100	047	500	1900	**	(918)				
	100	047	500	4801	3R	918				0
	100	060	900	1900	**	(21,360)				
	100	060	900	4801	3R	21,360				0

BUDGET ADJUSTMENT SUMMARY

PROGRAM	FUND	AGENCY	ORG	OBJECT	SUBCODE/ REPT CAT	APPROPRIATIONS	REVENUE	INCREASE/(DECREASE) TO RESERVES	NET COUNTY COST	Notes
Sheriff-Coroner Construction & Facility Dev	14Q	14Q	P099	4200	**	(1,605,500)				
14B Transfer Decrease	14Q	14Q	P602	4200	**	(400,000)				
	14Q	14Q	P603	4200	**	(125,000)				
	14Q	14Q	P702	4200	**	(180,000)				
	14Q	14Q	P703	4200	**	(25,000)				
	14Q	14Q	P704	4200	**	(200,000)				
	14Q	14Q	P705	4200	**	(300,000)				
	14Q	14Q	P710	4200	**	(50,000)				
	14Q	14Q	P712	4200	**	(65,000)				
	14Q	14Q	P714	4200	**	(35,000)				
	14Q	14Q	P715	4200	**	(153,000)				
	14Q	14Q	P730	4200	**	(45,000)				
	14Q	14Q	P737	4200	**	(2,250,000)				
	14Q	14Q	P738	4200	**	(192,500)				
	14Q	14Q	P602	7811	4B		(400,000)			
	14Q	14Q	P603	7811	4B		(125,000)			
	14Q	14Q	P702	7811	4B		(180,000)			
	14Q	14Q	P703	7811	4B		(25,000)			
	14Q	14Q	P704	7811	4B		(200,000)			
	14Q	14Q	P705	7811	4B		(300,000)			
	14Q	14Q	P706	7811	4B		(2,500)			
	14Q	14Q	P708	7811	4B		(240,000)			
	14Q	14Q	P710	7811	4B		(50,000)			
	14Q	14Q	P711	7811	4B		(973,000)			
	14Q	14Q	P712	7811	4B		(65,000)			
	14Q	14Q	P714	7811	4B		(35,000)			
	14Q	14Q	P715	7811	4B		(153,000)			
	14Q	14Q	P718	7811	4B		(80,000)			
	14Q	14Q	P722	7811	4B		(35,000)			
	14Q	14Q	P723	7811	4B		(130,000)			
	14Q	14Q	P724	7811	4B		(80,000)			
	14Q	14Q	P726	7811	4B		(15,000)			
	14Q	14Q	P729	7811	4B		(50,000)			
	14Q	14Q	P730	7811	4B		(45,000)			
	14Q	14Q	P737	7811	4B		(2,250,000)			
	14Q	14Q	P738	7811	4B		(192,500)			
										0
	14B	14B	300	4801	4Q	(5,626,000)				
	14B	14B	900	1900	**	5,626,000				
TSR Transfer for ENV/HVAC	14Q	14Q	P034	4200	**	134,499				
	14Q	14Q	P034	7811	3N		134,499			
										0
	13N	13N	6000	4801	4Q	134,499				
	13N	13N	6000	4800	**	(134,499)				
										0
104 Transfer for A/C Units	14Q	14Q	P084	4200	**	132,560				
	14Q	14Q	P084	7811	04		132,560			
										0

BUDGET ADJUSTMENT SUMMARY

PROGRAM	FUND	AGENCY	ORG	OBJECT	SUBCODE/ REPT CAT	APPROPRIATIONS	REVENUE	INCREASE/(DECREASE) TO RESERVES	NET COUNTY COST	Notes
104 Transfer for A/C Units (cont'd)	104	104	900	4801	4Q	132,560				
	104	104	P000	4200	**	(132,560)				
										0
Court Facilities Fund	14U	14U	900	1400	**	75,000				
Balance Fund After PY Enc Cancellation	14U	14U	P815	1400	**	42,240				
	14U	14U	P816	1400	**	27,685				
										0
800 MHz CCCS	15L	15L	900	4000	31	894,648				
	15L	15L	900	7110	31		894,648			
	15L	15L	900	4000	35	1,658,707				
	15L	15L	900	7110	35		1,658,707			
										0
PROGRAM II COMMUNITY SERVICES										
Community Services	100	012	100	0102	**	19,866				
Office on Aging Reconcile to State Budget	100	012	100	2400	**	131,106				
	100	012	100	3100	**	206,330				
	100	012	100	6970	**		192,707			
	100	012	100	7110	**		164,595			
										0
Health Care Agency	100	042	100	0101	**	(52,752)				
Public Health Services Administration	100	042	100	0111	**	(414)				
	100	042	100	0200	**	(12,102)				
	100	042	100	0301	**	(66)				
	100	042	100	0306	**	(4,212)				
	100	042	100	0319	**	(624)				
	100	042	100	0401	**	(768)				
	100	042	100	6840	42		(70,938)			
										0
Health Promotion	100	042	142	0101	**	(32,252)				
	100	042	142	0200	**	(7,273)				
	100	042	142	0301	**	(38)				
	100	042	142	0306	**	(4,585)				
	100	042	142	0319	**	(364)				
	100	042	142	0401	**	(465)				
	100	042	100	6840	42		(44,977)			
										0
Public Health Laboratory	100	042	143	0101	**	(18,674)				
	100	042	143	0111	**	(828)				
	100	042	143	0200	**	(4,204)				
	100	042	143	0301	**	(22)				
	100	042	143	0306	**	(2,457)				
	100	042	143	0319	**	(364)				
	100	042	143	0401	**	(270)				
	100	042	100	6840	42		(26,819)			
										0

BUDGET ADJUSTMENT SUMMARY

PROGRAM	FUND	AGENCY	ORG	OBJECT	SUBCODE/ REPT CAT	APPROPRIATIONS	REVENUE	INCREASE/(DECREASE) TO RESERVES	NET COUNTY COST	Notes
Directly Observed Therapy	100	042	145	0101	**	(18,014)				
	100	042	145	0200	**	(4,063)				
	100	042	145	0301	**	(22)				
	100	042	145	0306	**	(2,457)				
	100	042	145	0319	**	(364)				
	100	042	145	0401	**	(262)				
	100	042	100	6840	42		(25,182)			0
Co-locate Tuberculosis Prevention/Treatment Clinics in Santa Ana	100	042	145	0101	**	(32,252)				
	100	042	145	0200	**	(7,273)				
	100	042	145	0301	**	(38)				
	100	042	145	0306	**	(4,585)				
	100	042	145	0319	**	(364)				
	100	042	145	0401	**	(465)				
	100	042	100	6840	42		(44,977)			0
Family Planning Services	100	042	161	0101	**	(795,762)				
	100	042	161	0102	**	(160,992)				
	100	042	161	0111	**	(13,050)				
	100	042	161	0200	**	(181,681)				
	100	042	161	0301	**	(967)				
	100	042	161	0306	**	(101,631)				
	100	042	161	0319	**	(10,868)				
	100	042	161	0401	**	(11,531)				
	100	042	161	0700	**	(10,485)				
	100	042	161	0701	**	(2,256)				
	100	042	161	1300	**	(1,586)				
	100	042	161	1501	**	(113,084)				
	100	042	161	1502	**	(75,246)				
	100	042	161	1509	**	(1,186)				
	100	042	161	1800	**	(7,151)				
	100	042	161	1801	**	(17,683)				
	100	042	161	1802	**	(225)				
	100	042	161	1803	**	(3,000)				
	100	042	161	1806	**	(509)				
	100	042	161	1809	**	(9,844)				
	100	042	161	1900	**	(218,070)				
	100	042	161	2100	**	(1,056)				
	100	042	161	2400	**	(13,582)				
	100	042	161	2601	**	(3,500)				
	100	042	161	2602	**	(77)				
	100	042	161	2700	**	(2,902)				
	100	042	161	2801	**	(15,778)				
	100	042	161	2802	**	(1,515)				
	100	042	161	2803	**	(768)				
	100	042	161	3700	**	(582)				
100	042	161	7490	46		(931)				
100	042	161	7490	89		(16,702)				
100	042	161	7490	93		(379,785)				
100	042	100	6840	42		(1,379,149)			0	

BUDGET ADJUSTMENT SUMMARY

PROGRAM	FUND	AGENCY	ORG	OBJECT	SUBCODE/ REPT CAT	APPROPRIATIONS	REVENUE	INCREASE/(DECREASE) TO RESERVES	NET COUNTY COST	Notes
Community Programs	100	042	164	0101	**	(57,168)				
	100	042	164	0111	**	(1,012)				
	100	042	164	0200	**	(12,882)				
	100	042	164	0301	**	(68)				
	100	042	164	0306	**	(7,042)				
	100	042	164	0319	**	(728)				
	100	042	164	0401	**	(831)				
	100	042	100	6840	42		(79,731)			
										0
Nutrition Services Program	100	042	165	0101	**	(71,112)				
	100	042	165	0111	**	(1,656)				
	100	042	165	0200	**	(16,025)				
	100	042	165	0301	**	(88)				
	100	042	165	0306	**	(7,371)				
	100	042	165	0319	**	(1,092)				
	100	042	165	0401	**	(1,033)				
	100	042	100	6840	42		(98,377)			
										0
Behavioral Health Services Fullerton Clinic	100	042	220	0101	**	(485,055)				
	100	042	220	0111	**	(4,116)				
	100	042	220	0200	**	(109,294)				
	100	042	220	0301	**	(596)				
	100	042	220	0306	**	(50,676)				
	100	042	220	0319	**	(5,616)				
	100	042	220	0401	**	(7,033)				
	100	042	220	0701	**	(8,721)				
	100	042	220	1900	**	(48,480)				
	100	042	280	0101	**	(310,839)				
	100	042	280	0102	**	(32,377)				
	100	042	280	0107	**	(126,639)				
	100	042	280	0111	**	(1,575)				
	100	042	280	0200	**	(70,038)				
	100	042	280	0301	**	(379)				
	100	042	280	0306	**	(40,146)				
	100	042	280	0319	**	(4,056)				
100	042	280	0401	**	(4,517)					
100	042	280	1800	**	(29,331)					
100	042	280	2200	**	(48,480)					
	100	042	200	6860	20		(1,387,964)			0
Juvenile Health Services	100	042	332	0101	**	(101,337)				
	100	042	332	0102	**	(92,352)				
	100	042	332	0200	**	(22,999)				
	100	042	332	0301	**	(117)				
	100	042	332	0306	**	(18,340)				
	100	042	332	0319	**	(1,456)				
	100	042	332	0401	**	(1,476)				
	100	042	100	6840	42		(238,077)			
										0

BUDGET ADJUSTMENT SUMMARY

PROGRAM	FUND	AGENCY	ORG	OBJECT	SUBCODE/ REPT CAT	APPROPRIATIONS	REVENUE	INCREASE/(DECREASE) TO RESERVES	NET COUNTY COST	Notes
Social Services Agency	100	063	2210	6770	00		1,852,347			
Reconcile to Final State Budget	100	063	1200	6770	00		288,485			
	100	063	1200	6980	00		1,338,106			
	100	063	1200	1900	**	1,626,591				
	100	063	2210	1900	**	1,852,347				
								0		
Child Support Program Development	12C	12C	256	4800	27	(56,183,194)				
Technical Adjustment	12C	12C	256	6970	**		(15,748,466)			
	12C	12C	256	7110	**		(40,434,728)			
									0	
	100	027	100	7811	2C		(56,183,194)			
	100	027	100	6970	**		15,748,466			
	100	027	100	7110	66		3,353,820			
	100	027	100	7110	**		37,080,908			
									0	
Wraparound Program	12W	12W	3700	1900	**	283,977				
Adoption Assistance Program	12W	12W	3700	4800	66	830,545				
	12W	12W	3700	6610	**		20,617			
	12W	12W	3700	6780	**		584,415			
	12W	12W	3700	6990	**		509,490			
									0	
	100	066	900	1900	**	537,500				
	100	066	900	3800	**	293,045				
	100	066	900	7811	2W		830,545			
									0	
Substance Abuse & Crime Prevention Act	13X	13X	900	6520	**		70			
	13X	13X	900	6610	**		129,368			
	13X	13X	900	6970	**		2,910,914			
	13X	13X	900	1912	**	3,000				
	13X	13X	900	4800	26	167,054				
	13X	13X	900	4800	42	2,156,521				
	13X	13X	900	4800	57	546,723				
	13X	13X	900	4800	58	167,054				
									0	
	100	026	200	7811	3X		167,054			
	100	026	200	1900	**	167,054				
									0	
	100	042	280	7811	3X		2,156,521			
	100	042	280	1900	**	2,156,521				
									0	
	100	057	999	7811	3X		546,723			
	100	057	999	1900	**	546,723				
									0	
	100	058	100	7811	3X		167,054			
	100	058	100	1900	**	167,054				
									0	

BUDGET ADJUSTMENT SUMMARY

PROGRAM	FUND	AGENCY	ORG	OBJECT	SUBCODE/ REPT CAT	APPROPRIATIONS	REVENUE	INCREASE/(DECREASE) TO RESERVES	NET COUNTY COST	Notes
PROGRAM III INFRASTRUCTURE & ENVIRONMENTAL RESOURCES										
Watershed & Coastal Resources	100	034	4000	7814	00		(750,000)			
Technical Adjustment-Op Trans	100	034	4000	7814	05		750,000			
									0	
Resources & Development Management	100	080	3810	1001	**	3,700				
Utilities NCC for Records Center	100	080	3810	2801	**	54,000				
	100	080	3810	2802	**	9,200				
	100	080	3810	2803	**	3,200				
									70,100	
	100	040	3500	5100	**	(70,100)			(70,100)	
Security Guard Services Contract	100	080	3500	1900	**	(81,264)				
	100	080	3500	5100	**	52,038				
									(29,226)	
	100	017	2000	1900	**	81,264				
	100	017	2000	5100	**	(52,038)				
									29,226	
Road	115	115	5640	0101	**	103,948				
Add Admin Mgr II Prop 42 and 1B	115	115	5640	0110	**	1,038				
	115	115	5640	0200	**	29,286				
	115	115	5640	0301	**	128				
	115	115	5640	0305	**	612				
	115	115	5640	0306	**	8,292				
	115	115	5640	0307	**	87				
	115	115	5640	0308	**	924				
	115	115	5640	0309	**	192				
	115	115	5640	0310	**	36				
	115	115	5640	2405	**	3,504				
	115	115	0900	1900	E3	(148,047)				
									0	
	100	080	8230	0101	**	(57,762)				
	100	080	8230	0200	**	(12,974)				
	100	080	8230	0301	**	(66)				
	100	080	8230	0306	**	(3,708)				
	100	080	8230	0307	**	(87)				
	100	080	8230	0319	**	(624)				
	100	080	8230	7380	21		(75,221)			
									0	
Edinger Avenue Bridge	115	115	0900	7814	06		2,000,000			
	115	115	n/a	9827	n/a			2,000,000		
									0	
	406	406	P710	4200	00	(2,000,000)				
	406	406	0900	4801	15	2,000,000				
									0	
Orange County Public Library	120	120	220	1400	**	46,200				
CEO/IT Remodel	120	120	220	2900	**	(46,200)				
									0	

BUDGET ADJUSTMENT SUMMARY

PROGRAM	FUND	AGENCY	ORG	OBJECT	SUBCODE/ REPT CAT	APPROPRIATIONS	REVENUE	INCREASE/(DECREASE) TO RESERVES	NET COUNTY COST	Notes
Friends of Laguna Beach Library	120	120	100	7670	01		75,000			
	120	120	220	1400	**	75,000				
										0
Contingency Reserve	120	120	n/a	9811	n/a			(500,000)		
	120	120	n/a	9815	n/a			500,000		
										0
Westminster Friends of the Library	120	120	100	7670	01		10,647			
	120	120	220	1400	**	10,647				
										0
Reconcile to State Budget	120	120	100	6970	05			(290,854)		
	120	120	100	6970	01			(2,378)		
	120	120	410	2400	**	(293,232)				
										0
Friends of READ OC	120	120	100	7670	01		50,000			
	120	120	100	2400	**	50,000				
										0
Costa Mesa Library	120	120	100	7811	19		7,630			
	120	120	800	1800	**	7,630				
										0
	119	119	900	4811	20	7,630				
	119	119	n/a	9824	n/a			(7,630)		
										0
District Community Priorities and Projects	130	130	200	1900	**	(1,125,000)				
	130	130	200	4801	06	450,000				
	130	130	200	4804	06	675,000				
										0
	106	106	0900	7811	30		450,000			
	106	106	0900	1900	42	200,000				
	106	106	P802	4200	00	130,000				
	106	106	P803	4200	00	120,000				
										0
		406	406	0900	7811	30		675,000		
	406	406	P022	4200	00	(765,000)				
	406	406	0900	1402	30	115,000				
	406	406	P815	4200	00	450,000				
	406	406	P816	4200	00	450,000				
	406	406	P817	4200	00	95,000				
	406	406	P818	4200	00	180,000				
	406	406	P819	4200	00	150,000				
										0
Regional Park Accumulative Capital Outlay	14P	14P	0900	7814	05		3,939,750			
	14P	14P	n/a	9811	0001			3,939,750		
										0

BUDGET ADJUSTMENT SUMMARY

PROGRAM	FUND	AGENCY	ORG	OBJECT	SUBCODE/ REPT CAT	APPROPRIATIONS	REVENUE	INCREASE/(DECREASE) TO RESERVES	NET COUNTY COST	Notes
Regional Park Accumulative Capital Outlay (cont'd)	405	405	0900	4801	4P	3,939,750				
	405	405	0900	4804	06	(3,939,750)				0
	406	406	0900	7814	05		(3,939,750)			
	406	406	0900	1900	00	250				
	406	406	P011	4200	00	(788,000)				
	406	406	P022	4200	00	(788,000)				
	406	406	P033	4200	00	(788,000)				
	406	406	P044	4200	00	(788,000)				
	406	406	P055	4200	00	(788,000)				0
Integrated Waste Management	299	299	4000	2400	**	3,120,000				
RELOOC/Bowerman	299	299	n/a	9760	n/a			(3,120,000)		0
Prima Deshecha Zone 1 Phase C3 Mass Exc/Groundwater	299	299	n/a	9760	n/a			11,500,000		
	299	299	P586	4200	**	(11,500,000)				0
OC Parks (OCP)	405	405	0900	6920	00		2,685,000			
	405	405	0900	0106	00	70,000				
	405	405	2200	1402	20	480,000				
	405	405	0900	1911	00	1,000,000				
	405	405	2500	1900	42	338,000				
	405	405	0900	3700	00	30,000				
	405	405	2200	4000	00	25,000				
	405	405	2200	4000	00	400,000				
	405	405	2200	4000	00	342,000				0
OCP Capital	406	406	0900	6920	00		488,590			
	406	406	2200	1402	20	118,447				
	406	406	2800	1900	42	50,000				
	406	406	0900	3100	00	(296,600)				
	406	406	P714	4200	00	397,884				
	406	406	P743	4200	00	20,000				
	406	406	P746	4200	00	(1,141)				
	406	406	P820	4200	00	200,000				0
PROGRAM IV GENERAL GOVERNMENT SERVICES										
Assessor	100	002	600	1900	**	534,428				
	100	038	512	1900	**	(534,428)				0
Auditor-Controller	100	003	253	0101	**	26,632				
Fully fund Internal Audit positions	100	003	253	0200	**	5,961				
	100	003	253	0301	**	32				
	100	003	253	0306	**	2,106				
	100	003	253	0319	**	312				
	100	003	253	0401	**	383				
									35,426	
TTC Revenue Transfer	100	003	133	7310	01		(952,000)			
	100	074	500	7310	02		952,000			
										0

BUDGET ADJUSTMENT SUMMARY

PROGRAM	FUND	AGENCY	ORG	OBJECT	SUBCODE/ REPT CAT	APPROPRIATIONS	REVENUE	INCREASE/(DECREASE) TO RESERVES	NET COUNTY COST	Notes
CAPS	100	003	004	0101	**	140,610				
	100	003	004	0110	**	1,812				
	100	003	004	0301	**	162				
	100	003	004	0401	**	2,039				
	100	003	004	0200	**	38,544				
	100	003	004	0305	**	696				
	100	003	004	0306	**	13,288				
	100	003	004	0308	**	1,232				
	100	003	004	0309	**	256				
	100	003	004	0310	**	48				
	100	003	004	0319	**	416				
	100	003	004	2405	**	4,672				
	100	003	004	5100	**	(203,775)				
									0	
County Executive Office	100	017	6000	1900	**	60,000			60,000	
Grant Services Contract										
Executive Secretary	100	017	5000	0101	**	51,884				
	100	017	5000	0200	**	11,666				
	100	017	5000	0306	**	4,900				
	100	017	5000	0401	**	754				
									69,204	
County Counsel	100	025	400	0101	**	32,416				
Legal Services Assistant	100	025	400	0200	**	7,197				
	100	025	400	0301	**	20				
	100	025	400	0306	**	2,758				
	100	025	400	0319	**	312				
	100	025	400	0401	**	403				
	100	025	400	1800	**	2,000				
	100	025	400	5100	**	(45,106)				
									0	
Performance Audit Department	100	004	900	0102	**	(750,000)			(750,000)	
	100	050	900	0101	**	272,754				
	100	050	900	0102	**	354,202				
	100	050	900	0110	**	2,728				
	100	050	900	0200	**	76,896				
	100	050	900	0301	**	316				
	100	050	900	0305	**	1,608				
	100	050	900	0306	**	23,580				
	100	050	900	0308	**	2,772				
	100	050	900	0309	**	576				
	100	050	900	0310	**	108				
	100	050	900	0401	**	3,948				
	100	050	900	2405	**	10,512				
									750,000	
Treasurer-Tax Collector	100	074	600	7310	05		2,880			
Increased Fee Revenue	100	074	600	7310	07		540,081			
	100	074	600	7310	05		388			

BUDGET ADJUSTMENT SUMMARY

PROGRAM	FUND	AGENCY	ORG	OBJECT	SUBCODE/ REPT CAT	APPROPRIATIONS	REVENUE	INCREASE/(DECREASE) TO RESERVES	NET COUNTY COST	Notes
Treasurer-Tax Collector (cont'd)	100	074	600	7590	15		1,440			
	100	074	600	7590	15		270			
	100	074	600	7590	15		2,880			
	100	074	600	6540	02		492,947			
									(1,040,886)	
PROGRAM V CAPITAL IMPROVEMENTS										
Capital Projects	100	036	P590	7811	5L		600,000			
800 MHz Dana Point	100	036	P711	4200	**	100,000				
	100	036	P571	4200	**	500,000				
	15L	15L	900	4800	36	600,000				0
	15L	15L	900	2400	**	(600,000)				0
West Justice Center Control Panel	100	036	P714	4200	**	30,000				
	100	036	P714	7811	4U		30,000			0
	14U	14U	P816	4800	36	30,000				
	14U	14U	P816	1400	**	(30,000)				0
PROGRAM VI DEBT SERVICE										
OC Special Financing Authority	599	599	900	2400	**	2,500,000				
	599	599	900	7811	5S		2,500,000			0
	15S	15S	900	2400	**	(2,500,000)				
	15S	15S	900	4805	99	2,500,000				0
PROGRAM VII INSURANCE, RESERVES & MISC										
Miscellaneous Fund	100	004	900	5200	**	686,771			686,771	
Balance General Fund										
Employee Benefits	100	056	200	1900	**	58,029			58,029	
Legal Costs										
Admin Mgr II	100	056	200	0101	**	131,456			131,456	
General Fund	100	100	n/a	9812	LR01			(1,000,000)		
Contingencies	100	100	n/a	9812	n/a			(7,000,000)		
	100	025	400	1900	99	1,000,000				
	100	004	900	3500	**	7,000,000				0
Transportation ISF	296	296	P727	4200	**	617,000				
Underground Fuel Tanks	296	296	n/a	9770	n/a			(617,000)		[1]
										0
Service Truck w/Crane	296	296	3700	4000	**	90,000				
	296	296	n/a	9821	n/a			(90,000)		[1]
										0

BUDGET ADJUSTMENT SUMMARY

PROGRAM	FUND	AGENCY	ORG	OBJECT	SUBCODE/ REPT CAT	APPROPRIATIONS	REVENUE	INCREASE/(DECREASE) TO RESERVES	NET COUNTY COST	Notes
Sheriff Class B for Bloodhound Team	296	296	3700	4000	**	26,000				
	296	296	3700	7810	60		26,000			
									0	
	100	060	412	4802	96	26,000				
	100	060	416	2400	**	(26,000)				
									0	
Crime Scene Vans/Technical Op Trans Adj 060 transfer already budgeted	296	296	3700	4000	**	96,000				
	296	296	3700	7810	60		96,000			
									0	
Contract Cities Vehicles	296	296	3700	4000	**	24,000				
	296	296	3700	7810	60		24,000			
									0	
	100	060	412	4802	96	24,000				
	100	060	412	7811	4B		24,000			
									0	
	14B	14B	350	4800	60	24,000				
	14B	14B	900	1900	**	(24,000)				
									0	
TOTAL						(33,710,324)	(29,446,310)	4,408,939	0	
[1] Reserve entry to be input by Auditor-Controller Revenue & Budget Unit										

**FUND BALANCE AVAILABLE ADJUSTMENTS
FOR FISCAL YEAR ENDING JUNE 30, 2007**

Fund Name	Fund	Agency	Org	Object/ Rev Source/ B/S Account	Subcode/ Reporting Cat	Amount	Note
<u>COUNTY GROUP</u>							
General Fund	100	036	P000	1400	**	4,013,645	
	100	063	4200	1402	**	1,000,000	
	100	058	100	2200	**	303,231	
	100	042	150	1900	**	361,250	
	100	042	335	1900	**	2,138,750	
	100	042	336	1900	**	2,000,000	
	100	036	P840	4200	**	2,000,000	
	100	038	511	1900	**	105,000	
	100	038	511	4000	**	35,000	
	100	038	512	1900	**	(614,971)	
	100	038	513	1900	**	989,521	
	100	038	613	1900	**	38,566	
	100	038	700	1900	**	(20,609)	
	100	038	701	4000	**	77,256	
	100	038	702	4000	**	82,127	
	100	038	706	4000	**	85,365	
	100	038	707	4000	**	36,484	
	100	038	708	1900	**	100,000	
	100	038	709	1900	**	90,089	
	100	038	710	1900	**	62,658	
	100	038	711	1900	**	100,000	
	100	038	712	4000	**	(53,635)	
	100	038	713	1900	**	(65,211)	
	100	038	713	4000	**	65,211	
	100	038	714	4000	**	17,650	
	100	038	720	1900	**	11,200	
	100	038	721	4000	**	100,000	
	100	038	725	1900	**	58,299	

[1] Reserve entry to be input by Auditor-Controller Revenue and Budget Unit

**FUND BALANCE AVAILABLE ADJUSTMENTS
FOR FISCAL YEAR ENDING JUNE 30, 2007**

				Object/ Rev Source/ B/S Account	Subcode/ Reporting Cat	Amount	Note
Fund Name	Fund	Agency	Org				
General Fund (cont'd)	100	038	712	1900	**	162,500	
	100	038	712	4000	**	487,500	
	100	038	801	1900	**	62,500	
	100	038	801	4000	**	187,500	
	100	038	802	1900	**	12,500	
	100	038	802	4000	**	37,500	
	100	038	810	1900	**	62,500	
	100	038	810	4000	**	187,500	
	100	100	n/a	9813	0001	2,700,000	
	100	100	n/a	9813	0001	3,500,000	
	100	100	n/a	9813	0002	3,000,000	
	100	031	441	2400	**	4,500,000	
(pending Counsel review)	100	004	900	3500	**	1,600,000	
Santa Ana Regional Centre Lease Conveyance	102	102	900	2400	00	30,863	
O.C. Methamphetamine Lab Investigation Team	103	103	900	7110	80	(132,200)	
Criminal Justice Facilities - ACO	104	104	P000	4200	**	(26,060)	
Courthouse Temporary Construction	105	105	900	1900	**	683,702	
County Tidelands - Newport Bay	106	106	2200	0101	00	10,788	
	106	106	2200	1900	00	1,061,298	
Remittance Processing Equipment Replacement	107	107	n/a	9820	n/a	44,894	
Dana Point Tidelands	108	108	2200	1900	00	2,973,267	
	108	108	2200	6920	00	(1,500,000)	
County Automated Fingerprint Identification	109	109	900	2400	**	39,690	
County Infrastructure Project	112	112	900	2400	**	36,187	

[1] Reserve entry to be input by Auditor-Controller Revenue and Budget Unit

**FUND BALANCE AVAILABLE ADJUSTMENTS
FOR FISCAL YEAR ENDING JUNE 30, 2007**

				Object/ Rev Source/ B/S Account	Subcode/ Reporting Cat	Amount	Note
Fund Name	Fund	Agency	Org				
Building and Safety	113	113	6600	6610	**	80,000	
	113	113	6200	6430	95	123,705	
Fish and Game Propagation	114	114	0900	4804	05	3,777	
	405	405	0900	7811	14	3,777	
	405	405	0900	1900	00	3,777	
Road	115	115	n/a	9827	n/a	2,100,385	
Narcotic Forfeiture and Seizure	116	116	900	1800	**	246,061	
O.C. Housing Authority - Operating Reserve	117	117	0900	1900	**	1,523,593	
	117	117	0900	3100	**	1,500,000	
	117	117	0900	1400	**	10,000	
Sheriff - Regional Narcotics Suppression Program	118	118	900	2400	**	586,183	
Public Library - Capital	119	119	900	6610	**	620	
Public Library	120	120	410	2400	**	603,987	
Motor Vehicle Theft Task Force	122	122	900	1900	**	97,555	
Dispute Resolution Program	123	123	900	3100	**	46,154	
Domestic Violence Program	124	124	900	3100	**	72,710	
Property Tax Administration State Grant	127	127	n/a	9811	n/a	220,126	
Survey Monument Preservation	128	128	0900	1900	01	79,809	
Off-Highway Vehicle Fees	129	129	0900	4804	05	77,037	
	405	405	0900	7811	29	77,037	
	405	405	0900	1900	00	77,037	
Child Support Program Development	12C	12C	200	2400	**	2,400,482	
Clerk Recorder's Special Revenue	12D	12D	001	7470	**	(166,352)	
	12D	12D	003	7470	**	(100,000)	

[1] Reserve entry to be input by Auditor-Controller Revenue and Budget Unit

**FUND BALANCE AVAILABLE ADJUSTMENTS
FOR FISCAL YEAR ENDING JUNE 30, 2007**

Fund Name	Fund	Agency	Org	Object/ Rev Source/ B/S Account	Subcode/ Reporting Cat	Amount	Note
Proposition 64 - Consumer Protection	12H	12H	900	1900	**	69,423	
Proposition 69 - DNA Identification	12J	12J	900	2400	**	93,846	
Dana Point Marina DBW Loan Reserve	12K	12K	900	1900	00	(90,381)	
Assessor Property Characteristics Revenue	12P	12P	n/a	9811	n/a	20,116	
SSA Donations and Fees	12S	12S	2000	1900	00	167,000	
	12S	12S	3100	1900	00	34,247	
	12S	12S	3200	1900	00	15,963	
Wraparound Program	12W	12W	900	1900	00	1,914,959	
District Community Priorities and Projects	130	130	500	1900	**	420,000	
Sheriff's Narcotics Program	132	132	900	2400	**	428,971	
Orange County Jail	134	134	900	2400	**	246,049	
Real Estate Development Program	135	135	900	1900	**	28,565	
Parking Facilities	137	137	3900	1900	00	184,312	
Medi-Cal Admin. Activities/Targeted Case Mgmt.	138	138	100	1900	**	1,064,266	
	138	138	100	4800	42	67,545	
	138	138	100	7040	00	(409,961)	
	138	138	n/a	9811	n/a	(1,954,317)	[1]
	100	042	700	1900	**	67,545	
	100	042	700	7811	38	67,545	
Litigation Reserve - Escrow Agent FTCl	13A	13A	900	2400	**	5,139	
Traffic Violator	13B	13B	900	2400	**	119,576	
Children's Waiting Room	13J	13J	900	1900	**	150,432	

[1] Reserve entry to be input by Auditor-Controller Revenue and Budget Unit

**FUND BALANCE AVAILABLE ADJUSTMENTS
FOR FISCAL YEAR ENDING JUNE 30, 2007**

				Object/ Rev Source/ B/S Account	Subcode/ Reporting Cat	Amount	Note
Fund Name	Fund	Agency	Org				
Orange County Tobacco Settlement	13N	13N	1000	4800	42	(744,641)	
	13N	13N	2000	4800	42	324,444	
	13N	13N	3000	4800	42	362,134	
	13N	13N	4000	4800	42	551,621	
	13N	13N	5000	4800	42	94,195	
	13N	13N	6000	4800	42	321,280	
	13N	13N	6000	4800	60	208,393	
	100	042	142	7811	3N	4,121	
	100	042	164	7811	3N	66,706	
	100	042	166	7811	3N	9,099	
	100	042	250	7811	3N	103,700	
	100	042	280	7811	3N	549,280	
	100	042	335	7811	3N	965,154	
	100	042	700	7811	3N	(789,027)	
	100	042	142	1900	**	4,121	
	100	042	164	1900	**	66,706	
	100	042	166	1900	**	9,099	
	100	042	250	1900	**	103,700	
	100	042	280	1900	**	549,280	
	100	042	335	1900	**	965,154	
	100	042	700	1900	**	(789,027)	
	100	060	472	7811	3N	208,393	
	100	060	472	1900	**	208,393	
State Criminal Alien Assistance Program (SCAAP)	13P	13P	900	2400	**	7,743,181	
Sheriff-Coroner Replacement & Maintenance	13R	13R	900	2400	**	117,108	
Emergency Medical Services	13S	13S	100	6510	00	(94,826)	
HCA Purpose Restricted Revenue	13T	13T	100	4800	42	432,058	
	13T	13T	100	7670	00	(150,000)	
	100	042	140	7811	3T	76,338	
	100	042	167	7811	3T	94,400	
	100	042	170	7811	3T	6,751	
	100	042	250	7811	3T	2,107	
	100	042	280	7811	3T	183,461	
	100	042	413	7811	3T	(5,387)	
	100	042	420	7811	3T	74,388	

[1] Reserve entry to be input by Auditor-Controller Revenue and Budget Unit

**FUND BALANCE AVAILABLE ADJUSTMENTS
FOR FISCAL YEAR ENDING JUNE 30, 2007**

				Object/ Rev Source/ B/S Account	Subcode/ Reporting Cat	Amount	Note
Fund Name	Fund	Agency	Org				
HCA Purpose Restricted Revenue (cont'd)	100	042	140	1900	**	76,338	
	100	042	167	1900	**	94,400	
	100	042	170	1900	**	6,751	
	100	042	250	1900	**	2,107	
	100	042	280	1900	**	183,461	
	100	042	413	1900	**	(5,387)	
	100	042	420	1900	**	74,388	
HCA Interest Bearing Purpose Restricted Revenue	13U	13U	100	1912	**	12,000	
	13U	13U	100	4800	42	263,621	
	13U	13U	100	6610	00	100,000	
	100	042	200	7811	3U	37,707	
	100	042	220	7811	3U	62,019	
	100	042	250	7811	3U	56,658	
	100	042	260	7811	3U	105,241	
	100	042	280	7811	3U	1,996	
	100	042	200	1900	**	37,707	
	100	042	220	1900	**	62,019	
	100	042	250	1900	**	56,658	
	100	042	260	1900	**	105,241	
	100	042	280	1900	**	1,996	
HCA Realignment	13W	13W	n/a	9811	0002	990,000	
Substance Abuse & Crime Prevention Act (SACPA)	13X	13X	900	4800	26	(2,918)	
	13X	13X	900	4800	42	(37,668)	
	13X	13X	900	4800	57	97,586	
	13X	13X	900	4800	58	(2,918)	
	100	026	200	7811	3X	(2,918)	
	100	026	200	1900	**	(2,918)	
	100	042	280	7811	3X	(37,668)	
	100	042	280	1900	**	(37,668)	
	100	057	999	7811	3X	97,586	
	100	057	999	1900	**	97,586	
	100	058	100	7811	3X	(2,918)	
	100	058	100	1900	**	(2,918)	
Mental Health Services Act	13Y	13Y	100	1900	**	1,995,011	
	13Y	13Y	100	1912	**	19,001	

[1] Reserve entry to be input by Auditor-Controller Revenue and Budget Unit

**FUND BALANCE AVAILABLE ADJUSTMENTS
FOR FISCAL YEAR ENDING JUNE 30, 2007**

				Object/ Rev Source/ B/S Account	Subcode/ Reporting Cat	Amount	Note
Bioterrorism Center For Disease Control	13Z	13Z	100	4800	42	(491,257)	
	13Z	13Z	100	1912	**	4,466	
	100	042	147	1900	**	(491,257)	
	100	042	147	7811	3Z	(491,257)	
Air Quality Improvement	140	140	900	1900	00	(19,288)	
Sheriff's Substation Fee Program	141	141	900	2400	**	6,036	
Jail Commissary	143	143	900	0900	**	(205,455)	
Inmate Welfare	144	144	900	2400	**	337,017	
Revenue Neutrality	145	145	900	1900	**	123,516	
Workforce Investment Act	146	146	105	1900	**	657,360	
HGI Bio Tech Grant	147	147	900	3100	**	(423,555)	
Foothill Circulation Phasing Plan	148	148	0900	1900	49	265,465	
County Public Safety Sales Tax Excess Revenue	14B	14B	900	1900	**	7,167,692	
Class B-27 Registered Warrants	14C	14C	900	3500	**	79	
CAL-ID Operational Costs	14D	14D	900	2400	**	100,245	
CAL-ID System Costs	14E	14E	900	2400	**	(201,906)	
Deferred Compensation Reimbursement (HR)	14F	14F	900	1900	**	43,972	
Sheriff's Supplemental Law Enforcement Service	14G	14G	900	1900	**	(1,389)	
DA's Supplemental Law Enforcement Services	14H	14H	900	1900	**	409	
Sheriff-Coroner Construction and Facility Dev	14Q	14Q	900	1900	**	6,844,780	
Ward Welfare	14R	14R	940	7670	**	34,980	

[1] Reserve entry to be input by Auditor-Controller Revenue and Budget Unit

**FUND BALANCE AVAILABLE ADJUSTMENTS
FOR FISCAL YEAR ENDING JUNE 30, 2007**

Fund Name	Fund	Agency	Org	Object/ Rev Source/ B/S Account	Subcode/ Reporting Cat	Amount	Note
Facilities Development and Maintenance	14T	14T	P200	4200	00	4,579,301	
	14T	14T	900	1900	00	3,000,000	
Court Facilities	14U	14U	900	1400	**	24,825	
	14U	14U	P313	1400	**	(10,000)	
	14U	14U	P522	1400	**	(14,737)	
	14U	14U	P703	1400	**	1,200	
	14U	14U	P704	1400	**	185,000	
	14U	14U	P708	1400	**	63,980	
	14U	14U	P719	1400	**	70,000	
	14U	14U	P816	1400	**	(30,732)	
Tobacco Settlement	14U	14U	900	2400	**	3,811	
	14X	14X	900	1912	**	100	
	14X	14X	900	4800	42	567,640	
	100	042	143	7811	4X	567,640	
Indemnification Reserve	100	042	143	1900	**	567,640	
	14Y	14Y	900	2400	**	26,874	
Litigation Reserve	14Z	14Z	900	1900	**	101,135	
CEO Single Family Housing	15B	15B	900	2400	**	34,770	
Theo Lacy Jail Construction	15C	15C	P100	4200	**	696,855	
Housing and Community Services	15G	15G	1000	7110	**	3,962,541	
CalHome Program Reuse	15H	15H	900	2400	**	143,384	
Pension Obligation Bonds Debt Service	15J	15J	N/A	9814	N/A	(154,277)	
Limestone Regional Park Mitigation Endowment	15K	15K	n/a	9814	n/a	2,196	
800 MHz CCCS	15L	15L	900	2400	**	20,612	
OCHA Admin Fee Reserves 2004	15M	15M	900	1900	**	1	
Delta Special Revenue	15N	15N	900	1900	**	1,024	

[1] Reserve entry to be input by Auditor-Controller Revenue and Budget Unit

**FUND BALANCE AVAILABLE ADJUSTMENTS
FOR FISCAL YEAR ENDING JUNE 30, 2007**

				Object/ Rev Source/ B/S Account	Subcode/ Reporting Cat	Amount	Note
Designated Special Revenue	15S	15S	900	2400	**	25,199	
Strategic Priority - Affordable Housing	15U	15U	900	2400	**	(2,441,310)	
1996 Recovery Certificates of Participation (A)	15W	15W	900	1900	**	88,012	
Plan of Adjustment Available Cash	15Z	15Z	900	3100	**	4,981,969	
SPECIAL DISTRICTS							
OCDA Santa Ana Heights 1993 Bond Issue	15A	15A	0900	2400	**	170,644	
OCDA S.A. Heights 1993 Low & Mod Income Housing	15E	15E	0900	1900	**	6,665	
OCDA Low & Moderate Income Housing (SA Heights)	171	171	0900	1900	**	125,211	
OCDA Debt Service (Santa Ana Heights)	172	172	N/A	9814	N/A	3,886,648	
OCDA Santa Ana Heights - Surplus	173	173	0900	2401	**	(1,625,324)	
Flood Control District	400	400	n/a	9813	n/a	31,877,943	
	400	400	5450	4000	00	353,420	
	400	400	5450	4000	00	20,000	
	400	400	5450	4000	00	30,000	
	400	400	5450	4000	00	35,000	
	400	400	5450	4000	00	35,000	
Santa Ana River Environmental Enhancement	403	403	0900	2400	00	(7,515)	
Flood Control District - Capital	404	404	L300	4100	00	11,862,469	
OC Parks	405	405	0900	1900	F1	(396,790)	
OC Parks Capital	406	406	n/a	9813	n/a	1,396,321	
OCDA (NDAPP) Projects, 1992 Issue A	411	411	0900	2400	**	118,466	
OCDA (NDAPP) Low/Moderate Housing 1992 Issue A	412	412	0900	1900	**	13,123	
OCDA (NDAPP) Projects, 1992 Issue B	413	413	0900	2401	**	10,865	

[1] Reserve entry to be input by Auditor-Controller Revenue and Budget Unit

**FUND BALANCE AVAILABLE ADJUSTMENTS
FOR FISCAL YEAR ENDING JUNE 30, 2007**

Fund Name	Fund	Agency	Org	Object/ Rev Source/ B/S Account	Subcode/ Reporting Cat	Amount	Note
OCDA (NDAPP), 1992 Issue B, Low/Mod Housing	414	414	2000	1900	**	(520,265)	
	414	414	0900	2401	**	(253,247)	
Aliso Viejo CFD 88-1 (A of 1992) - Construction	424	424	900	2400	**	51,995	
OCDA Neighborhood Preserv. & Dev. - Construction	425	425	0900	1900	**	15,282	
OCDA (NDAPP) - Debt Service	427	427	N/A	9814	N/A	2,471,242	
OCDA (NDAPP) - Surplus	428	428	0900	2400	**	(248,971)	
Arbitrage Rebate	429	429	900	3100	**	10,165	
Special Assessment-Top of the World Improvement	431	431	900	2400	**	609	
Golden Lantern Reassess. Dist. 94-1 - Debt Service	433	433	900	2400	**	6,983	
N. Tustin Landscape & Lighting Assessment District	459	459	0900	1801	**	3,000	
	459	459	P000	4200	**	129,692	
County Service Area #13 - La Mirada	468	468	0900	1900	77	583	
County Service Area #20 - La Habra	475	475	0900	3100	**	2,213	
County Service Area #22 - East Yorba Linda	477	477	5000	1900	**	2,250	
CFD 99-1 Series A of 1999 Ladera - Debt Service	479	479	900	1900	**	6,561	
CFD 99-1 Series A of 1999 Ladera - Construction	480	480	900	2400	**	54,264	
R. Santa Margarita CFD 86-2 (A of 1998) - Construction	481	481	900	2400	**	12,623	
Special Mello-Roos Reserve	482	482	900	4700	**	66,901	
Rancho Santa Margarita CFD 86-1(A) - Construction	483	483	900	2400	**	1,491	
Rancho Santa Margarita CFD 86-2 - Debt Service	484	484	900	2400	**	30,838	
CFD 2002-1 Ladera - Construction	486	486	900	2400	**	(2,254,354)	

[1] Reserve entry to be input by Auditor-Controller Revenue and Budget Unit

**FUND BALANCE AVAILABLE ADJUSTMENTS
FOR FISCAL YEAR ENDING JUNE 30, 2007**

				Object/ Rev Source/ B/S Account	Subcode/ Reporting Cat	Amount	Note
CFD 2002-1 Ladera - Debt Service	487	487	900	2400	**	96,942	
S. Margarita CFD 86-1 (Series 1988) - Debt Service	488	488	n/a	9815	n/a	70,798	
Dimensions/Serrano Creek CFD 87-1 - Debt Service	490	490	900	1900	**	20,817	
Mission Viejo CFD 87-3 (A) - Debt Service	492	492	n/a	9815	n/a	130,776	
Aliso Viejo CFD 88-1 - Debt Service	494	494	n/a	9815	n/a	441,001	
Lomas Laguna CFD 88-2 - Debt Service	496	496	900	1900	**	3,185	
Lomas Laguna CFD 88-2 - Construction	497	497	900	2400	**	2,956	
R. Santa Margarita CFD 87-5(A) - Debt Service	501	501	900	1900	**	21,924	
Portola Hills CFD 87-2(A) - Debt Service	503	503	n/a	9815	n/a	54,437	
Foothill Ranch CFD 87-4 - Debt Service	505	505	n/a	9815	n/a	194,424	
Irvine Coast Assess. District 88-1 - Debt Service	507	507	900	4700	**	303,558	
Rancho Santa Margarita CFD 87-5B - Debt Service	509	509	n/a	9815	n/a	66,344	
Baker Ranch CFD 87-6 - Construction	510	510	900	2400	**	4,711	
Baker Ranch CFD 87-6 - Debt Service	511	511	900	1900	**	4,785	
Coto de Caza CFD 87-8 - Debt Service	513	513	n/a	9815	n/a	55,423	
Santa Teresita CFD 87-9 - Construction	514	514	900	1900	**	701	
Santa Teresita CFD 87-9 - Debt Service	515	515	n/a	9815	n/a	(21,006)	
Assess. Dist. 01-1 Ziani Project - Debt Service	516	516	900	1900	**	15,958	
Rancho Santa Margarita CFD 87-5C - Debt Service	517	517	n/a	9815	n/a	36,596	
Los Alisos CFD 87-7 - Debt Service	519	519	900	1900	**	7,603	

[1] Reserve entry to be input by Auditor-Controller Revenue and Budget Unit

**FUND BALANCE AVAILABLE ADJUSTMENTS
FOR FISCAL YEAR ENDING JUNE 30, 2007**

				Object/ Rev Source/ B/S Account	Subcode/ Reporting Cat	Amount	Note
Fund Name	Fund	Agency	Org				
R. Santa Margarita CFD 87-5D (A) - Debt Service	521	521	900	1900	**	23,250	
Newport Coast AD 01-1 Construction Group 2	522	522	900	2400	**	(1,770,485)	
Newport Coast AD 01-1 Group 2 Debt Service	523	523	900	1900	**	38,699	
Assess. Dist. 01-1 Newport Coast IV - Construction	524	524	900	2400	**	(58,585)	
Assess. Dist. 01-1 Newport Coast IV - Debt Service	525	525	900	4700	**	(195,275)	
Mission Viejo CFD 87-3 (A of 1990) - Construction	528	528	900	1900	**	236	
CFD 2004-1 Ladera - Construction	529	529	900	2400	**	4,843,237	
Assess. Dist. 01-1 Newport Coast Conv. #1 - DS	52T	52T	900	1900	**	23,731	
CFD 2004-1 Ladera - Debt Service	530	530	900	2400	**	108,934	
Newport Coast AD 01-1 Construction '06 Variables	531	531	900	2400	**	3,645,945	
CFD 01-1 Ladera - Construction	532	532	900	2400	**	(1,173,887)	
CFD 01-1 Ladera - Debt Service	533	533	900	1900	**	14,342	
Santa Teresita CFD 87-9 (A of 1991) - Construction	542	542	900	1900	**	880	
CFD 00-1 (Series A of 2000) Ladera - Construction	546	546	900	2400	**	16,169	
CFD 00-1 (Series A of 2000) Ladera - Debt Service	547	547	900	1900	**	6,003	
R. S. Marg. CFD 87-5E (A of 1993) - Debt Service	549	549	900	1900	**	34,805	
Assess. Dist. 92-1 Newport Ridge - Construction	550	550	900	2400	**	1,152	
Assess. Dist. 92-1 Newport Ridge - Debt Service	551	551	900	1900	**	17,889	
Assess. Dist. 92-1 Newport Ridge (B) - Construction	552	552	900	3100	**	(1,316)	
Foothill Ranch CFD 87-4 (A of 1994) - Construction	553	553	900	2400	**	4,815	

[1] Reserve entry to be input by Auditor-Controller Revenue and Budget Unit

**FUND BALANCE AVAILABLE ADJUSTMENTS
FOR FISCAL YEAR ENDING JUNE 30, 2007**

				Object/ Rev Source/ B/S Account	Subcode/ Reporting Cat	Amount	Note
Fund Name	Fund	Agency	Org				
CFD 2003-1 Ladera - Construction	554	554	900	2400	**	477,084	
CFD 2003-1 Ladera - Debt Service	555	555	900	2400	**	95,014	
R. S. Marg. CFD 87-5C (A of 1994) - Construction	556	556	900	1900	**	858	
Coto de Caza CFD 87-8 (A of 1994) - Construction	558	558	900	1900	**	867	
In-Home Supportive Services Public Authority	590	590	900	1900	00	45,436	
O.C. Special Financing Authority Debt Service	599	599	900	2400	**	33,519,855	
PROPRIETARY FUNDS							
IWMD Corrective Action Escrow	274	274	n/a	9790	n/a	47,858	
IWMD - Environmental Reserve	275	275	n/a	9760	n/a	6,020,225	
IWMD - Rate Stabilization	277	277	1000	1900	**	(61,395)	
IWMD - Landfill Post-Closure Maintenance	279	279	1000	1900	**	(200,000)	
	279	279	1000	2490		(1,587,759)	
Airport - Operating Enterprise	280	280	080	1900	n/a	3,000,000	
	280	280	060	4802	81	3,983,613	
	280	280	n/a	9760	n/a	1,299,883	
John Wayne Airport Construction	281	281	010	7812	80	3,983,613	
John Wayne Airport Debt Service	283	283	n/a	9760	n/a	1,173,381	
Frank R. Bowerman/Bee Canyon Landfill Escrow	284	284	n/a	9790	n/a	55,367	
IWMD Bankruptcy Recovery Plan	285	285	1000	1900	**	(59,996)	
Brea-Olinda Landfill Escrow	286	286	n/a	9790	n/a	13,256,664	
Prima Deshecha Landfill Escrow	287	287	1000	2490	**	(148,388)	
Information & Technology Internal Service Fund	289	289	n/a	9760	n/a	(480,091)	

[1] Reserve entry to be input by Auditor-Controller Revenue and Budget Unit

**FUND BALANCE AVAILABLE ADJUSTMENTS
FOR FISCAL YEAR ENDING JUNE 30, 2007**

				Object/ Rev Source/ B/S Account	Subcode/ Reporting Cat	Amount	Note
Fund Name	Fund	Agency	Org				
Health Maintenance Organization Health Plans ISF	290	290	900	3530	**	172,648	
Unemployment Internal Service Fund	291	291	900	3510	**	100,025	
Self-Insured PPO Health Plans ISF	292	292	900	3510	**	1,627,483	
Workers' Compensation Internal Service Fund	293	293	900	3520	**	(460,277)	
Property and Casualty Risk Internal Service Fund	294	294	900	3500	**	305,835	
Retiree Medical Internal Service Fund	295	295	900	3510	**	8,819,385	
Transportation Internal Service Fund	296	296	n/a	9760	n/a	(2,196,781)	[1]
	296	296	n/a	9819	n/a	(10,000)	[1]
Reprographics Internal Service Fund	297	297	3400	2400	00	(275,000)	
	297	297	3400	4000	--	(182,000)	
	297	297	n/a	9821	n/a	(202,000)	[1]
	297	297	n/a	9780	n/a	(268,368)	[1]
	297	297	3400	7590	00	(469,133)	
	297	297	n/a	9760	n/a	(54,633)	[1]
Self-Insured Benefits Internal Service Fund	298	298	900	3510	**	1,182,746	
Integrated Waste Management Department Enterprise	299	299	n/a	9760	003	5,117,604	
	299	299	1160	4000	**	300,000	
	299	299	P587	4200	**	389,898	
	299	299	6600	2490	**	445,000	
	299	299	7000	1900	**	68,774	
Life Insurance Internal Service Fund	29Z	29Z	900	3530	**	34,788	

[1] Reserve entry to be input by Auditor-Controller Revenue and Budget Unit

NEGOTIATED SALARY ADJUSTMENT SCHEDULE

Fund	Agency	Org	Object	Subcode	Appropriation	Revenue	Net County Cost
100	002	600	0101	**	785,129		785,129
100	003	003	0101	**	16,941		
100	003	008	0101	**	3,131		
100	003	015	0101	**	7,122		
100	003	021	0101	**	7,642		
100	003	022	0101	**	16,011		
100	003	111	0101	**	3,262		
100	003	112	0101	**	8,295		
100	003	113	0101	**	4,492		
100	003	115	0101	**	26,146		
100	003	116	0101	**	6,094		
100	003	117	0101	**	7,977		
100	003	130	0101	**	3,280		
100	003	131	0101	**	19,594		
100	003	133	0101	**	9,765		
100	003	151	0101	**	2,573		
100	003	152	0101	**	11,406		
100	003	162	0101	**	26,745		
100	003	171	0101	**	8,502		
100	003	174	0101	**	13,048		
100	003	175	0101	**	64,449		
100	003	177	0101	**	21,619		
100	003	178	0101	**	14,246		
100	003	180	0101	**	1,156		
100	003	181	0101	**	22,532		
100	003	182	0101	**	9,785		
100	003	183	0101	**	34,838		
100	003	184	0101	**	39,083		
100	003	185	0101	**	129,737		
100	003	190	0101	**	1,677		

NEGOTIATED SALARY ADJUSTMENT SCHEDULE

Fund	Agency	Org	Object	Subcode	Appropriation	Revenue	Net County Cost
100	003	250	0101	**	10,214		
100	003	251	0101	**	4,064		
100	003	252	0101	**	10,382		
100	003	253	0101	**	7,269		
							573,077
100	004	900	5200	**	(13,421,000)		(13,421,000)
100	006	900	0101	**	30,868		30,868
100	007	900	0101	**	30,868		30,868
100	008	900	0101	**	29,526		29,526
100	009	900	0101	**	29,526		29,526
100	010	900	0101	**	30,868		30,868
100	011	100	0101	**	7,489		
100	011	200	0101	**	29,956		
100	011	300	0101	**	28,291		
100	011	400	0101	**	17,474		
							83,210
100	012	100	0101	**	11,720		
100	012	400	0101	**	13,758		
100	012	280	0101	**	973		
100	012	250	0101	**	19,180		
							45,631
100	017	1000	0101	**	18,304		
100	017	1100	0101	**	38,580		
100	017	1200	0101	**	12,040		
100	017	2000	0101	**	11,050		

NEGOTIATED SALARY ADJUSTMENT SCHEDULE

Fund	Agency	Org	Object	Subcode	Appropriation	Revenue	Net County Cost
100	017	2230	0101	**	83,970		
100	017	2310	0101	**	23,130		
100	017	2320	0101	**	66,620		
100	017	3000	0101	**	53,590		
100	017	3100	0101	**	21,720		
100	017	5000	0101	**	7,370		
100	017	6000	0101	**	21,310		
100	017	6100	0101	**	17,540		
100	017	6200	0101	**	4,590		
							379,814
100	025	400	0101	**	444,235		444,235
100	026	200	0101	**	120,789		
100	026	300	0101	**	402,630		
100	026	700	0101	**	281,841		
							805,260
100	029	510	0101	**	11,339		
100	029	520	0101	**	14,790		
100	029	530	0101	**	25,356		
100	029	540	0101	**	2,540		
100	029	550	0101	**	6,056		
100	029	551A	0101	**	11,764		
100	029	551P	0101	**	2,863		
100	029	553	0101	**	7,259		
100	029	554	0101	**	1,646		
100	029	555	0101	**	4,966		
							88,579
100	031	430	0101	**	4,847		
100	031	433	0101	**	9,693		
100	031	441	0101	**	4,847		
100	031	436	0101	**	11,693		

NEGOTIATED SALARY ADJUSTMENT SCHEDULE

Fund	Agency	Org	Object	Subcode	Appropriation	Revenue	Net County Cost
100	031	437	0101	**	9,693		
100	031	439	0101	**	14,638		
100	031	434	0101	**	9,693		
100	031	442	0101	**	9,693		
100	031	450	0101	**	12,440		
							87,237
100	032	900	0101	**	17,447		17,447
100	034	4100	0101	**	1,815		
100	034	4500	0101	**	3,899		
100	034	4700	0101	**	13,075		
100	034	4100	0101	**	6,052		
100	034	4500	0101	**	13,003		
100	034	4700	0101	**	43,610		
100	034	4700	1900	**	(62,665)		
							18,789
100	040	3500	0101	**	49,658		49,658
100	041	900	1900	**	6,711		6,711
100	042	100	0101	**	21,455		
100	042	145	0101	**	86,598		
100	042	146	0101	**	62,587		
100	042	148	0101	**	8,657		
100	042	149	0101	**	8,417		
100	042	150	0101	**	14,713		
100	042	152	0101	**	86,667		
100	042	161	0101	**	52,351		
100	042	165	0101	**	48,252		
100	042	170	0101	**	199,705		

NEGOTIATED SALARY ADJUSTMENT SCHEDULE

Fund	Agency	Org	Object	Subcode	Appropriation	Revenue	Net County Cost
100	042	200	0101	**	38,457		
100	042	220	0101	**	170,296		
100	042	250	0101	**	76,646		
100	042	280	0101	**	182,000		
100	042	300	0101	**	8,088		
100	042	332	0101	**	68,665		
100	042	700	0101	**	183,046		
							1,316,600
100	045	900	1900	**	6,711		6,711
100	047	100	0101	**	8,695		
100	047	500	0101	**	40,119		
100	047	700	0101	**	152,966		
100	047	800	0101	**	69,324		
100	047	600	0101	**	208,612		
100	047	600	7590	**		208,612	
							271,104
100	048	900	1900	**	48,316		48,316
100	054	4100	0101	**	110,052		110,052
100	055	360	0101	**	67,986		
100	055	370	0101	**	19,489		
100	055	380	0101	**	73,752		
100	055	390	0101	**	19,957		
							181,184
100	056	200	0101	**	21,474		21,474
100	057	999	0101	**	2,908,331		

NEGOTIATED SALARY ADJUSTMENT SCHEDULE

Fund	Agency	Org	Object	Subcode	Appropriation	Revenue	Net County Cost
100	057	999	0101	**	2,171,107		
100	057	999	7110	75		1,461,206	
100	057	999	7110	49		709,901	
							2,908,331
100	058	100	0101	**	1,799,756		1,799,756
100	060	900	0101	**	1,723,256		1,723,256
100	063	4000	0101	**	885,786		885,786
100	074	900	0101	**	59,052		59,052
100	079	400	0101	**	80,526		80,526
100	080	1400	0101	**	2,928		
100	080	3200	0101	**	4,441		
100	080	3500	0101	**	324,363		
100	080	3810	0101	**	5,811		
100	080	3860	0101	**	31,747		
100	080	7100	0101	**	2,503		
100	080	7300	0101	**	19,669		
100	080	7400	0101	**	13,590		
100	080	8100	0101	**	67,367		
							472,419
120	120	100	0101	**	12,621		
120	120	200	0101	**	16,778		
120	120	220	0101	**	22,898		
120	120	230	0101	**	14,340		
120	120	300	0101	**	26,152		
120	120	400	0101	**	3,812		

**POSITION CHANGE SUMMARY
FY 2007-08 FIRST QUARTER BUDGET REPORT**

**DIRECT HUMAN RESOURCES DEPARTMENT TO AMEND THE MASTER POSITION CONTROL TO REFLECT THE FOLLOWING ACTIONS.
ALL POSITIONS ADDED WILL BE SUBJECT TO CLASSIFICATION ANALYSIS AND APPROVAL BY HUMAN RESOURCES DEPARTMENT.**

NOTE: Negative numbers in parentheses indicate deletions.

AGENCY #	AGENCY NAME	NO. OF POSITIONS	POSITION NUMBER	POSITION TITLE	FUNDING SOURCE / COMMENTS	LIMITED TERM EXPIRATION DATE
POSITION ADDITIONS						
003	AUDITOR-CONTROLLER	2	TBD	ADMINISTRATIVE MANAGER II - LT	COST APPLIED TO CAPS FUND 014	11/30/2010
		1	TBD	OFFICE SPECIALIST - LT	COST APPLIED TO CAPS FUND 014	11/30/2010
	003 AUDITOR-CONTROLLER ADDITIONS TOTAL	3				
017	COUNTY EXECUTIVE OFFICE	1	TBD	EXECUTIVE SECRETARY I	GENERAL FUND 100%	N/A
	017 COUNTY EXECUTIVE OFFICE ADDITIONS TOTAL	1				
025	COUNTY COUNSEL	1	TBD	LEGAL SERVICES ASSISTANT	REVENUE OFFSET FROM PA/PG	N/A
	025 COUNTY COUNSEL ADDITIONS TOTAL	1				
026	DISTRICT ATTORNEY	1	TBD	ACCOUNTING TECHNICIAN	FUND 116	N/A
		2	TBD	ATTORNEY'S CLERK II - LT	DEPARTMENT OF INSURANCE GRANT	06/30/08
		3	TBD	DEPUTY DISTRICT ATTORNEY IV - LT	DEPARTMENT OF INSURANCE GRANT	06/30/08
		2	TBD	INVESTIGATIVE ASSISTANT-LT	DEPARTMENT OF INSURANCE GRANT	06/30/08

**POSITION CHANGE SUMMARY
FY 2007-08 FIRST QUARTER BUDGET REPORT**

AGENCY #	AGENCY NAME	NO. OF POSITIONS	POSITION NUMBER	POSITION TITLE	FUNDING SOURCE / COMMENTS	LIMITED TERM EXPIRATION DATE
POSITION ADDITIONS (cont'd)						
026	DISTRICT ATTORNEY (cont'd)	3	TBD	INVESTIGATOR - LT	DEPARTMENT OF INSURANCE GRANT	06/30/08
		1	TBD	PARALEGAL - LT	DEPARTMENT OF INSURANCE GRANT	06/30/08
		1	TBD	SENIOR ACCOUNTANT/AUDITOR I	FUND 116	N/A
026 DISTRICT ATTORNEY ADDITIONS TOTAL		13				
047	SHERIFF/COURT OPERATIONS	1	TBD	DEPUTY SHERIFF I	TRIAL COURT FUNDING	N/A
047 SHERIFF/COURT OPERATIONS ADDITIONS TOTAL		1				
050	PERFORMANCE AUDIT DEPARTMENT	1	TBD	ADMINISTRATIVE MANAGER I	100% GENERAL FUND	N/A
		1	TBD	ADMINISTRATIVE MANAGER II	100% GENERAL FUND	N/A
		1	TBD	ADMINISTRATIVE MANAGER III	100% GENERAL FUND	N/A
050 PERFORMANCE AUDIT DEPARTMENT ADDITIONS TOTAL		3				
055	SHERIFF/COMMUNICATIONS	1	TBD	COMMUNICATIONS TECHNICIAN II	COST APPLY	N/A
055 SHERIFF/COMMUNICATIONS ADDITIONS TOTAL		1				
056	HR/EMPLOYEE BENEFITS	1	TBD	ADMINISTRATIVE MANAGER II	100% GENERAL FUND	N/A
056 HR/EMPLOYEE BENEFITS ADDITIONS TOTAL		1				

**POSITION CHANGE SUMMARY
FY 2007-08 FIRST QUARTER BUDGET REPORT**

AGENCY #	AGENCY NAME	NO. OF POSITIONS	POSITION NUMBER	POSITION TITLE	FUNDING SOURCE / COMMENTS	LIMITED TERM EXPIRATION DATE
POSITION ADDITIONS (cont'd)						
060	SHERIFF-CORONER	5	TBD	DEPUTY SHERIFF II - LT	LAW ENFORCEMENT SERVICES (CONTRACT CITY)	06/30/08
		1	TBD	EMERGENCY MANAGEMENT PROGRAM COORDINATOR - LT	LAW ENFORCEMENT SERVICES (CONTRACT CITY)	06/30/08
		1	TBD	INVESTIGATIVE ASSISTANT	LAW ENFORCEMENT SERVICES (CONTRACT CITY)	06/30/08
		1	TBD	INVESTIGATOR - LT	LAW ENFORCEMENT SERVICES (CONTRACT CITY)	06/30/08
		1	TBD	SHERIFF'S COMMUNITY SERVICES OFFICER - LT	LAW ENFORCEMENT SERVICES (CONTRACT CITY)	06/30/08
060 SHERIFF-CORONER ADDITIONS TOTAL		9				
080	RESOURCES & DEV. MGMT. DEPT. (RDMD)	1	TBD	ADMINISTRATIVE MANAGER I	DIRECT BILLED 100%	N/A
		1	TBD	ADMINISTRATIVE MANAGER I	100% GENERAL FUND	N/A
		1	TBD	SENIOR SYSTEMS PROGRAMMER/ANALYST	100% GENERAL FUND	N/A
080 RESOURCES & DEV. MGT. DEPT.(RDMD) ADDITIONS TOTAL		3				

**POSITION CHANGE SUMMARY
FY 2007-08 FIRST QUARTER BUDGET REPORT**

AGENCY #	AGENCY NAME	NO. OF POSITIONS	POSITION NUMBER	POSITION TITLE	FUNDING SOURCE / COMMENTS	LIMITED TERM EXPIRATION DATE
POSITION ADDITIONS (cont'd)						
115	RDMD/ROAD	1	TBD	ADMINISTRATIVE MANAGER II	FUND 115	N/A
115 RDMD/ROAD		ADDITIONS TOTAL	1			
122	DA/MOTOR VEHICLE THEFT TASK FORCE	1	TBD	DEPUTY DISTRICT ATTORNEY IV	FUND 122	N/A
122 DA/MOTOR VEHICLE THEFT TASK FORCE		ADDITIONS TOTAL	1			
POSITION DELETIONS						
004	MISCELLANEOUS FUND	(1)	R50864	ADMINISTRATIVE MANAGER I	N/A	N/A
		(1)	R50868	ADMINISTRATIVE MANAGER II	N/A	N/A
		(1)	R50869	ADMINISTRATIVE MANAGER III	N/A	N/A
004 MISCELLANEOUS FUND		DELETIONS TOTAL	(3)			
041	GRAND JURY	(1)	R97790	ADMINISTRATIVE ASSISTANT I	Transfer to Court	N/A
		(1)	R81992	SENIOR ADMINISTRATIVE ANALYST/OFFICER	Transfer to Court	N/A
041 GRAND JURY		DELETIONS TOTAL	(2)			
042	HEALTH CARE AGENCY	(2)	R79567, R79631	BEHAVIORAL HEALTH NURSE	N/A	N/A
		(1)	R03319	CLINICAL PSYCHOLOGIST II	N/A	N/A

**POSITION CHANGE SUMMARY
FY 2007-08 FIRST QUARTER BUDGET REPORT**

AGENCY #	AGENCY NAME	NO. OF POSITIONS	POSITION NUMBER	POSITION TITLE	FUNDING SOURCE / COMMENTS	LIMITED TERM EXPIRATION DATE
POSITION DELETIONS (cont'd)						
042	HEALTH CARE AGENCY (cont'd)	(6)	L07048-49, R01583, R70044, R74335, R97511	CLINICAL SOCIAL WORKER II	N/A	N/A
		(2)	R01168, R73136	COMMUNITY MENTAL HEALTH PSYCHIATRIST	N/A	N/A
		(2)	R02352, R86729	HCA SERVICE CHIEF I	N/A	N/A
		(3)	R80541, R80571, R90417	MARRIAGE FAMILY THERAPIST II	N/A	N/A
		(5)	R00043, R84824, R89795, R89801, R96293	MENTAL HEALTH SPECIALIST	N/A	N/A
		(3)	R68136, R76193, R79291	OFFICE SPECIALIST	N/A	N/A
		(1)	R73107	OFFICE SUPERVISOR C	N/A	N/A
		(6)	R72278, R73050, R73219, R73100, R74023, R97514	OFFICE TECHNICIAN	N/A	N/A
042 HEALTH CARE AGENCY DELETIONS TOTAL		(31)				

**POSITION CHANGE SUMMARY
FY 2007-08 FIRST QUARTER BUDGET REPORT**

AGENCY #	AGENCY NAME	NO. OF POSITIONS	POSITION NUMBER	POSITION TITLE	FUNDING SOURCE / COMMENTS	LIMITED TERM EXPIRATION DATE
POSITION DELETIONS (cont'd)						
045	JUVENILE JUSTICE COMMISSION	(1)	R97791	ADMINISTRATIVE ANALYST/OFFICER	Transfer to Court	N/A
		(1)	R77414	OFFICE SPECIALIST	Transfer to Court	N/A
045 JUVENILE JUSTICE COMMISSION DELETIONS TOTAL		(2)				
048	DETENTION RELEASE	(8)	R86949-55, R88378	DETENTION RELEASE OFFICER	TRANSFER TO COURT	N/A
		(1)	R86948	OFFICE SPECIALIST	TRANSFER TO COURT	N/A
		(6)	R86956-61	SENIOR DETENTION RELEASE OFFICER	TRANSFER TO COURT	N/A
		(1)	R86962	SUPERVISING DETENTION RELEASE OFFICER	TRANSFER TO COURT	N/A
048 DETENTION RELEASE DELETIONS TOTAL		(16)				
060	SHERIFF-CORONER	(1)	R07217	COMMUNICATIONS TECHNICIAN II	PROP 172	N/A
060 SHERIFF-CORONER DELETIONS TOTAL		(1)				
080	RESOURCES & DEV. MGMT. DEPT. (RDMD)	(1)	R75780	ELEVATOR MECHANIC	GENERAL FUND	N/A
		(1)	R06218	PLANNER III	USER FEES	N/A
		(1)	R75840	TRADES HELPER II	100% DIRECT BILLED	N/A
		(1)	R75656	WAREHOUSE WORKER II	GENERAL FUND	N/A
080 RESOURCES & DEV. MGT. DEPT. (RDMD) DELETIONS TOTAL		(4)				

**POSITION CHANGE SUMMARY
FY 2007-08 FIRST QUARTER BUDGET REPORT**

AGENCY #	AGENCY NAME	NO. OF POSITIONS	POSITION NUMBER	POSITION TITLE	FUNDING SOURCE / COMMENTS	LIMITED TERM EXPIRATION DATE
POSITION DELETIONS (cont'd)						
120	OC PUBLIC LIBRARY (OCPL)	(1)	R01995	LIBRARY CLERK - PT	FUND 120	N/A
120	OC PUBLIC LIBRARY	DELETIONS TOTAL	(1)			
LIMITED TERM POSITIONS - EXPIRATION DATE EXTENSIONS						
026	DISTRICT ATTORNEY	1	L06088	ATTORNEY'S CLERK II	STATE DUI PROGRAM	06/30/08
		1	L06087	DEPUTY DISTRICT ATTORNEY IV	STATE DUI PROGRAM	06/30/08
		1	L96656	DEPUTY DISTRICT ATTORNEY IV	PROP 172/GENERAL FUND	06/30/08
		1	L96704	INVESTIGATIVE ASSISTANT	STATE VERTICAL PROSECUTION PROGRAM	06/30/08
		1	L01247	INVESTIGATOR	PROP 172/GENERAL FUND	06/30/08
		1	L20450	UTILITY WORKER/DRIVER	PROP 172/GENERAL FUND	06/30/08
	026 DISTRICT ATTORNEY LIMITED TERM DATE EXTENSIONS TOTAL	6				
057	PROBATION	2	L05276-77	DEPUTY PROBATION OFFICER II - LT	GENERAL FUND	12/31/08
057	PROBATION	LIMITED TERM DATE EXTENSIONS TOTAL	2			
CONVERT LIMITED TERM POSITIONS TO REGULAR POSITIONS						
042	HEALTH CARE AGENCY	6	L00833-837, L02314	PUBLIC HEALTH NURSE III	PROP 10	N/A
	042 HEALTH CARE AGENCY LIMITED TERM TO REGULAR CONVERSIONS TOTAL	6				

**POSITION CHANGE SUMMARY
FY 2007-08 FIRST QUARTER BUDGET REPORT**

AGENCY #	AGENCY NAME	NO. OF POSITIONS	POSITION NUMBER	POSITION TITLE	FUNDING SOURCE / COMMENTS	LIMITED TERM EXPIRATION DATE
CONVERT PART-TIME POSITIONS TO FULL-TIME POSITIONS						
120	ORANGE COUNTY PUBLIC LIBRARY	1	R99762	LIBRARY CLERK	PUBLIC LIBRARY FUNDS	N/A
120	OC PUBLIC LIBRARY	PART TIME TO FULL-TIME CONVERSIONS TOTAL	1			
SUMMARY OF POSITION CHANGES TOTALS						
TOTAL POSITIONS ADDED		38				
TOTAL POSITIONS DELETED		(60)				
NET TOTAL POSITION ADDS/DELETES		(22)				
TOTAL LIMITED TERM POSITION DATE EXTENSIONS		8				
TOTAL LIMITED TERM POSITIONS CONVERTED TO REGULAR POSITIONS		6				

4327HP OCCUPATIONAL THERAPY ASSISTANT I

4329HP OCCUPATIONAL THERAPY ASSISTANT II

DEFINITION

Under technical supervision of a licensed Occupational Therapist, to treat acute and rehabilitative patients with physical injury or disability, assess and report on patients' progress in attaining maximum functioning; and to do other work as required.

CLASS CHARACTERISTICS

Positions in this class are assigned to work in conjunction with professional licensed Occupational Therapists. The Occupational Therapy Assistant classes differ from the lower class, Therapy Aide, in that incumbents in the latter class are not licensed to provide therapeutic treatment. Occupational Therapy Assistants are distinguished from licensed Occupational Therapists by being limited to such treatments and services as permitted by certification and for which they are properly trained. Occupational Therapy Assistant I's receive closer supervision and are expected to consult with the licensed therapist more frequently.

EXAMPLES OF DUTIES

1. Assists an Occupational Therapist during the assessment process to determine patient's functional level in performing activities of daily living.
2. Facilitates patient and parent participation in occupational therapy activities by discussing with patient the goals and treatment objectives, selecting specific tasks or activities most appropriate to patient's needs and interests, and encouraging and motivating patient to participate in treatment activities.
3. Progresses patient through treatment program by advancing the patient to more difficult or strenuous activities, decreasing to less difficult level of activity or altering activities based upon observations of the patient's response to treatment and developmental stage and interests. Treatment procedures include motor activity to develop or improve movement in the patient, training patient in self-help skills, homemaking, adaptive methods, arts and crafts activities, and games designed to help patient regain or maintain physical and functional independence.
4. Utilizes standard equipment and supplies required for treating patients; instructs patient and patient's families in the use and care of equipment and devices.
5. Observes reactions and responses of patients to occupational therapy treatment; reports observations to Occupational Therapists; under Therapist direction, consults with physicians, and allied health personnel.
6. In accordance with program policy, writes progress notes in patient medical records noting reaction and response to the therapy treatment; maintains accurate records of therapy treatments performed and the duration and frequency of treatments which are reviewed and countersigned by the registered Occupational Therapist.
7. Instructs members of other disciplines in standard methods of performing such tasks as self-care and positioning of patients; advises them in methods of giving directions to elicit patient participation and Orients them in use and care of splints, adapted devices and self-care aids.
8. Writes and instructs family/caregivers in home program activities based on treatment plan and goals.
9. Assists in department operations including cleaning work area, filing records and other office procedures.

MINIMUM QUALIFICATIONS

Certification

Possession of a valid certification as an Occupational Therapy Assistant issued by the California Board of Occupational Therapy.

Or

For the Occupational Therapy Assistant I classification, possession of Occupational Therapy Assistant Limited Permit. However, an Occupational Therapy Assistant Limited Permit is valid for no more than four months and an Occupational Therapy Assistant Certification must be obtained within the timelines established by the California Board of Occupational Therapy. Failure to obtain OTA certification may result in immediate failure of probation.

A California Driver License may be required for some assignments.

Experience

Occupational Therapy Assistant I:

No experience required

Occupational Therapy Assistant II:

One year of supervised experience as an Occupational Therapy Assistant in a program for children with physical disabilities or two years of supervised experience in the area of physical disabilities.

Knowledge of

Principles, methods and equipment used in occupational therapy for children and adolescents through age 21 with physical disabilities.

Human anatomy and physiology and medical terminology.

Normal and abnormal growth and development of children and adolescents.

Concepts and scope of occupational therapy and its relationship to other health care professions; roles and functions of Occupational Therapists, Occupational Therapy Assistants and Therapy Aides.

Professional ethics and conduct; medical-legal aspects of occupational therapy care.

Manual arts, crafts, games and therapeutic exercises and functional activities, including how to grade activities in degree of difficulty.

Adaptive equipment and adaptive techniques related to activities of daily living.

Maintaining occupational therapy supplies and equipment.

Instructing patients, families/caregivers in the activities of daily living.

Principles of documentation and record keeping on patient's progress and behavior.

Procedures for transporting patients to and from therapy on a school campus.

Ability to

Lift, maneuver, carry and position patients in order to achieve maximum benefit from treatment.

Establish and maintain effective working relations with patients, families, other staff members and the general public.

Follow directions of therapy plan, program protocols and case Therapist.

Keep Therapist informed of patient status and progress while working independently.

Maintain assigned caseload.

Manage time effectively and comply with designated timelines.

Work in schools or clinics with individuals or small groups of physically disabled children.

Use a computerized medical record system and a computer for reports, scheduling and administrative records.

Physical Requirements

Strength sufficient to exert force to pull and lift patients and equipment weighing up to 50 pounds; body mobility to extend hands and arms in any direction, walk, run, chase children on playground, stand, bend, and stoop; stamina to Sit for up to one hour at a time; manual dexterity to grasp, manipulate/operate small objects and precision instruments, handwrite or key items into computer; vision sufficient to read calibrated measuring instruments, prescriptions and computer screen; hear and speak well enough to converse understandably in person and on the phone.

Environmental Conditions:

Will be required to interact with clients/patients in emotional and occasionally hostile situations; work in an office/clinic environment.

PW
11/20/07

CLASS CODE	CLASS TITLE
4330HP	OCCUPATIONAL THERAPIST I
4334HP	OCCUPATIONAL THERAPIST II

DEFINITION

Under the direction of the Supervising Therapist, plan and perform occupational therapy treatments for children with physical disabilities such as neuromuscular and/or musculoskeletal problems; and to do other work as required.

CLASS CHARACTERISTICS

Occupational Therapists work with children with physical disabilities under the direction of a Supervising Therapist. Occupational Therapists independently evaluate and implement treatment programs as requested by a physician. Occupational Therapist I is an entry level class for registered therapists who lack the specialized experience performing occupational therapy for children with physical disabilities. Occupational Therapist II, is an experienced class for registered therapists who have specialized experience performing therapy with children.

EXAMPLES OF DUTIES

1. Evaluates and develops therapy programs for children with physical disabilities with medically eligible conditions; establishes treatment plans with functional goals and measurable objectives based upon evaluations and clinical observations. Incorporates concepts of family centered care.
2. Provides therapy treatment as prescribed by the physician in charge of each patient; schedules and treats patients according to prescription frequency; manages the child's behavior to obtain desired therapeutic outcomes; monitors patient's response to intervention and modifies treatment as indicated to attain goals; participate in individual Education Plan and review meetings.
3. Manages a caseload and maintains a productivity level of direct scheduled treatment time as established by the CCS program; coordinates therapy schedule with other therapists, the child's school schedule and works with school districts to set up bussing for therapy sessions; develops and monitors classroom programs; may provide treatment at satellites without onsite Supervision.
4. Works with and communicates with parents/caregivers; interprets evaluation findings, reviews parent folder and completes necessary paperwork during initial evaluation; provides and educates parents caregivers in home programs appropriate to patient's needs.
5. Maintains documentation of treatment according to therapy policies and procedures, such as evaluations, running and narrative notes, treatment records, and statistics.
6. Maintains current working knowledge of available durable medical equipment; identifies needs, recommends appropriate equipment, writes letters of medical justification for durable medical equipment, obtains necessary documentation for authorization and ensures delivery and proper function/fit of equipment. Develops, designs, and constructs or directs the construction of splints/orthoses for individual children. Instructs parents/caregivers on the maintenance and safety of equipment and splints. May also consult on the construction of Special equipment.
7. Provide consultation and training to Therapy Assistants, Aides, new therapists, students and volunteers as assigned; Consult with schools, group homes and other Community programs; may act for Supervising Therapist when so delegated.

8. Participates in unit operations, including ordering of supplies and housekeeping procedures; participates in program development activities.
9. Makes home and school visits as needed.
10. Maintains professional competence by attending professional workshops, seminars, courses or meetings and utilizes professional literature; participates in MTU clinics, staff meetings, workshops, inservices, and parent meetings.
11. Selects appropriate patients for treatment by Occupation Therapy Assistants (OTA) and supervises quality of treatment. Appropriately delegates case management activities to the OTA. Maintains legal responsibility for all treatment and documentation provided by the OTA. Completes all evaluations and progress notes on these patients and maintains supervision of the OTA as per CCS policy, in addition to the management of the therapist's own caseload. Provides training as needed by the OTA to assure quality patient treatment.

MINIMUM QUALIFICATIONS

License Required

Possession of a valid license as an Occupational Therapist issued by the California Board of Occupational Therapy. For the Occupational Therapist I classification, recent graduates may be hired with a non-renewable Occupational therapist Limited Permit. However, an Occupational Therapist Limited Permit is valid for no more than four months and an Occupational Therapist license must be obtained within the timelines established by the California Board of Occupational Therapy. Failure to obtain Licensure may result in immediate failure of probation.

Experience - Occupational Therapist I

None required beyond the requirements for Licensure or Limited Permit.

Experience - Occupational Therapist II

One year of supervised experience as an occupational therapist in a program for children with physical disabilities or two years in the area of physical disabilities.

Knowledge of

The principles and methods of occupational therapy and skill in administering occupational therapy.

Skeletal anatomy, kinesiology, neurology, ROM, Manual Muscle test, and the basic pathology involved in neuromuscular and/or orthopedic handicaps, and the objectives of occupational therapy treatment for children with physical disabilities.

The physical and psychological problems of children with physical disabilities and their families.
Normal and abnormal child development.

Construction and use of adaptive equipment and splints/orthoses, including equipment suitable for classroom and home use.

Ability to

Understand and follow physician prescription.

Plan and implement an occupational therapy program.

Skillfully apply occupational therapy techniques in the assessment and treatment of patients.

Maintain assigned workload and work under demanding deadlines.

Provide clear and understandable instructions to client, family members, teachers and others regarding client treatment and supportive needs.

Establish and maintain effective relationships with client, family members, the medical community and others engaged in the treatment and education of disabled children and adolescents.

Maintain written records and prepare progress reports according to program policies and procedures.

Work in schools or clinics with individuals or small groups of physically disabled children.

Demonstrate, instruct and observe students, therapy assistants and new therapists in proper treatment and medical record procedures.

Use a computerized medical record system and a computer for reports, scheduling and administrative records.

Physical Requirements

Body strength sufficient to exert force to pull and lift patients and equipment weighing up to 50 pounds; body mobility to extend hands and arms in any direction, walk, run, chase children on playground, stand, bend, and stoop; stamina to sit for up to one hour at a time; manual dexterity to grasp, manipulate/operate small objects and precision instruments and handwrite or key items into computer; vision sufficient to read calibrated measuring instruments, prescriptions and computer screen; hear and speak well enough to converse understandably in person and on the phone.

Environmental Conditions:

Will be required to interact with clients/patients in emotional and occasionally hostile situations; work in an office/clinic environment; drive to community sites and to meetings.

CLASS CODE	CLASS TITLE
4307HP	PHYSICAL THERAPIST ASSISTANT I
4309HP	PHYSICAL THERAPIST ASSISTANT II

DEFINITION

Under technical supervision of a licensed Physical Therapist, to treat acute and rehabilitative patients with physical injury or disability, assess and report on patients' progress in attaining maximum functioning.

CLASS CHARACTERISTICS

Positions in this class require licensure as a Physical Therapist Assistant from the Physical Therapy Board of California . This assistant class differs from the next lower class, Therapy Aide, in that incumbents in the latter class are not licensed to provide therapeutic treatment. Positions in this class are also distinguished from Physical Therapist series by not being permitted to perform such duties including, but not limited to: interpretation of referrals; physical therapy initial evaluation and re-evaluation; identification, determination or modification of plans of care (including goals and treatment programs); final discharge assessment/evaluation or establishment of the discharge plan; or therapeutic techniques beyond the skill and knowledge of the Physical Therapist Assistant. Physical Therapist Assistant I's receive closer supervision and are expected to consult with the licensed therapist more frequently

EXAMPLE OF DUTIES

1. Performs delegated treatment procedures such as therapeutic exercises to maintain and restore strength, endurance, coordination, and range of motion; gait training and functional training for transferring and wheelchair activities; and treatment procedures involving the use of therapeutic equipment, machines, and assistive or supportive devices.
2. Applies modalities such as hot and cold packs, paraffin, whirlpool, Hubbard tank, pool infrared, diathermy, ultrasound, ultraviolet, traction and electrical stimulation which are used to relieve pain or promote healing.
3. Encourages and motivates patient to participate in the treatment program by discussing and explaining their treatment goals and objectives.
4. Progresses patient through treatment program, deciding when to advance the patient to more difficult or strenuous activities, when to decrease to less difficult level of activity, or when to interrupt the treatment based upon patient reaction and response to the treatment program under the direction of the licensed Physical Therapist.
5. Demonstrates, trains, and directs patients and families in the use and care of wheelchairs, braces, canes, crutches, and other special equipment under the direction of the licensed Physical Therapist.
6. Observes and assists with tests, under the guidance of a licensed Physical Therapist, to determine patients' functional level in performing activities of daily living.
7. Observes reactions and responses of patients to physical therapy treatment and reports observations to registered Physical Therapists, physicians, and allied health personnel.
8. Writes progress notes in patient physical therapy records noting reaction and response to the therapy treatment; maintains accurate records of therapy treatments performed and the duration and frequency of treatments which are reviewed and countersigned by the registered Physical Therapist.
9. Instructs members of other disciplines in standard methods of performing such tasks as transfers, ambulation, and positioning of patient and orients them in the uses and care of splints, braces and adapted equipment.

MINIMUM QUALIFICATIONS

Knowledge of

Human anatomy and physiology, including all systems of the body, with emphasis on musculoskeletal, circulatory and nervous systems.

Relationships of anatomical structures to normal and abnormal movement, including surface anatomy.

Survey of pathophysical conditions resulting from injury and disease. This may include selected disabilities resulting from medical, orthopedic, or neurological conditions.

Concepts and scope of physical therapy and its relationships to other health care professions; role and functions of the Physical Therapist, Physical Therapist Assistant and Therapy Aide; professional ethics and conduct; medical-legal aspects of physical therapy care.

Basic principles and use of massage; skill in application of massage.

Basic principles of ambulation and functional activities; skill in the application of these techniques individually and in groups; understanding of and skill in the uses of assistive-supportive devices. This may include bed activities, transfers, gait training, and the use of wheelchairs, walkers, crutches, prostheses, braces, splints, and other assistive devices.

Basic principles of therapeutic exercise such as passive range of motion, manual resistive exercise and standardized exercise programs, and the use of exercise equipment for mechanical assistive and resistive exercise, skill in the application of these exercise procedures with individuals and groups.

Basic principles involved in carrying out special procedures, i.e., the use of cervical and lumbar traction apparatus, postural drainage; skill in the application of these procedures.

Principles of documentation and record keeping.

Ability to

Lift, maneuver, carry and position patients in order to achieve maximum benefit from treatment.

Establish and maintain effective working relations with patients, families, other staff members and the general public.

Follow directions of therapy plan, program protocols and case Therapist.

Keep Therapist informed of patient status and progress while working independently.

Maintain assigned caseload.

Manage time effectively and comply with designated timelines

Work in schools or clinics with individuals or small groups of physically disabled children.

Use a computerized medical record system and a personal computer for reports, scheduling and administrative records.

Establish and maintain effective relationships with client, family members, the medical community and others engaged in the treatment and education of children and adolescents with disabilities.

Licensure

Possession of a valid license as a Physical Therapist Assistant issued by the Physical Therapy Board of California.

or

Possession of Physical Therapist License Assistant Applicant Status with valid authorization from the Physical Therapy Board of California. Failure to obtain Physical Therapist Assistant licensure before the expiration of Physical Therapist Applicant status may result in immediate termination.

Experience

Physical Therapist Assistant I

None required beyond the requirements for licensure or Physical Therapist Applicant Status.

Physical Therapist Assistant II

One year of supervised experience as a Physical Therapist Assistant in a program for children with physical disabilities or two years of supervised experience in the area of physical disabilities.

License Required

A California Class C Drivers License may be required.

Physical Requirements

Body strength sufficient to exert force to pull and lift patients and equipment weighing up to 50 pounds; body mobility to extend hands and arms in any direction, walk, run, chase children on playground, stand, bend, and stoop; stamina to sit for up to one hour at a time; manual dexterity to grasp, manipulate/operate small objects and precision instruments and handwrite or key items into computer; vision sufficient to read calibrated measuring instruments, prescriptions and computer screen; hear and speak well enough to converse understandably in person and on the phone.

Environmental Conditions:

Will be required to interact with clients/patients in emotional and occasionally hostile situations; work in an office/clinic environment; drive to community sites and to meetings.

PW

431OHP - PHYSICAL THERAPIST I

4316HP - PHYSICAL THERAPIST II

DEFINITION

Under direction of the Supervising Therapist, to plan and perform physical therapy treatments for children with physical disabilities such as neuromuscular and/or musculoskeletal problems; and to do other work as required.

CLASS CHARACTERISTICS

Physical Therapists, work with children with physical disabilities under the direction of a Supervising Therapist. Physical Therapists independently evaluate and implement treatment programs as prescribed by a physician. Physical Therapist I, is an entry level class for licensed therapists who lack specialized experience performing physical therapy for children with physical disabilities. Physical Therapist II, is an experienced class for licensed therapists who have specialized experience performing therapy with children.

EXAMPLES OF DUTIES

1. Evaluates and develops therapy programs for children with physical disabilities with medically eligible conditions: establishes treatment plans with functional goals and measurable objectives based upon evaluations and clinical observations; incorporates concepts of family centered care.
2. Provides therapy treatment as prescribed by the physician in charge of each patient; schedules and treats patients according to prescription frequency; manages the child's behavior to obtain desired therapeutic outcomes; monitors patient's response to intervention and modifies treatment as indicated to attain goals; participates in Individual Education Plan and review meetings.
3. Manages a caseload and maintains a productivity level of direct scheduled treatment time as established by the CCS programs; coordinates therapy schedule with other therapists, the child's school schedule and works with school districts to set up bussing for therapy sessions; develops and monitors classroom programs; may provide treatment at satellites without onsite Supervision.
4. Works with and communicates with parents/care givers; interprets evaluation findings, reviews parent folder and completes necessary paperwork during initial evaluation; provides and educates parents/care givers in home programs appropriate to patient's needs.
5. Maintains documentation of treatment according to therapy policies and procedures, such as evaluations, running and narrative notes, treatment records, and statistics.
6. Maintains current working knowledge of available durable medical equipment; identifies needs, recommends appropriate equipment, writes letters of medical justification for durable medical equipment, obtains necessary documentation for authorization and ensures delivery and proper function/fit of equipment; develops, designs, and constructs or directs the construction of splints/orthotics for individual children. Instructs parents/caregivers on the maintenance and safety of equipment the construction of special equipment.
7. Provides consultation and training to Therapy Assistants, Aides, new Therapists, students and volunteers as assigned; Consults with schools, group homes and other community programs; may act for Supervising Therapist when so delegated.
8. Participates in unit operations, including ordering of supplies and housekeeping procedures. Participates in program development activities.

9. Makes home and school visits as needed.
10. Maintains professional competence by attending professional workshops, seminars, and other courses or meetings and utilizes professional literature; participates in MTU clinics, staff meetings, workshops, inservices, and parent meetings.
11. Selects appropriate patients for treatment by Physical Therapy Assistant (PTA) and supervises quality of treatment. Appropriately delegates case management activities to the PTA.
12. Maintains legal responsibility for all treatment and documentation provided by the PTA.
13. Completes all evaluations and progress notes on these patients and maintains supervision of the PTA as per CCS policy, in addition to the management of the therapist's own caseload.
14. Provides training as needed by the PTA to assure quality patient treatment.

MINIMUM QUALIFICATIONS

License Required

Possession of a valid license as a Physical Therapist issued by the Physical Therapy Board of California.

Or

Possession of Physical Therapist License Applicant Status with valid authorization from the Physical Therapy Board of California. Failure to obtain Physical Therapist licensure before the expiration of Physical Therapist Applicant Status may result in immediate termination.

Experience - Physical Therapist I

None required beyond the requirements for licensure or Physical Therapist Applicant Status.

Experience - Physical Therapist II

One year of supervised experience as a physical therapist in a program for children with physical disabilities or two years in the area of physical disabilities.

Knowledge of

The principles and methods of physical therapy and skill in administering physical therapy.

Skeletal anatomy, kinesiology, neurology, ROM, Manual Muscle test, and the basic pathology involved in neuromuscular and/or orthopedic handicaps, and the objectives of physical therapy treatment for treatments children with physical disabilities.

The physical and psychological problems of physically handicapped children and their families.
Normal and abnormal child development.

Construction and use of adaptive equipment and splints/orthoses, including equipment suitable for classroom and home use.

Ability to

Understand and follow physician prescription.

Plan and implement a physical therapy program.

Skillfully apply physical therapy techniques in the assessment and treatment of patients.

Maintain assigned caseload.

Work under demanding deadlines.

Provide clear and understandable instructions to client, family members, teachers and others regarding client treatment and supportive needs.

Establish and maintain effective relationships with client, family members, the medical community and others engaged in the treatment and education of disabled children and adolescents.

Maintain written records and prepare progress reports according to program policies and procedures.

Work in schools or clinics with individuals or small groups of physically disabled children.

Demonstrate, instruct and observe students, therapy assistants and new therapists in proper treatment and medical record procedures. (Physical Therapist II)

Physical Requirements

Strength sufficient to exert force to pull and lift patients and equipment weighing up to 50 pounds; body mobility to extend hands and arms in any direction, walk, run, chase children on playground, stand, bend, and stoop; stamina to sit for up to one hour at a time; manual dexterity to grasp, manipulate/operate small objects and precision instruments, handwrite or key items into computer; vision sufficient to read calibrated measuring instruments, prescriptions and computer screen; hear and speak well enough to converse understandably in person and on the phone.

Environmental Conditions:

Will be required to interact with clients/patients in emotional and occasionally hostile situations; work in an office/clinic environment; drive to community sites and to meetings;.

PW

11/20/07

4317HP PHYSICAL THERAPIST III
4335HP OCCUPATIONAL THERAPIST III

DEFINITION

Under direction of the Therapy Consultant, to train and supervise students, interns and therapist staff in physical and/or occupational therapy evaluations and treatments of physically handicapped children with neuromuscular and/or musculoskeletal problems; to personally provide therapy to a small caseload of difficult cases; to assist in planning and providing inservice training to staff; to provide technical expertise in the area of Durable Medical Equipment, patient assessment and treatment, to provide therapy case management services including case review for appropriate referrals for physical and/or occupation therapy service, and process DME requests, and to do other work as required.

CLASS CHARACTERISTICS

This is a class assigned to assist the Therapy Consultant, Chief Therapist and Supervising Therapist coordinate and carry out student training, orientation and inservice training of staff and other administrative tasks at a Medical Therapy Unit (MTU). The Therapist III classes differ from those of Physical Therapist II and Occupational Therapist II in that the Therapist III classes may carry a reduced direct treatment case load, as permitted by primary training and/or case management duties, depending on assignment. Therapist III's will be assigned to independently evaluate and implement treatment programs for more difficult cases as prescribed by a physician.

EXAMPLES OF DUTIES

1. Develops and provides inservice education to students, interns, staff and parents and teachers; provides individual training, mentorship and evaluations to interns and new staff.
2. Assures students to have an opportunity to obtain required clinical experiences by working with MTU clinical instructors within Orange County to meet graduation and certification requirements; counsels with and encourages students to prepare for careers in programs for physically handicapped children. Represents the program at university job/career fairs.
3. Evaluates and helps agency develop and implement therapy programs for physically handicapped children; serves on committees related to standards, education and safety; participates in unit operations and in program development activities; coordinates training activities with the Therapy consultant and others providing training; may act for the Supervising Therapist at an MTU.
4. Coordinates instruction of staff in documentation of treatment according to program policies and procedures for evaluations, running and narrative notes, treatment records, and statistics; understands and provides required documentation for managed care programs including CalOptima, Medi-Cal, Medicare, Early Periodic Screening and Diagnosis and Treatment (EPSDT), and CHAMPUS; and may assist Utilization Review Team and assist Supervising Therapist preparing for Utilizations Review.
5. Supervises and provides consultation and training to Therapy Assistants, Therapy Aides, students and volunteers; approved patients and procedures to be performed by Physical Therapy Assistants (PTA) or Occupational Therapy Assistants (OTA) under personal supervision; assumes legal responsibility for treatment and documentation provided by Therapy Assistant under personal

supervision. Functions on a county-wide basis to improved consistency throughout the Medical Therapy Program.

6. Establishes treatment plans with functional goals and measurable objectives based upon evaluations and clinical observations; oversees or personally provides therapy treatment as prescribed by the patient's physician, schedule and treats patients according to prescription frequency; coordinates therapy schedule with other therapists, the child's school schedule and works with school districts to set up bussing for therapy sessions; explores new models for scheduling appointments and bussing arrangements; manages the child's behavior to obtain desired therapeutic outcomes; monitors patient's response to intervention and modifies treatment as indicated to attain goals.
7. Works with assigned therapist consulting on and communicating with parents, interpreting evaluation findings, and educating parents in home programs appropriate to patient's needs.
8. Maintains professional competence by attending professional workshops, seminars, courses or meetings and reads professional literature; participates in MTU clinics, staff meetings, workshops, inservices, and parent meetings.
9. Consults with outlying schools, early intervention/infant stimulation programs, United Cerebral Palsy and other community programs; attends and participates in specialty clinics, physician visits and meetings on complex cases.
10. Provides therapy case management services including including case review for appropriate referrals for physical and/or occupation therapy services, authorization and denials of durable medical equipment per state criteria, and determines eligibility for private therapy services under Medi-Cal regulations.
11. Provides technical expertise in the area of assessment for Durable Medical Equipment, and assessment and treatment techniques.

MINIMUM QUALIFICATIONS

License Required:

Possession of a valid license as a Physical Therapist issued by the Physical Therapy Board of California.

OR

Possession of a valid license as an Occupational Therapist issued by the California Board of Occupational Therapy.

Possession of a valid California Driver License.

Experience

Two years of experience as a physical therapist or occupational therapist in a program for physically handicapped children; or three years in the area of physical disabilities, which has included instructing and supervising students, interns and assistants.

Through Knowledge of

The principles and methods of physical therapy or occupational therapy in treating children and adolescents with orthopedic and neurological disabilities.

Skeletal anatomy, kinesiology, neurology, ROM, Manual Muscle test, and the basic pathology involved in neuromuscular and/or orthopedic handicaps, Normal and abnormal child development, the physical and psychological problems of physically handicapped children and their families and the objectives of physical therapy treatment for physically handicapped children.

Consulting on complex cases.

Construction and use of adaptive equipment and splints/orthoses, including equipment suitable for classroom and home use.

Teaching methodologies, mentoring techniques, learning styles, program planning and implementation.

Ability

Establishes an effective mentoring relationship with students, interns and less experienced employees.

Use/implement effective teaching/mentoring strategies and techniques.

Establish and maintain effective relationships with client, family members, the medical community and others engaged in the treatment and education of disabled children and adolescents.

Understand, consult with, interpret and follow physician prescription.

Skillfully apply physical therapy or occupational therapy techniques the assessment and treatment of patients and to instruct others.

Provide clear and understandable instructions to client, family members, teachers and others regarding client treatment and supportive needs.

Represent the County CCS Program in meetings with clients, the community and with insurance companies on justification of equipment and referrals for professional treatment.

Attend meetings scheduled outside standard working hours (evening).

Prepare objectives for outcomes, maintain written records and prepare progress reports on students and patients.

Carry out Utilization Review (UR) of medical records, identify any deficiencies in documentation, explain problems to therapist and provide inservice training as needed.

Use a computerized medical record system and use a personal computer for reports, scheduling and administrative records.

Work in schools or clinics with individuals or small groups of physically disabled children.

Demonstrate effective time management skills in scheduling multiple and varied tasks.

Physical Requirements

Strength sufficient to exert force to pull and lift patients and equipment weighing up to 50 pounds; body mobility to extend hands and arms in any direction, walk stand, bend, and stoop; stamina to sit for up to 30 minutes at a time; manual dexterity to grasp, manipulate/operate small objects and precision instruments, handwrite or key items into computer; vision sufficient to read calibrated measuring instruments, prescriptions and computer screen; hear and speak well enough to converse understandably in person and on the phone.

Environmental Conditions: Will be required to interact with clients/patients in emotional and occasionally hostile situations; work in an office environment and/or a secure facility; drive to community sites and to meetings.

SUPERVISING THERAPIST, CALIFORNIA CHILDREN SERVICES

DEFINITION

Under the direction of the Chief Therapist, supervise the operation of a California Children Services (CCS) Medical Therapy Unit (MTU); to supervise staff Physical and Occupational Therapists, Therapy Assistants and Aides; to coordinate the clinic therapy program with the school educational program; and to do other work as required.

CLASS CHARACTERISTICS

The class is distinguished by the technical supervision of therapy staff and client caseload and site supervision of a MTU. The Supervising Therapist is responsible for coordinating treatment between the occupational and physical therapy disciplines and other medical specialty clinics and coordinating student and inservice training with the Therapy Consultant.

EXAMPLES OF DUTIES

1. Coordinates, assigns, supervises, reviews and evaluates the work of a staff of Occupational and Physical Therapists, Therapy Assistants and Therapy Aides assigned to a MTU; interviews Physical and/or Occupational Therapist applicants and other MTU staff and recommends hiring; trains and evaluates the performance of staff; counsels and initiates disciplinary action if appropriate.
2. Provides direction in development of Therapists treatment plans in accordance with CCS policies and procedures; reviews and supervises execution of individual treatment plans; assists staff and parents with resolution of special case management problems; makes referrals to various medical specialty clinics when appropriate; coordinates MTU conference operations.
3. Informs, implements and enforces State, County and CCS program policies and procedures; participates in and provides input to committees for program development and changes, assures MTU compliance with Medi-Cal Outpatient Rehab Certification criteria.
4. Coordinates staff development, trains and orients new staff and provides oversight of MTU clinical training programs.
5. Works closely with the public school staff to provide a well coordinated program of therapy and education for physically handicapped children; interprets CCS program policies and procedures to staff, other agencies, parents and the public; serves as liaison between MTU and other community agencies.
6. Keeps records and prepares reports on operation of the MTU including caseload, supplies, equipment and personnel; prepares and submits budgets for supplies and equipment to school administration and recommends purchase of major equipment through the Chief Therapist; submits requests for building repair/maintenance to school administrator or County; performs Building Manager responsibilities as outlined by the County.
7. Conducts staff meetings and participates in parent, school and community meetings; represents CCS program in educational appeals and fair hearing actions.
8. May perform occupational or physical therapy treatment for physically handicapped children in addition to supervisory duties.

MINIMUM QUALIFICATIONS

License Required

Possession of a valid license as a Physical Therapist issued by the Physical Therapy Board of California. OR

Possession of a valid license as an Occupational Therapist issued by the California Board of Occupational Therapy.

Experience

Two years of experience as a Physical or Occupational Therapist in a program for physically disabled children.

Thorough knowledge of

Principles and techniques of either physical or occupational therapy, with particular emphasis on the physical and psychological problems of children with cerebral palsy and other physical disabilities.
Current trends and developments in physical medicine and rehabilitation.

General Knowledge of

Principles and techniques of effective organization and supervision
California Children Services and Health Care Agency policies and procedures.

Ability to

Plan, organize and prioritize work and supervise a staff of professional and para-professionals.

Quickly learn County rules, regulations and personnel procedures.

Teach therapeutic principles, philosophy and techniques.

Understand physical and emotional problems of children with disabilities.

Listen attentively, understand what is being communicated and effectively convey ideas and concepts.

Attend meetings scheduled outside standard working hours (evenings).

Establish and maintain cooperative relationships with children and parents and effective ships with clinic and school staff and physicians.

Encourage the professional development of staff and evaluate their work performance.

Review medical records and treatment plans; keep administrative records and prepare reports and correspondence.

Maintain physical condition of facility and equipment; maintain security and safety of staff and children.

Use a County-approved means of transportation to travel between work sites.

Work in schools or clinics with individuals or small groups of physically disabled children.

Use a computerized medical record system and a personal computer for reports, scheduling and administrative records.

Physical Requirements

Strength sufficient to exert force to pull and lift patients and equipment weighing up to 50 pounds; body mobility to extend hands and arms in any direction, walk, stand, bend, and stoop; stamina to sit for up to one hour at a time; manual dexterity to grasp, manipulate/operate small objects and precision instruments, handwrite or key items into computer; vision sufficient to read calibrated measuring instruments, prescriptions and computer screen; hear and speak well enough to converse understandably in person and on the phone

Environmental Conditions:

Will be required to interact with clients/patients in emotional and occasionally hostile situations; work in an office/clinic environment; drive to community sites and to meetings;.

PWj

THERAPY CONSULTANT, CALIFORNIA CHILDRENS SERVICES

DEFINITION

Under direction, to review medical charts for program eligibility and treatment documentation; to assist and coordinate staff and student training; to answer questions concerning eligibility, treatment and regulations to assist the Chief Therapist with various administrative duties; and to do other work as required.

CLASS CHARACTERISTICS

This class services as a professional consultant on matters of professional discipline and assists the Chief Therapist in various administrative tasks. It is assigned supervisory duties only related to the training function or when acting for the Chief Therapist.

The class of Therapy Consultant, is distinguished by supervising the therapy staff and program at a Medical Therapy Unit (MTU) housed at a public school sites.

EXAMPLES OF DUTIES

1. Services as consultant to the Chief Therapist on treatment and administrative problems; provides consultation and interprets policies and procedures to MTU's schools, clinics, parent groups, public and private agencies as requested; consults with staff on issues of professional discipline.
2. Reviews medical charts, determines medical eligibility, contacts doctors and hospitals for information on treatment; authorizes treatment and referral; reviews requests for vendored therapy; provides consultation for therapy staff upon request; advises MTU staff on problem cases, rules and regulations.
3. Assists Chief Therapist in the ongoing review of therapy caseloads and client charts for treatment plan and medical eligibility; works with Supervising Therapists in solving complex therapy problems that become apparent as a result of review; acts in the absence of the Chief Therapist or as directed.
4. Develops, schedules and coordinates intern and pre-clinical student training programs with schools of therapy; coordinates the administrative and fiscal details with the Chief Therapist and Program Manager; assigns students to MTU's and assigns therapy staff to act as clinical instructors; establishes guidelines for training and prepares teaching materials; develops course materials, training manuals and training evaluation tools; prepares correspondence and maintains records.
5. Develops, coordinates and conducts orientation of new staff and in-service training and educational program for staff; identifies areas of training need through evaluation and assessment of the ongoing therapy program.
6. Works with MTU's, hospitals, clinics, and therapy centers to which CCS provides services to insure uniformity of occupational or physical therapy techniques, practices and standards; serves as therapy educator; makes arrangements for, and coordinates special programs for, physically handicapped children.
7. Makes recommendations for the purchase of equipment, material, supplies and vendored policies.
8. Maintains a library of current medical and technical reference material.
9. Provides counseling and guidance to staff in relation to their developmental needs; reviews and recommends on staff requests to attend outside educational therapy programs.

MINIMUM QUALIFICATIONS

License Required

Possession of a valid license as a Physical Therapist issued by the Physical Therapy Board of California.

OR

Possession of a valid license as an Occupational Therapist issued by the California Board of Occupational Therapy.

Experience

Considerable experience that would have developed the knowledge and abilities listed above.

Thorough knowledge of

Principles and techniques of physical or occupational therapy with particular emphasis on the physical and psychological problems of children with cerebral palsy and other physical handicaps.
Current trends and developments in physical medicine and rehabilitation.

General Knowledge of

Teaching techniques, training aids and resources necessary for planning, coordinating and implementing an effective educational and training program for MTU Personnel.

Ability to

Plan and advise on therapy treatments for physically handicapped children.

Effectively use tact and motivational techniques to implement goals or objectives.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships.

Use a County approved means of transportation to travel to worksites.

Use a computerized medical record system and a computer for reports, scheduling and administrative records.

Physical Characteristics: Strength and mobility to occasionally lift up to 50 pounds during training, consultation or assessment; Independent body mobility to stand, sit, walk, stoop, and bend to access a standard office environment or medical therapy unit; manual dexterity to use hands, arms and shoulders repetitively to operate a keyboard, to write and drive a vehicle; Vision sufficient to read standard text, read a computer monitor and to drive; speak and hear well enough to communicate clearly and understandably in person, over the telephone and in small groups;.

Environmental Conditions: Will be required to interact with clients/patients in emotional and occasionally hostile situations; work in an office environment and/or a secure facility; drive to community sites and to meetings.

PW

2302GE PARALEGAL TRAINEE
2303GE PARALEGAL

DEFINITION

Under direction, assists attorneys in the preparation of cases for trial and hearing matters; prepares exhibits and witnesses for trial; analyzes existing information regarding the case at hand; researches and interprets pertinent case law; researches and develops the content of legal documents; performs other duties as required.

CLASS CHARACTERISTICS

Positions allocated to this series perform paraprofessional legal assistance at various levels from trainee to journey. Incumbents are under the direction of and provide assistance to one or more attorneys engaged in administrative, civil or criminal law in the County Counsel, District Attorney, Public Defender and Department of Child Support Services.

Paralegal Trainee is the entry/trainee level in this series. Under the close direction of an experienced paralegal and an attorney, incumbents perform a wide variety of paralegal duties. Positions are not budgeted at this level, and there is no permanent status in this class. Incumbents who do not promote to Paralegal at the end of the one year probationary period will have failed probation.

Paralegal is the journey level in this series. Under the direction of an attorney, incumbents perform a wide variety of progressively more complex paralegal duties. Positions are budgeted at this level and temporarily classified for training to Paralegal Trainee for a maximum of one year.

Paralegal differs from Law Clerk in that the latter requires more comprehensive legal training that qualifies them to perform duties similar to a junior attorney. In addition, Law Clerk positions are filled on a temporary basis for a short duration.

EXAMPLES OF DUTIES

1. Review, summarize and respond to legal pleadings.
2. Direct preparation of subpoenas and assure witness compliance.
3. Coordinate pre-trial case preparation.
4. Attend court and direct preparation of court orders by office support staff
5. Analyze elements of cases to identify legal questions.
6. Research authorities and pertinent cases on specific points of law.
7. Prepare points and authorities in support of case.
8. Prepare legal documents, prepare and refine content and language of pleading, affidavits, declarations, motions, discovery and other legal documents.
9. Locate and conduct interviews with parties and potential witnesses and advise attorney of appropriate action based on the information obtained in the interview.
10. Arranges and attends with attorneys, investigators and/or expert witnesses, evidence examinations.
11. Assists attorneys in trial (formulation of juror questionnaires, jury selection proceedings, coordination of witness appearances at trial).
12. Represent the County in hearings such as, Workers Comp, Unemployment Appeals, Bankruptcy, etc.
13. Negotiate case resolution in plea agreements, payment agreements, compromise and release settlements, license releases, etc.

MINIMUM QUALIFICATIONS

License Required

Some positions may require possession of a valid California Driver License, Class C or higher, by date of appointment.

Ability to

Prioritize caseload to meet deadlines;

Extract and organize information from diverse, complex and obscure sources;

Listen and communicate effectively;

Work cooperatively in groups and demonstrate leadership skills when appropriate;

Produce clear and concise documents.

General Knowledge of

Civil and criminal legal processes;

Principles, concepts and methodology of legal research, discovery and fact investigation;

Legal principles and practices;

Legal terminology;

Principles of legal writing;

Content and language requirements of legal documents;

Investigative interviewing techniques;

Effective interviewing techniques.

Experience/Education

Paralegal Trainee:

Possession of a California Accredited Paralegal Certificate or successful completion of a Certified Paralegal Program approved by the American Bar Association.

OR

One year of experience in a law office performing paralegal duties that demonstrates possession of the knowledges and abilities listed as minimum qualifications relevant to the specific assignment.

OR

Three years of legal office support experience such as Attorney Clerk II, Senior Family Support Officer, Investigative Assistant, Senior Legal Secretary, etc. for the County of Orange.

Paralegal:

One year as a Paralegal Trainee with the County of Orange.

OR

Possession of a California Accredited Paralegal Certificate or successful completion of a certified paralegal program approved by the American Bar Association AND one year of experience in a law office performing paralegal duties that demonstrates possession of the knowledges and abilities listed as minimum qualifications relevant to the specific assignment.

OR

Two years of experience in a law office performing paralegal duties that demonstrates possession of the knowledges and abilities listed as minimum qualifications relevant to the specific assignment.

OR

Four years of legal office support experience such as Attorney Clerk II, Senior Family Support Officer, Investigative Assistant, Senior Legal Secretary, etc. for the County of Orange.

Education Substitution

Legal/Paralegal courses or training may be substituted for up to one year of the required experience at the rate of three semester units or the equivalent equaling one month of experience and one hour of job-related training equaling one hour of experience.