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# MEMORANDUM

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Date: August 30, 2023

To: Melissa Manriquez  
Clerk of the Board of Supervisors

From: Jan Leshner   
County Administrator

Re: **Addendum Agenda Item Request for the September 5, 2023**

Please place an Addendum Agenda Item, on the September 5, 2023 Board of Supervisors Meeting titled:

Discussion, Direction & Action:  
Proposed additional new classification and job titles.

JKL/mp

c: Carmine DeBonis, Jr., Deputy County Administrator  
Francisco García, MD, MPH, Deputy County Administrator  
Steve Holmes, Deputy County Administrator

<b>Job Code</b>	<b>Job Title</b>	<b>Pay Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
1977	Board of Supervisors Chief of Staff	18	\$88,881	\$111,101	\$133,321
1978	Board of Supervisors Senior Aide	13	\$57,607	\$69,128	\$80,649
1979	Board of Supervisors Aide	12	\$54,863	\$65,836	\$76,809
5982	Administrative Supervisor III - Courts	10	\$49,763	\$59,715	\$69,668
1963	Assistant Director - Juvenile Court Services	18	\$88,881	\$111,101	\$133,321
1964	Associate Clerk of the Court	18	\$88,881	\$111,101	\$133,321
5965	Business Strategist	17	\$80,508	\$96,610	\$112,711
5966	Clinical Services Supervisor	15	\$66,536	\$79,843	\$93,150
5967	Conservation Science Program Manager II	16	\$73,189	\$87,827	\$102,465
5983	Courtroom Technician I	3	\$36,118	\$42,439	\$48,759
1968	Courts Facility and Security Manager	17	\$80,508	\$96,610	\$112,711
1981	Crisis Intervention Team Coordinator	11	\$52,251	\$62,701	\$73,151
1110	Data Engineer III	17	\$80,508	\$96,610	\$112,711
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1985	Deputy Director Human Resources	20	\$117,545	\$146,931	\$176,318
5970	Director - Civil and Child Support	16	\$73,189	\$87,827	\$102,465
5971	Director - Clerk Juvenile	16	\$73,189	\$87,827	\$102,465
5984	Division Manager - Assessor	18	\$88,881	\$111,101	\$133,321
5972	Domestic Violence Services Program Coordinator	11	\$52,251	\$62,701	\$73,151
5980	Elections Compliance Officer	13	\$57,607	\$69,128	\$80,649
5973	Elections Operations Manager	14	\$60,487	\$72,584	\$84,682
1974	Financial Administrator - Schools	17	\$80,508	\$96,610	\$112,711
5975	ITSD - Business Intelligence Analyst I	13	\$57,607	\$69,128	\$80,649
5146	ITSD - Database Administrator II	16	\$73,189	\$87,827	\$102,465
5976	ITSD - Help Desk Specialist I	9	\$47,393	\$56,872	\$66,350