

BOARD MEETING DATE: June 5, 2026

AGENDA NO. 10

PROPOSAL: Approve New and Revised Class Specifications; Amend Salary Resolution and Teamsters MOU to Establish New and Revised Class Specifications and, as Needed, to Revise Salaries; Amend FY 2025-26 Budget By Adding and Deleting Positions

SYNOPSIS: Based upon a review of operational needs, staff is recommending changes to class specifications in the Finance Division and the Legal Office. This item proposes to revise the Fiscal Assistant and Senior Fiscal Assistant class specifications and to create a new class specification related to this series for Finance, and proposes to revise the Legal Office positions of Legal Secretary and Administrative Secretary/Legal. This item would also establish salaries for the proposed Account Clerk I, Account Clerk II, and Senior Account Clerk class specifications. In addition, staff is recommending adding and deleting positions in the Monitoring and Analysis Division to address operational needs. Sufficient funding exists in the FY 2025-26 Budget, and funding will be included in future budgets.

COMMITTEE: Administrative, May 8, 2026; Recommended for Approval

RECOMMENDED ACTIONS:

1. Approve class specifications in the Finance Division - Account Clerk I (revising the current Fiscal Assistant position), Account Clerk II (new), and Senior Account Clerk (revising the current Senior Fiscal Assistant position), as set forth in Attachment A;
2. Revise the class specifications for the Legal Secretary and Administrative Secretary/Legal positions in the Legal Office to create the Legal Assistant and Senior Legal Assistant positions, as set forth in Attachment B;
3. Amend Section 53 (TABLE OF CLASSES) of the Salary Resolution to reflect the new and revised class specifications; and amend Appendix B (OCM) of the Memorandum of Understanding (MOU) between South Coast AQMD and Teamsters Local 986, and Section 54 (Management and Confidential) of the Salary Resolution to establish the salaries for the new and revised class specifications; as set forth in Attachment C;

4. Amend the FY 2025-26 Budget by adding a Monitor Operations Manager position and deleting a Program Supervisor position (ID No. 1739) in the Monitoring and Analysis Division budget; and
5. Appropriate \$119,000 to the FY 2026-27 Budget from the General Fund Undesignated (Unassigned) Fund Balance to fund the costs of new and revised class specifications, and the staffing additions and deletions.

Wayne Natri
Executive Officer

AJO:mm

Background

Under the direction of the Executive Officer and the Chief Operating Officer, each division continually reviews and assesses staffing resources and functionality to determine whether changes should be made to increase efficiency and effectiveness of South Coast AQMD programs. Class specifications in the Finance Division and Legal Office were evaluated to determine whether their duties and positions were up to date with industry standards, as well as to make changes to address operational needs, recruitment efforts, and staff retention and development. The proposed revisions to Finance Division class specifications and proposed salary adjustments have been discussed, and agreed upon, with union representatives of the bargaining unit. In addition, this item proposes amendments to the FY 2025-26 Budget allocation of positions in the Monitoring and Analysis Division to better support operational needs.

Proposal

Finance Division

Fiscal Assistant staff provide a variety of clerical accounting responsibilities in the support of a fiscal recordkeeping system or purchasing invoicing system. The proposed revisions update the current Fiscal Assistant and Senior Fiscal Assistant class specifications with new titles to, respectively, Account Clerk I and Senior Account Clerk for consistency with industry standards. In addition, a new advanced-journey level Account Clerk II class specification is being added to this job series to better assign work assignments, and to also establish a new career ladder within the Finance Department. Incumbents in current class specifications will be placed in the appropriate new class specification.

Proposed salaries for these new and revised class specifications are set forth in Attachment C.

Legal Office

Legal Secretary staff provide a wide variety of difficult and complex legal secretarial duties. The proposed revisions include title changes to the Legal Secretary and Administrative Secretary/Legal positions to, respectively, Legal Assistant and Senior Legal Assistant to achieve consistency with industry standards. This proposal also revises the job duties for these class specifications to reflect current Legal operations and to delete outdated functions. In addition, the minimum requirements are being revised to enhance recruitment efforts to search for a well-qualified applicant pool. Incumbents in current class specifications will be designated into the revised class specification.

Monitoring and Analysis Division

Based upon review of operations for the Monitoring and Analysis Division, staff recommends adding a Monitoring Operations Manager position to the Advanced Monitoring Technologies unit to support rule development, implementation, and rule-based fence-line air monitoring plan review. Specifically, the position would provide technical support and input during the rule development process, participate in cost analysis for rules, communicate to vendors and manufacturers, and oversee performance evaluation of monitoring equipment to determine applicability for rule implementation. The cost of the added position would be offset by the deletion of a Program Supervisor position from the division's budget.

Resource Impacts

Sufficient funding exists in the FY 2025-26 Budget. In addition, there is sufficient funding available in the General Fund Undesignated (Unassigned) Fund Balance to appropriate funding for the FY 2026-27 Budget to cover the costs of the new and revised class specifications, and the staffing additions and deletions. Funding will also be requested in subsequent fiscal year budgets.

Attachments

- A. Proposed class specifications for Account Clerk I (revising the current Fiscal Assistant position), Account Clerk II (new), and Senior Account Clerk (revising the current Senior Fiscal Assistant position)
- B. Proposed revised class specifications for the Legal Secretary and Administrative Secretary/Legal positions in the Legal Office to create the Legal Assistant and Senior Legal Assistant positions
- C. Proposed amendments to Section 53 (TABLE OF CLASSES) of the Salary Resolution to reflect the new and revised Class Specifications; and to Appendix B (OCM) of the Memorandum of Understanding (MOU) between South Coast AQMD and Teamsters Local 986, and Section 54 (Management and Confidential) of the Salary Resolution to establish the salaries for the new and revised Class Specifications

ATTACHMENT A

Class Code
400



~~Fiscal Assistant I~~ Account Clerk I

Bargaining Unit: Office, Clerical, & Maintenance

Salary Range

\$22.14 - \$31.48 Hourly
\$1,771.33 - \$2,518.78 Biweekly
\$3,837.89 - \$5,457.35 Monthly
\$46,054.70 - \$65,488.21 Annually

South Coast Air Quality Management District

Established Date 04/05/2004

Last Revised Date 10/29/2008

Description

DEFINITION: Under general supervision, performs a variety of clerical accounting responsibilities in support of a fiscal recordkeeping system or purchasing invoicing system; operates automated office equipment; and does other work as required.

CLASSIFICATION STANDARDS: This multi-position, journey-level class is characterized by the responsibility to perform a variety of clerical accounting or fiscal purchasing assignments of moderate difficulty, within established procedures and without close supervision. This class is distinguished from the Office Assistant class in that the ~~Fiscal Assistant~~ Account Clerk I performs office support duties that are primarily fiscal related, whereas the former class performs general office support work.

Essential Duties

Prepares, maintains, reviews, and processes fiscal documents related to accounts receivable, accounts payable, payroll, and purchasing invoicing records; compiles and recomputes bills, vouchers, invoices, requisitions, and purchase orders; reviews fiscal documents and processes claims against South Coast AQMD by checking for arithmetical accuracy; verifies claims against billing and other supporting documents, and determines adherence to prescribed clerical accounting practices and procedures.

Assists in the preparation and processing of South Coast AQMD payroll; compiles fiscal and statistical data to prepare standardized reports; posts transactions manually or by computer or data-entry terminal to subsidiary ledgers and journals; verifies and balances accounts and other fiscal records; contacts South Coast AQMD employees or vendors to obtain and/or clarify information concerning payroll, purchasing matters, claims or payments; traces, locates, and reconciles discrepancies and makes adjustments to appropriate accounts.

Operates a typewriter~~computer~~, calculator, and a variety of automated data processing office equipment; sorts, batches, and codes material for data entry; enters, updates, and retrieves information from a computerized recordkeeping system.

May assist in taking physical inventory of fixed assets or verifying the accuracy of stock and equipment accounts by balancing receipts, invoices, and statements; reconciles property listings or invoices and prepares statistical reports reflecting inventory; contacts vendors and or representatives to resolve invoicing differences.

Minimum Requirements

EITHER -I-

EXPERIENCE: One year as an Office Assistant.

-OR- II

EXPERIENCE: Two years performing clerical work.

SUBSTITUTION: Completion of 18 semester (27 quarter) units from an accredited college or university in fiscal recordkeeping, accounting, business math, or a closely related field, or completion of 360 hours of training from a recognized occupational training program in any of the above-listed areas may substitute for up to one year of the experience required under Option II.

KNOWLEDGE OF: Accounting or purchasing recordkeeping methods and techniques; office practices and procedures to process and record fiscal transactions; arithmetical computations required to maintain and compile statistical or fiscal records.

ABILITY TO: Understand routine accounting or purchasing transactions; maintain files and recordkeeping systems; learn, interpret, and apply South Coast AQMD fiscal recordkeeping practices and procedures; post, balance, and review fiscal and statistical records; operate standard automated office equipment, including calculators, data-entry terminals, microcomputers, and typewriters; make accurate arithmetical computations; read, understand, and follow written and oral instructions; effectively communicate basic fiscal procedures and practices to the public and South Coast AQMD personnel; establish and maintain effective working relationships with South Coast AQMD personnel and others contacted in the course of work.

Class Code



Account Clerk II

Bargaining Unit: Office, Clerical, & Maintenance

SALARY RANGE

\$23.70 - \$33.71 Hourly

\$1,895.88 - \$2,696.73 Biweekly

\$49,292.76 - \$70,115.07 Annually

South Coast Air Quality Management District
Established Date TBD

Description

DEFINITION: Under general supervision, performs difficult and complex accounting clerical work in the maintenance of fiscal recordkeeping system or purchasing invoicing system; operates automated office equipment.

The Account Clerk II is the second working level classification in the Account Clerk series and typically reports to a supervisory level position.

CLASSIFICATION STANDARDS: This multi-position, advanced journey-level class is characterized by the responsibility to perform a variety of clerical accounting or fiscal purchasing assignments of moderate difficulty, within established procedures and without close supervision. This class is distinguished from the Account Clerk I class in that the latter class performs journey-level clerical accounting or fiscal purchasing work while the Account Clerk II performs the more complex and difficult clerical accounting or invoicing work.

The Account Clerk Series differs from the Office Assistant Series (general clerical) in that the former is primarily responsible for performance of job tasks involving mathematical skills, financial and statistical recordkeeping systems and related transactions. General clerical duties may also be performed; however, the primary focus of this series is performance of accounting or fiscal related support activities.

Positions are allocated at Account Clerk II level and new staff may be hired at any level, depending on their qualifications and the needs of South Coast AQMD. Individuals are hired, typically, at the level of Account Clerk I and are eligible for consideration for promotion to Account Clerk II upon successful performance of assigned duties for the required minimum period of time of one (1) year as an Account Clerk I.

ACCOUNT CLERK I is the journey-level class in the Office Clerical and Maintenance Account Clerk class series. Incumbents are expected to complete a variety of accounting assignments, working under general supervision.

Account Clerk I is characterized by the responsibility to perform a variety of clerical accounting or fiscal purchasing assignments of moderate difficulty, within established procedures and without close supervision. Account Clerk I is distinguished from Account Clerk II in that the latter is responsible for performing more difficult and complex work, with greater independence of action, and less supervision.

ACCOUNT CLERK II is the experienced, advanced journey-level class in the Office Clerical and Maintenance Account Clerk class series.

Account Clerk II is characterized by the responsibility for performing difficult and complex assignments requiring the use of judgment and initiative to develop solutions to problems and the interpretation and application of general policies and rules. Account Clerk II is distinguished from Senior Account Clerk by the latter class's performance of the more difficult clerical accounting or fiscal purchasing and leads, assists, and reviews the work of Account Clerks.

Positions are allocated/budgeted at the Account Clerk II level. Typically, individuals hired at Account Clerk I level are eligible for consideration for promotion to the Account Clerk II level upon successful performance of assigned duties for the required minimum period of time of one (1) year as an Account Clerk I.

Essential Duties

Prepares, maintains, reviews, and processes fiscal documents related to accounts receivable, accounts payable, payroll, and purchasing invoicing records; compiles and recomputes bills, vouchers, invoices, requisitions, and purchase orders; reviews fiscal documents and processes claims against South Coast AQMD by checking for arithmetical accuracy; verifies claims against billing and other supporting documents, and determines adherence to prescribed clerical accounting practices and procedures.

Assists in the preparation and processing of South Coast AQMD payroll; compiles fiscal and statistical data to prepare standardized reports; posts transactions manually or by computer or data-entry terminal to subsidiary ledgers and journals; verifies and balances accounts and other fiscal records; contacts South Coast AQMD employees or vendors to obtain and/or clarify information concerning payroll, purchasing matters, claims or payments; traces, locates, and reconciles discrepancies and makes adjustments to appropriate accounts.

Operates a computer, calculator, and a variety of automated data processing office equipment; sorts, batches, and codes material for data entry; enters, updates, and retrieves information from a computerized recordkeeping system.

May assist in taking physical inventory of fixed assets or verifying the accuracy of stock and equipment accounts by balancing receipts, invoices, and statements; reconciles property listings or invoices and prepares statistical reports reflecting inventory; contacts vendors and or representatives to resolve invoicing differences.

Minimum Requirements

-EITHER I -

EXPERIENCE: One (1) year as an Account Clerk I

-OR II -

EXPERIENCE: Two (2) years of recordkeeping, accounting, or financial clerical experience.

KNOWLEDGE OF: Accounting or purchasing recordkeeping methods and techniques; office practices and procedures to process and record fiscal transactions; arithmetical computations required to maintain and compile statistical or fiscal records.

SUBSTITUTION: Completion of 18 semester (27 quarter) units from an accredited college or university in fiscal recordkeeping, accounting, business math, or a closely related field, or completion of 360 hours of training from a recognized occupational training program in any of the above-listed areas may substitute for up to one year of the experience required under Option II.

ABILITY TO: Understand routine accounting or purchasing transactions; maintain files and recordkeeping systems; learn, interpret, and apply South Coast AQMD fiscal recordkeeping practices and procedures; post, balance, and review fiscal and statistical records; operate standard automated office equipment, including calculators, data-entry terminals, microcomputers, and typewriters; make accurate arithmetical computations; read, understand, and follow written and oral instructions; effectively communicate basic fiscal procedures and practices to the public and South Coast AQMD personnel; establish and maintain effective working relationships with South Coast AQMD personnel and others contacted in the course of work.



Class Code
446

Senior Fiscal Assistant ~~Account Clerk~~

Bargaining Unit: Office, Clerical, & Maintenance

Salary Range

\$23.89 - \$33.15	<u>25.59-36.41</u> Hourly
\$1,911.40 - \$2,652.30	<u>2,047.34-2,912.50</u> Biweekly
	\$4,141.36 - \$5,746.64 Monthly
\$49,696.30 - \$68,959.72	<u>53,230.83-75,725.02</u> Annually

South Coast Air Quality Management District

Established Date 05/01/1991

Revised Date 11/04/2008

Description

DEFINITION: Under general supervision, performs the more difficult clerical accounting or fiscal purchasing work involved in preparing, maintaining, and processing a variety of accounting and purchasing records; serves in a lead capacity, trains, and reviews the work performed by staff; operates automated office equipment; and does other work as required.

CLASSIFICATION STANDARDS: This multi-position class is responsible for processing and maintaining the more difficult statistical and financial records requiring the search and abstraction of data and the explanation of detailed and complex fiscal recordkeeping practices and South Coast AQMD rules and procedures without close supervision. This class is distinguished from the ~~Fiscal Assistant Account Clerk II~~ class in that the latter class performs journey-level clerical accounting or fiscal purchasing work while the Senior ~~Fiscal Assistant Account Clerk~~ performs the more complex and responsible clerical accounting or invoicing work and leads, assists, and reviews the work of ~~Fiscal Assistants Account Clerks~~.

Essential Duties

Performs the more complex clerical accounting or invoicing work involved in preparing, maintaining, and processing a variety of fiscal, and statistical related records.

Reviews and audits claims, checks, warrants, purchase orders, invoices, and supporting bills and other documents processed by staff for content, arithmetical accuracy, and compliance with recordkeeping practices and South Coast AQMD rules and procedures; applies established recordkeeping methods and practices in order to track and identify, post, review and balance various records, journals, registers, and logs.

Reviews the work of staff to ensure the accuracy and compliance with South Coast AQMD recordkeeping practices and procedures; trains and provides instruction to staff and resolves the more complex or unusual recordkeeping or invoicing transactions; may recommend reprioritizing assignments to ensure timely completion of work, as necessary.

Meets with South Coast AQMD employees or vendors to obtain and/or clarify information; searches manual and computerized records to abstract information to respond to questions regarding billings, payments, invoices, claims, and other clerical fiscal transactions; traces, locates, and reconciles discrepancies and makes adjusting entries or modifications to appropriate accounts; may process warrants to vendors and employees; may issue purchase order numbers to requisitions.

Prepares revenue for bank deposit by verifying check request for content; recalculates totals and balances; reconciles bank statements to various accounts.

Compiles and prepares statements and accounting and statistical reports; generates reports of all accounting transactions entered into the computer by staff.

May assist in taking physical inventory of fixed assets or verifying the accuracy of stock and equipment accounts by reviewing and balancing such to receipts, invoices, and other documents; reconciles property listings and prepares statistical reports on inventory.

May act in the absence of the Accounting Technician or the Purchasing Assistant as necessary.

Minimum Requirements

-EITHER-

EXPERIENCE: One year as a ~~Fiscal Assistant~~. Account Clerk II.

-OR II-

EXPERIENCE: Two years performing journey-level accounting duties involving computerized recordkeeping systems.

SUBSTITUTION: Completion of 18 semester or (27) quarter units from an accredited college or university in fiscal recordkeeping, accounting, business math, or a closely related field, or completion of 360 hours of training from a recognized occupational training program in any of the above-listed areas may substitute for up to one year of the experience required under Option II.

KNOWLEDGE OF: Accounting or purchasing recordkeeping methods, forms, and techniques; office practices and procedures in processing and recording accounting or fiscal transactions; arithmetical computations required to compile, maintain, and review statistical or fiscal records and reports; modern office methods, techniques, and procedures; standard office machines and automated equipment.

ABILITY TO: Review the work of staff; prepare fiscal reports and maintain ledgers and journals; review, maintain, and process fiscal and statistical records; interpret and apply fiscal recordkeeping practices and procedures; read, understand, and follow written and oral instructions; effectively communicate detailed and complex fiscal recordkeeping practices and South Coast AQMD rules and procedures to the public and South Coast AQMD personnel; operate standard office machines, which may include adding machines, calculators, data entry terminals, micro computers and other automated equipment; establish and maintain effective working relationships with District personnel and others contacted in the course of work.

ATTACHMENT B



CLASS CODE

168

Legal SecretaryAssistant

SALARY RANGE

\$31.60 - \$44.80 Hourly

\$2,527.77 - \$3,584.20 Biweekly

\$5,476.82 - \$7,765.76 Monthly

\$65,721.89 - \$93,189.07 Annually

South Coast Air Quality Management District

ESTABLISHED DATE

February 03, 1989

REVISION DATE

October 29, 2008 June 5, 2026

Description

DEFINITION: Under general supervision, performs a wide variety of specialized, responsible, difficult and complex legal secretarialassistant duties; and does other work as required. The Legal Assistant position involves the continual use of legal terminology and procedures, assists in processing and tracking a wide variety of legal documents, records and correspondence; and performs responsible and difficult specialized legal work in support of attorneys.

CLASSIFICATION STANDARDS: This multiple-position Confidential class is distinguished from those in the general clerical and secretarialadministrative series by the specialized knowledge of legal subject matter and the high degree of confidentiality in handling legal secretarialassistant responsibilities. This class is further distinguished from the Administrative Secretary/Legal Senior Legal Assistant, as the latter is responsible for supervision and office management.

Essential Duties

Types from draft, rough notes, verbal instructions, shorthand notes or taped dictation, a variety of correspondence and legal documents.

Types a variety of correspondence, forms, legal documents, reports, memoranda, resolutions and other written communications from written copy, detailed procedural guides or verbal instruction.

Initiates, composes, and formats legal documents accurately from drafts, verifies legal terms; proofreads legal drafts and final documents for grammar, accuracy, and spelling.

Compares dictated prepared legal references with actual reference materials to ascertain that citations are accurate.

Independently prepares and transmits legal documents such as; Summons, Requests for Acknowledgment and Receipt, Requests for Dismissal and letters to Marshal process servers for service; transmits documents to the court for filing, conforming and return.

Electronically files pleadings and other court forms through automated federal and state court systems; prepares copies for attorneys and judges; creates and maintains complex and confidential filing systems; opens and closes case files in case management systems prints, scans and/or archives documents, emails and records; assists with a variety of office administrative tasks.

Collects and organizes resource material involving complex or specialized legal considerations; organizes and maintains files of correspondence and legal documents including cross-reference index files.

Types Prepares, files and serves all South Coast AQMD legal documents to be heard before the Hearing Board.

Dates and files routine correspondence for Hearing Board cases and notifies the Clerk of the Board and deputy counsels when continuances occur; maintains liaison with Clerk of the Board regarding calendar of hearings and cases.

Composes cover letters, on request, for transmission of rules and regulations, transcripts, litigation, contracts, etc.

Assists in composition of correspondence, pleadings and opinions; initiates correspondence as requested, composing letters for signature.

Maintains a calendar system reflecting filing dates, appointments and response dates for deputy counsels; makes routine appointments and notifies parties involved, confirming with correspondence as required.

Enters and maintains case information using case management software programs.

Answers telephone and provides information; refers caller to proper individual when not personally able to provide requested information.

Screens mail, calls, to determine the nature and urgency of the contact.

Processes various legal documents including court pleadings and correspondence, motions, briefs, etc. Assists attorneys in the preparation of materials, files, and scheduling of witnesses for Hearing Board and/or court proceedings.

May develop and recommend forms and procedures regarding functions and activities for the Legal Department.

Receives payment for penalties, makes appropriate notations in case files and forwards monies to the Administrative Secretary/LegalSenior Legal Assistant.

As necessary, operates word processing equipment.

May relieve Administrative Secretary/LegalSenior Legal Assistant of office administration activities, as necessary and required.

Performs other duties as assigned.

Minimum Requirements

EXPERIENCE:

-EITHER I-

Four years of progressively responsible clerical experience, three years of which may include transcribing, typing and processing of legal documents and reports.

Two years of experience performing a wide variety of difficult and complex legal secretarial duties in a legal office.

-OR II-

Three years of experience supporting attorneys in a legal environment performing a wide variety of difficult and complex legal assistant duties in a legal office, that include preparing and processing documents such as pleadings, briefs, legal memorandum, and other papers containing extensive legal terminology and legal procedures.

~~Four years of progressively responsible clerical experience, three years of which must have included transcribing, typing and processing of legal documents and reports.~~

-OR III-

Two years of working in the legal department of a public agency.

SUBSTITUTION: Completion of 18 semester (27 quarter) units from an accredited college or university in secretarial~~administrative~~ sciences, office practices, business education or closely related field with an emphasis on legal secretarial assistant course work; or completion of 360 hours of training from a recognized occupational training program in legal secretarial assistant sciences, business education or a closely related field for one year of experience.

KNOWLEDGE OF: General basic legal processes and procedures; general office practices, operating procedures and clerical routines; legal terminology used in legal secretarial~~assistant~~ work; legal procedures and practices involved in composing, processing and filing a variety of legal documents and reports; standard legal references and their content; correct English usage, business English usage of a legal nature, grammar, spelling, vocabulary, and punctuation to prepare correspondence and proofread finished copy; modern office and recordkeeping practices; standard office machines and automated equipment; telephone, office and online etiquette; establish and maintain effective working relationships with professional staff, departmental representatives and outside agencies; and work independently, determining priorities to meet strict work deadlines.

ABILITY TO: Transcribe oral and written material accurately and expeditiously; prepare, format, and type legal documents and reports; understand and follow verbal and written instructions; communicate effectively in oral and written form with the public, South Coast AQMD employees, and others to obtain and transmit information and explain South Coast AQMD regulations and legal procedures; maintain accurate and complex case files and

records; operate standard office equipment and software; court filing procedures; process service procedures; maintain the confidentiality of all information pertaining to legal issues; and type a wide variety of legal documents with speed and accuracy machines which may include data entry terminals, microcomputers and word processors.

SKILLS: Sufficient skills to type 45 net words per minute is desired.; candidates may be required to take a typing test prior to being considered. take dictation at a rate of 80 words per minute may be required.



CLASS CODE

167

Administrative Secretary/Legal Senior Legal Assistant

SALARY

\$34.18 - \$48.45 Hourly

\$2,734.37 - \$3,876.39 Biweekly

\$5,924.46 - \$8,398.84 Monthly

\$71,093.55 - \$100,786.13 Annually

South Coast Air Quality Management District

ESTABLISHED DATE

February 03, 1989

REVISION DATE

June 5, 2026

Description

DEFINITION: Under general supervision, acts as office manager; supervises the secretarial legal assistant and clerical support staff; acts as confidential secretary assistant to Legal Department management; performs a wide variety of non-routine legal secretarial assistant duties; and does other work as required.

CLASSIFICATION STANDARDS: This multiple-position confidential class is distinguished from the Legal Secretary Assistant class by its supervisory and office management responsibilities and is further characterized by assuming more complex and technical clerical responsibilities. This classification is further distinguished by level of legal secretarial responsibility, amount of knowledge and judgment required in disposing of daily problems, and the extent to which the secretary assistant participates in the administrative duties of executive or Legal Department management, as assigned.

Essential Duties

Supervises the assignment of clerical workload to the secretarial legal assistant and clerical staff; coordinates work overloads; assumes the most difficult and complex clerical responsibilities.

Manages caseload assignments, keeping records of Notices of Violation; after review, prepares dockets; determines appropriate allocation of Notices based on deputy counsels' workloads; develops and maintains records of deputy counsels' caseloads.

Receives payment for penalties, logging information in financial records and in Legal Department's bimonthly reports; routes penalty fines to Finance and reports settlements and amounts of settlements to Engineering and Compliance.

Drafts, for Legal Department management's or deputy counsels' review, interrogatories, requests for admissions, and motions, as needed.

Prepares statistical reports.

Oversees orderings of office supplies.

Tracks and cCoordinates responses to Public Records Act, Subpoena requests and Subpoenas Duces Tecum with paralegals.

Oversees Contract Assistant to ensure Logs in contracts are logged in and routed to appropriate attorney for review; ; reviews for form and grammar, checks conflicts; checks to determine whether appropriate procedural review has been followed; utilizes CAMS to keeps master file.

Prepares General Counsel (Legal) department contracts for professional and special services, law library materials, and online legal research platform. Maintains contract files, tracks approvals to completion, and provides fully executed contract to outside vendor.

Reviews and processes invoices from outside contractors, law library materials, court filing service, process servers and any other services utilized by the Legal Department.

Ensures payment of yearly bar dues, and District Court renewals for attorneys.

Reviews incoming correspondence and determines if backup data is necessary before forwarding.

Logs in Board letters; reviews and accounts for all Board letters prior to review by Legal Department management.

Types from draft, rough notes, handwritten and verbal instructions, shorthand notes or taped dictation, a variety of correspondence and legal documents.

Compares dictated prepared legal references with actual reference materials to ascertain that citations are accurate.

Independently prepares and transmits legal documents such as: Summons, Requests for Acknowledgement and Receipt, Requests for Dismissal and letters to Marshal process

servers for service; transmits documents to the court for filing, (following Court direction as to filing manner, i.e. electronic or paper), conforming and return.

Collects and organizes resource material involving complex or specialized legal considerations; organizes and maintains files of correspondence and legal documents including cross-reference index files.

Composes cover letters, on request, for transmission of rules and regulations, transcripts, litigation, contracts, etc.

Assists in composition of correspondence, pleading and opinions; initiates correspondence as requested, composing letters for signature.

Prepares annual and three-year budget for the Legal Department.

Maintains a calendar system reflecting filing dates, appointments and response dates for Legal Department management; makes routine appointments and notifies parties involved with correspondence as required.

Answers telephone and provides information; refers caller to proper individual only when not personally able to provide requested information.

Reviews forms and procedures regarding legal function and activities.

As necessary, operates word processing equipment.

Relieves Legal Department management and legal staff of office administrative activities, as necessary and required.

Minimum Requirements

EXPERIENCE:

-EITHER I-

Two years experience as a Legal SecretaryAssistant

-OR II-

Four years of experience performing complex and highly responsible secretarial legal assistant duties, two years of which must have included performing the complete range of legal secretarialassistant duties.

SUBSTITUTION: Completion of 18 semester (27 quarter) units from an accredited college in secretarial sciences, office practices, business education or a closely related field with

an emphasis on legal secretarial course work; or completion of 360 hours of training from a recognized occupational training program in legal secretarial sciences, business education or a closely related field may be substituted for one year of experience.

KNOWLEDGE OF: Legal requirements in drafting, filing and serving civil actions, reviewing Points and Authorities and Shepardizing in State and Federal cases, and legal procedures in Writ of Mandamus actions, as well as general litigation procedures; legal office administration; standard legal references and their content; and business English, modern office procedures and equipment.

ABILITY TO: Interpret and explain policies, procedures and regulations; transcribe oral and prepare written material accurately and expeditiously; organize and carry out projects with minimal instruction; compose correspondence independently, subject to attorney review; keep complex records and prepare reports on matters such as productivity, budgets, etc.; and meet public and high level officials in situations requiring tact and diplomacy.

SKILLS: Sufficient skills to type 45 net words per minute is desired; candidates may be required to take a typing test prior to being considered.; take dictation at a rate of 80 net words per minute may be required.

ATTACHMENT C

Section 53. TABLE OF CLASSES

Accountant	**
<u>Account Clerk I</u>	<u>29J</u>
<u>Account Clerk II</u>	<u>32C</u>
Accounting Technician	37E
Administrative Analyst	**
Administrative Assistant - HR	**
Administrative Assistant I	33G
Administrative Assistant II	018
Administrative Secretary/Legal	**
Affirmative Action Officer	**
AQ Analysis & Compliance Supervisor	62F
AQ Chemist	53D
AQ Engineer I	53D
AQ Engineer II	55E
AQ Inspector	37E
AQ Inspector I	39C
AQ Inspector II	47H
AQ Inspector III	50L
AQ Instrument Specialist I	44G
AQ Instrument Specialist II	47H
AQ Specialist	55E
Asst. AQ Chemist	46F
Asst. AQ Engineer	49E
Asst. AQ Instrument Specialist	37E
Asst. AQ Specialist	49E
Asst. Computer Operator	32C
Asst. Database Administrator	**
Asst. Information Technology Specialist	35H
Asst. Programmer	40H
Atmospheric Measurements Manager	**
Budget and Grants Manager	**
Building Maintenance Manager	**
Building Supervisor	45K
Business Services Manager	**
Career Development Intern	**
Clean Fuels Officer	**
Clerk of the Boards	**
Community Relations Manager	**
Controller	**
Data Technician	35F
Database Administrator	**

Deputy Board Clerk I	34C
Deputy Board Clerk II	37H
Deputy District Counsel I	**
Deputy District Counsel II	**
Designated Deputy	**
District Storekeeper	36B
Engineering Technician	45B
Executive Assistant	**
Facilities Services Specialist	37L
Facilities Services Technician	41C
Financial Analyst	**
Financial Services Manager	**
Fiscal Assistant	29J
Fleet Services Supervisor	38J
Fleet Services Worker I	28D
Fleet Services Worker II	33B
General Maintenance Helper	28J
General Maintenance Worker	43A
Graphic Arts Illustrator I	34J
Graphic Arts Illustrator II	38J
Graphic Arts Manager	**
Health Effects Officer	**
Human Resources Analyst	**
Human Resources Manager	**
Human Resources Technician	**
Information Technology Manager	**
Information Technology Supervisor	14
Information Technology Specialist I	37L
Information Technology Specialist II	45D
Investigations Manager	**
Investigator I	
Investigator II	53D
Laboratory Technician	39E
Legal Secretary	**
Legal Assistant	**
Legislative Analyst	**
Legislative Assistant	**
Mail/Subscription Services Clerk	28D
Mail/Subscription Services Supervisor	36A
Meteorologist	54K
Meteorologist Technician	50D
Monitoring Operations Manager	**
Office Assistant	28D
Offset Press Operator	34J
Paralegal	45B
Payroll Technician	34F

Planning & Rules Manager	**
Principal AQ Chemist	62F
Principal AQ Instrument Specialist	54J
Principal Deputy District Counsel	**
Principal Office Assistant	39G
Print Shop Duplicator	29J
Print Shop Supervisor	40L
Procurement Manager	**
Program Supervisor	62F
Programmer	47B
Programmer Analyst	53B
Public Affairs Manager	**
Public Affairs Specialist	44H
Purchasing Assistant	38K
Purchasing Supervisor	48B
Quality Assurance Manager	**
Risk Manager	**
Source Testing Manager	**
Sr. Accountant	**
<u>Sr. Account Clerk</u>	<u>33G</u>
Sr. Administrative Assistant	**
Sr. AQ Chemist	56D
Sr. AQ Engineer	58D
Sr. AQ Engineering Manager	**
Sr. AQ Instrument Specialist	50L
Sr. Deputy Clerk	41A
Sr. Deputy District Counsel	**
Sr. Enforcement Manager	**
Sr. Fiscal Assistant	33G
Sr. Information Technology Specialist	53B
<u>Sr. Legal Assistant</u>	<u>**</u>
Sr. Meteorologist	58B
Sr. Office Assistant	32C
Sr. Paralegal	48B
Sr. Public Affairs Manager	**
Sr. Public Affairs Specialist	022
Sr. Staff Specialist	58B
Sr. Transportation Specialist	58B
Staff Assistant	34K
Staff Specialist	55E
Stenographer	23D
Stock Clerk	28D
Supervising AQ Engineer	62F
Supervising AQ Inspector	54J
Supervising Investigator	55G
Supervising Office Assistant	36A

Supervising Payroll Technician	**
Systems Analyst	**
Systems & Programming Manager	**
Systems & Programming Supervisor	**
Technical Information Center Librarian	46G
Technical Writer	43J
Technology Implementation Manager	**
Transportation Plan Reviewer	42F
Workers' Compensation & Safety Analyst	**

APPENDIX B
OFFICE CLERICAL & MAINTENANCE
APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2026

(Increases to steps 7-8)

**Amended June 5, 2026*

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Account Clerk I*	\$46,055	\$48,569	\$51,256	\$54,046	\$57,043	\$60,223	\$63,580	\$65,487
Account Clerk II*	\$49,293	\$52,014	\$54,873	\$57,904	\$61,073	\$64,479	\$68,073	\$70,116
Accounting Technician	\$56,836	\$59,971	\$63,278	\$66,757	\$70,443	\$74,370	\$78,516	\$80,872
Administrative Assistant I	\$51,187	\$54,012	\$56,974	\$60,109	\$63,416	\$66,951	\$70,684	\$72,804
Administrative Assistant II	\$66,368	\$70,009	\$73,868	\$77,909	\$82,168	\$86,539	\$91,142	\$93,648
Air Quality Data Translator	\$46,916	\$49,465	\$52,186	\$55,080	\$58,111	\$61,350	\$64,770	\$66,714
Building Supervisor	\$71,648	\$75,610	\$79,778	\$84,152	\$88,768	\$93,717	\$98,941	\$101,910
Career Development Intern	\$40,484	\$42,369	\$44,254					
Contracts Assistant	\$51,187	\$54,012	\$56,974	\$60,109	\$63,416	\$66,951	\$70,684	\$72,804
Data Technician	\$53,943	\$56,905	\$60,040	\$63,312	\$66,826	\$70,551	\$74,484	\$76,719
Deputy Board Clerk I	\$52,048	\$54,907	\$57,939	\$61,108	\$64,484	\$68,079	\$71,874	\$74,030
Deputy Board Clerk II	\$61,830	\$65,215	\$68,824	\$72,618	\$76,599	\$80,869	\$85,378	\$87,939
District Storekeeper	\$54,839	\$57,870	\$61,039	\$64,415	\$67,963	\$71,752	\$75,752	\$78,024
Facilities Services Specialist	\$57,698	\$60,867	\$64,242	\$67,756	\$71,476	\$75,461	\$79,668	\$82,058
Facilities Services Tech	\$63,071	\$66,550	\$70,202	\$74,060	\$78,159	\$82,517	\$87,117	\$89,730
Fiscal Assistant	\$46,055	\$48,569	\$51,256	\$54,046	\$57,043	\$60,223	\$63,580	\$65,487
Fleet Services Supervisor	\$59,007	\$62,279	\$65,689	\$69,306	\$73,130	\$77,206	\$81,510	\$83,956
Fleet Services Worker I	\$44,264	\$46,709	\$49,258	\$51,980	\$54,839	\$57,896	\$61,123	\$62,957
Fleet Services Worker II	\$50,567	\$53,357	\$56,285	\$59,385	\$62,623	\$66,115	\$69,801	\$71,895
General Maintenance Helper	\$44,780	\$47,260	\$49,844	\$52,600	\$55,493	\$58,586	\$61,853	\$63,708
General Maintenance Worker	\$66,344	\$69,995	\$73,853	\$77,918	\$82,189	\$86,771	\$91,609	\$94,357
Legislative Assistant	\$71,793	\$75,761	\$79,911	\$84,316	\$88,867	\$93,593	\$98,571	\$101,282
Mail / Subsc Serv Clerk	\$44,264	\$46,709	\$49,258	\$51,980	\$54,839	\$57,896	\$61,123	\$62,957
Mail / Subsc Serv Supv	\$54,735	\$57,732	\$60,936	\$64,277	\$67,790	\$71,569	\$75,559	\$77,826
Office Assistant	\$44,264	\$46,709	\$49,258	\$51,980	\$54,839	\$57,896	\$61,123	\$62,957
Offset Press Operator	\$52,841	\$55,769	\$58,834	\$62,072	\$65,482	\$69,133	\$72,987	\$75,177
Payroll Technician	\$52,462	\$55,321	\$58,387	\$61,590	\$64,966	\$68,587	\$72,411	\$74,583
Principal Office Assistant	\$60,350	\$63,657	\$67,170	\$70,856	\$74,749	\$78,915	\$83,315	\$85,814

APPENDIX B
OFFICE CLERICAL & MAINTENANCE
APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2026

(Increases to steps 7-8)

**Amended June 5, 2026*

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Print Shop Duplicator	\$46,055	\$48,569	\$51,256	\$54,046	\$57,043	\$60,223	\$63,580	\$65,487
Print Shop Supervisor	\$62,623	\$66,068	\$69,719	\$73,543	\$77,573	\$81,897	\$86,463	\$89,057
Purchasing Assistant	\$59,144	\$62,382	\$65,827	\$69,444	\$73,267	\$77,352	\$81,665	\$84,115
Purchasing Supervisor	\$76,299	\$80,501	\$84,910	\$89,595	\$94,521	\$99,790	\$105,353	\$108,514
<u>Senior Account Clerk*</u>	<u>\$53,236</u>	<u>\$56,175</u>	<u>\$59,263</u>	<u>\$62,537</u>	<u>\$65,959</u>	<u>\$69,637</u>	\$73,519	\$75,725
Senior Deputy Board Clerk	\$67,819	\$71,539	\$75,483	\$79,650	\$84,002	\$88,685	\$93,629	\$96,438
Senior Fiscal Assistant	\$51,187	\$54,012	\$56,974	\$60,109	\$63,416	\$66,951	\$70,684	\$72,804
Senior Office Assistant	\$49,293	\$52,014	\$54,873	\$57,904	\$61,073	\$64,479	\$68,073	\$70,116
Staff Assistant	\$53,013	\$55,941	\$59,007	\$62,244	\$65,689	\$69,351	\$73,218	\$75,414
Stock Clerk	\$44,264	\$46,709	\$49,258	\$51,980	\$54,839	\$57,896	\$61,123	\$62,957
Supervising Office Assistant	\$54,735	\$57,732	\$60,936	\$64,277	\$67,790	\$71,569	\$75,559	\$77,826

APPENDIX B
OFFICE CLERICAL & MAINTENANCE
APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2027
**Amended June 5, 2026*

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Account Clerk I*	\$47,436	\$50,026	\$52,794	\$55,668	\$58,754	\$62,029	\$65,487	\$67,452
Account Clerk II*	\$50,771	\$53,574	\$56,519	\$59,641	\$62,906	\$66,413	\$70,116	\$72,219
Accounting Technician	\$58,542	\$61,770	\$65,176	\$68,760	\$72,556	\$76,601	\$80,872	\$83,298
Administrative Assistant I	\$52,723	\$55,632	\$58,683	\$61,912	\$65,318	\$68,960	\$72,804	\$74,988
Administrative Assistant II	\$68,359	\$72,109	\$76,084	\$80,246	\$84,633	\$89,135	\$93,876	\$96,458
Air Quality Data Translator	\$48,323	\$50,949	\$53,752	\$56,732	\$59,854	\$63,191	\$66,714	\$68,715
Building Supervisor	\$73,798	\$77,878	\$82,171	\$86,677	\$91,431	\$96,528	\$101,910	\$104,967
Career Development Intern	\$41,699	\$43,640	\$45,581					
Contracts Assistant	\$52,723	\$55,632	\$58,683	\$61,912	\$65,318	\$68,960	\$72,804	\$74,988
Data Technician	\$55,561	\$58,612	\$61,841	\$65,212	\$68,831	\$72,667	\$76,719	\$79,020
Deputy Board Clerk I	\$53,610	\$56,555	\$59,677	\$62,941	\$66,418	\$70,121	\$74,030	\$76,251
Deputy Board Clerk II	\$63,685	\$67,172	\$70,889	\$74,797	\$78,897	\$83,295	\$87,939	\$90,577
District Storekeeper	\$56,484	\$59,606	\$62,870	\$66,347	\$70,001	\$73,904	\$78,024	\$80,365
Facilities Services Specialist	\$59,429	\$62,693	\$66,170	\$69,789	\$73,620	\$77,724	\$82,058	\$84,519
Facilities Services Tech	\$64,963	\$68,547	\$72,308	\$76,281	\$80,503	\$84,992	\$89,730	\$92,422
Fiscal Assistant	\$47,436	\$50,026	\$52,794	\$55,668	\$58,754	\$62,029	\$65,487	\$67,452
Fleet Services Supervisor	\$60,777	\$64,147	\$67,660	\$71,385	\$75,323	\$79,522	\$83,956	\$86,474
Fleet Services Worker I	\$45,591	\$48,110	\$50,736	\$53,539	\$56,484	\$59,632	\$62,957	\$64,846
Fleet Services Worker II	\$52,084	\$54,958	\$57,974	\$61,167	\$64,502	\$68,098	\$71,895	\$74,052
General Maintenance Helper	\$46,124	\$48,678	\$51,339	\$54,178	\$57,158	\$60,344	\$63,708	\$65,619
General Maintenance Worker	\$68,334	\$72,095	\$76,068	\$80,255	\$84,655	\$89,374	\$94,357	\$97,188
Legislative Assistant	\$73,946	\$78,034	\$82,308	\$86,846	\$91,533	\$96,401	\$101,528	\$104,320
Mail / Subsc Serv Clerk	\$45,591	\$48,110	\$50,736	\$53,539	\$56,484	\$59,632	\$62,957	\$64,846
Mail / Subsc Serv Supv	\$56,377	\$59,464	\$62,764	\$66,205	\$69,824	\$73,716	\$77,826	\$80,161
Office Assistant	\$45,591	\$48,110	\$50,736	\$53,539	\$56,484	\$59,632	\$62,957	\$64,846
Offset Press Operator	\$54,426	\$57,442	\$60,599	\$63,934	\$67,447	\$71,207	\$75,177	\$77,432
Payroll Technician	\$54,036	\$56,980	\$60,138	\$63,438	\$66,915	\$70,645	\$74,583	\$76,821
Principal Office Assistant	\$62,160	\$65,567	\$69,185	\$72,982	\$76,991	\$81,283	\$85,814	\$88,389

APPENDIX B
OFFICE CLERICAL & MAINTENANCE
APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2027
**Amended June 5, 2026*

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Print Shop Duplicator	\$47,436	\$50,026	\$52,794	\$55,668	\$58,754	\$62,029	\$65,487	\$67,452
Print Shop Supervisor	\$64,502	\$68,050	\$71,811	\$75,749	\$79,900	\$84,354	\$89,057	\$91,729
Purchasing Assistant	\$60,919	\$64,254	\$67,802	\$71,527	\$75,465	\$79,673	\$84,115	\$86,638
Purchasing Supervisor	\$78,588	\$82,916	\$87,457	\$92,283	\$97,356	\$102,784	\$108,514	\$111,769
<u>Senior Account Clerk*</u>	<u>\$54,833</u>	<u>\$57,860</u>	<u>\$61,041</u>	<u>\$64,413</u>	<u>\$67,938</u>	<u>\$71,726</u>	<u>\$75,725</u>	<u>\$77,997</u>
Senior Deputy Board Clerk	\$69,854	\$73,686	\$77,747	\$82,039	\$86,522	\$91,346	\$96,438	\$99,331
Senior Fiscal Assistant	\$52,723	\$55,632	\$58,683	\$61,912	\$65,318	\$68,960	\$72,804	\$74,988
Senior Office Assistant	\$50,771	\$53,574	\$56,519	\$59,641	\$62,906	\$66,413	\$70,116	\$72,219
Staff Assistant	\$54,603	\$57,619	\$60,777	\$64,112	\$67,660	\$71,432	\$75,414	\$77,677
Stock Clerk	\$45,591	\$48,110	\$50,736	\$53,539	\$56,484	\$59,632	\$62,957	\$64,846
Supervising Office Assistant	\$56,377	\$59,464	\$62,764	\$66,205	\$69,824	\$73,716	\$77,826	\$80,161

APPENDIX B
OFFICE CLERICAL & MAINTENANCE
APPROXIMATE ANNUAL SALARIES, EFFECTIVE JULY 1, 2027

(Increase to step 8)
**Amended June 5, 2026*

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Account Clerk I*	\$47,436	\$50,026	\$52,794	\$ 55,668	\$58,754	\$62,029	\$65,487	\$69,138
Account Clerk II*	\$50,771	\$53,574	\$56,519	\$59,641	\$62,906	\$66,413	\$70,116	\$74,025
Accounting Technician	\$58,542	\$61,770	\$65,176	\$68,760	\$72,556	\$76,601	\$80,872	\$85,381
Administrative Assistant I	\$52,723	\$55,632	\$58,683	\$61,912	\$65,318	\$68,960	\$72,804	\$76,863
Administrative Assistant II	\$68,359	\$72,109	\$76,084	\$80,246	\$84,633	\$89,135	\$93,876	\$98,869
Air Quality Data Translator	\$48,323	\$50,949	\$53,752	\$56,732	\$59,854	\$63,191	\$66,714	\$70,433
Building Supervisor	\$73,798	\$77,878	\$82,171	\$86,677	\$91,431	\$96,528	\$101,910	\$107,591
Career Development Intern	\$41,699	\$43,640	\$45,581					
Contracts Assistant	\$52,723	\$55,632	\$58,683	\$ 61,912	\$65,318	\$68,960	\$72,804	\$76,863
Data Technician	\$55,561	\$58,612	\$61,841	\$ 65,212	\$68,831	\$72,667	\$76,719	\$80,996
Deputy Board Clerk I	\$53,610	\$56,555	\$59,677	\$ 62,941	\$66,418	\$70,121	\$74,030	\$78,157
Deputy Board Clerk II	\$63,685	\$67,172	\$70,889	\$ 74,797	\$78,897	\$83,295	\$87,939	\$92,842
District Storekeeper	\$56,484	\$59,606	\$62,870	\$ 66,347	\$70,001	\$73,904	\$78,024	\$82,374
Facilities Services Specialist	\$59,429	\$62,693	\$66,170	\$ 69,789	\$73,620	\$77,724	\$82,058	\$86,632
Facilities Services Tech	\$64,963	\$68,547	\$72,308	\$ 76,281	\$80,503	\$84,992	\$89,730	\$94,733
Fiscal Assistant	\$47,436	\$50,026	\$52,794	\$ 55,668	\$58,754	\$62,029	\$65,487	\$69,138
Fleet Services Supervisor	\$60,777	\$64,147	\$67,660	\$ 71,385	\$75,323	\$79,522	\$83,956	\$88,636
Fleet Services Worker I	\$45,591	\$48,110	\$50,736	\$ 53,539	\$56,484	\$59,632	\$62,957	\$66,467
Fleet Services Worker II	\$52,084	\$54,958	\$57,974	\$ 61,167	\$64,502	\$68,098	\$71,895	\$75,903
General Maintenance Helper	\$46,124	\$48,678	\$51,339	\$ 54,178	\$57,158	\$60,344	\$63,708	\$67,260
General Maintenance Worker	\$68,334	\$72,095	\$76,068	\$ 80,255	\$84,655	\$89,374	\$94,357	\$99,618
Legislative Assistant	\$73,946	\$78,034	\$82,308	\$ 86,846	\$91,533	\$96,401	\$101,528	106,928
Mail / Subsc Serv Clerk	\$45,591	\$48,110	\$50,736	\$ 53,539	\$56,484	\$59,632	\$62,957	\$66,467
Mail / Subsc Serv Supv	\$56,377	\$59,464	\$62,764	\$ 66,205	\$69,824	\$73,716	\$77,826	\$82,165
Office Assistant	\$45,591	\$48,110	\$50,736	\$ 53,539	\$56,484	\$59,632	\$62,957	\$66,467
Offset Press Operator	\$54,426	\$57,442	\$60,599	\$ 63,934	\$67,447	\$71,207	\$75,177	\$79,368
Payroll Technician	\$54,036	\$56,980	\$60,138	\$ 63,438	\$66,915	\$70,645	\$74,583	\$78,741
Principal Office Assistant	\$62,160	\$65,567	\$69,185	\$ 72,982	\$76,991	\$81,283	\$85,814	\$90,599

APPENDIX B
OFFICE CLERICAL & MAINTENANCE
APPROXIMATE ANNUAL SALARIES, EFFECTIVE JULY 1, 2027

(Increase to step 8)
**Amended June 5, 2026*

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Print Shop Duplicator	\$47,436	\$50,026	\$52,794	\$55,668	\$58,754	\$62,029	\$65,487	\$69,138
Print Shop Supervisor	\$64,502	\$68,050	\$71,811	\$75,749	\$79,900	\$84,354	\$89,057	\$94,022
Purchasing Assistant	\$60,919	\$64,254	\$67,802	\$71,527	\$75,465	\$79,673	\$84,115	\$88,804
Purchasing Supervisor	\$78,588	\$82,916	\$87,457	\$92,283	\$97,356	\$102,784	\$108,514	\$114,564
<u>Senior Account Clerk*</u>	<u>\$54,833</u>	<u>\$57,860</u>	<u>\$61,041</u>	<u>\$64,413</u>	<u>\$67,938</u>	<u>\$71,726</u>	<u>\$75,725</u>	\$79,947
Senior Deputy Board Clerk	\$69,854	\$73,686	\$77,747	\$82,039	\$86,522	\$91,346	\$96,438	\$101,815
Senior Fiscal Assistant	\$52,723	\$55,632	\$58,683	\$61,912	\$65,318	\$68,960	\$72,804	\$76,863
Senior Office Assistant	\$50,771	\$53,574	\$56,519	\$59,641	\$62,906	\$66,413	\$70,116	\$74,025
Staff Assistant	\$54,603	\$57,619	\$60,777	\$64,112	\$67,660	\$71,432	\$75,414	\$79,619
Stock Clerk	\$45,591	\$48,110	\$50,736	\$53,539	\$56,484	\$59,632	\$62,957	\$66,467
Supervising Office Assistant	\$56,377	\$59,464	\$62,764	\$66,205	\$69,824	\$73,716	\$77,826	\$82,165

Section 54. MANAGEMENT AND CONFIDENTIAL CLASSIFICATION SALARIES

Effective the start of the pay period encompassing January 1, 2026.

(Increases to steps 7-8)

**Amended June 5, 2026*

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Accountant	\$77,583	\$81,837	\$86,343	\$91,102	\$96,005	\$101,358	\$107,009	\$109,952
Administrative Analyst	\$97,375	\$102,747	\$108,407	\$114,355	\$120,628	\$127,354	\$134,455	\$138,153
Administrative Assistant - HR	\$53,573	\$56,529	\$59,629	\$62,910	\$66,371	\$70,072	\$73,979	\$76,013
Administrative Secretary/Legal	\$71,094	\$75,023	\$79,133	\$83,495	\$88,002	\$92,908	\$98,088	\$100,786
Affirmative Action Officer	\$104,441	\$109,669	\$115,149	\$120,917	\$126,973	\$134,053	\$141,527	\$145,419
Assistant Database Administrator	\$90,680	\$95,678	\$100,926	\$106,495	\$112,350	\$118,615	\$125,228	\$128,672
Atmospheric Measurements Manager	\$139,015	\$145,973	\$153,255	\$160,934	\$169,046	\$178,471	\$188,422	\$193,604
Building Maintenance Manager	\$104,441	\$109,669	\$115,149	\$120,917	\$126,973	\$134,053	\$141,527	\$145,419
Business Services Manager	\$104,441	\$109,669	\$115,149	\$120,917	\$126,973	\$134,053	\$141,527	\$145,419
Clean Fuels Officer	\$126,397	\$132,706	\$139,339	\$146,297	\$153,652	\$162,219	\$171,264	\$175,974
Clerk of the Boards	\$104,441	\$109,669	\$115,149	\$120,917	\$126,973	\$134,053	\$141,527	\$145,419
Community Relations Manager	\$104,441	\$109,669	\$115,149	\$120,917	\$126,973	\$134,053	\$141,527	\$145,419
Controller	\$139,015	\$145,973	\$153,255	\$160,934	\$169,046	\$178,471	\$188,422	\$193,604
Database Administrator	\$117,997	\$124,486	\$131,336	\$138,546	\$146,117	\$154,264	\$162,865	\$167,344
Deputy District Counsel I	\$93,626	\$98,781	\$104,225	\$109,957	\$116,050	\$122,520	\$129,351	\$132,909
Deputy District Counsel II	\$126,397	\$132,706	\$139,339	\$146,297	\$153,652	\$162,219	\$171,264	\$175,974
Executive Assistant	\$79,349	\$83,712	\$88,326	\$93,193	\$98,457	\$103,946	\$109,741	\$112,759
Financial Analyst	\$97,375	\$102,747	\$108,407	\$114,355	\$120,628	\$127,354	\$134,455	\$138,153
Financial Services Manager	\$139,015	\$145,973	\$153,255	\$160,934	\$169,046	\$178,471	\$188,422	\$193,604
Graphic Arts Manager	\$104,441	\$109,669	\$115,149	\$120,917	\$126,973	\$134,053	\$141,527	\$145,419
Human Resources Analyst	\$97,375	\$102,747	\$108,407	\$114,355	\$120,628	\$127,354	\$134,455	\$138,153
Human Resources Manager	\$139,015	\$145,973	\$153,255	\$160,934	\$169,046	\$178,471	\$188,422	\$193,604
Human Resources Technician	\$63,631	\$67,128	\$70,841	\$74,735	\$78,773	\$83,165	\$87,802	\$90,216
Information Technology Manager	\$139,015	\$145,973	\$153,255	\$160,934	\$169,046	\$178,471	\$188,422	\$193,604
Legal Secretary Assistant*	\$65,722	\$69,327	\$73,149	\$77,150	\$81,368	\$85,905	\$90,695	\$93,189
Legislative Analyst	\$82,666	\$87,209	\$92,003	\$97,051	\$102,422	\$108,132	\$114,162	\$117,301
Monitoring Operations Manager	\$114,932	\$120,664	\$126,685	\$133,030	\$139,736	\$147,527	\$155,753	\$160,036
Payroll Supervisor	\$97,375	\$102,747	\$108,407	\$114,355	\$120,628	\$127,354	\$134,455	\$138,153
Planning & Rules Manager	\$139,015	\$145,973	\$153,255	\$160,934	\$169,046	\$178,471	\$188,422	\$193,604

Effective the start of the pay period encompassing January 1, 2026.

(Increases to steps 7-8)

**Amended June 5, 2026*

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Principal Deputy District Counsel	\$149,877	\$157,379	\$165,231	\$173,508	\$182,255	\$192,416	\$203,145	\$208,731
Procurement Manager	\$139,015	\$145,973	\$153,255	\$160,934	\$169,046	\$178,471	\$188,422	\$193,604
Public Affairs Manager	\$114,932	\$120,664	\$126,685	\$133,030	\$139,736	\$147,527	\$155,753	\$160,036
Quality Assurance Manager	\$126,397	\$132,706	\$139,339	\$146,297	\$153,652	\$162,219	\$171,264	\$175,974
Senior Accountant	\$85,514	\$90,237	\$95,176	\$100,440	\$105,703	\$111,597	\$117,819	\$121,059
Senior Administrative Assistant	\$71,094	\$75,023	\$79,133	\$83,495	\$88,002	\$92,908	\$98,088	\$100,786
Senior AQ Engineering Manager	\$139,015	\$145,973	\$153,255	\$160,934	\$169,046	\$178,471	\$188,422	\$193,604
Senior Deputy District Counsel	\$143,185	\$150,352	\$157,853	\$165,761	\$174,117	\$183,825	\$194,075	\$199,412
Senior Enforcement Manager	\$139,015	\$145,973	\$153,255	\$160,934	\$169,046	\$178,471	\$188,422	\$193,604
<u>Senior Legal Assistant*</u>	<u>\$71,094</u>	<u>\$75,023</u>	<u>\$79,133</u>	<u>\$83,495</u>	<u>\$88,002</u>	<u>\$92,908</u>	<u>\$98,088</u>	<u>\$100,786</u>
Senior Public Affairs Manager	\$139,015	\$145,973	\$153,255	\$160,934	\$169,046	\$178,471	\$188,422	\$193,604
Source Testing Manager	\$126,397	\$132,706	\$139,339	\$146,297	\$153,652	\$162,219	\$171,264	\$175,974
Systems & Programming Supervisor	\$117,997	\$124,486	\$131,336	\$138,546	\$146,117	\$154,264	\$162,865	\$167,344
Systems Analyst	\$106,316	\$112,156	\$118,321	\$124,846	\$131,624	\$138,963	\$146,711	\$150,746
Technology Implementation Manager	\$139,015	\$145,973	\$153,255	\$160,934	\$169,046	\$178,471	\$188,422	\$193,604
Telecommunications Analyst	\$96,294	\$101,593	\$107,181	\$113,058	\$119,258	\$125,908	\$132,928	\$136,584
Workers Comp & Safety Analyst	\$77,583	\$81,837	\$86,343	\$91,102	\$96,005	\$101,358	\$107,009	\$109,952

Effective the start of the pay period encompassing January 1, 2027.

**Amended June 5, 2026*

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Accountant	\$79,135	\$83,474	\$88,070	\$92,924	\$97,925	\$103,385	\$109,149	\$112,151
Administrative Analyst	\$99,323	\$104,802	\$110,575	\$116,643	\$123,041	\$129,901	\$137,144	\$140,916
Administrative Assistant - HR	\$54,644	\$57,659	\$60,822	\$64,168	\$67,698	\$71,473	\$75,458	\$77,533
Administrative Secretary/Legal	\$72,515	\$76,524	\$80,716	\$85,165	\$89,762	\$94,766	\$100,050	\$102,801
Affirmative Action Officer	\$106,530	\$111,862	\$117,452	\$123,335	\$129,513	\$136,734	\$144,358	\$148,327
Assistant Database Administrator	\$92,493	\$97,591	\$102,944	\$108,625	\$114,597	\$120,987	\$127,733	\$131,245
Atmospheric Measurements Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$197,476
Building Maintenance Manager	\$106,530	\$111,862	\$117,452	\$123,335	\$129,513	\$136,734	\$144,358	\$148,327
Business Services Manager	\$106,530	\$111,862	\$117,452	\$123,335	\$129,513	\$136,734	\$144,358	\$148,327
Clean Fuels Officer	\$128,925	\$135,360	\$142,126	\$149,223	\$156,725	\$165,463	\$174,689	\$179,493
Clerk of the Boards	\$106,530	\$111,862	\$117,452	\$123,335	\$129,513	\$136,734	\$144,358	\$148,327
Community Relations Manager	\$106,530	\$111,862	\$117,452	\$123,335	\$129,513	\$136,734	\$144,358	\$148,327
Controller	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$197,476
Database Administrator	\$120,357	\$126,976	\$133,962	\$141,317	\$149,039	\$157,349	\$166,122	\$170,691
Deputy District Counsel I	\$95,498	\$100,757	\$106,309	\$112,156	\$118,371	\$124,971	\$131,938	\$135,567
Deputy District Counsel II	\$128,925	\$135,360	\$142,126	\$149,223	\$156,725	\$165,463	\$174,689	\$179,493
Executive Assistant	\$80,936	\$85,386	\$90,093	\$95,057	\$100,426	\$106,025	\$111,936	\$115,014
Financial Analyst	\$99,323	\$104,802	\$110,575	\$116,643	\$123,041	\$129,901	\$137,144	\$140,916
Financial Services Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$197,476
Graphic Arts Manager	\$106,530	\$111,862	\$117,452	\$123,335	\$129,513	\$136,734	\$144,358	\$148,327
Human Resources Analyst	\$99,323	\$104,802	\$110,575	\$116,643	\$123,041	\$129,901	\$137,144	\$140,916
Human Resources Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$197,476
Human Resources Technician	\$64,904	\$68,470	\$72,258	\$76,229	\$80,348	\$84,828	\$89,558	\$92,021
Information Technology Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$197,476
Legal Secretary Assistant*	\$67,036	\$70,714	\$74,612	\$78,693	\$82,996	\$87,624	\$92,509	\$95,053
Legislative Analyst	\$84,319	\$88,953	\$93,844	\$98,992	\$104,471	\$110,295	\$116,445	\$119,647
Monitoring Operations Manager	\$117,231	\$123,078	\$129,219	\$135,691	\$142,530	\$150,478	\$158,868	\$163,237
Payroll Supervisor	\$99,323	\$104,802	\$110,575	\$116,643	\$123,041	\$129,901	\$137,144	\$140,916
Planning & Rules Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$197,476

Effective the start of the pay period encompassing January 1, 2027.

**Amended June 5, 2026*

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Principal Deputy District Counsel	\$152,875	\$160,527	\$168,536	\$176,979	\$185,900	\$196,265	\$207,208	\$212,906
Procurement Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$197,476
Public Affairs Manager	\$117,231	\$123,078	\$129,219	\$135,691	\$142,530	\$150,478	\$158,868	\$163,237
Quality Assurance Manager	\$128,925	\$135,360	\$142,126	\$149,223	\$156,725	\$165,463	\$174,689	\$179,493
Senior Accountant	\$87,224	\$92,042	\$97,080	\$102,448	\$107,817	\$113,829	\$120,175	\$123,480
Senior Administrative Assistant	\$72,515	\$76,524	\$80,716	\$85,165	\$89,762	\$94,766	\$100,050	\$102,801
Senior AQ Engineering Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$197,476
Senior Deputy District Counsel	\$146,049	\$153,359	\$161,011	\$169,077	\$177,599	\$187,502	\$197,956	\$203,400
Senior Enforcement Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$197,476
<u>Senior Legal Assistant*</u>	<u>\$72,515</u>	<u>\$76,524</u>	<u>\$80,716</u>	<u>\$85,165</u>	<u>\$89,762</u>	<u>\$94,766</u>	<u>\$100,050</u>	<u>\$102,801</u>
Senior Public Affairs Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$197,476
Source Testing Manager	\$128,925	\$135,360	\$142,126	\$149,223	\$156,725	\$165,463	\$174,689	\$179,493
Systems & Programming Supervisor	\$120,357	\$126,976	\$133,962	\$141,317	\$149,039	\$157,349	\$166,122	\$170,691
Systems Analyst	\$108,442	\$114,399	\$120,688	\$127,343	\$134,257	\$141,742	\$149,645	\$153,761
Technology Implementation Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$197,476
Telecommunications Analyst	\$98,219	\$103,625	\$109,325	\$115,319	\$121,644	\$128,426	\$135,587	\$139,316
Workers Comp & Safety Analyst	\$79,135	\$83,474	\$88,070	\$92,924	\$97,925	\$103,385	\$109,149	\$112,151

Effective the start of the pay period encompassing July 1, 2027.

(Increase to step 8)

**Amended June 5, 2026*

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Accountant	\$79,135	\$83,474	\$88,070	\$92,924	\$97,925	\$103,385	\$109,149	\$115,235
Administrative Analyst	\$99,323	\$104,802	\$110,575	\$116,643	\$123,041	\$129,901	\$137,144	\$144,791
Administrative Assistant - HR	\$54,644	\$57,659	\$60,822	\$64,168	\$67,698	\$71,473	\$75,458	\$79,665
Administrative Secretary/Legal	\$72,515	\$76,524	\$80,716	\$85,165	\$89,762	\$94,766	\$100,050	\$105,628
Affirmative Action Officer	\$106,530	\$111,862	\$117,452	\$123,335	\$129,513	\$136,734	\$144,358	\$152,406
Assistant Database Administrator	\$92,493	\$97,591	\$102,944	\$108,625	\$114,597	\$120,987	\$127,733	\$134,854
Atmospheric Measurements Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$202,906
Building Maintenance Manager	\$106,530	\$111,862	\$117,452	\$123,335	\$129,513	\$136,734	\$144,358	\$152,406
Business Services Manager	\$106,530	\$111,862	\$117,452	\$123,335	\$129,513	\$136,734	\$144,358	\$152,406
Clean Fuels Officer	\$128,925	\$135,360	\$142,126	\$149,223	\$156,725	\$165,463	\$174,689	\$184,429
Clerk of the Boards	\$106,530	\$111,862	\$117,452	\$123,335	\$129,513	\$136,734	\$144,358	\$152,406
Community Relations Manager	\$106,530	\$111,862	\$117,452	\$123,335	\$129,513	\$136,734	\$144,358	\$152,406
Controller	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$202,906
Database Administrator	\$120,357	\$126,976	\$133,962	\$141,317	\$149,039	\$157,349	\$166,122	\$175,385
Deputy District Counsel I	\$95,498	\$100,757	\$106,309	\$112,156	\$118,371	\$124,971	\$131,938	\$139,295
Deputy District Counsel II	\$128,925	\$135,360	\$142,126	\$149,223	\$156,725	\$165,463	\$174,689	\$184,429
Executive Assistant	\$80,936	\$85,386	\$90,093	\$95,057	\$100,426	\$106,025	\$111,936	\$118,177
Financial Analyst	\$99,323	\$104,802	\$110,575	\$116,643	\$123,041	\$129,901	\$137,144	\$144,791
Financial Services Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$202,906
Graphic Arts Manager	\$106,530	\$111,862	\$117,452	\$123,335	\$129,513	\$136,734	\$144,358	\$152,406
Human Resources Analyst	\$99,323	\$104,802	\$110,575	\$116,643	\$123,041	\$129,901	\$137,144	\$144,791
Human Resources Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$202,906
Human Resources Technician	\$64,904	\$68,470	\$72,258	\$76,229	\$80,348	\$84,828	\$89,558	\$94,551
Information Technology Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$202,906
Legal Secretary Assistant*	\$67,036	\$70,714	\$74,612	\$78,693	\$82,996	\$87,624	\$92,509	\$97,667
Legislative Analyst	\$84,319	\$88,953	\$93,844	\$98,992	\$104,471	\$110,295	\$116,445	\$122,937
Monitoring Operations Manager	\$117,231	\$123,078	\$129,219	\$135,691	\$142,530	\$150,478	\$158,868	\$167,726
Payroll Supervisor	\$99,323	\$104,802	\$110,575	\$116,643	\$123,041	\$129,901	\$137,144	\$144,791
Planning & Rules Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$202,906

Effective the start of the pay period encompassing July 1, 2027.

(Increase to step 8)

**Amended June 5, 2026*

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Principal Deputy District Counsel	\$152,875	\$160,527	\$168,536	\$176,979	\$185,900	\$196,265	\$207,208	\$218,761
Procurement Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$202,906
Public Affairs Manager	\$117,231	\$123,078	\$129,219	\$135,691	\$142,530	\$150,478	\$158,868	\$167,726
Quality Assurance Manager	\$128,925	\$135,360	\$142,126	\$149,223	\$156,725	\$165,463	\$174,689	\$184,429
Senior Accountant	\$87,224	\$92,042	\$97,080	\$102,448	\$107,817	\$113,829	\$120,175	\$126,876
Senior Administrative Assistant	\$72,515	\$76,524	\$80,716	\$85,165	\$89,762	\$94,766	\$100,050	\$105,628
Senior AQ Engineering Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$202,906
Senior Deputy District Counsel	\$146,049	\$153,359	\$161,011	\$169,077	\$177,599	\$187,502	\$197,956	\$208,994
Senior Enforcement Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$202,906
<u>Senior Legal Assistant*</u>	<u>\$72,515</u>	<u>\$76,524</u>	<u>\$80,716</u>	<u>\$85,165</u>	<u>\$89,762</u>	<u>\$94,766</u>	<u>\$100,050</u>	\$105,628
Senior Public Affairs Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$202,906
Source Testing Manager	\$128,925	\$135,360	\$142,126	\$149,223	\$156,725	\$165,463	\$174,689	\$184,429
Systems & Programming Supervisor	\$120,357	\$126,976	\$133,962	\$141,317	\$149,039	\$157,349	\$166,122	\$175,385
Systems Analyst	\$108,442	\$114,399	\$120,688	\$127,343	\$134,257	\$141,742	\$149,645	\$157,989
Technology Implementation Manager	\$141,795	\$148,892	\$156,320	\$164,153	\$172,426	\$182,041	\$192,191	\$202,906
Telecommunications Analyst	\$98,219	\$103,625	\$109,325	\$115,319	\$121,644	\$128,426	\$135,587	\$143,147
Workers Comp & Safety Analyst	\$79,135	\$83,474	\$88,070	\$92,924	\$97,925	\$103,385	\$109,149	\$115,235