



Orange County Mosquito and Vector Control District

Serving Orange County Since 1947

POLICY AND PERSONNEL COMMITTEE MEETING: AUGUST 4, 2026 AT 12:00 PM
AD HOC BUDGET & FINANCE AND BUILDING, PROPERTY, & EQUIPMENT COMMITTEE ZOOM
MEETING: AUGUST 17, 2026 AT 12:00 PM

**NOTICE AND AGENDA
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
THURSDAY AUGUST 20, 2026
948th REGULAR MEETING 3:00 P.M.
13001 GARDEN GROVE BLVD.
GARDEN GROVE, CA 92843
WEBSITE ADDRESS: www.ocvector.org
REGULAR MEETING 3:00 P.M.**

A. PLEDGE OF ALLEGIANCE AND ROLL CALL

1. Call business meeting to order 3:00 p.m.
2. Pledge of Allegiance
3. Roll Call - (If absences occur, consider whether to deem those absences excused based on facts presented for the absence — such determination shall be the permission required by law.)

PRESIDENT:	Bob Ruesch	Mission Viejo
VICE-PRESIDENT:	Tanya Doby	Los Alamitos
SECRETARY:	John Taylor	San Juan Capistrano

Aliso Viejo	Garrett Dwyer	Lake Forest	Robert Pequeño
Anaheim	Carlos Leon	Los Alamitos	Tanya Doby
Brea	Cecilia Hupp	Mission Viejo	Bob Ruesch
Buena Park	Lamiya Hoque	Newport Beach	Erik Weigand
Costa Mesa	William Turpit	Orange	Sean Chavarria
Cypress	Kyle Chang	Placentia	Thomas Hummer
Dana Point	John Gabbard	Rancho Santa Margarita	April Josephson
Fountain Valley	Kim Constantine	San Clemente	Zhen Wu
Fullerton	Shana Charles	San Juan Capistrano	John Taylor
Garden Grove	Ariana Arestegui	Santa Ana	Benjamin Vazquez
Huntington Beach	Gracey Van Der Mark	Seal Beach	Nathan Steele
Irvine	Melinda Liu	Stanton	Gary Taylor
La Habra	James Gomez	Tustin	Rebecca Gomez
La Palma	Vikesh Patel	Villa Park	Kelly McBride
Laguna Beach	Joanne McMahon	Westminster	Carlos Manzo
Laguna Hills	Erica Pezold	Yorba Linda	Peggy Huang
Laguna Niguel	Gene Johns	County of Orange	Lisa Fernandez
Laguna Woods	Pearl Lee		

B. PUBLIC COMMENTS:

(Individual Public Comments may be limited to a 3-minute or less time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the agenda at the time that item is before the Board for consideration. Any person wishing to speak must come up and speak from the lectern. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Board President.

C. PRESENTATIONS:

1. Staff will give a presentation kicking off the District's 80th Anniversary
2. Staff will give a West Nile virus (WNV) activity in Orange County update

D. OCMVCD COMMITTEE REPORTS TO THE BOARD OF TRUSTEES:

1. Policy & Personnel Committee
2. Ad Hoc Budget & Finance and Building, Property, & Equipment Committee

E. CONSENT CALENDAR:

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion. Any member of the Board may pull an item from the Consent Calendar for additional clarification or action.

1. Approve the DRAFT Minutes for the regular meeting on June 18, 2026
2. Approve Warrant Register for May 2026 (Exhibit A)
3. Approve Monthly Financial Report for May 2026 (Exhibit A)
4. Adopt Resolution No. 610 to Create Policy No. 59, Visible Tattoo Policy (Exhibit A, B)

F. BUSINESS ITEMS:

1. Classification and Compensation Study – Findings and Recommended Implementation; and Adopt Resolution No. 611 Approving Changes to 23 Represented Job Descriptions, 2 Unrepresented Job Descriptions, and Creating 3 Represented Job Descriptions (Exhibit A, B, C)

G. INFORMATIONAL ITEMS ONLY: (NO ACTION NECESSARY)

1. Staff Presentation: Update on vector activity in Orange County
2. Staff Presentation: Update on operations activity in Orange County
3. Staff Presentation: Update on outreach activity in Orange County
4. Absenteeism and Tardiness Regulations to Supplement Policy No. 26 (Exhibit A)

H. PRESIDENT'S REPORT AND TRUSTEE COMMENTS:

I. DISTRICT MANAGER REPORT: Discussion and Possible Action

J. DISTRICT LEGAL COUNSEL REPORT: Discussion and Possible Action

K. CORRESPONDENCE: Discussion and Possible Action

1. Staff Conference Reports from Meetings attended in July

L. FUTURE AGENDA ITEMS:

M. ADJOURNMENT:

1. Adjourn to the next regular meeting on September 17, 2026, starting at 3:00 p.m. at the Orange County Mosquito and Vector Control District offices, 13001 Garden Grove Blvd., Garden Grove, CA 92843.



**POLICY AND PERSONNEL COMMITTEE
MEETING NOTICE
AUGUST 4, 2026
12:00 P.M.**

TO: Policy and Personnel Committee
Kyle Chang
Melinda Liu
Joanne McMahon
Erica Pezold
Pearl Lee
Tanya Doby
Sean Chavarria (Chair)
April Josephson
Rebecca Gomez
Cypress
Irvine
Laguna Beach
Laguna Hills
Laguna Woods
Los Alamitos
Orange
Rancho Santa Margarita
Tustin

FROM: Tawnia Pett, Executive Assistant/Clerk of the Board

RE: Policy and Personnel Committee Meeting:
12:00 p.m., Tuesday, August 4, 2026
www.ocvector.org

AGENDA

1. Call Meeting to Order and Roll Call
2. Public Comments
3. Approve minutes from June 18, 2026 meeting
4. Discuss Compensation and Classification study
 - a. Comp and Class Process
 - b. CPS HR recommended changes
 - c. Staff recommendations
5. Discuss Executive level position restructuring
 - a. Operations Manager
 - b. Assistant District Manager
6. Discuss Tardy/Absentee Regulations
7. Discuss Tattoo Policy
8. Adjourn

MINUTES OF POLICY AND PERSONNEL COMMITTEE MEETINGS

Orange County Mosquito and Vector Control District

TIME: 2:30 P.M. June 18, 2026

PLACE: Orange County Mosquito and Vector Control District

Policy and Personnel Committee Members Present:

Kyle Chang	Cypress
Melinda Liu (late)	Irvine
Joanne McMahon	Laguna Beach
Erica Pezold	Laguna Hills
Tanya Doby	Los Alamitos
Sean Chavarria (Chair)	Orange
Rebecca Gomez	Tustin

Policy and Personnel Committee Members Absent:

Pearl Lee	Laguna Woods
April Josephson	Rancho Santa Margarita

Others Present:

Lora Young	District Manager
Sandra Vera	Director of Human Resources
Vanessa Urbina	Administrative Assistant

The meeting was called to order at 2:30 P.M.

1. **Call the Meeting to Order and Roll Call:** Seven members of the committee were present out of nine members.
2. **Public Comments:** None.
3. **Approve minutes from May 21, 2026, meeting:** On motion by Trustee T. Doby, seconded by Trustee R. Gomez, and passed by unanimous vote, the committee approved the minutes of the May 21, 2026, committee meeting.
4. **Adjourn to Closed Session:** Trustee Chavarria moved to adjourn to closed session pursuant to Government Code Section:54957.8 (conference with labor negotiator). Motion carried out unanimously and the committee entered closed session at 2:31 P.M.
5. **Reconvene to Open Session:** The committee reconvened at 2:44 P.M. No formal actions taken during closed session.
6. **Discuss District Outside Employment Policy:** On motion by Trustee Doby, seconded by Trustee R. Gomez, and approved by unanimous vote, the committee recommended approving the District Outside Employment Policy to the full board of trustees.
7. **Adjourned:** Meeting adjourned at 2:46 P.M.

MINUTES OF THE 947th MEETING

BOARD OF TRUSTEES Orange County Mosquito and Vector Control District

TIME: 3:00 P.M. June 18, 2026

PLACE: 13001 Garden Grove Blvd., Garden Grove, CA 92843

PRESIDENT:	Robert Ruesch	Mission Viejo
VICE PRESIDENT:	Tanya Doby	Los Alamitos
SECRETARY:	John Taylor	San Juan Capistrano

TRUSTEES PRESENT:

Aliso Viejo	Garrett Dwyer	Lake Forest	Robert Pequeño
Anaheim	Carlos Leon	Los Alamitos	Tanya Doby
Brea	Cecilia Hupp	Newport Beach	Erik Weigand
Buena Park	Lamiya Hoque	Orange	Sean Chavarria
Costa Mesa	Bill Turpit	Rancho Santa Margarita	April Josephson
Cypress	Kyle Chang	San Clemente	Zhen Wu
Dana Point	John Gabbard	San Juan Capistrano	John Taylor
Fountain Valley	Kim Constantine	Santa Ana	Benjamin Vazquez
Huntington Beach	Gracey Van Der Mark	Seal Beach	Nathan Steele
Irvine	Melinda Liu	Stanton	Gary Taylor
La Habra	James Gomez	Tustin	Rebecca Gomez
La Palma	Vikesh Patel	Villa Park	Kelly McBride
Laguna Beach	Joanne McMahon	Westminster	Carlos Manzo
Laguna Hills	Erica Pezold	County of Orange	Lisa Fernandez
Laguna Niguel	Gene Johns		

TRUSTEES ABSENT:

Fullerton	Shana Charles	Mission Viejo	Bob Ruesch
Garden Grove	Ariana Arestegui	Placentia	Thomas Hummer
Laguna Woods	Pearl Lee	Yorba Linda	Peggy Huang

Trustees Charles, Lee, Ruesch, Hummer, and Huang had a notified absence.

OTHERS PRESENT:

Lora Young, District Manager
Miquel Jacobs, Director of Communications
Jerry Sims, Director of Operations
Amber Semrow, Director of Scientific Technical Services
Tawnia Pett, Executive Assistant/Clerk of the Board
Alan Burns, District Counsel

A. Opening:

1. **Call the Business Meeting to Order:** Vice President Doby called the meeting to order at 3:00 P.M.
2. **Pledge of Allegiance:** Vice President Doby asked Trustee Van Der Mark to lead the Pledge of Allegiance.
3. **Roll Call:** Twenty-nine Trustees were present out of the current Board membership of 35.

B. Public Comments: There was one written comment against the Verily mosquito release that was read by Clerk Pett.**C. Presentations:**

1. Recognized outgoing Trustee Orgill
2. Staff gave a presentation entitled "Vector-borne Disease Response & Notification 2026"

D. Closed Session/Open Session

1. Adjourned to Closed Session: At 3:36 PM District Counsel Burns called for Closed Session
 - a. Government Code Section 54957.6 (a) Conference with Labor Negotiators
 Agency Representative: District Manager
 Employee Organization: Non-represented employees
2. Reconvened to Open Session: At 3:42 PM District Counsel Burns reconvened the meeting and stated there was no reportable action

E. OCMVCD Committee Reports to the Board of Trustees:

1. Policy & Personnel Committee: Committee Chair Chavarria reported the committee took no formal action in the closed session of the meeting. The committee recommends approving the Outside Employment Policy [Agenda Item G.1]

F. Consent Calendar: Items for Approval by General Consent:

On motion from Trustee J. Gomez, seconded by Trustee Chavarria, and approved by unanimous vote, the Board of Trustees approved Consent Calendar Items F.2 through F.7. Agenda Item F.1 was passed by majority vote due to absences at the previous Board Meeting (Abstained: Trustees Leon, Hoque, Gabbard, Liu, J. Gomez, J. McMahon, Pequeño, Wu, and J. Taylor).

Ayes: Trustees Dwyer, Leon, Hupp, Hoque, Turpit, Chang, Gabbard, Constantine, Van Der Mark, Liu, J. Gomez, Patel, McMahon, Pezold, Johns, Pequeño, Doby, Weigand, Chavarria, Josephson, Wu, J. Taylor, Vazquez, Steele, G. Taylor, R. Gomez, McBride, Manzo, and Fernandez

Noes: None.

Abstained: None.

Absent: Trustees Charles, Arestegui, Lee, Ruesch, Hummer, and Huang

1. **Approval of Minutes:** Approved, without reading, the minutes of 946th Meeting of the Board of Trustees held May 21, 2026.
2. **Approved Warrant Register for April 2026: (Exhibit A)** Received and filed.
3. **Approved Monthly Financial Report for April 2026: (Exhibit A)** Received and filed.
4. **Approved Purchase Order Information for Technology Software Renewal and Hardware Replacement for the Period of July 1, 2026 to June 30, 2027: (Exhibit A)** Received and filed.

5. **Approved Purchase Order to K'WEST for Outreach Material Printing for the Period July 1, 2026 to June 30, 2027: (Exhibit A)** Received and filed.
6. **Approved Purchase Order to Life Technologies for the Period July 1, 2026 to June 30, 2027: (Exhibit A)** Received and filed.
7. **Approved Purchase Order for Vector Control Products for the Period July 1, 2026 to June 30, 2027: (Exhibit A)** Received and filed.

G. **Business Items:**

1. **Adopted Resolution No. 609 Adopting Policy No. 58. Outside Employment Policy (Exhibit A, B)** On motion from Trustee Hupp, seconded by Trustee Van Der Mark, and approved by unanimous vote, the Board of Trustees approved Resolution No. 609 adopting Policy No. 58 Outside Employment Policy.

Ayes: Trustees Dwyer, Leon, Hupp, Hoque, Turpit, Chang, Gabbard, Constantine, Van Der Mark, Liu, J. Gomez, Patel, McMahon, Pezold, Johns, Pequeño, Doby, Weigand, Chavarria, Josephson, Wu, J. Taylor, Vazquez, Steele, G. Taylor, R. Gomez, McBride, Manzo, and Fernandez

Noes: None.

Abstained: None.

Absent: Trustees Charles, Arestegui, Lee, Ruesch, Hummer, and Huang

2. **Approved Cancelling the July 16, 2026 Board of Trustees Meeting and Adjourning to August 20, 2026 Meeting: (Exhibit A)** On motion from Trustee Hupp, seconded by Trustee J. Gomez, and approved by unanimous vote, the Board of Trustees approved cancelling the July 16, 2026 Board of Trustees approved cancelling the July 16, 2026 meeting and adjourning to the August 20, 2026.

Ayes: Trustees Dwyer, Leon, Hupp, Hoque, Turpit, Chang, Gabbard, Constantine, Van Der Mark, Liu, J. Gomez, Patel, McMahon, Pezold, Johns, Pequeño, Doby, Weigand, Chavarria, Josephson, Wu, J. Taylor, Vazquez, Steele, G. Taylor, R. Gomez, McBride, Manzo, and Fernandez

Noes: None.

Abstained: None.

Absent: Trustees Charles, Arestegui, Lee, Ruesch, Hummer, and Huang

H. **Informational Items Only (No Action Necessary):**

1. **Staff Presentation:** Director of Scientific Technical Services Semrow gave an update on vector activity in the county.
2. **Staff Presentation:** Director of Operations Sims gave an update on operations activity in the county.
3. **Staff Presentation:** Director of Communications Jacobs gave an update on outreach activity in the county.

I. **President's Report and Trustee Comments:**

1. Vice President Doby introduced the new Trustee from the city of Laguna Beach, Trustee McMahon.

J. **District Manager's Report:** District Manager Young reported:

1. The District will be closed on June 19, 2026
2. The District will have an Open House before the August Board meeting
3. Staff are attending the CSDA General Manager's Meeting June 29-30, 2026
4. Some staff recently participated in an Emerging Leaders Work Group at the District

K. **District Counsel Report:**

1. The District had it's entry warrant approved for one year.

L. **Correspondence:**

1. Staff conference reports from meetings attended in May

M. **Future Agenda Items: None**

N. **Adjournment:**

1. Vice President Doby adjourned the meeting at 4:05 P.M. to a regular meeting on Thursday, August 20, 2026.

I certify that the above minutes substantially reflect the actions taken by the Board of Trustees at its meeting held June 18, 2026.

Lora Young
Lora B. Young, District Manager

Approved as written and/or corrected by the Board of Trustees at its 948th

Nine hundred forty-eighth meeting held September 17, 2026

ATTEST: _____
John Taylor, Secretary



Orange County Mosquito and Vector Control District
AGENDA ITEM E.2
Prepared By: Tan Nguyen, Director of Finance
Submitted By: Lora Young, District Manager
Date: August 20, 2026

Agenda Title:

Approve Warrant Register for May 2026

Recommended Action:

Receive and file.

Summary:

Receive and file payment of June warrant register dated August 20, 2026, in the amount of \$1,268,343.11 presented by in-house check runs dated May 7, 14, 20, 27, 28, and 31, 2026.

Previous Relevant Board Actions for This Item:

Monthly report

Strategic Plan Compliance:

5. Financial Sustainability: 5.1: Conduct revenue assessment to determine long-term financial needs

Fiscal Impact:

What Amount is being requested?

Is the Amount Requested Budgeted in the Current Fiscal Year?

If No, What Funds Are Requested?

Exhibits:

Exhibit A: May 2026 Warrant Report

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

REGISTER OF DEMANDS August 20, 2026

ACCOUNTS PAYABLE REGISTER

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT		
REGISTER OF DEMANDS - AP REGISTER 08/20/26		
AP/Check Run	5/7/2026	\$ 57,411.99
AP/Check Run	5/14/2026	\$ 82,160.08
AP/Check Run	5/20/2026	\$ 65,943.76
AP/Check Run	5/27/2026	\$ 135,726.15
AP/Check Run	5/28/2026	\$ 47,740.10
AP/Check Run	5/31/2026	\$ 600,000.00
P/R CalPERS1	5/7/2026	\$ 49,634.68
P/R EDD	5/7/2026	\$ 10,851.99
P/R EEASSOC	5/7/2026	\$ 765.00
P/R ICMA	5/7/2026	\$ 29,905.06
P/R IRS	5/7/2026	\$ 37,316.79
P/R NATION	5/7/2026	\$ 4,338.35
P/R TASC	5/7/2026	\$ 2,943.40
P/R USB	5/7/2026	\$ 281.94
P/R CalPERS1	5/26/2026	\$ 50,523.37
P/R EDD	5/26/2026	\$ 14,025.12
P/R EEASSOC	5/26/2026	\$ 765.00
P/R ICMA	5/26/2026	\$ 29,905.06
P/R IRS	5/26/2026	\$ 37,177.68
P/R NATION	5/26/2026	\$ 4,818.35
P/R TASC	5/26/2026	\$ 2,943.40
P/R USB	5/26/2026	\$ 3,165.84
Total		\$ 1,268,343.11

I hereby certify that the claims or demands covered by the foregoing listed warrants have been audited as to the accuracy and availability of funds for payment thereof. Subscribed and sworn on date August 20, 2026.

Lora Young
Lora Young, District Manager

Tan Nguyen
Tan Nguyen, Director of Finance

Accounts Payable

Checks by Date - Summary by Check Date

User: dmedina@ocvector.org
Printed: 7/21/2026 10:56 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	EEASSOC	OCVCD Employee Association	05/07/2026	765.00
ACH	ICMA	MissionSquare Retirement (ICMA)	05/07/2026	29,905.06
ACH	USB	PARS/U.S. Bank N.A. Minnesota	05/07/2026	281.94
ACH	CalPERS1	CalPERS	05/07/2026	49,634.68
ACH	EDD	Employment Development Dept.	05/07/2026	10,851.99
ACH	IRS	Internal Revenue Service	05/07/2026	37,316.79
ACH	NATION	Nationwide Retirement Solutions	05/07/2026	4,338.35
ACH	TASC	Total Administrative Services Corp.	05/07/2026	2,943.40
ACH	GRAINGER	Grainger	05/07/2026	98.65
ACH	Steri	STERICYCLE	05/07/2026	602.80
ACH	TARGET	Target Specialty Products	05/07/2026	15,134.85
ACH	ULINE	Uline Shipping Supply Specialists	05/07/2026	837.27
30233	1MARB	#1 MASTER AUTO REPAIR & BODY	05/07/2026	3,498.33
30234	ALS	ANAHEIM LAWNMOWER SHOP & WELDING	05/07/2026	308.25
30235	AQUATIC	Pentair Aquatic Eco-Systems Inc.	05/07/2026	317.22
30236	BLACKHL	BLACKHOLE TECHNOLOGIES INC	05/07/2026	170.00
30237	CINTAS	Cintas Corporation No. 2	05/07/2026	1,269.26
30238	CWS	CAMERON WELDING SUPPLY	05/07/2026	1,568.56
30239	GENESEE	Genesee Scientific Corporation	05/07/2026	982.25
30240	GFS	Governmental Financial Services	05/07/2026	1,120.00
30241	GGALARM	City of Garden Grove	05/07/2026	50.00
30242	GRBL	GODOY REYES LANDCARE	05/07/2026	750.00
30243	HARPER	Harper & Burns, LLP	05/07/2026	1,194.60
30244	ILAND2	11:11 SYSTEMS, INC.	05/07/2026	4,435.20
30245	JENADES	JENADES ELECTRICAL INC	05/07/2026	2,270.00
30246	LIFE	Life Technologies	05/07/2026	1,197.90
30247	LIFTECH	Michael Patrick Vane	05/07/2026	1,000.00
30248	LIVESCAN	A Livescan Center OC Inc.	05/07/2026	210.00
30249	McFadden	McFadden-Dale Industrial Hardware, LLC	05/07/2026	602.16
30250	NGUYENA	ANDREW NGUYEN	05/07/2026	54.35
30251	OCCJ	Orange Coast Chrysler Jeep	05/07/2026	175.85
30252	PEPBOYS	THE PEP BOYS	05/07/2026	53.00
30253	PFLEET	PLAVAN COMMERCIAL FUELING, INC	05/07/2026	11,280.84
30254	REW	ROBERT WILLIAMS	05/07/2026	5,250.00
30255	SIMPSON	Simpson Chevrolet of Garden Grove	05/07/2026	262.67
30256	SMART	Smart & Final Stores Corp	05/07/2026	217.98
30257	TPA	TOWNSEND PUBLIC AFFAIRS, INC	05/07/2026	2,500.00
Total for 5/7/2026:				193,449.20
ACH	ADAPCO	ADAPCO, INC.	05/14/2026	5,654.72
ACH	FEDEX	Federal Express Corp.	05/14/2026	25.50
ACH	GG DISP	Republic Waste Svcs of So. Calif., LLC	05/14/2026	2,401.41
ACH	SPECTRUM	Charter Communications	05/14/2026	1,494.00
30258	ADVENTUR	Tender Corporation	05/14/2026	5,791.50
30259	ALE	Aleshire & Wynder LLP	05/14/2026	1,001.00
30260	AT&T	AT&T	05/14/2026	64.90
30261	AUTO Z	Auto Zone, Inc.	05/14/2026	795.47

30262	BCS	BEST CONTRACTING SERVICES, INC.	05/14/2026	42,940.00
30263	CINTAS	Cintas Corporation No. 2	05/14/2026	1,638.38
30264	CLARKE	Clarke Mosquito Control Prod Inc.	05/14/2026	1,281.21
30265	GARCIA F	Francisco Garcia	05/14/2026	200.00
30266	GSG	Governance Sciences Group, Inc.	05/14/2026	7,000.00
30267	HOME DEP	Home Depot Credit Services	05/14/2026	1,425.75
30268	JAH	JOHNSONS ACE HARDWARE	05/14/2026	481.57
30269	KWEST	K'WEST Printing	05/14/2026	2,072.15
30270	PERDOMO	MARK PERDOMO	05/14/2026	116.29
30271	PROACTIV	Proactive Work Health Medical Center, Inc.	05/14/2026	2,895.00
30272	RAMRIEZR	RAQUEL RAMIREZ	05/14/2026	71.75
30273	SEIBLY	AUSTIN SEIBLY	05/14/2026	65.24
30274	TOYOTAGG	Toyota Place	05/14/2026	285.49
30275	TRIEPEI	TRIEPEI SMITH AND ASSOCIATES, INC	05/14/2026	652.50
30276	SIMPSON	Simpson Chevrolet of Garden Grove	05/14/2026	3,806.25

Total for 5/14/2026:				82,160.08
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ACH	REYES	Kassandra Reyes	05/20/2026	200.00
ACH	TARGET	Target Specialty Products	05/20/2026	5,720.64
ACH	VERIZON	Verizon Wireless Services LLC	05/20/2026	4,411.93
ACH	WESTCOAS	RJ International	05/20/2026	354.76
ACH	FM	CARDMEMBER SERVICE	05/20/2026	16,367.76
30277	AMAZON	AMAZON CAPITAL SERVICES	05/20/2026	5,213.69
30278	CINTAS	Cintas Corporation No. 2	05/20/2026	1,269.26
30279	CWS	CAMERON WELDING SUPPLY	05/20/2026	503.52
30280	DOJ	State of California	05/20/2026	490.00
30281	Drake	John Drake	05/20/2026	200.00
30282	INSIGHT	Insight Public Sector, Inc.	05/20/2026	28,059.48
30283	McFadden	McFadden-Dale Industrial Hardware, LLC	05/20/2026	185.73
30284	McMaster	McMaster-Carr Supply Co.	05/20/2026	153.60
30285	PARS	Public Agency Retirement Svcs	05/20/2026	518.93
30286	PHAM	THANH PHAM	05/20/2026	190.00
30287	PRIMO	BLUE TRITON BRANDS INC	05/20/2026	484.71
30288	QDOXS	Q Document Solutions, Inc,	05/20/2026	178.75
30289	SANCHEZE	Eduardo Sanchez-Martinez	05/20/2026	360.08
30290	SCG	Southern Calif. Gas Co.	05/20/2026	392.95
30291	SIMPSON	Simpson Chevrolet of Garden Grove	05/20/2026	513.76
30292	STAPLES	Staples Business Advantage	05/20/2026	174.21

Total for 5/20/2026:				65,943.76
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ACH	EEASSOC	OCVCD Employee Association	05/26/2026	765.00
ACH	ICMA	MissionSquare Retirement (ICMA)	05/26/2026	29,905.06
ACH	USB	PARS/U.S. Bank N.A. Minnesota	05/26/2026	3,165.84
ACH	CalPERS1	CalPERS	05/26/2026	50,523.37
ACH	EDD	Employment Development Dept.	05/26/2026	14,025.12
ACH	IRS	Internal Revenue Service	05/26/2026	37,177.68
ACH	NATION	Nationwide Retirement Solutions	05/26/2026	4,818.35
ACH	TASC	Total Administrative Services Corp.	05/26/2026	2,943.40

Total for 5/26/2026:				143,323.82
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ACH	CalPERS	Calif. Public Employees' Retirement	05/27/2026	111,963.50
ACH	ARESTEGU	ARIANA ARESTEGUI	05/27/2026	100.00
ACH	CHANG	KYLE CHANG	05/27/2026	100.00
ACH	CHARLESS	SHANA CHARLES	05/27/2026	100.00
ACH	CHAVA	SEAN CHAVARRIA	05/27/2026	100.00
ACH	CONSTANT	Kim Constantine	05/27/2026	100.00

ACH	DOBYT	Tanya Doby	05/27/2026	100.00
ACH	DWYER	GARRETT DWYER	05/27/2026	100.00
ACH	GOMEZR	REBECCA GOMEZ	05/27/2026	100.00
ACH	HUANG	Peggy Huang	05/27/2026	100.00
ACH	HUMMER	THOMAS HUMMER	05/27/2026	100.00
ACH	HUPP	Cecilia T. Hupp	05/27/2026	100.00
ACH	JOHNS	FOSTER JOHNS	05/27/2026	100.00
ACH	JOSEPH	April Josephson	05/27/2026	100.00
ACH	LEE	EUN JU LEE	05/27/2026	100.00
ACH	MANZO	CARLOS MANZO	05/27/2026	100.00
ACH	MCBRIDEK	KELLY MCBRIDE	05/27/2026	100.00
ACH	PATEL	VIKESH PATEL	05/27/2026	100.00
ACH	PEZOLDE	Erica Pezold	05/27/2026	100.00
ACH	RUESCH	Robert J. Ruesch	05/27/2026	100.00
ACH	STEELEN	NATHAN STEELE	05/27/2026	100.00
ACH	TAYLORG	Gary Taylor	05/27/2026	100.00
ACH	TURPIT	WILLIAM TURPIT	05/27/2026	100.00
ACH	VANDERMA	GRICELDA VAN DER MARK	05/27/2026	100.00
ACH	VAZQUEZ	BENJAMIN VAZQUEZ	05/27/2026	100.00
ACH	WEIGAND	ERIK WEIGAND	05/27/2026	100.00
ACH	ARIASA	Adina Arias	05/27/2026	234.05
ACH	BENNETT	Stephen Bennett	05/27/2026	234.05
ACH	BLAYLOCK	Viki Blaylock	05/27/2026	234.05
ACH	BOBBITT	Catherine Bobbitt	05/27/2026	234.05
ACH	Cavileer	Raymond Cavileer	05/27/2026	234.05
ACH	CUMMINGS	Robert F. Cummings	05/27/2026	234.05
ACH	Delira	Simon De Lira	05/27/2026	234.05
ACH	Drews	John Drews	05/27/2026	234.05
ACH	EDISON	SUZANNE R. EDISON	05/27/2026	202.90
ACH	EVER	SANDRA EVERINGHAM	05/27/2026	202.90
ACH	FOGARTY	Carrie Fogarty	05/27/2026	234.05
ACH	Goedhart	Gerard Goedhart	05/27/2026	234.05
ACH	Huff	Robert Huff	05/27/2026	234.05
ACH	Kimball	Deborah Kimball	05/27/2026	234.05
ACH	KOENIG	Steve Koenig	05/27/2026	234.05
ACH	LACHANCE	Patricia LaChance	05/27/2026	202.90
ACH	LOUGHNER	LINDA LOUGHNER	05/27/2026	202.90
ACH	McCarty	Danny McCarty	05/27/2026	234.05
ACH	MILLER J	Jon Miller	05/27/2026	234.05
ACH	Newton	John Newton	05/27/2026	202.90
ACH	Niewola	Urszula Niewola	05/27/2026	234.05
ACH	PARSONS	John Parsons	05/27/2026	234.05
ACH	Plummer	John Clark Plummer	05/27/2026	234.05
ACH	POSPISIL	Terry Pospisil	05/27/2026	234.05
ACH	Rehders	Renee Rehders	05/27/2026	234.05
ACH	Reinig	Allyson Reinig	05/27/2026	234.05
ACH	Reisin	Caroline Reisinger	05/27/2026	234.05
ACH	Rincon	Claudio Rincon	05/27/2026	234.05
ACH	RODRIG	Aqripino Rodriguez	05/27/2026	234.05
ACH	SCOTT	WALTRAUT SCOTT	05/27/2026	202.90
ACH	SHAW	LAWRENCE SHAW	05/27/2026	234.05
30293	AFLAC	AFLAC	05/27/2026	2,282.46
30294	AMERITAS	AMERITAS LIFE INSURANCE CORP	05/27/2026	4,391.08
30295	Guard	Guardian - Appleton	05/27/2026	850.13
30296	SIC	STANDARD INSURANCE COMPANY	05/27/2026	6,670.33
Total for 5/27/2026:				135,726.15
30297	AT T FAX	AT&T	05/28/2026	463.21

30298	CAGATE	California Gate & Entry System	05/28/2026	151.02
30299	CDPH CE	Vector-Borne Disease - Account	05/28/2026	11,000.00
30300	CINTAS	Cintas Corporation No. 2	05/28/2026	1,669.90
30301	CLARKE	Clarke Mosquito Control Prod Inc.	05/28/2026	98.83
30302	CWS	CAMERON WELDING SUPPLY	05/28/2026	903.72
30303	DOORKING	DOORKING INC	05/28/2026	49.95
30304	FISHER	Fisher Scientific	05/28/2026	110.34
30305	HALO	HALO BRANDED SOLUTIONS, INC.	05/28/2026	2,827.50
30306	LEVATA	LEVATA US LLC	05/28/2026	498.33
30307	LIFE	Life Technologies	05/28/2026	3,572.79
30308	McFadden	McFadden-Dale Industrial Hardware, LLC	05/28/2026	21.76
30309	PAYORG	PAYROLLORG	05/28/2026	312.00
30310	PEPBOYS	THE PEP BOYS	05/28/2026	2,872.79
30311	PFLEET	PLAVAN COMMERCIAL FUELING, INC	05/28/2026	7,296.48
30312	PROLOCK	Professional Lock System, Inc.	05/28/2026	225.00
30313	SCE	Southern Calif. Edison	05/28/2026	7,472.43
30314	SHOE INC	GCP WW Holdco LLC	05/28/2026	7,910.28
30315	SIMPSON	Simpson Chevrolet of Garden Grove	05/28/2026	124.76
30316	TOYOTAGG	Toyota Place	05/28/2026	159.01
Total for 5/28/2026:				47,740.10
ACH	PARS	Public Agency Retirement Svcs	05/31/2026	600,000.00
Total for 5/31/2026:				600,000.00
Report Total (171 checks):				1,268,343.11



Warrant Request

Date: 6/23/2026
Vendor No. FM
Total \$ \$17,107.90
Prepared By: DM
Check No. ACH

Vendor Name: FM CARDMEMBER SERVICE
Address: PO BOX 790408
ST LOUIS, MO 63179-0408

Account #	Description	P.O. #	Invoice #	Amount
10.350.7008	HOMEDEPOT.COM		AS0626	\$ 212.03
10.350.7008	THE WEBSTAUANT STORE		AS0626	\$ 109.45
10.310.7010	STAR MILLING COMPANY		AS0626	\$ 277.48
10.310.7906	ROSS STORES		AS0626	\$ 10.86
10.310.7010	EL TORO RECREATIONAL		AS0626	\$ 25.64
10.310.7009	THORNTON PLASTICS CO		AS0626	\$ 165.69
10.350.7008	THE HOME DEPOT		AS0626	\$ 110.97
10.350.7008	HEMOSTAT LABRATORIES		AS0626	\$ 252.94
10.310.7010	WWW COSTCO COM		AS0626	\$ 97.68
10.440.7407	ALLIED REFRIGERATION		JS0626	\$ 176.23
10.440.7407	ALLIED REFRIGERATION		JS0626	\$ 2,463.26
10.120.7901	COSTCO WHSE		JS0626	\$ 381.98
10.120.7901	COSTCO WHSE		JS0626	\$ 34.38
10.120.7901	COSTCO WHSE		JS0626	\$ 43.28
10.120.7901	COSTCO WHSE		JS0626	\$ 151.49
10.430.7001	COMPLIANCESIGNS.COM		JS0626	\$ 599.11
10.140.7005	COSTCO WHSE		JS0626	\$ 262.31
10.430.7803	HUNTINGTON BEACH FORD		JS0626	\$ 198.64
10.430.7001	HARBOR FREIGHT TOOLS		JS0626	\$ 7.54
10.310.7401	ALLIED REFRIGERATION		JS0626	\$ 51.27
10.430.7803	HUNTINGTON BEACH FORD		JS0626	\$ 57.60
10.520.7511	GOOGLE CLOUD		LN0626	\$ 58.97
10.520.7024	CLAUDE.AI SUBSCRIPTION ANTHROPIC.COM		LN0626	\$ 100.00
10.520.7511	STARLINK INTERNET		LN0626	\$ 65.00
10.520.7511	CONNECTWISE LLC		LN0626	\$ 1,033.55
10.520.7511	DROPBOX		LN0626	\$ 199.00
10.520.7511	GOTO GOTOCONNECT		LN0626	\$ 1,390.71
10.520.7024	ANTHROPIC CLAUDE TEAM ANTHROPIC.COM		LN0626	\$ 2,160.00
10.520.7906	TST THE PIZZA PRESS		LN0626	\$ 119.27
10.520.7511	ZOOM.COM		LN0626	\$ 50.97
	SEE ATTACHED FOR MORE			

APPROVAL: Dept Head/District Manager
Director of Finance

Lora Young
Tan Nguyen

SPECIAL INSTRUCTIONS/COMMENTS:

FUND	DESC.	INVOICE #	TOTAL
10.430.7803	GRAINGER	LY0626	\$ 98.65
10.310.7012	STERICYCLE	LY0626	\$ 602.80
10.410.7014	TARGET SPECIALTY	LY0626	\$ 14,601.60
10.410.7016	TARGET SPECIALTY	LY0626	\$ 533.25
10.350.7008	ULINE	LY0626	\$ 214.54
10.310.7010	ULINE	LY0626	\$ 622.73
10.000.1200	PAYPAL EMMAFY EMMAFY	LY0626	\$ 86.39
10.510.7022	GOOGLE ONE	LY0626	\$ 19.99
10.210.7001	FILING SUPPLIES INC	LY0626	\$ 144.85
10.140.7120	SPECTRUM	LY0626	\$ 1,494.00
10.140.7410	REPUBLIC SERVICES	LY0626	\$ 908.49
60.600.7508	REPUBLIC SERVICES	LY0626	\$ 1,492.92
10.310.7006	FEDEX	LY0626	\$ 25.50
10.410.7014	ADAPCO LLC	LY0626	\$ 5,654.72
10.410.7014	TARGET SPECIALTY	LY0626	\$ 5,720.64
10.410.7017	WESTCOAST INDUSTRIES	LY0626	\$ 354.76
10.120.7110	VERIZONWRLSS	LY0626	\$ 4,411.93
10.210.7903	CSMFO	LY0626	\$ 60.00
10.210.7003	DATA MGMT - TIMECLOCKPLU	LY0626	\$ 2,584.68
10.430.7803	GRAINGER	LY0626	\$ (98.65)
10.310.7012	STERICYCLE	LY0626	\$ (602.80)
10.410.7014	TARGET SPECIALTY	LY0626	\$ (14,601.60)
10.410.7016	TARGET SPECIALTY	LY0626	\$ (533.25)
10.350.7008	ULINE	LY0626	\$ (214.54)
10.310.7010	ULINE	LY0626	\$ (622.73)
10.140.7120	SPECTRUM	LY0626	\$ (1,494.00)
10.140.7410	REPUBLIC SERVICES	LY0626	\$ (908.49)
60.600.7508	REPUBLIC SERVICES	LY0626	\$ (1,492.92)
10.310.7006	FEDEX	LY0626	\$ (25.50)
10.410.7014	ADAPCO LLC	LY0626	\$ (5,654.72)
10.410.7014	TARGET SPECIALTY	LY0626	\$ (5,720.64)
10.410.7017	WESTCOAST INDUSTRIES	LY0626	\$ (354.76)
10.120.7110	VERIZONWRLSS	LY0626	\$ (4,411.93)
10.510.7907	HILTON NEW ORLEANS	MJ0626	\$ 520.66
10.510.7022	WWW.ARTLIST.IO	MJ0626	\$ 59.99
10.510.7022	X CORP PAID FEATURES	MJ0626	\$ 8.00
10.510.7907	OLD TOWN NEWS	MJ0626	\$ 15.92
10.510.7907	UBER EATS	MJ0626	\$ 32.61
10.510.7907	LYFT	MJ0626	\$ 33.93
10.510.7907	LYFT	MJ0626	\$ 27.91
10.510.7907	UBER EATS	MJ0626	\$ 37.84
10.510.7907	WE THE PIZZA	MJ0626	\$ 16.36
10.510.7907	SPRINGHILL SUITES	MJ0626	\$ 742.21
10.510.7907	POTBELLY	MJ0626	\$ 24.69
10.510.7907	UBER EATS	MJ0626	\$ 35.96
10.510.7022	OPENAI CHATGPT SUBSCRIPTION	MJ0626	\$ 20.00
10.510.7907	UBER TRIP	MJ0626	\$ 9.93
10.510.7022	NARRATIVE	MJ0626	\$ 15.00
10.510.7602	PAYPAL NEWPORT BAY	MJ0626	\$ 35.00
10.510.7602	CITY OF LAGUNA NIGUEL	MJ0626	\$ 206.00
10.510.7022	FRGN TRANS FEE - NARRATIVE	MJ0626	\$ 0.30
10.120.7901	IC COSTCO BY INSTACAR	SV0626	\$ 229.51
10.120.7901	IC COSTCO BY INSTACAR	SV0626	\$ 1.75
10.120.7901	NORTHGATE MARKET	SV0626	\$ 8.06

10.120.7901	NORTHGATE MARKET	SV0626	\$	117.65
10.120.7901	KRISPY KREME	SV0626	\$	95.94
10.210.7020	JERSEY MIKES	SV0626	\$	15.00
10.210.7020	STARBUCKS STORE	SV0626	\$	15.00
10.210.7020	PAR ONO 068 ANAHEIM	SV0626	\$	15.00
10.210.7020	LUNA GRILL	SV0626	\$	15.00
10.120.7901	IC INSTACART	SV0626	\$	161.18
10.120.7901	IC COSTCO BY IN	SV0626	\$	114.62
10.210.7906	PUBLICRECORDS.INFO	SV0626	\$	20.00
10.110.7001	LUNA GRILL	TP0626	\$	292.62
10.120.7019	LA TIMES SUBSCRIPTION	TP0626	\$	15.96
10.110.7001	LUNA GRILL	TP0626	\$	244.89
10.110.7001	COSTCO WHSE	TP0626	\$	22.20
10.120.7019	OC REGISTER SUBS	TP0626	\$	48.00
10.000.4300	RETURNED PAYMENT FEE	RC0626	\$	35.00
10.000.4300	RETURNED PAYMENT FEE	RC0626	\$	35.00
			\$	17,107.90



Orange County Mosquito and Vector Control District
AGENDA ITEM E.3
Prepared By: Tan Nguyen, Director of Finance
Submitted By: Lora Young, District Manager
Date: August 20, 2026

Agenda Title:

Approve Monthly Financial Report for May 2026

Recommended Action:

Receive and file.

Summary:

Receive and file the Orange County Mosquito and Vector Control District Monthly Financial Report for May 2026.

Previous Relevant Board Actions for This Item:

Monthly report

Strategic Plan Compliance:

5. Financial Sustainability: 5.1: Conduct revenue assessment to determine long-term financial needs

Fiscal Impact:

What Amount is being requested?

Is the Amount Requested Budgeted in the Current Fiscal Year?

If No, What Funds Are Requested?

Exhibits:

Exhibit A: Monthly Financial Report for May 2026

Orange County Mosquito and Vector Control District
Monthly Financial Report
Month Ending May 31, 2026

Fund No.	Fund	Cash Balance 4/30/2026	Revenue	Expenditures	Transfers	Accrual Adjustment	Cash Balance 5/31/2026	Cash Balance 5/31/2025
10	Operating	\$ 20,837,633	\$ 1,121,345	\$ 1,103,061	\$ (3,321,312)	\$ (19,736)	\$ 17,514,869	\$ 19,084,224
20	Vehicle Replacement	783,788	-	-	-	-	783,788	747,592
30	Liability Reserve	512,683	-	-	-	-	512,683	489,007
40	Equipment Replacement	943,659	-	-	-	-	943,659	900,080
50	Emergency Vector Control	1,889,374	-	-	-	-	1,889,374	1,802,122
60	Facility Improvement	18,008,919	13,250	1,868	1,800,000	-	19,820,301	15,235,188
70	Habitat Remediation	100,002	-	-	-	-	100,002	100,002
90	Retiree Medical Insurance	392,716	3,158	319,664	671,312	(12,595)	734,927	327,316
95	Retirement Contingency	693,828	-	300,000	850,000	-	1,243,828	950,279
99	Payroll Clearing	92,640	-	-	-	(96,887)	(4,247)	(2,414)
		\$ 44,255,242	\$ 1,137,753	\$ 1,724,593	\$ -	\$ (129,218)	\$ 43,539,184	\$ 39,633,396

Cash & Investment Balances:		Monthly Yield
California LAIF	\$ 36,195,677	3.810%
Stifel Brokerage account		
Cash sweep account	10,040	0.01%
Fixed income - Muni (par)	220,000	4.04%
Fixed income - other (par)	5,931,000	4.56%
Unamortized premium/(discount) on investments	45,241	n/a
F&M Checking	803,303	n/a
Payroll Checking	323,923	n/a
Petty Cash - Checking	10,000	n/a
Total Cash and Investments	\$ 43,539,184	

Section 115 Irrevocable Trust Balances:		3-month return
PARS Post-Employment Benefits Trust	\$ 6,892,542	3.51%
PARS Pension Trust	5,189,588	3.49%
Total PARS Trust Balances	\$ 12,082,130	

Lora Young
 Lora Young
 District Manager

Tan Nguyen
 Tan Nguyen
 Director of Finance

Monthly Cash Flow

Month	Revenue	Expenditures	Transfers	Accrual Adjustment	Monthly Cash Flow	Prior Year Comparison
July	\$ 134,841	\$ 1,617,695	\$ -	\$ 181,776	\$ (1,301,078)	\$ (900,004)
August	(38,483)	2,328,913	-	38,231	(2,329,165)	(2,761,761)
September	215,173	1,221,895	-	(100,305)	(1,107,027)	(1,047,423)
October	423,537	1,591,627	-	3,265	(1,164,825)	(909,658)
November	3,539,327	1,201,230	-	(13,400)	2,324,697	2,488,803
December	6,322,072	1,957,354	-	(104,138)	4,260,580	3,752,462
January	1,551,964	993,148	-	111,500	670,316	1,398,766
February	42,339	986,726	-	43,167	(901,220)	(840,960)
March	1,337,346	1,096,019	-	(152,934)	88,393	357,084
April	6,126,547	1,154,929	-	106,410	5,078,028	4,683,657
May	1,137,753	1,724,593	-	(129,218)	(716,058)	(195,105)
June					-	(996,853)
Total YTD	\$ 20,792,416	\$ 15,874,129	\$ -	\$ (15,646)	\$ 4,902,641	\$ 5,029,008

Revenues: 92% of Fiscal Year

10-Operating Fund	Budget	Actual	Percentage
Property Taxes	\$ 8,259,625	\$ 8,784,337	106.4%
1996 Benefit Assessment	1,589,500	1,544,155	97.1%
2004 Benefit Assessment	8,168,700	7,933,353	97.1%
Interest and Concessions	505,000	759,494	150.4%
Miscellaneous	25,000	1,680	6.7%
Successor Agency Passthru/Residual	600,000	854,823	142.5%
Rent for Cell Sites	28,000	32,855	117.3%
VCJPA Pooled Services	25,000	-	0.0%
CA State Grant	-	64,161	0.0%
Charges for Services	42,000	50,414	120.0%
Total Operating Fund Revenues	19,242,825	20,025,272	104.1%

The major distributions of property tax and benefit assessments occur in four installments: December, January, April, and May.

Note 1

Monies come through the County and are unpredictable

Receipts for prior year billings have been received in FY 25/26.

No.	Other Funds	Budget	Actual	Percentage
20	Vehicle Replacement	25,000	19,871	79.5%
30	Liability Reserve	7,500	12,998	173.3%
40	Equipment Replacement	17,000	23,924	140.7%
50	Emergency Vector Control	30,000	47,900	159.7%
60	Facility Improvement	415,000	598,465	144.2%
70	Habitat Remediation	-	-	0.0%
90	Retiree Medical Insurance	32,000	41,188	128.7%
95	Retirement Contingency	11,500	22,798	198.2%
	Total Other Funds	505,500	767,144	151.8%
	Total Revenue	\$ 19,780,825	\$ 20,792,416	105.1%

Note 1

Note 1

Note 1

Note 1

Note 1

Note 1

Note 1: Throughout the fiscal year, interest receipts are recorded as revenue when cash payments are received. At year-end, any difference between the market and book value of investments is an unrealized gain or loss and is recorded as a component of interest revenue. Interest rates and market value have an inverse relationship whereby rising interest rates result in declining market value. Consequently, interest receipt trends do not predict the year-end interest revenue that will be reported in the annual financial statements. Each quarter, interest receipts are allocated to other funds based on each fund's balance in the District's pool. The majority of revenue in funds 20, 30, 40, 50, 60, and 95 is interest earnings.

Expenditures: 92% of Fiscal Year

No.	10-Operating Fund	Budget	Actual	Percentage
110	Trustees	\$ 52,700	\$ 34,094	64.7%
120	District Manager	565,895	481,289	85.0%
130	Legal Services	120,000	52,032	43.4%
140	Non-Departmental	419,000	361,095	86.2%
	Executive	1,157,595	928,510	80.2%
210	Administrative Services	1,142,975	940,511	82.3%
220	Insurance	987,000	704,015	71.3%
	Administrative Services	2,129,975	1,644,526	77.2%
310	Technical Services	2,077,406	1,896,902	91.3%
350	SIT Program	598,573	456,332	76.2%
	Scientific Technical Services	2,675,979	2,353,234	87.9%
410	Field Operations	7,566,707	6,391,682	84.5%
430	Vehicle Maintenance	732,264	1,053,911	143.9%
440	Building Maintenance	589,542	329,589	55.9%
	Operations	8,888,513	7,775,182	87.5%
510	Public Information	855,746	457,683	53.5%
520	Information Technology	1,054,441	960,961	91.1%
530	Public Service	209,564	274,262	130.9%
	Public Information	2,119,751	1,692,906	79.9%
	Total Operating Fund Expenditures	16,971,813	14,394,358	84.8%

Several vehicles were acquired in August & October

No.	Other Funds	Budget	Actual	Percentage
20	Vehicle Replacement	-	-	0.0%
30	Liability Reserve	-	-	0.0%
40	Equipment Replacement	-	-	0.0%
50	Emergency Vector Control	-	-	0.0%
60	Facility Improvement	151,700	151,004	99.5%
70	Habitat Remediation	-	-	0.0%
90	Retiree Medical Insurance	436,000	728,767	167.1%
95	Retirement Contingency	300,000	600,000	200.0%
	Total Other Funds	887,700	1,479,771	166.7%
	Total Expenditures	\$ 17,859,513	\$ 15,874,129	88.9%

The budgeted facility improvement was done in October 2025.

\$500K contribution to the PARS trust during FY 25/26

A \$600K contribution to the PARS trust during FY 25/26



May 1 -
May 31, 2026
Account Number: [REDACTED]

Page 1 of 22

ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT
13001 GARDEN GROVE BLVD
GARDEN GROVE CA 92843-2102

Your Financial Advisor (LU04):

SANDRA HEDSTROM WHEELER
Telephone: (805) 783-2921

Office Serving Your Account:

4460 BROAD STREET
SUITE 210
SAN LUIS OBISPO, CA 93401

PRIMARY INVESTMENT OBJECTIVE: Income

RISK TOLERANCE: Moderate

For a full definition of this objective and risk tolerance, including the use of margin, please see www.stifel.com, IMPORTANT DISCLOSURES, or contact your Financial Advisor. If you have any questions concerning your investment objective or risk tolerance, or wish to make a change, please contact your Financial Advisor or the Branch Manager for this office.

TRADING TAX LOT RELIEF METHOD: First In, First Out

INVESTOR UPDATE

The Stifel CIO Office provides economic and market analysis, along with asset allocation and portfolio insights, to help you better understand global developments and their broader investment implications. To view their work, visit www.stifelinsights.com.

ACCOUNT PROTECTION

Stifel, Nicolaus & Company, Incorporated provides up to \$150 million of coverage for securities held in client accounts, of which \$1.15 million may be in cash deposits. Ask your Financial Advisor for more details.

Thank you for allowing Stifel to serve you. In order to protect your rights, including rights under the Securities Investor Protection Act (SIPA), please promptly report, in writing, any inaccuracies or discrepancies in this account or statement to the Compliance Department of Stifel at the address below. If you have any questions regarding your account or this statement, please contact your Financial Advisor or the Branch Manager for this office. For additional information regarding your Stifel account, please refer to the current Stifel Account Agreement and Disclosure Booklet, which is available at www.stifel.com/disclosures/account-agreement.

STIFEL ACCOUNT STATEMENT

PORTFOLIO SUMMARY

	May 31	April 30
Net Cash Equivalents **	10,040.19	50,687.16
Net Portfolio Assets held at Stifel	5,787,315.92	5,756,291.98
Net Portfolio Assets not held at Stifel		
Net Portfolio Value	\$5,797,356.11	\$5,806,979.14

YOUR CHANGE IN PORTFOLIO VALUE

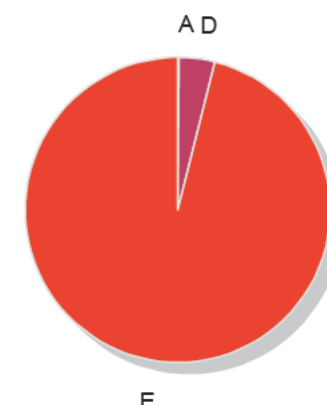
	May 31	April 30
Net Cash Flow (Inflows/Outflows) ²		
Securities Transferred In/Out		
Income and Distributions	26,228.16	55,975.70
Change in Securities Value	-35,851.19	-39,313.40
Net Change in Portfolio Value	-\$9,623.03	\$16,662.30

** See the Stifel Insured Bank Deposit Program Disclosure Statements for additional information.

² Does not include cost or proceeds for buy or sell transactions.
You have securities maturing and/or options expiring.

YOUR ASSET SUMMARY

	Value on May 31, 2026 (\$)	Percentage of your account
A Net Cash Equivalents**	10,040.19	0.17%
D Fixed Income-Muni	219,986.80	3.79%
E Fixed Income-Other	5,567,329.12	96.03%
Total Assets	\$5,797,356.11	100.00%



**ASSET SUMMARY**Value as of **May 31, 2026**

	At Stifel	Not at Stifel	Total	% of assets *	Gains/(-)Losses		
					Unrealized	Realized This Period	Year-to-date
Cash							
Cash Sweep/Non-Sweep**	10,040.19		10,040.19	0.17%			
Margin Balance							
A. Net Cash Equivalents	\$10,040.19		\$10,040.19	0.17%			
B. Equities							
C. Preferreds							
D. Fixed Income-Muni	219,986.80		219,986.80	3.79%	-505.67		
E. Fixed Income-Other	5,567,329.12		5,567,329.12	96.03%	-53,967.44		643.07
F. Mutual Funds							
G. Unit Investment Trusts							
H. Insurance Products							
I. Alternative Investments							
J. Other Investments							
K. Stifel Smart Rate Program **							
Net Portfolio Assets	\$5,787,315.92	\$0.00	\$5,787,315.92	99.83%	-\$54,473.11	\$0.00	\$643.07
Net Portfolio Value	\$5,797,356.11	\$0.00	\$5,797,356.11	100.00%	-\$54,473.11	\$0.00	\$643.07

INCOME & DISTRIBUTION SUMMARY

	Security Type	Year-to-date	This period
Dividends	Tax-Exempt		
	Taxable		
Interest	Tax-Exempt		
	Taxable	94,248.23	4,222.84
Capital Gain Distributions			
Return of Principal		189,131.17	22,005.32
Other			
Total Income & Distributions		\$283,379.40	\$26,228.16

INFORMATION SUMMARY

	Security Type	Year-to-date	This period
Accrued Interest Paid	Tax-Exempt		
	Taxable	5,673.54	
Accrued Interest Received	Tax-Exempt		
	Taxable	3,023.61	
Gross Proceeds		1,376,564.02	285,000.00
Federal Withholding			
Foreign Taxes Paid			
Margin Interest Charged			

* Please note "% of assets" figures are shown gross of any amounts owed to Stifel and/or net short positions.

** Includes balances that are FDIC insured bank deposits and not covered by SIPC, including Stifel Reserve Deposit Network balances that are not immediately liquid. Refer to the Asset Details page for more information. Does not include cash held in your Securities Account.

**ASSET DETAILS**

This section shows the cash equivalents and/or securities in your account. Prices obtained from outside sources are considered reliable but are not guaranteed by Stifel. Actual prices may vary, and upon sale, you may receive more or less than your original purchase price. Contact your Financial Advisor for current price quotes. Gain/Loss is provided for informational purposes only. Cost basis may be adjusted for, but not limited to, amortization, accretion, principal paydowns, capital changes, listed option premiums, gifting rules, inheritance step-up, or wash sales. The Gain/Loss information should not be used for tax preparation without the assistance of your tax advisor. Lot detail quantity displayed is truncated to the one thousandth of a share.

NET CASH EQUIVALENTS

	<i>Current value</i>	<i>Cost Basis</i>	<i>Estimated Annualized Income</i>	<i>Rate at Month End</i>
STIFEL FDIC INSURED	10,040.19	10,040.19	1.00	0.01%
Total Net Cash Equivalents	\$10,040.19	\$10,040.19	\$1.00	0.01%

STIFEL INSURED BANK DEPOSIT PROGRAM

Funds deposited through the Stifel Insured Bank Deposit Program (the "Program") may be deposited at multiple banks. The Program's Disclosure Statement is available at www.stifel.com/disclosures/account-agreement. The deposits are not covered by the Securities Investor Protection Corporation ("SIPC"). Deposits are insured by the FDIC within applicable limits.

Balances in the Program or in any money market fund offered as an available fund for Cash Investment Services at Stifel, subject to applicable limits, can be liquidated upon request and the proceeds returned to your Securities Account or can be distributed directly to you with the proper withdrawal form on file.

PORTFOLIO ASSETS - HELD AT STIFEL

Fixed Income-Muni	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
MASSACHUSETTS EDL FING AUTH ED LN ISSUE L SR SER A REV B/E TXBL CPN 4.038% DUE 07/01/26 DTD 06/13/18 FC 01/01/19 CUSIP: 57563RPM5 <i>Original Cost: 248,805.20</i>	S&P: AAA Cash	220,000	99.9940 219,986.80	100.2238 220,492.47	3,701.50	-505.67	8,883.60	4.04%
Total Fixed Income-Muni		220,000	\$219,986.80	\$220,492.47	\$3,701.50	-\$505.67	\$8,883.60	4.04%

Municipal Bonds held may or may not be tax free. Please consult with your tax advisor.

Fixed Income-Other	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
BROOKFIELD FIN INC GTD NOTE CPN 4.250% DUE 06/02/26 DTD 06/02/16 FC 12/02/16 CALL 06/01/26 @ 100.000 CUSIP: 11271LAA0	S&P: A- Moody: A3 Cash	115,000	100.0000 115,000.00	98.1793 112,906.25	2,430.17	2,093.75	4,887.50	4.25%

ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	Symbol/ Bond Rating/ Type	Quantity	Current Price/ Current Value	Average Unit Cost/ Cost Basis	Accrued Income ⁶	Unrealized Gain/(-)Loss ¹⁰	Estimated Annualized Income	Estimated Yield %
FEDL FARM CREDIT BANK BOND CPN 0.900% DUE 06/15/26 DTD 06/15/21 FC 12/15/21 CALL 06/05/26 @ 100.000 CUSIP: 3133EMH21	S&P: AA+ Moody: Aa1 Cash	50,000	99.8720 49,936.00	99.8897 49,944.87	207.50	-8.87	450.00	0.90%
TOYOTA MOTOR CREDIT CORP UNSECD MEDIUM TERM NOTE CPN 5.000% DUE 08/14/26 DTD 08/14/23 FC 02/14/24 CUSIP: 89236TKX2 <i>Original Cost: 150,992.00</i>	S&P: A+ Moody: A1 Cash	150,000	100.2060 150,309.00	100.0668 150,100.26	2,229.17	208.74	7,500.00	4.99%
U S TREASURY NOTE CPN 2.250% DUE 02/15/27 DTD 02/15/17 FC 08/15/17 CUSIP: 912828V98 <i>Original Cost: 101,787.19</i>	Moody: Aa1 Cash	98,000	98.8950 96,917.10	100.5578 98,546.63	645.66	-1,629.53	2,205.00	2.28%
FEDL HOME LOAN BANK BOND CPN 2.010% DUE 02/25/27 DTD 02/25/22 FC 08/25/22 CALL 08/25/26 @ 100.000 CUSIP: 3130AQUD3	S&P: AA+ Moody: Aa1 Cash	100,000	98.6330 98,633.00	98.7550 98,755.00	536.00	-122.00	2,010.00	2.04%
STATE BANK OF INDIA NEW YORK NY CD FDIC #33682 CPN 2.200% DUE 03/10/27 DTD 03/10/22 FC 09/10/22 CUSIP: 856285J36	Cash	59,000	98.6080" 58,178.72	100.0000 59,000.00	295.17	-821.28	1,298.00	2.23%
REDWOOD TR INC CONVERTIBLE BOND CPN 7.750% DUE 06/15/27 DTD 06/09/22 FC 12/15/22 CUSIP: 758075AF2	Cash	200,000	101.0000 202,000.00	100.9300 201,860.00	7,147.22	140.00	15,500.00	7.67%
U S TREASURY NOTE CPN 4.125% DUE 09/30/27 DTD 09/30/22 FC 03/31/23 CUSIP: 91282CFM8 <i>Original Cost: 151,809.39</i>	Moody: Aa1 Cash	150,000	100.2110 150,316.50	100.8209 151,231.36	1,048.16	-914.86	6,187.50	4.12%

ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	Symbol/ Bond Rating/ Type	Quantity	Current Price/ Current Value	Average Unit Cost/ Cost Basis	Accrued Income ⁶	Unrealized Gain/(-)Loss ¹⁰	Estimated Annualized Income	Estimated Yield %
CANADIAN IMPERIAL BANK SR GLBL MEDIUM TERM NOTE CPN 5.250% DUE 12/30/27 DTD 12/30/22 FC 06/30/23 CALL 12/30/26 @ 100.000 CUSIP: 13607XEB9 Original Cost: 141,804.70	S&P: A- Moody: A2 Cash	140,000	100.1810 140,253.40	100.0000 140,000.00	3,082.92	253.40	7,350.00	5.24%
SALLIE MAE BANK SALT LAKE CITY UT CD FDIC #58177 CPN 4.000% DUE 07/10/28 DTD 07/09/25 FC 01/09/26 CUSIP: 795451DWO	Cash	100,000	99.8000" 99,800.00	100.0000 100,000.00	1,567.12	-200.00	4,000.00	4.01%
U S TREASURY NOTE CPN 4.875% DUE 10/31/28 DTD 10/31/23 FC 04/30/24 CUSIP: 91282CJF9 Original Cost: 134,878.02	Moody: Aa1 Cash	130,000	101.8670 132,427.10	102.7730 133,604.86	551.09	-1,177.76	6,337.50	4.79%
COMCAST CORP NEW SR NOTE CPN 4.550% DUE 01/15/29 DTD 05/09/23 FC 01/15/24 CALL 12/15/28 @ 100.000 CUSIP: 20030NED9 Original Cost: 132,731.10	S&P: A- Moody: A3 Cash	130,000	100.4360 130,566.80	101.7337 132,253.84	2,234.56	-1,687.04	5,915.00	4.53%
FEDL HOME LOAN BANK BOND CPN 4.400% DUE 02/05/29 DTD 02/05/24 FC 08/05/24 CALL 08/05/26 @ 100.000 CUSIP: 3130AYRG3 Original Cost: 201,175.00	S&P: AA+ Moody: Aa1 Cash	200,000	99.8990 199,798.00	100.1649 200,329.85	2,835.56	-531.85	8,800.00	4.40%
MAGNA INTL INC UNSECD SR NOTE CPN 5.050% DUE 03/14/29 DTD 03/14/24 FC 09/14/24 CALL 02/14/29 @ 100.000 CUSIP: 559222BA1 Original Cost: 76,317.50	S&P: A- Moody: A3 Cash	75,000	101.2910 75,968.25	101.2274 75,920.53	810.10	47.72	3,787.50	4.99%

ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	Symbol/ Bond Rating/ Type	Quantity	Current Price/ Current Value	Average Unit Cost/ Cost Basis	Accrued Income ⁶	Unrealized Gain/(-)Loss ¹⁰	Estimated Annualized Income	Estimated Yield %
PENNYMAC CORP CONVERTIBLE BOND CPN 8.500% DUE 06/01/29 DTD 05/24/24 FC 12/01/24 CUSIP: 70932AAH6	Cash	95,000	101.5040 96,428.80	108.7553 103,317.50	4,037.50	-6,888.70	8,075.00	8.37%
AMERICAN HONDA FIN CORP SR NOTE MEDIUM TERM NOTE CPN 4.400% DUE 09/05/29 DTD 09/05/24 FC 03/05/25 CUSIP: 02665WFQ9 <i>Original Cost: 170,992.44</i>	S&P: BBB+ Moody: A3 Cash	169,000	99.0340 167,367.46	100.9607 170,623.59	1,776.38	-3,256.13	7,436.00	4.44%
FEDL HOME LOAN MTG CORP MEDIUM TERM NOTE CPN 4.000% DUE 10/03/29 DTD 10/03/24 FC 04/03/25 CALL 04/03/25 @ 100.000 CUSIP: 3134HAPX5	S&P: AA+ Moody: Aa1 Cash	200,000	99.5450 199,090.00	99.7775 199,555.00	1,288.89	-465.00	8,000.00	4.02%
JPMORGAN CHASE & CO UNSECD NOTE FXD/VAR CPN 4.452% DUE 12/05/29 DTD 12/05/18 FC 06/05/19 CALL 12/05/28 @ 100.000 CUSIP: 46647PAX4 <i>Original Cost: 203,525.00</i>	S&P: A Moody: A1 Cash	200,000	99.6220 199,244.00	101.0881 202,176.12	4,353.07	-2,932.12	8,904.00	4.47%
UNITEDHEALTH GRP INC SR NOTE CPN 4.800% DUE 01/15/30 DTD 07/25/24 FC 01/15/25 CALL 12/15/29 @ 100.000 CUSIP: 91324PFG2 <i>Original Cost: 101,939.00</i>	S&P: A+ Moody: A2 Cash	100,000	101.0420 101,042.00	101.5566 101,556.56	1,813.33	-514.56	4,800.00	4.75%
INTL BUS MACHS CORP UNSECD NOTE CPN 4.800% DUE 02/10/30 DTD 02/10/25 FC 08/10/25 CALL 01/10/30 @ 100.000 CUSIP: 459200LG4 <i>Original Cost: 102,001.00</i>	S&P: A- Moody: A3 Cash	100,000	100.8480 100,848.00	101.6344 101,634.42	1,480.00	-786.42	4,800.00	4.76%

**ASSET DETAILS (continued)****PORTFOLIO ASSETS - HELD AT STIFEL (continued)**

Fixed Income-Other	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
GOLDMAN SACHS BANK USA NEW YORK NY CD FDIC #33124 CPN 4.100% DUE 04/08/30 DTD 04/07/26 FC 10/07/26 CUSIP: 38151PLR0	Cash	150,000	99.6280" 149,442.00	100.0000 150,000.00	926.71	-558.00	6,150.00	4.12%
TORONTO DOMINION BANK NOTE CPN 5.250% DUE 04/16/30 DTD 04/16/25 FC 07/16/25 CALL 07/16/26 @ 100.000 CUSIP: 89115JAE3 <i>Original Cost: 100,905.00</i>	S&P: A- Moody: A2 Cash	100,000	100.0340 100,034.00	100.0000 100,000.00	656.25	34.00	5,250.00	5.25%
DEUTSCHE BANK AG UNSECD MEDIUM TERM NOTE CPN 5.200% DUE 04/30/30 DTD 04/30/25 FC 10/30/25 CALL 04/30/27 @ 100.000 CUSIP: 25161F4M7 <i>Original Cost: 50,680.00</i>	S&P: A Moody: A1 Cash	50,000	100.4020 50,201.00	100.6374 50,318.70	223.89	-117.70	2,600.00	5.18%
FEDL FARM CREDIT BANK BOND CPN 4.650% DUE 06/24/30 DTD 06/24/25 FC 12/24/25 CALL 06/24/26 @ 100.000 CUSIP: 3133ETMB0 <i>Original Cost: 100,400.00</i>	S&P: AA+ Moody: Aa1 Cash	100,000	99.7330 99,733.00	100.0258 100,025.83	2,027.92	-292.83	4,650.00	4.66%
TRUIST BANK CHARLOTTE NC CD FDIC #09846 ANN CLLB CPN 4.450% DUE 06/27/30 DTD 06/27/25 FC 06/27/26 CALL 07/27/26 @ 100.000 CUSIP: 897926BR1	Cash	100,000	99.9390" 99,939.00	100.0000 100,000.00	4,133.01	-61.00	4,450.00	4.45%
FEDL HOME LOAN BANK BOND CPN 4.650% DUE 07/08/30 DTD 07/08/25 FC 01/08/26 CALL 07/08/26 @ 100.000 CUSIP: 3130B6SV9 <i>Original Cost: 140,810.00</i>	S&P: AA+ Moody: Aa1 Cash	140,000	99.8090 139,732.60	100.0604 140,084.58	2,585.92	-351.98	6,510.00	4.66%

ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	Symbol/ Bond Rating/ Type	Quantity	Current Price/ Current Value	Average Unit Cost/ Cost Basis	Accrued Income ⁶	Unrealized Gain/(-)Loss ¹⁰	Estimated Annualized Income	Estimated Yield %
HONDA MTR CO LTD SR NOTE CPN 4.688% DUE 07/08/30 DTD 07/02/25 FC 01/08/26 CALL 06/08/30 @ 100.000 CUSIP: 438127AE2 Original Cost: 102,217.00	S&P: BBB+ Moody: A3 Cash	100,000	99.4940 99,494.00	102.0626 102,062.63	1,862.18	-2,568.63	4,688.00	4.71%
MORGAN STANLEY BANK NA SALT LAKE CITY UT CD FDIC #32992 CPN 4.000% DUE 08/29/30 DTD 08/29/25 FC 02/28/26 CUSIP: 61776CXC6	Cash	95,000	98.6170" 93,686.15	100.0000 95,000.00	968.22	-1,313.85	3,800.00	4.06%
U S TREASURY NOTE CPN 4.125% DUE 08/31/30 DTD 08/31/23 FC 02/29/24 CUSIP: 91282CHW4 Original Cost: 102,007.85	Moody: Aa1 Cash	100,000	99.9410 99,941.00	101.8788 101,878.78	1,042.46	-1,937.78	4,125.00	4.13%
GLADSTONE CAP CORP UNSECD CCONV NOTE CPN 5.875% DUE 10/01/30 DTD 09/12/25 FC 04/01/26 CALL 10/06/28 @ 100.000 CUSIP: 376535AG5	Cash	100,000	95.2000 95,200.00	100.0050 100,005.00	979.17	-4,805.00	5,875.00	6.17%
CELTIC BANK SALT LAKE CITY UT CD FDIC #57056 CPN 4.150% DUE 12/20/30 DTD 12/20/24 FC 01/20/25 CUSIP: 15118RT80	Cash	130,000	99.6650" 129,564.50	100.0000 130,000.00	177.37	-435.50	5,395.00	4.16%
FEDL NATL MTG ASSN NOTE CPN 4.100% DUE 01/06/31 DTD 01/06/26 FC 07/06/26 CALL 07/06/26 @ 100.000 CUSIP: 3136GCCU7 Original Cost: 85,345.00	S&P: AA+ Moody: Aa1 Cash	85,000	99.3120 84,415.20	100.0789 85,067.08	1,403.68	-651.88	3,485.00	4.13%

ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	Symbol/ Bond Rating/ Type	Quantity	Current Price/ Current Value	Average Unit Cost/ Cost Basis	Accrued Income ⁶	Unrealized Gain/(-)Loss ¹⁰	Estimated Annualized Income	Estimated Yield %
APOLLO GLBL MGMT INC NEW SR NOTE CPN 4.600% DUE 01/15/31 DTD 11/07/25 FC 07/15/26 CALL 12/15/30 @ 100.000 CUSIP: 03769MAF3 Original Cost: 132,241.00	S&P: A Moody: A2 Cash	130,000	98.9160 128,590.80	101.5791 132,052.78	3,388.67	-3,461.98	5,980.00	4.65%
U S TREASURY NOTE CPN 4.000% DUE 01/31/31 DTD 01/31/24 FC 07/31/24 CUSIP: 91282CJX0 Original Cost: 194,440.39	Moody: Aa1 Cash	190,000	99.3670 188,797.30	102.1330 194,052.64	2,540.34	-5,255.34	7,600.00	4.03%
CENTURY HOUSING CORP SUSTAINABLE IMPACT NOTES SURVIVOR OPTION CPN 4.150% DUE 03/15/31 DTD 03/12/26 FC 06/15/26 CALL 03/15/27 @ 100.000 CUSIP: 15654VCA4	S&P: AA Cash	200,000	98.2260 196,452.00	100.0000 200,000.00	1,821.39	-3,548.00	8,300.00	4.22%
PRUDENTIAL FINANCIAL INC INTERNOTES SURVIVOR OPTION CPN 4.100% DUE 03/15/31 DTD 03/05/26 FC 09/15/26 CUSIP: 74432BBU1	S&P: A Moody: A3 Cash	220,000	99.3230 218,510.60	100.0000 220,000.00	2,154.78	-1,489.40	9,020.00	4.13%
FEDL HOME LOAN BANK BOND CPN 4.250% DUE 03/25/31 DTD 03/30/26 FC 09/25/26 CALL 03/25/27 @ 100.000 CUSIP: 3130B9Y38 Original Cost: 280,279.40	S&P: AA+ Moody: Aa1 Cash	280,000	99.3770 278,255.60	100.0832 280,232.95	2,016.39	-1,977.35	11,900.00	4.28%
U S TREASURY NOTE CPN 4.625% DUE 04/30/31 DTD 04/30/24 FC 10/31/24 CUSIP: 91282CKN0 Original Cost: 139,851.98	Moody: Aa1 Cash	135,000	102.0470 137,763.45	103.5023 139,728.05	542.94	-1,964.60	6,243.75	4.53%

**ASSET DETAILS (continued)****PORTFOLIO ASSETS - HELD AT STIFEL (continued)**

Fixed Income-Other	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
FEDL HOME LOAN BANK BOND CPN 4.250% DUE 05/15/31 DTD 05/18/26 FC 11/15/26 CALL 11/15/28 @ 100.000 CUSIP: 3130BAQX8 <i>Original Cost: 100,253.75</i>	S&P: AA+ Moody: Aa1 Cash	100,000	99.9440 99,944.00	100.2502 100,250.24	153.47	-306.24	4,250.00	4.25%
CITIGROUP GLBL MKTS HLDG UNSECD MEDIUM TERM NOTE CPN 5.000% DUE 05/20/31 DTD 05/20/26 FC 11/20/26 CALL 05/20/27 @ 100.000 CUSIP: 17291W2W0 <i>Original Cost: 100,905.00</i>	S&P: A Moody: A2 Cash	100,000	99.8710 99,871.00	100.8776 100,877.63	152.78	-1,006.63	5,000.00	5.01%
FEDL HOME LOAN BANK BOND CPN 4.550% DUE 05/28/31 DTD 05/28/26 FC 11/28/26 CALL 05/28/27 @ 100.000 CUSIP: 3130BAQJ9 <i>Original Cost: 150,716.38</i>	S&P: AA+ Moody: Aa1 Cash	150,000	99.8590 149,788.50	100.4736 150,710.47	56.88	-921.97	6,825.00	4.56%
GOVT NATL MTG ASSN REMIC SER 2024-181 CL D MONTHLY 19 DAY DELAY CPN 5.000% DUE 07/20/52 DTD 11/01/24 FC 12/20/24 CUSIP: 38384X3Y7 <i>Remaining Balance: \$73,082.86</i> <i>Original Cost: 100,005.00</i>	Cash	100,000	100.0581 73,125.31	100.0068 73,087.86	304.51	37.46	3,654.14	5.00%
GOVT NATL MTG ASSN REMIC SER 2024-92 CL EA MONTHLY 19 DAY DELAY CPN 5.000% DUE 05/20/54 DTD 05/01/24 FC 06/20/24 CUSIP: 38384NXH3 <i>Remaining Balance: \$19,350.49</i> <i>Original Cost: 64,680.00</i>	Cash	65,000	99.5232 19,258.22	98.3463 19,030.50	80.63	227.73	967.52	5.02%

**ASSET DETAILS (continued)****PORTFOLIO ASSETS - HELD AT STIFEL (continued)**

Fixed Income-Other	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
GOVT NATL MTG ASSN REMIC SER 2025-1 CL UJ MONTHLY 19 DAY DELAY CPN 5.000% DUE 01/20/55 DTD 01/01/25 FC 02/20/25 CUSIP: 38385CFH6 <i>Remaining Balance: \$96,723.67</i> <i>Original Cost: 99,755.00</i>	Cash	100,000	97.7127 94,511.31	99.7467 96,478.68	403.02	-1,967.37	4,836.18	5.12%
FEDL HOME LOAN MTG CORP MULTICL REMIC 5492 CL CA MONTHLY 24 DAY DELAY CPN 5.000% DUE 01/25/55 DTD 12/01/24 FC 01/25/25 CUSIP: 3137HHY62 <i>Remaining Balance: \$32,071.95</i> <i>Original Cost: 149,817.50</i>	Cash	150,000	98.6130 31,627.11	99.4310 31,889.45	133.63	-262.34	1,603.59	5.07%
GOVT NATL MTG ASSN REMIC SER 2025-33 CL BA MONTHLY 19 DAY DELAY CPN 5.000% DUE 02/20/55 DTD 02/01/25 FC 03/20/25 CUSIP: 38385CB64 <i>Remaining Balance: \$3,337.93</i> <i>Original Cost: 99,880.00</i>	Cash	100,000	99.3353 3,315.74	96.4052 3,217.94	13.91	97.80	166.89	5.03%
GOVT NATL MTG ASSN REMIC SER 2025-89 CL UA MONTHLY 19 DAY DELAY CPN 5.000% DUE 05/20/55 DTD 05/01/25 FC 06/20/25 CUSIP: 38385GGC7 <i>Remaining Balance: \$42,421.53</i> <i>Original Cost: 99,180.82</i>	Cash	100,000	99.0337 42,011.60	98.8370 41,928.16	176.76	83.45	2,121.07	5.05%
Total Fixed Income-Other		5,931,000	\$5,567,329.12	\$5,621,296.59	\$71,296.45	-\$53,967.44	\$253,689.14	4.56%
Principal Protected Notes are subject to the credit risk of the issuer. Principal Protected Market Linked CDs are subject to applicable limits.								
Total Portfolio Assets - Held at Stifel			\$5,787,315.92	\$5,841,789.06		-\$54,473.11	\$262,572.74	4.54%
Total Net Portfolio Value			\$5,797,356.11	\$5,851,829.25		-\$54,473.11	\$262,573.74	4.53%

FOOTNOTE DEFINITIONS

- ⁶ **Accrued Income:** Accrued Income amounts are provided for informational purposes only and are not included as part of the Net Portfolio Value. Accrued Income represents the sum of accrued interest and accrued dividends on securities positions, but which Stifel has not yet received. Stifel cannot guarantee the accuracy of the Accrued Income, which may be subject to change. Accrued Income amounts are not covered by SIPC and should not be relied upon for making investment decisions.
- ¹⁰ Please note "Unrealized Gain/(-)Loss" does not equal the total current value minus the total cost if any value or cost amounts are missing. Unrealized gains or losses are provided for your information only and should not be used for tax purposes.
- ¹⁵ There will be no secondary market for Stifel Fixed Yield time deposits. An early withdrawal penalty of the lessor of 90 days interest or half of the interest earned for the amount withdrawn will apply. For complete terms, please contact your Financial Advisor.
- " The price assigned to this instrument may have been provided by a national pricing service and is derived from a 'market-driven pricing model.'
This price may not be the actual price you would receive in the event of a sale prior to the maturity of the C.D. Additional information is available upon request.



ACTIVITY SUMMARY				CASH EQUIVALENTS		
Type of Activity	Activity	Year-to-date	This period	Cash Sweep/Non-Sweep		Margin
	Opening Balance - Net Cash Equivalents		\$50,687.16	\$1,300.00	\$49,387.16	\$0.00
Buy and Sell Transactions	Assets Bought	-1,655,222.40	-351,875.13	-351,875.13		
	Assets Sold/Redeemed	1,379,587.63	285,000.00	285,000.00		
Deposits	Deposits Made To Your Account					
Withdrawals	Withdrawals From Your Account					
Income and Distributions	Income and Distributions	283,379.40	26,228.16	26,228.16		
Cash Sweep/Non-Sweep	Cash Sweep/Non-Sweep Activity			39,346.97	-39,346.97	
Margin Interest	Margin Interest Charged					
Other	Other Transactions					
Cash Management Activity	Card Activity					
	ACH/ATM Activity					
Checkwriting Activity	Checks You Wrote					
	Closing Balance - Net Cash Equivalents		\$10,040.19	\$0.00	\$10,040.19	\$0.00
Securities Transferred	Securities Transferred In/Out					

ACTIVITY DETAILS						CASH EQUIVALENTS		
					<i>This period</i>	<i>Cash Sweep/Non-Sweep</i>		<i>Margin</i>
Opening Balance - Net Cash Equivalents					\$50,687.16	\$1,300.00	\$49,387.16	\$0.00
Assets Bought								
<i>Date</i>	<i>Activity</i>	<i>Quantity</i>	<i>Price</i>	<i>Description</i>	<i>Total</i>	<i>Cash</i>	<i>Sweep/Non-Sweep</i>	<i>Margin</i>
5/15/2026	Asset Bought	100,000.000	100.2488	FEDL HOME LOAN BANK BOND CPN 4.250% DUE 05/15/31 DTD 05/18/26 FC 11/15/26 CALL 11/15/28 @ 100.000 CUSIP: 3130BAQX8	-100,253.75	-100,253.75		

ACTIVITY DETAILS continued

Assets Bought continued

Date	Activity	Quantity	Price	Description	Total	Cash	Sweep/Non-Sweep	Margin
5/19/2026	Asset Bought	100,000.000	100.9000	CITIGROUP GLBL MKTS HLDG UNSECD MEDIUM TERM NOTE CPN 5.000% DUE 05/20/31 DTD 05/20/26 FC 11/20/26 CALL 05/20/27 @ 100.000 CUSIP: 17291W2W0	-100,905.00	-100,905.00		
5/26/2026	Asset Bought	150,000.000	100.4743	FEDL HOME LOAN BANK BOND CPN 4.550% DUE 05/28/31 DTD 05/28/26 FC 11/28/26 CALL 05/28/27 @ 100.000 CUSIP: 3130BAQJ9	-150,716.38	-150,716.38		
Total Assets Bought					-\$351,875.13	-\$351,875.13		

Assets Sold/Redeemed

Date	Activity	Quantity	Price	Description	Total	Cash	Sweep/Non-Sweep	Margin
5/15/2026	Redemption	-150,000.000		UNIVERSITY CA REV RFDG GENL SER AS B/E TXBL CPN 2.587% DUE 05/15/26 DTD 04/20/16 FC 11/15/16 CUSIP: 91412GE27	150,000.00	150,000.00		
5/26/2026	Redemption	-135,000.000		FEDL HOME LOAN BANK BOND CPN 0.940% DUE 05/26/26 DTD 05/26/21 FC 11/26/21 CALL 02/26/26 @ 100.000 CUSIP: 3130AMH39	135,000.00	135,000.00		
Total Assets Sold/Redeemed					\$285,000.00	\$285,000.00		

Income and Distributions

Date	Activity	Quantity	Description	Total	Cash	Sweep/Non-Sweep	Margin
5/15/2026	Interest		UNIVERSITY CA REV RFDG GENL SER AS B/E TXBL CPN 2.587% DUE 05/15/26 DTD 04/20/16 FC 11/15/16 051526 150,000 CUSIP: 91412GE27	1,940.25	1,940.25		



ACTIVITY DETAILS continued

CASH EQUIVALENTS continued

Income and Distributions continued

<i>Date</i>	<i>Activity</i>	<i>Quantity</i>	<i>Description</i>	<i>Total</i>	<i>Cash</i>	<i>Sweep/Non-Sweep</i>	<i>Margin</i>
5/20/2026	Interest		CELTIC BANK SALT LAKE CITY UT CD FDIC #57056 CPN 4.150% DUE 12/20/30 DTD 12/20/24 FC 01/20/25 052026 130,000 CUSIP: 15118RT80	443.42	443.42		
5/20/2026	Interest		GOVT NATL MTG ASSN REMIC SER 2024-92 CL EA MONTHLY 19 DAY DELAY CPN 5.000% DUE 05/20/54 DTD 05/01/24 FC 06/20/24 052026 65,000 CUSIP: 38384NXH3	80.63	80.63		
5/20/2026	Interest		GOVT NATL MTG ASSN REMIC SER 2024-181 CL D MONTHLY 19 DAY DELAY CPN 5.000% DUE 07/20/52 DTD 11/01/24 FC 12/20/24 052026 100,000 CUSIP: 38384X3Y7	313.73	313.73		
5/20/2026	Return Of Principal		GOVT NATL MTG ASSN REMIC SER 2024-181 CL D MONTHLY 19 DAY DELAY CPN 5.000% DUE 07/20/52 DTD 11/01/24 FC 12/20/24 052026 100,000 CUSIP: 38384X3Y7	2,213.43	2,213.43		
5/20/2026	Interest		GOVT NATL MTG ASSN REMIC SER 2025-33 CL BA MONTHLY 19 DAY DELAY CPN 5.000% DUE 02/20/55 DTD 02/01/25 FC 03/20/25 052026 100,000 CUSIP: 38385CB64	32.07	32.07		



ACTIVITY DETAILS continued

CASH EQUIVALENTS continued

Income and Distributions continued

<i>Date</i>	<i>Activity</i>	<i>Quantity</i>	<i>Description</i>	<i>Total</i>	<i>Cash</i>	<i>Sweep/Non-Sweep</i>	<i>Margin</i>
5/20/2026	Return Of Principal		GOVT NATL MTG ASSN REMIC SER 2025-33 CL BA MONTHLY 19 DAY DELAY CPN 5.000% DUE 02/20/55 DTD 02/01/25 FC 03/20/25 052026 100,000 CUSIP: 38385CB64	4,359.95	4,359.95		
5/20/2026	Interest		GOVT NATL MTG ASSN REMIC SER 2025-1 CL UJ MONTHLY 19 DAY DELAY CPN 5.000% DUE 01/20/55 DTD 01/01/25 FC 02/20/25 052026 100,000 CUSIP: 38385CFH6	414.39	414.39		
5/20/2026	Return Of Principal		GOVT NATL MTG ASSN REMIC SER 2025-1 CL UJ MONTHLY 19 DAY DELAY CPN 5.000% DUE 01/20/55 DTD 01/01/25 FC 02/20/25 052026 100,000 CUSIP: 38385CFH6	2,729.64	2,729.64		
5/20/2026	Interest		GOVT NATL MTG ASSN REMIC SER 2025-89 CL UA MONTHLY 19 DAY DELAY CPN 5.000% DUE 05/20/55 DTD 05/01/25 FC 06/20/25 052026 100,000 CUSIP: 38385GGC7	200.32	200.32		
5/20/2026	Return Of Principal		GOVT NATL MTG ASSN REMIC SER 2025-89 CL UA MONTHLY 19 DAY DELAY CPN 5.000% DUE 05/20/55 DTD 05/01/25 FC 06/20/25 052026 100,000 CUSIP: 38385GGC7	5,656.12	5,656.12		

**ACTIVITY DETAILS continued****CASH EQUIVALENTS continued****Income and Distributions continued**

<i>Date</i>	<i>Activity</i>	<i>Quantity</i>	<i>Description</i>	<i>Total</i>	<i>Cash</i>	<i>Sweep/Non-Sweep</i>	<i>Margin</i>
5/26/2026	Interest		FEDL HOME LOAN BANK BOND CPN 0.940% DUE 05/26/26 DTD 05/26/21 FC 11/26/21 CALL 02/26/26 @ 100.000 052626 135,000 CUSIP: 3130AMH39	634.50	634.50		
5/26/2026	Interest		FEDL HOME LOAN MTG CORP MULTICL REMIC 5492 CL CA MONTHLY 24 DAY DELAY CPN 5.000% DUE 01/25/55 DTD 12/01/24 FC 01/25/25 052526 150,000 CUSIP: 3137HHY62	162.99	162.99		
5/26/2026	Return Of Principal		FEDL HOME LOAN MTG CORP MULTICL REMIC 5492 CL CA MONTHLY 24 DAY DELAY CPN 5.000% DUE 01/25/55 DTD 12/01/24 FC 01/25/25 052526 150,000 CUSIP: 3137HHY62	7,046.18	7,046.18		
5/29/2026	Interest		STIFEL FDIC INSURED BANK DEPOSIT PROGRAM 052926 10,040 CUSIP: 09999844	0.54	0.54		

Total Income and Distributions**\$26,228.16****\$26,228.16****Cash Sweep/Non-Sweep Activity**

<i>Date</i>	<i>Activity</i>	<i>Description</i>	<i>Total</i>	<i>Cash</i>	<i>Sweep/Non-Sweep</i>	<i>Margin</i>
5/1/2026	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-1,300.00	1,300.00	
5/15/2026	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-151,940.25	151,940.25	
5/18/2026	Sale	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		100,253.75	-100,253.75	
5/20/2026	Sale	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		84,461.30	-84,461.30	



ACTIVITY DETAILS continued

Cash Sweep/Non-Sweep Activity continued

<i>Date</i>	<i>Activity</i>	<i>Description</i>	<i>Total</i>
5/26/2026	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM	
5/28/2026	Sale	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM	
5/29/2026	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM	

Total Cash Sweep/Non-Sweep Activity **\$0.00**

CASH EQUIVALENTS continued

<i>Cash</i>	<i>Sweep/Non-Sweep</i>	<i>Margin</i>
-142,843.67	142,843.67	
150,716.38	-150,716.38	
-0.54	0.54	
\$39,346.97	-\$39,346.97	

	<i>This period</i>	<i>Cash Sweep/Non-Sweep</i>	<i>Margin</i>
Closing Balance - Net Cash Equivalents	\$10,040.19	\$0.00	\$10,040.19
			\$0.00

REALIZED GAINS/(-)LOSSES

This section provides estimated realized gains or losses for informational purposes only. Cost basis may be adjusted due to, but not limited to, the following: amortization, accretion, principal paydowns, capital changes, listed option premiums, gifting rules, inheritance step-up, or wash sales. Unless another method was in effect at the time of the trade, the trading tax lot relief method indicated on the first page of the statement was used to calculate gains or losses. Please review this information carefully for accuracy, and contact your Financial Advisor with any questions.

	<i>Closing Transaction</i>	<i>Date Acquired</i>	<i>Date Sold</i>	<i>Quantity</i>	<i>Cost Basis</i>	<i>Sale Proceeds</i>	<i>Realized Gain/(-)Loss**</i>
Fixed Income-Muni							
UNIVERSITY CA REV RFDG GENL SER AS CUSIP: 91412GE27	REDEEMED	05/17/21	05/15/26	150,000	150,000.00	150,000.00	N/A (LT)
Total Fixed Income-Muni					\$150,000.00	\$150,000.00	\$0.00

** Please note "Realized Gain/(-)Loss" does not equal total sale proceeds minus total cost basis if any cost basis amounts are missing.



REALIZED GAINS/(-)LOSSES continued

	<i>Closing Transaction</i>	<i>Date Acquired</i>	<i>Date Sold</i>	<i>Quantity</i>	<i>Cost Basis</i>	<i>Sale Proceeds</i>	<i>Realized Gain/(-)Loss**</i>
Fixed Income-Other							
FEDL HOME LOAN BANK BOND CUSIP: 3130AMH39	REDEEMED	05/17/21	05/26/26	135,000	135,000.00	135,000.00	N/A (LT)
Total Fixed Income-Other					\$135,000.00	\$135,000.00	\$0.00
Total Realized Gains/(-)Losses					\$285,000.00	\$285,000.00	\$0.00
Total Net Short-Term (ST)					\$0.00	\$0.00	\$0.00
Total Net Long-Term (LT)					\$285,000.00	\$285,000.00	\$0.00
Total Net Other-Term (OT)					\$0.00	\$0.00	\$0.00

** Please note "Realized Gain/(-)Loss" does not equal total sale proceeds minus total cost basis if any cost basis amounts are missing.



Stifel Insured Bank Deposit Program

Amount(s) listed below include accrued interest in the amount of \$0.54. The rate at month-end was 0.01%. For advisory accounts with balances qualifying for Enhanced Advisory Yield, see the Certain Definitions page for more information.

Description	Location	Previous Month Value	Current Month Value
Stifel Trust Company NA	St. Louis, MO	\$49,386.69	\$10,040.04
Stifel Bank	St. Louis, MO	\$0.43	\$0.15
Stifel Bank and Trust	St. Louis, MO	\$0.04	\$0.00
Closing Balance - Stifel Insured Bank Deposit Program			\$10,040.19



Certain Definitions

“**Stifel**” means Stifel, Nicolaus & Company, Incorporated, Member SIPC and NYSE.

“**Stifel Banks**” means affiliated banks of Stifel, which may include Stifel Bank & Trust, Member Federal Deposit Insurance Corporation (“FDIC”); Stifel Bank, Member FDIC; Stifel Trust Company, National Association, Member FDIC; and Stifel Trust Company Delaware, National Association, Member FDIC. **Unless otherwise specified, products purchased from or held by Stifel in a Securities Account are not insured by the FDIC, are not deposits or other obligations of the Stifel Banks, are not guaranteed by the Stifel Banks, and are subject to investment risk, including possible loss of the principal.**

“**Stifel Smart Rate Program**” refers to a money market deposit account at Stifel Bank & Trust, Stifel Bank, Stifel Trust Company, N.A., or Stifel Trust Company Delaware, N.A., each an affiliate of Stifel, which is made available to eligible clients of Stifel. The deposits are insured by the FDIC, within applicable limits, and are not cash held in your Securities Account. For additional information and terms and conditions concerning these deposits, see the Stifel Smart Rate Program Disclosure, which is available at www.stifel.com/disclosures or from your Financial Advisor.

“**Stifel Reserve Deposit Network**” refers to a demand deposit account at Stifel Bank & Trust which is made available to eligible clients of Stifel. The deposits are insured by the FDIC, within applicable limits, and are not cash held in your Securities Account. For additional information and terms and conditions concerning these deposits, see the Stifel Reserve Deposit Network Disclosure, which is available at www.stifel.com/disclosures or from your Financial Advisor.

“**Stifel Fixed Yield Program**” refers to a time deposit account at Stifel Bank & Trust, Stifel Bank, Stifel Trust Company, N.A., or Stifel Trust Company Delaware, N.A., each an affiliate of Stifel, which is made available to eligible clients of Stifel. The deposits are insured by the FDIC, within applicable limits, and are not cash held in your Securities Account. For additional information and terms and conditions concerning these deposits, see the Stifel Fixed Yield Program Disclosure, which is available at www.stifel.com/disclosures or from your Financial Advisor.

“**Enhanced Advisory Yield**” refers to an interest rate tier assigned to certain advisory accounts with an eligible deposit account balance. For advisory accounts with balances qualifying for an Enhanced Advisory Yield, Stifel will use the balances in your deposit accounts at the end of the prior business day to determine the interest rate tier applicable to balances earning standard interest and the interest rate tier applicable to balances earning an Enhanced Advisory Yield. The rate at month-end displayed on statements is the weighted average of the standard and enhanced interest rates. Additional information, including terms and conditions, is available at www.stifel.com/disclosures/sweep-choices/sweep-choices-disclosure.

Account Disclosures

Errors and Inquiries – You should review this statement carefully and notify the Manager of the Office servicing your account of anything you believe to be incorrect. Any verbal communications should be re-confirmed in writing to protect your rights, including rights under SIPA. All statements furnished to you shall be considered accurate, complete, and acknowledged by you unless you report any inaccuracies to the Manager. Instructions and inquiries should be directed to your Financial Advisor. When making inquiries, please mention your account number. Please notify us promptly of any change of address.

Investment Objective – All clients are requested to promptly notify us of any material change in their investment objective or financial situation in order to assist us in maintaining current background and financial information.

Pricing and Rating of Securities – The pricing of securities displayed on your statement is derived from various sources and, in some cases, may be higher or lower than the price you would actually receive in the market. If we cannot obtain a price, “N/A” appears. For securities listed on an exchange or trading continually in an active marketplace, the prices reflect market quotations at the close of your statement period. For securities trading less frequently, we rely on third-party pricing services or a computerized pricing model, which may not always reflect actual market values. Similarly, some insurance product values provided by outside carriers may be valued as of a date other than the statement date. Bond ratings of securities were obtained from various rating services. There is no guarantee with respect to their accuracy. For current price quotes, please contact your Financial Advisor.

Cost Basis Information – All information provided with respect to cost basis is derived from transactions in the account or information supplied by other sources. There is no guarantee as to the accuracy of cost basis information or the profit and loss information provided for tax lots designated as noncovered. Stifel uses the first-in, first-out method when calculating the realized gain or loss on sale transactions unless a specific identification is made prior to settlement date. The gain or loss provided on your statement is informational only and should not be used for tax reporting. A 1099 including the cost basis for sale proceeds from covered tax lots will be provided after year-end for tax reporting. Please inform your Financial Advisor if a cost basis is not accurate.

Transaction Dates – All securities transactions are reflected on a trade date basis. Settlement of trades will normally occur in two business days (T+1 = trade date plus one business day) unless stated differently on your confirmation.

Custody of Securities – Securities held by Stifel, Nicolaus & Company, Incorporated for you, but which are not registered in your name, may be commingled with identical securities being held for other clients by our Correspondent, the Depository Trust Company, or in similar systems.

Assets Held Away – You may purchase certain assets through Stifel, which will be held at a custodial institution other than Stifel. Where available, we include information about these assets on your statement. The custodial institution is responsible, however, for providing year-end tax reporting information (Form 1099) and separate periodic statements, which may vary from the information included on your Stifel statement because of different reporting periods. Your Stifel statements may also reflect other assets “not held” at Stifel, in addition to those held by a custodial institution. The value and nature of these investments is generally provided by you. Stifel does not guarantee the accuracy of the information with respect to the value of these investments as reflected on your statement. Assets held away are not covered by Stifel SIPC.

Estimated Annual Income and Yields – Estimated annual income and yields are calculated by annualizing the most recent distribution and do not reflect historical experience or project future results. The yield information for the money market funds is based on historical performance; future yields will fluctuate. These figures have been obtained from sources believed to be reliable, but no assurance can be made as to accuracy. Before investing in any of these funds, carefully read the prospectus, which is available through your Financial Advisor.

Order Routing and Payment for Order Flow – In order to access a wide variety of execution venues, the firm does participate in the maker/taker model. Certain exchanges and other trading centers to which the firm routes equities and options orders have implemented fee structures under which broker-dealer participants may receive rebates on certain orders. Under these fee structures, participants are charged a fee for orders that take liquidity from the venue and provided a rebate for orders that add liquidity to the venue. Rebates received by the firm from a venue during any time period may or may not exceed the fees paid by the firm to the venue during that time period. Fees and/or rebates from all venues are subject to change. Stifel will provide customers additional information regarding average net fees/rebates paid/received upon written request. For venues from which Stifel receives a rebate, Stifel is considered to be receiving payment for order flow.

Stifel monitors the performance of competing market centers and routes orders to those that seek competitive executions and complete transactions on a timely basis at a reasonable cost. Whenever possible, Stifel routes orders to market centers that offer, through automated systems, an opportunity for price improvement to the client. Held market orders received and entered prior to 9:28 a.m. Eastern will be routed to market centers that will attempt to execute at the opening price on the listing exchange.

Additional information will be provided upon written request, and certain order routing information is available online at www.stifel.com/disclosures/best-execution. On request of a customer and at no fee, Stifel will disclose to such customer the identity of the venue to which such customer's orders were routed for execution in the six months prior to the request, whether the orders were directed orders or non-directed orders, and the time of the transactions, if any, that resulted from such orders. Orders may be routed and executed internally through Stifel's trading desk. In such instances, Stifel stands to share in 100% of remuneration received (in the case of orders executed as agent) or profits or losses generated (in the case of orders executed as principal) as a result of internalizing such orders. Customers may mail their inquiries to: Stifel – Attn: Equity Trading Compliance, 501 North Broadway, St. Louis, Missouri 63102.

Tax Information – Although your statement may describe certain items as Federally tax-exempt, this is for information purposes only. When reporting your taxes, please rely exclusively on the substitute Form 1099 you will receive from us after year-end for your taxable accounts. (For Retirement Accounts, Form 1099R will report distributions from the account rather than income and dividends or proceeds from sales.)



Account Disclosures Continued

SIPC Protection – Stifel is a member of the Securities Investor Protection Corporation (SIPC). SIPC coverage protects securities customers of its members up to \$500,000 (including \$250,000 for claims for cash). An explanatory brochure is available upon request or at www.sipc.org, or investors may contact SIPC at (202) 371-8300. Stifel has purchased additional securities coverage of \$149,500,000 and cash coverage of \$900,000 for a total of \$150,000,000 of securities coverage and \$1,150,000 of cash coverage, subject to the terms and conditions of the policy, with an aggregate limit of \$300,000,000. (For more information, visit: www.stifel.com/disclosures/asset-protection.) This coverage does not protect against market losses and does not cover securities not held by Stifel.

Margin Accounts – If you have a margin account, this is a combined statement of your margin account and special memorandum account (“SMA”) maintained for you under Section 220.5 of Regulation T issued by the Board of Governors of the Federal Reserve System. The permanent record of the (“SMA”) as required by Regulation T is available for your inspection upon request. If you have applied for margin privileges and have been approved, you may borrow money from Stifel in exchange for pledging assets in your account as collateral for any outstanding margin loan. The amount you may borrow is based on Regulation T, Stifel’s internal policies, and the value of securities in your margin account. Securities held in a margin account are identified by the word “margin” on your statement. Stifel reserves the right to limit margin purchases and short sales and to alter its margin requirements and due dates for house or other margin calls in accordance with the Firm’s guidelines, market conditions, and regulatory margin requirements.

Margin Account Interest Charges – The margin interest period includes the second to last day of the prior statement period through the third day prior to the last day of the current statement period. The margin interest charge is computed by multiplying the rate of interest by the average net daily settled debit balance and a fraction, the numerator of which is the number of days the debit balance existed, and the denominator of which is three hundred sixty (360). The rate of interest is determined by the cost of borrowing money and is subject to change without notice. The average net daily settled debit balance includes any settled credit and settled debit balances in your cash and margin accounts during the period. Please review the “Statement of Credit Terms” you have already received for further information.

Fully Paid Lending Participants – Without waiving any rights given to you, it is understood and agreed that the provisions of the Securities Investor Protection Act of 1970 may not protect the lender with respect to loaned securities hereunder and that, therefore, the collateral held for you may constitute the only source of satisfaction of Stifel’s obligations in the event Stifel fails to return the loaned securities.

Late Charges – If transactions in your account result in a debit balance in your cash account and you do not make payment by the settlement date, you may be subject to interest charges.

Free Credit Balances – Customer Free Credit Balances may be used in this Firm’s business subject to the limitations of 17CFR Section 240, 15c3-3 under The Securities Exchange Act of 1934. You have the right to receive from us in the course of normal business operations, upon demand, the delivery of: a) any Free Credit Balances to which you are entitled, b) any Fully Paid Securities to which you are entitled, c) any Securities purchased on margin upon full payment of any indebtedness to us. If you participate in Cash Management Accounts, the payment to you of a Free Credit Balance may be subject to the cancellation of any commitment made in respect to your account for the payment of checks, automated clearing house (ACH) payments, ATM Card or Point of Sale transaction charges, or other debit card transactions.

Option Accounts – 1) Commissions and other charges related to the execution of option transactions have been included on confirmations for such transactions, which have already been sent to you, and copies of confirmations are available upon request; 2) should you have any changes in your investment objective or current financial situation, you should advise your investment professional immediately; and 3) assignment notices for option contracts are allocated among client short positions pursuant to an automated procedure that randomly selects from all client short option positions those contracts that are subject to assignment, which includes positions established on the day of assignment. Additional information pertaining to the procedures used for random selection is available upon request.

Complaints – Complaints relating to your account(s) may be directed to Stifel, Legal Department, 501 North Broadway, St. Louis, Missouri 63102 or by phoning (800) 488-0970 or (314) 342-2000.

Lost Certificates – In the event your statement indicates that securities were delivered out of your account in certificate form and you have not received them, it is understood that you will notify Stifel immediately in writing. If written notification is received within 120 calendar days after the delivery date, as reflected on your statement, the certificate will be replaced free of charge. Thereafter, a fee for replacement may apply.

Dividend Reinvestment – (Optional) The dollar amount of Mutual Fund distributions, Money Market Fund income, or dividends on other securities shown on your statement may have been reinvested into additional shares. You will not receive confirmations for these reinvestment transactions. However, information pertaining to these transactions which would otherwise appear on confirmations will be furnished to you upon written request. In dividend reinvestment transactions, Stifel may act as your agent and receive payment for order flow. The source and nature of such payment will be furnished to you upon written request to Stifel or your introducing firm. If Stifel is currently a market maker in the eligible security, Stifel will purchase, as principal for you, additional shares at the opening market price.

Stifel Information – A Statement of Financial Condition of Stifel, Nicolaus & Company, Incorporated is available for your inspection at any of our offices, or a copy will be mailed to you upon request.

Investor Education and Protection – Under the Public Disclosure Program, the Financial Industry Regulatory Authority (“FINRA”) provides certain information regarding the disciplinary history of FINRA members and their associated persons via FINRA’s BrokerCheck Hotline (toll-free (800) 289-9999) or on the FINRA website at www.finra.org, including an investor brochure that includes information describing FINRA BrokerCheck. Stifel, Nicolaus & Company, Incorporated is registered with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board (“MSRB”). Additional information may be obtained from the MSRB website at www.msrb.org, including an investor brochure that is posted on the website describing the protections that may be provided by the MSRB rules and how to file a complaint with an appropriate regulatory authority.

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Notification of Change in Circumstances and Availability of Investment Advisory Disclosure Brochures – In the event that there are any material changes in your financial situation, investment objective(s), risk tolerance, or instructions regarding your account(s), please promptly report such changes to your Financial Advisor to ensure that your investment advisory accounts are being managed based on the most current information. You should review Stifel’s Form ADV Part 2A (Disclosure Brochure) for information and disclosures relating to Stifel’s investment advisory services (available at: www.stifel.com/disclosures/investment-advisory-services/program-disclosures), including (but not limited to) a discussion of the various conflicts of interest to which our firm may be subject in the provision of investment advisory services to you.



Local Agency Investment

Fund

P.O. Box 942809

Sacramento, CA 94209-0001

(916) 653-3001

June 03, 2026

[LAIF Home](#)[PMIA Average Monthly Yields](#)

ORANGE COUNTY VECTOR CONTROL DISTRICT

DIRECTOR OF ADMINISTRATIVE SERVICES

13001 GARDEN GROVE BLVD

GARDEN GROVE, CA 92843

[Tran Type Definitions](#)Account Number: XXXXXXXXXX

May 2026 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	36,195,676.88
Total Withdrawal:	0.00	Ending Balance:	36,195,676.88



Orange County Mosquito and Vector Control District
AGENDA ITEM E.4
Prepared By: Lora Young, District Manager
Submitted By: Lora Young, District Manager
Date: August 20, 2026

Agenda Title: Adopt Resolution No. 610 to Create Policy No. 59, Visible Tattoo Policy

Recommended Action: The Board of Trustees adopt Resolution No. 610 Creating Policy No. 59, Visible Tattoo Policy

Summary:

The District's employee appearance standards are intended to promote professionalism, maintain public confidence, and support a positive image of the District while recognizing evolving workplace practices. The District's current tattoo restrictions are outlined in the Personnel Resolution Rules and Procedures (PRRP) and do not allow for any visible tattoos during work hours. Visible tattoos have become increasingly common across both the public and private sectors, and many public agencies have changed their policies while maintaining appropriate standards for public-facing employees. The proposed policy has been created to provide greater flexibility for employees while continuing to uphold the District's responsibility to present a professional appearance during interactions with the public, elected officials, and community partners.

The proposed Visible Tattoo Policy establishes clear standards regarding when visible tattoos are permitted and when they must be covered. In the proposed policy:

- Employees may display visible tattoos while working on District property when only staff are present, or when working alone without interaction with members of the public.
- Employees performing public-facing duties, outreach events, educational presentations, inspections, or other activities involving the public must cover visible tattoos.
- Tattoos located on the face or neck may not be visible while performing District duties.
- Tattoos containing offensive or inappropriate content are prohibited from being visibly displayed under any circumstances.

By allowing visible tattoos in limited work settings, the policy provides flexibility for employees, establishes consistent expectations, and supports the District's professional image in the community. The Policy and Personnel Committee met to review the Policy and recommended the Board of Trustees adopt Visible Tattoo Policy.

Previous Relevant Board Actions for This Item:

March 20, 2025 – Resolution No. 592 Adopting Personnel Resolution Rules and Procedures

Strategic Plan Compliance: Priority Area 1: Enhance Organizational Policies, Plans and Procedures. 1.4: Review and update the District's plans that to address regulatory requirements, compliance, and program resource allocation.

Fiscal Impact:

What Amount is being requested? None

Is the Amount Requested Budgeted in the Current Fiscal Year? None

If No, What Funds Are Requested? None

Exhibits:

Exhibit A: Policy No. 59

Exhibit B: Resolution No. 610



Orange County Mosquito and Vector Control District

VISIBLE TATTOO POLICY

Policy No.	Established:	Date Amended:	Resolution No.
59	08-20-2026		610

SECTION 1. Purpose

The purpose of this policy is to establish clear and consistent standards regarding the visibility of tattoos in order to maintain a professional appearance, support public trust and confidence, and provide clear guidance for employees and supervisors.

As a public agency providing services to the community, the District expects employees to present a professional appearance that reflects the District's commitment to public service.

SECTION 2. Scope

This policy applies to all District employees during work hours, overtime assignments, District-related activities, and District-sponsored events.

SECTION 3. General Provisions

- Tattoos located on the face or neck shall not be visible during the performance of work duties at any time.
- Tattoos located in areas normally covered by hair or standard uniform components (such as collars) are considered compliant when not visible.
- This policy governs tattoo visibility only and does not require employees to alter, remove, or modify existing tattoos.

SECTION 4. Tattoo Visibility Standards

1. District Property - Staff/Volunteers Only
Visible tattoos are permitted when employees are on District property or when an employee is working alone with no members of the public or Trustees are present.
2. Public Facing Duties and Public Interaction - During public facing duties, outreach activities, or any situation where employees are interacting with, or visible to, members of the public, tattoos must not be visible.
3. Concealment Requirements - When required, tattoos must be covered by clothing,

- bandage, or make-up.
4. Prohibited Tattoo Content: The following tattoo content may not be visibly displayed during any circumstances:
 - Hate symbols or imagery
 - Explicit sexual content
 - Violent imagery or threats
 - Discriminatory language or imagery
 - Criminal advocacy
 - Partisan political content, including political candidates, elected officials, activists or influencers, political parties, campaign slogans, or advocacy messaging intended to influence political views

SECTION 5. Administration

1. The District reserves the right to review concerns regarding tattoo visibility if a complaint or concern is received from a member of the public, employee, or other individual.
2. This policy regulates employee appearance while performing official District duties and is not intended to restrict or regulate employees' personal beliefs, viewpoints, or lawful activities outside of work. Any limitations on tattoo visibility under this policy are intended solely to maintain professional standards and public trust in the District as a public agency.
3. Determinations regarding the appropriateness or visibility of tattoos under this policy shall be at the sole discretion of District Management.
4. Such determinations are not subject to the grievance process, provided that the action required to achieve compliance is limited to covering the tattoo and does not involve additional disciplinary action.
5. The District may review and revise this policy as necessary to ensure it continues to support operational needs, professional standards, and the District's relationship with the community it serves.

RESOLUTION NO. 610

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
ADOPTING VISIBLE TATTOO POLICY**

WHEREAS, the Orange County Mosquito and Vector Control District ("District") is committed to maintaining a professional appearance that reflects the District's mission, values, and commitment to public service; and

WHEREAS, the District recognizes that workplace norms regarding tattoos have evolved; and

WHEREAS, the Visible Tattoo Policy establishes clear and consistent standards governing when visible tattoos are permitted and when they must be concealed; and

WHEREAS, The policy identifies tattoo content that is prohibited from being visibly displayed while employees are performing official District duties; and

NOW, THEREFORE, be it RESOLVED that the Board of Trustees of the Orange County Mosquito and Vector Control District takes the following ACTION:

Section 1: Approves Addition of Policy No. 59, effective August 20, 2026.

Section 2: Authorizes that Policy No. 59 supersedes Article XXIII (Appearance Standards), Section 1(E) in the Personnel Resolution Rules and Procedures.

Section 3: Authorizes the District Manager or designee to administer and implement the policy.

Section 4: Directs all District employees to comply with the requirements of the policy.

PASSED, APPROVED, and ADOPTED by the Board of Trustees of the Orange County Mosquito and Vector Control District at its regular meeting thereof held on the 20th day of August, 2026, at 13001 Garden Grove Blvd., Garden Grove, California, 92843.

Bob Ruesch, President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Trustees of the Orange County Mosquito and Vector Control District at a regularly scheduled meeting, held on August 20, 2026:

APPROVED AS TO FORM:

John Taylor, Secretary

Alan Burns, District Counsel



Orange County Mosquito and Vector Control District

AGENDA ITEM F.1

Prepared By: Sandra Vera, Director of Human Resources

Submitted By: Lora Young, District Manager

Date: August 20, 2026

Agenda Title:

Classification and Compensation Study – Findings and recommended implementation; and adopt Resolution No. 611 Approving changes to 23 Represented Job Descriptions, 2 Unrepresented Job Descriptions and creating 3 Represented Job Descriptions

Recommended Action:

The Board of Trustees approve Classification and Compensation Study findings and recommended implementation; and adopt Resolution No. 611 approving changes to 23 Represented Job Descriptions, 2 Unrepresented Job Descriptions and creating 3 Represented Job Descriptions

Summary:

The Classification and Compensation Study began in August 2024 to establish 18 mutually agreed-upon comparable public agencies. CPS-HR Consulting conducted the study in partnership with District staff, with Human Resources actively participating throughout the process to verify data, reduce consulting costs, and build internal expertise.

The study included:

- Review of 30 classifications and 62 employees.
- Position Description Questionnaires (PDQs), employee and supervisor interviews, and classification analysis.
- Market salary comparisons using up to 18 California public agencies.
- An enhanced total compensation analysis, including employer-paid benefits, to provide a more comprehensive assessment of the District's competitive position.

Throughout the process, Human Resources met and conferred with the Employee Association as required and incorporated employee and supervisor feedback into revised job descriptions where appropriate.

Key Findings

The study found that the District's overall compensation program remains competitive while identifying opportunities to modernize classifications, strengthen career progression, improve succession planning, and enhance organizational effectiveness. Major recommendations include:

- Updating numerous job descriptions to reflect current responsibilities.
- Reclassifying the Communications Specialist to Community Relations Coordinator.
- Modernizing Information Technology classifications, including creation of an IT Analyst career series.
- Improving Operations Department career pathways, supervisory classifications, and organizational structure.
- Reclassifying the Operations Supervisor position to Senior Operations Coordinator.
- Implementing targeted salary adjustments for selected classifications to maintain market competitiveness and internal equity.

Compensation Recommendations

Based on the market analysis, Human Resources and Finance recommend targeted salary adjustments for classifications identified as below market or whose duties have substantially evolved, including:

- Vector Control Field Supervisor – 5% adjustment.
- Vector Control Inspector II – one-step (2.5%) adjustment.
- Fleet and Equipment Maintenance Mechanic II – two-step (5%) adjustment.
- Data Application Specialist I and II salary range adjustments to improve future recruitment and retention.
- Integrated Vector Management Compliance Coordinator – 5% downward adjustment reflecting revised minimum qualifications and updated duties.
- Community Relations Coordinator – 11% adjustment.

Overall, the recommendations affect 34 employees across multiple classifications while preserving the District's long-term compensation philosophy and fiscal sustainability.

Recommended compensation adjustments are proposed to become effective January 1, 2027, allowing sufficient time for implementation, employee notification, and incorporation into future budget planning. The FY 2026-27 implementation costs fully burdened will be \$99,884 and can be absorbed within the District's current adopted budget through existing salary savings. Accordingly, no additional funding appropriation or budget adjustment is requested as part of this action. Future year costs will be incorporated into the District's annual budget development process and long-term financial planning

Staff have received support from the affected bargaining unit regarding the proposed Outside Employment Policy and will satisfy its responsibilities under the Meyers-Milias-Brown Act prior to implementation.

Previous Relevant Board Actions for This Item:

Strategic Plan Compliance: PRIORITY AREA 1: Enhance Organizational Policies, Plans & Procedures Strengthen internal collaboration and standard operating practices that improve the District's efficiency, transparency, and accountability. 1.4: Review, and update the District's plans to address regulatory requirements, compliance, and program resource allocation.

Fiscal Impact:

What Amount is being requested? \$99,884

Is the Amount Requested Budgeted in the Current Fiscal Year? N/A

If No, What Funds Are Requested? General Fund

Exhibits:

Exhibit A: Memo on Compensation and Classification Study

Exhibit B: Updated Job Classifications

Exhibit C: Resolution No. 611



Orange County Mosquito and Vector Control District

A Public Health Agency Serving Orange County Since 1947

Date: August 20, 2026

To: Board of Trustees

From: Sandra Vera, Director of Human Resources
Lora Young, District Manager

Subject: OCMVCD Classification and Compensation Study Summary

In 2026, the District completed a comprehensive Classification and Compensation Study to ensure that employee classifications, job descriptions, organizational structure, and compensation practices remain aligned with the District's operational needs, evolving workforce responsibilities, internal equity, and the competitive public sector labor market.

This report provides a summary of the study process, key classification findings, compensation recommendations, and the proposed implementation strategy for review and recommendation.

Project Timeline and Collaborative Process

The study began on August 22, 2024, with Human Resources engaging the Employee Association to establish the comparable public agencies that would be used throughout the process. Reaching agreement on the comparator agencies at the outset created a transparent and collaborative foundation for the project and ensured confidence in the market analysis. Once comparable agencies were determined, the District engaged CPS-HR Consulting to assist with the Classification and Compensation Study.

Unlike the previous study completed in 2019 where much of the work was outsourced, Human Resources partnered alongside CPS-HR throughout the entire project rather than transferring responsibility to the consultant. This approach allowed District staff to verify data accuracy, ensure deliverables met District expectations, build internal expertise, and reduce consulting costs.

The classification review completed by CPS-HR included:

- Project orientation
- Position Description Questionnaires (PDQs)
- Individual employee interviews
- Supervisor interviews
- Classification analysis and recommendations

District staff were responsible for collecting the initial salary survey information from the agreed-upon comparator agencies. CPS-HR then analyzed the market data and developed the salary comparison tables and compensation analysis.

Following completion of the consultant's work, Human Resources conducted an additional level of analysis by calculating total compensation, incorporating employer-paid benefits for all comparable agencies and matching classifications.

This important enhancement was not included in prior District classification and compensation studies. Evaluating total compensation rather than salary alone provides a more comprehensive understanding of the District's competitive position within the labor market and better supports equitable, fiscally responsible compensation decisions.

Throughout the process, Management fulfilled its obligation to meet with the Employee Association regarding proposed classification changes. In addition, each employee received and reviewed their respective draft job description. Feedback from employees and supervisors was incorporated where appropriate, and the District has experienced a collaborative process with employees being receptive to revisions and supportive of ensuring job descriptions accurately reflect current responsibilities.

Scope of the Review

The study evaluated:

- 30 classifications
- 62 incumbent employees
- Multiple departments include:
 - Operations
 - Administration
 - Human Resources
 - Information Technology
 - Communications
 - Scientific Technical Services (Laboratory)

The market analysis utilized 18 mutually agreed-upon comparable public agencies, representing a broad cross-section of mosquito and vector control districts, water districts, and municipal agencies throughout California.

Key Findings

The study confirmed that many classifications remain appropriately aligned with current organizational needs while also identifying opportunities to modernize job descriptions, improve career progression, strengthen succession planning, and maintain market competitiveness.

Major recommendations include:

- Updating numerous job descriptions to reflect current responsibilities.
- Reclassifying the Communications Specialist position to Community Relations Coordinator to recognize the significant expansion of digital communications, technology, social media, and public engagement responsibilities.
- Modernizing Information Technology classifications, adjusting compensation for the Data Application Specialist series, and establishing a new IT Analyst career series to support succession planning and employee development.

-
- Implementing several operational improvements within the Operations Department, including recommended adjustments to compensation for selected classifications, expansion of career progression opportunities, updates to supervisory classifications, and organizational changes designed to improve operational efficiency and leadership development.
 - Reclassifying the Operations Supervisor position to Senior Operations Coordinator, with implementation occurring prior to the new fiscal year to properly align the organizational structure before negotiated salary adjustments under the Memorandum of Understanding (MOU) become effective.

Human Resources has completed its review of the compensation analysis in partnership with Finance to develop recommendations that are fiscally responsible, strategically sustainable, and consistent with the District's long-term compensation philosophy. The recommendations presented for consideration balance market competitiveness, internal equity, organizational needs, and fiscal stewardship.

Overall, the District continues to maintain a competitive compensation program among the mutually agreed-upon comparable agencies. The compensation analysis identified a limited number of classifications requiring targeted salary adjustments to remain competitive within the market while preserving internal equity.

Recommended compensation actions include:

- **Vector Control Inspector III to Vector Control Field Supervisor:** A recommended 5% salary adjustment is proposed to maintain competitive market positioning. In addition to the compensation analysis, the classification review identified that the role has evolved significantly since the previous Classification and Compensation Study. The updated job description incorporates higher-level supervisory responsibilities and expanded job duties, including oversight of special projects, conducting human investigations, coordinating warrant acquisition, and providing coaching, mentoring, and corrective counseling of staff. These additions more accurately reflect the current scope, complexity, and leadership responsibilities of the position and support the recommended compensation adjustment.
- **Vector Control Inspector II:** The compensation analysis identified this classification as approximately 4% below the market mean. A one-step salary adjustment (2.5%) is recommended to begin closing the market gap while maintaining internal salary relationships.
- **Fleet and Equipment Maintenance Mechanic II:** The compensation analysis demonstrated this classification is approximately 8% below the market mean. A two-step salary adjustment (5%) is recommended to significantly reduce the identified market gap.
- **Data Application Specialist Series:** To remain competitive within the Information Technology labor market, Human Resources recommends adjusting the salary ranges for the series. Data Application Specialist I would receive a 5% range adjustment (Range 44 to Range 48), while Data Application Specialist II would receive a 2.5% range adjustment (Range 48 to Range 50). The current incumbent is compensated within the proposed range and there is no immediate fiscal impact associated with this recommendation. The revised

salary ranges will provide the District with greater flexibility to remain competitive in future recruitment, retention, and employee progression.

- **Integrated Vector Management Compliance Coordinator:** As part of the classification review, the job description was updated to reflect current operational responsibilities, including revisions to minimum qualifications and incorporation of the District's drone operations program. These changes appropriately reduce the required qualifications for the position, resulting in a recommended 5% downward salary adjustment to maintain alignment with the revised classification.
- **Communications Specialist position to Community Relations Coordinator:** As part of the District's Classification and Compensation Study, staff recommend reclassifying the Communications Specialist position to Community Relations Coordinator to more accurately reflect the significant evolution of the role. The position has grown beyond traditional communications responsibilities into a highly technical, strategic, and public-facing role that leads community outreach, stakeholder engagement, digital communications, public information, and crisis communications. As a key liaison between the District and its community, the position is essential to advancing the District's mission, promoting transparency, building public trust, and ensuring effective communication with students, families, staff, and community partners. The proposed reclassification aligns the position title and compensation with its current scope, complexity, and critical organizational responsibilities.
- **Operations Supervisor position to Senior Operations Coordinator:** Based on the findings of the Position Description Questionnaire (PDQ) review and incumbent interview, which identified a misalignment between the current classification and the scope of duties being performed. The review determined that the position has evolved beyond its existing classification and encompasses a broader range of operational coordination, technical expertise, and administrative responsibilities. Additionally, the position does not have direct supervisory responsibility over staff, making the proposed classification a more accurate reflection of the role. As the revised job description is being finalized and a salary recommendation is developed, the incumbent will be Y-rated to ensure no reduction in compensation during the transition. The proposed reclassification will better align the position with its current responsibilities and support an equitable and accurate classification structure.

Fiscal Impact

To allow sufficient time for implementation, budget planning, and employee notification, the recommended compensation adjustments are not anticipated to become effective until January 1, 2027. The estimated cost of implementing the recommended salary adjustments for the affected classifications is summarized below.

Fiscal Year	Salary Cost	Fully Burdened Cost*
FY 2026-27 (6 months)	\$91,260	\$99,884
FY 2027-28	\$192,587	\$210,787
FY 2028-29	\$204,984	\$224,355

*Fully burdened costs include estimated salary, retirement, payroll taxes, health and welfare benefits, and other associated employer-paid costs.

The estimated fiscal impact reflects recommended adjustments affecting 34 employees across multiple classifications, including Community Relations Coordinator (formerly Communications Specialist), Data Application Specialist I and II, Fleet and Equipment Maintenance Mechanic II, Vector Control Field Supervisors (Formerly Vector Control Technician III), and Vector Control Inspectors II's. Human Resources has coordinated with Finance to ensure these recommendations can be incorporated into future budget planning while maintaining the District's long-term fiscal sustainability.

Board Recommendation

Human Resources presented the findings and recommendations of the Classification and Compensation Study to the Policy & Personnel Committee on August 4, 2026. The Committee reviewed the report, provided feedback and support for the proposed classification and compensation recommendations, and directed staff to move the item forward to the Board of Trustees for consideration. The study establishes a modern classification structure and competitive compensation framework designed to support recruitment, retention, succession planning, employee development, and the District's commitment to responsible stewardship of public resources. Staff recommend that the Board of Trustees approve the proposed classification and compensation changes, with implementation occurring in phases as appropriate and in coordination with the Employee Association where required.



July 2026
Class Code: A-44; A-46
FLSA: Non-Exempt

ACCOUNTING SPECIALIST SERIES

DEFINITION

Under general supervision, performs a variety of specialized paraprofessional accounting and financial support duties related to the processing, reconciliation, analysis, and maintenance of financial records and transactions. Responsibilities include preparing, reviewing, verifying, and maintaining accounting, budgetary, payroll, accounts payable, accounts receivable, and other financial and statistical records. Processing and recording financial transactions in accordance with established accounting principles, policies, and procedures. Reconciling accounts and financial data. Researching and resolving discrepancies. Assisting in the preparation of financial reports, audits, budgets, and regulatory filings.

Incumbents maintain the accuracy and integrity of financial information systems and records. Generate routine and ad hoc financial, operational, and statistical reports. Provide technical assistance to staff regarding financial procedures and requirements. Ensure compliance with applicable laws, regulations, policies, and internal controls; and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management and supervisory staff. Exercises no direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification in the Accounting Specialist series. Incumbents perform the full range of paraprofessional accounting and financial support duties with a high degree of independence and are expected to exercise sound judgment, initiative, and attention to detail in the application of established accounting principles, policies, procedures, and internal controls.

Positions at this level are responsible for independently processing and maintaining accounting records, reconciling financial data, researching and resolving discrepancies, preparing reports, and supporting a variety of accounting and fiscal functions. Incumbents receive only occasional guidance on new, unusual, or complex assignments and are expected to possess a thorough understanding of the operating procedures, practices, financial systems, and regulatory requirements applicable to assigned areas of responsibility. Work is reviewed primarily for accuracy, completeness, compliance, and achievement of desired results.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Processes employee payroll. Enters timesheet data into software. Processes updates to employee benefits and deductions. Verifies, enters, and reconciles open enrollment selections. Identifies payroll issues and works with employees and supervisors to resolve discrepancies and ensure accurate payroll processing.
- Creates purchase orders from requisition requests. Obtains and reviews supporting documentation. Processes purchase requests in accordance with District purchasing procedures. Maintains related purchasing records.
- Audits, balances, and reconciles ledgers, journals, accounting records, and reports against control figures. Examines accounts. Researches discrepancies. Prepares and posts correcting entries. Reconciles bank statements.
- Verifies, posts, and records a variety of financial transactions. Prepares and maintains databases and records. Prepares periodic and special financial, accounting, and statistical reports. Generates and balances computer-generated reports.
- Participates in a variety of accounting activities, including accounts payable, accounts receivable, payroll processing, preparation of departmental reports, auditing bills and invoices, and preparation of deposits.
- Maintains credit card accounts. Processes receipts. Reconciles credit card statements.
- Creates new vendor accounts. Obtains necessary information and documentation from vendors. Maintains vendor records. Inputs vendor invoices. Prepares invoice tracking reports. Prints checks. Reconciles vendor accounts.
- Tracks, maintains, and reviews capital outlay invoices and donated assets. Prepares journal entries related to fixed assets.
- Enters, retrieves, and maintains information and data using word processing, spreadsheet, accounting, financial, and other related electronic information systems.
- Assists in the preparation of monthly, quarterly, and annual financial summary and technical reports.
- Assists customers, departments, and employees by providing information regarding account activity, discrepancies, and accounting procedures. Researches and resolves issues. Updates related records and departments regarding action items.
- Observes and complies with all District- and state-mandated safety rules, regulations, and protocols.
- Processes travel, safety boot, and tuition reimbursement requests.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices related to employee payroll processing, benefits administration, and payroll deductions.
- Principles and procedures of purchasing and purchase order processing.
- Principles and practices of accounting, including governmental accounting.
- Principles and practices of data collection and report preparation.
- Principles and procedures of financial recordkeeping and reporting.

- Methods and techniques of coding, verifying, balancing, and reconciling accounting records.
- Business arithmetic and basic financial and statistical techniques.
- Recordkeeping principles and procedures.
- Techniques for providing a high level of customer service and effective interacting with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern office equipment and communication tools used for business functions. Program, project, and task coordination, including computers and software programs relevant to the work performed.
- District and mandated safety rules, regulations, and protocols.

Ability to:

- Process employee benefit updates and payroll deductions accurately and in accordance with established procedures.
- Prepare and process purchase orders and maintain related purchasing documentation.
- Prepare a variety of financial data reports and supporting documentation.
- Maintain accurate and current financial records and assist in the preparation of clear, concise financial transaction documents.
- Perform accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data using a computer with sufficient speed and accuracy to perform assigned work.
- Effectively use computer systems, software applications relevant to the work performed, and modern business equipment to complete a variety of work assignments.
- Establish and maintain filing, recordkeeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize work, set priorities, and meet critical deadlines.
- Understand, interpret, and apply applicable laws, codes, regulations, policies, procedures, and standards relevant to the work performed.
- Communicate clearly and concisely, both orally and in writing, using proper English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

➤ **Accounting Specialist I**

- Equivalent to completion of the twelfth (12th) grade.
- Specialized training in bookkeeping, accounting, or a related field.
- Two (2) years of paraprofessional accounting experience.

➤ **Accounting Specialist II**

- Bachelor's degree in accounting, business administration, finance, or a related field and two (2) years of increasingly responsible accounting experience, including payroll processing responsibilities, preferably in governmental finance.

Licenses and Certifications:

- Valid and appropriate California Driver License with an acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer.
- Must possess vision to read printed materials, and a computer screen, and to operate a motor vehicle to visit various District sites.
- Must possess sufficient hearing and speech abilities to communicate in person and over the telephone.
- This classification is primarily sedentary; however, walking and standing in work areas and between work areas may be required.
- Finger dexterity is required to access, enter, and retrieve data using a computer keyboard, calculator, and standard office equipment.
- Positions in this classification occasionally require bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff, members of the public, and private representatives while interpreting and enforcing departmental policies and procedures.



July 2026
Class Code: A-40
FLSA: Non-Exempt

ADMINISTRATIVE ASSISTANT

DEFINITION

Under general supervision, performs a variety of administrative, clerical, and records management duties in support of the District's Finance and Human Resources functions. Provides administrative support through the preparation, processing, maintenance, and organization of departmental records, documents, and correspondence. Assists with data entry, records retention, and document management activities. Supports departmental operations through routine administrative and customer service functions.

Incumbents coordinate and perform records imaging, document scanning, indexing, quality assurance, and electronic records management activities in accordance with established records retention policies and procedures. Responsibilities include organizing, tracking, and maintaining finance, personnel, and other District records. Ensuring the accuracy, completeness, and accessibility of electronic documents. Assisting with records retrieval and audits. Performing related administrative duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management and supervisory staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

Responsibilities may include coordinating and supporting the administrative operations of an assigned department by performing a broad range of advanced administrative, secretarial, and office support functions to ensure the efficient delivery of departmental services and programs. Incumbents are expected to exercise a high degree of confidentiality, tact, discretion, and independent judgment in handling sensitive information, responding to inquiries, and carrying out assigned responsibilities.

Work may involve technical and programmatic support activities requiring the interpretation and application of District policies, procedures, regulations, and administrative guidelines. Responsibilities frequently include serving as a point of contact for employees, members of the public, vendors, retirees, tenants, consultants, insurance carriers, and representatives of other agencies and organizations. Duties may also include coordinating special projects. Conducting research and data analysis. Preparing reports, correspondence, and presentations. Assisting with budget development, monitoring, and reporting. Maintaining records and databases. Providing administrative support for departmental programs and operations.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of administrative, secretarial, and clerical work of a general or specialized nature in support of the Administrative Services and Executive departments.
- Prepares a variety of documents in draft and final form from written or oral instructions, including letters, forms, charts, and summary reports. Reviews and proofreads written documents and records for completeness, accuracy, correct grammar, spelling, and punctuation. Include correspondence, timesheets, invoices, and requisitions.
- Maintains accurate and up-to-date office files, records, and logs for assigned areas.
- Compiles, prepares, and enters data into a computer from various sources, including accounting, statistical, and related documents.
- Creates and maintains computer-based tracking information and reports, including assigned databases, records, and lists. Prepare standard statistical spreadsheets. Input corrections and updates. Verifies data accuracy and completeness.
- Utilizes various computer applications and software packages. Maintains and generates reports from a database and network systems.
- Performs a variety of imaging activities for official District documents. Organizes and scans official documents and vital records into the electronic imaging system for archiving.
- Conducts quality control inspections of scanned documents and imaging index fields to identify mis-scans and documents that are not fully legible.
- Contacts vendors, retirees, renters, and other external stakeholders to resolve payment discrepancies and follow up on missing or incorrect payments.
- Provides administrative support for accounting and fiscal operations, including accounts payable and receivable processing, payroll support, auditing and verifying invoices and billing documents, maintaining financial records, and preparing financial, statistical, and operational reports.
- Prepares and processes automobile accident documentation and coordinates communication with insurance carriers regarding claims, documentation, and related follow-up activities.
- Assists with employee recruitment activities, including preparing advertisements and recruitment flyers. Coordinates recruitment processes, screens applications and schedules.
- Assists with written performance tests and interviews.
- Participates in special projects as assigned. Assists in planning, coordinating, and implementing assigned programs and events. Assists in monitoring assigned programs.
- Assists in developing and implementing policies and procedures, recordkeeping practices, and preparing and updating forms and manuals.
- Provide backup support for Community Relations Representatives by answering and directing incoming telephone calls, responding to inquiries from residents, vendors, and partner agencies, providing information regarding District programs and services, and ensuring requests are routed to the appropriate staff for resolution.

QUALIFICATIONS

Knowledge of:

- Modern office procedures, methods, computer equipment, and software.
- Principles and practices of administrative research and statistical analysis.

- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Principles and procedures of recordkeeping and reporting.
- Electronic document management applications.
- Applicable federal, state, and local laws regarding disclosure, including the Public Records Act.
- Principles and practices of file indexing and filing systems.

Ability to:

- Proficiently operate a computer terminal using Word, Excel, Access, PowerPoint, Outlook, Publisher, and other related computer software.
- Prepare clear, concise, grammatically correct reports, memoranda, and correspondence on a wide range of subjects.
- Work independently within established departmental procedures. Exercise discretion and sound judgment. Maintain confidentiality of information.
- Communicate effectively, both orally and in writing.
- Plan effectively, prioritize assignments, and meet deadlines.
- Perform basic mathematical calculations.
- Exercise tact and diplomacy in explaining and obtaining compliance with department administrative procedures.
- Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to completion of twelfth (12th) grade, supplemented by accounting or human resource training or experience.

Experience: Two (2) years of increasingly responsible administrative, clerical, or office support for accounting or human resource departments, boards, committees, or public agencies is preferred.

Licenses and Certifications:

- Valid and appropriate California Driver License with an acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer.

- Must possess vision to read printed materials, and a computer screen, and to operate a motor vehicle to visit various District sites.
- Must possess sufficient hearing and speech abilities to communicate in person and over the telephone.
- This classification is primarily sedentary; however, walking and standing in work areas and between work areas may be required.
- Finger dexterity is required to access, enter, and retrieve data using a computer keyboard, calculator, and standard office equipment.
- Positions in this classification occasionally require bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff, members of the public, and private representatives while interpreting and enforcing departmental policies and procedures.



July 2026
Class Code: A-44
FLSA: Non-Exempt

ADMINISTRATIVE SPECIALIST

DEFINITION

Under general supervision, performs a variety of advanced administrative, secretarial, and office support duties in support of Operations, the Laboratory, or other assigned departments. Provides administrative support to management and staff by preparing correspondence, reports, forms, and other documents; maintaining records and databases; coordinating office activities; scheduling meetings; processing departmental documents; and assisting with administrative projects and department operations.

Exercises independent judgment in applying established policies and procedures to assigned work. Performs advanced word processing, data entry, records management, report preparation, and data tracking using a variety of office software applications. Serves as a point of contact for employees, customers, vendors, regulatory agencies, and the public; responds to inquiries; maintains confidential information; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of administrative, secretarial, and office support duties requiring thorough knowledge of the department, its procedures, and operational details.
- Composes, types, edits, and proofreads a variety of documents, including forms, memos, administrative, statistical, financial, and staff reports, and correspondence.
- Coordinates Requests for Proposal (RFP) processes as needed; inputs and retrieves data and text using a computer; reviews draft documents for punctuation, spelling, and grammar; and makes or recommends corrections.

- Prepares and processes reports, forms, and records, including requests for payment, purchase orders, invoices, department credit card billing coding, RFP's, bid packages, contracts and agreements.
- Prepares payroll reports, including entering timesheet corrections, entering paid leave codes, and documentation of overtime or special pay justifications.
- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; and checks and tabulates standard mathematical or statistical data.
- Prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Screens calls, visitors, and incoming mail; receives and responds to calls; provides information to the public, including contractors and vendors; responds to public and staff inquiries and complaints; resolves issues or refers matters to a supervisor; and directs the public to the appropriate departmental source.
- Monitors and tracks department budget expenses; attends budget meetings with department staff; and under the direction of the Department Director, prepares the departmental budget.
- Develops and implements filing, indexing, tracking, and record-keeping systems; researches records within areas of assigned responsibility to prepare reports; and provides follow-up information to public and staff inquiries.
- Designs and prepares materials for print, web, and other media for distribution to the public; updates the District website; and assists with video production and photography.
- Organizes and maintains the Scientific Technical Services Department's computer, periodical, and book references of literature in vector ecology and related fields for the technical library.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures.
- Monitors and orders office and other related supplies, including complex orders requiring knowledge of international shipping.
- Prepares, processes, and tracks purchase requisitions for services and materials; receives and reviews vendor invoices; and prepares requests for payment for management approval.
- Monitors vendor contracts for validity, renewal status, services being met, and invoices being paid out.
- Works with Human Resources Department staff regarding the departmental staffing needs, including hiring seasonal employees, and scheduling and assigning tasks for part-time seasonal staff and interns.
- Provides information to, and generates reports related to, laboratory activities for other departments.
- Coordinates departmental administrative support services and activities with other District departments and external agencies.
- Communicates departmental needs to District vehicle maintenance.
- Maintains calendars and makes meeting arrangements; assists department staff in scheduling conference attendance and travel arrangements; arranges for necessary set-up and materials to be available at meetings.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Provide backup customer service support by answering and directing incoming telephone calls, responding to inquiries from residents, vendors, and partner agencies, providing information regarding District programs and services, and ensuring requests are routed to the appropriate staff for resolution.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations and services provided by a vector control agency.
- General office administration and standard business practices.
- Multiple reporting databases used in the performance of assigned duties.
- Methods and techniques of graphic design, layout, and print production.
- Methods and techniques of categorizing and cataloging scientific research materials.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Business mathematics and basic statistical techniques.
- Payroll policies and guidelines for time sheet processing.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service through effective interaction with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and programs, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide varied and responsible secretarial and office administrative work requiring the use of tact and discretion.
- Interpret, apply, and explain administrative and departmental policies and procedures.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Organize and maintain the District's technical library.
- Interpret, apply, and organize biological data.
- Independently compose correspondence and reports or do so from brief instructions.
- Make accurate mathematical, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned duties.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize one's own work, set priorities, and meet critical deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: High School Diploma or GED.

Experience: Four (4) years of increasingly responsible office administrative or secretarial experience.

Licenses and Certifications:

- Valid and appropriate California Driver License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer.
- Requires vision to read printed materials and computer screens
- Requires hearing and speech to communicate in person and by telephone.
- Position is primarily a sedentary office classification.
- Standing in work areas and walking between work areas may be required.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator.
- Must be able to operate standard office equipment.
- May occasionally require bending, stooping, kneeling, and reaching.
- May require pushing and pulling drawers open and closed to retrieve and file information.
- Lift, carry, push, and pull materials and objects weighing up to 50 pounds. Move heavier items using appropriate equipment and/or assistance from others.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff, members of the public, and private representatives while interpreting and enforcing departmental policies and procedures.



July 2026
Class Code: A-53
FLSA: Non-Exempt

ASSISTANT BIOLOGIST

DEFINITION

Under general supervision, the Assistant Biologist performs professional biological, environmental management/regulatory, and fisheries services related to the surveillance and control of vertebrate and invertebrate vectors that impact public health. The incumbent plans, organizes, and administers assigned biological, environmental management/regulatory, and fisheries/biological control programs.

This position supports the environmental program under the direction of the Director and assists with surveillance activities; leads the development and oversight of projects or program areas; and supports projects or program areas led by other staff. The Assistant Biologist serves as a technical advisor to District staff and the public within assigned program areas; designs, participates in, and monitors research projects; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Scientific Technical Services. While this classification has no supervisory authority, incumbents serve as project or program managers and assist on projects and programs led by others. * This includes allocating resources, training, assigning tasks to, and monitoring the work of laboratory staff. (**This will only be a function when the position has met the lead pay criteria as outlined in the PRRP*) Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the entry-level classification in the Biologist series. Initially working under close supervision, incumbents with basic knowledge of vector biology/ecology and fish biology/ecology learn to perform routine biological, environmental management/regulatory, and fisheries services and operations. Vacancies in higher-level classifications within this series will, whenever feasible and consistent with applicable personnel rules and organizational needs, be filled through promotional recruitment. Promotional recruitments are intended to provide qualified employees in lower-level classifications within the series with opportunities for career advancement and progression.

As experience is gained, assignments become more varied, complex, and challenging, and close supervision and frequent review gradually decrease as incumbent demonstrate the ability to work independently. Positions at this level typically perform most of the duties required at the Biologist level; however, incumbents are not expected to function at the same skill level and generally exercise less independent discretion and judgment regarding work procedures and methods.

Work is usually supervised while in progress and follows an established structure or pattern. Exceptions or procedural changes are explained in detail as they arise.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Assistant Biologist level may perform some of these duties and responsibilities in a learning capacity.

- Conducts research activities; participates in studies and surveys; develops and modifies methods and operational techniques; assists with introduction of new methods; performs data interpretation and analysis; and prepares reports, permits, and other technical or scientific documents.
- Works with and provides consultation in vector biology and ecology; environmental and regulatory laws and policies; and biological control agents and fisheries to District personnel, as well as to public and private organizations involved in vector control and surveillance activities.
- Plans and conducts training for District personnel on topics including but not limited to: biology and identification of mosquitoes, ticks, fleas, and other vectors; endangered and threatened species and habitats; mosquitofish; and invasive species.
- May assist the Communication Department in preparing educational materials for distribution.
- Works closely with the Scientific Technical Services Director to assist with the organization and coordination of mosquito-borne and other vector-borne disease surveillance programs, including activities related to invasive or potentially invasive species such as *Aedes aegypti*, *Aedes albopictus*, and other species as needed.
- Responsible for the evaluation and production of biological control agents and/or organisms, including mosquitofish and other fish species.
- Performs biological and environmental field surveys and monitoring; completes jurisdictional delineations; prepares reports and documentation for endangered and/or threatened species and habitats associated with vector-borne disease prevention, surveillance, and control activities; and collaborates with the Operations Department on surveys and related documents and permits, as required.
- Produces a variety of reports and correspondence using word processing software, databases, spreadsheets, map-based applications, and other District software, as required.
- Maintains awareness of current developments in vector control and surveillance, as well as biological, environmental, and regulatory changes, to sustain professional knowledge and technical expertise.
- Supports mosquito surveillance activities, including setting and retrieving traps, and identifying mosquito species.
- Performs trap maintenance to ensure surveillance equipment remains in proper working order.
- Responds to human cases of mosquito-borne viruses, including travel-related cases, and conducts resident interviews as needed.
- Conducts drone monitoring at large-area treatment sites, including environmental monitoring and wildlife observation during drone applications.
- Prepares environmental monitoring reports and records data such as temperature, humidity, wind conditions, and product usage.

- Observes and documents wildlife reactions to drone applications and interacts with the public regarding drone operations.
- Stays current on developments in vector control and surveillance, as well as biological, environmental, and regulatory changes, to maintain technical skill and expertise.
- Performs administrative and field work related to mosquito and vector control and surveillance; completes other essential duties as needed to support operations in the absence of the Vector Ecologist(s) or Scientific Technical Services Director.
- May perform duties related to the Mosquitofish program in the absence of a Biologist.
- Ensure compliance with federal and state mandated regulations and standards as they are updated or revised.
- Oversee the development and direction of environmental management programs to reduce or eliminate factors conducive to vector production; conducts land and water-use surveys that promote vector production; and performs studies and investigations to evaluate the effectiveness of the District's source reduction programs.
- Ensures regulatory compliance with environmental resource agencies and other jurisdictions in the development of environmental program workshops, guidance, and policies.
- As assigned by management, provides technical and functional direction to part-time and seasonal staff; reviews and controls quality of work; trains employees in work methods, use of tools and equipment, and applicable safety precautions.
- Participates in the development and implementation of goals, objectives, policies, and priorities for environmental compliance programs; recommends and administers related policies and procedures.
- Assists in projects or program areas led by others by providing technical expertise and support; plans and schedules tasks; and provides training and direction to seasonal and part-time staff.
- Prepares requests for qualifications and proposals; reviews proposals to ensure conformity with state law, local ordinances, and District policy.
- Conducts plan reviews, project consultations, and evaluations; prepares evaluation letters; and serves as a liaison with local and state agencies to ensure vector control requirements are incorporated into plan checks and permits.
- Investigates vector reduction cases for remediation or corrective action; coordinates and facilitates site inspections; and recommends and negotiates compliance and vector abatement terms and conditions.
- Leads the review of planning documents and environmental impact reports submitted by local jurisdictions or other sources; provides guidance on data collection, analyses, and management.
- Participates in public education and outreach projects and community activities; assists with educating the public on environmental, vector, and biological control programs and services; delivers presentations; and leads participatory discussions as the District representative.
- Provides general information regarding departmental policies, procedures, and regulations, including responding to complaints and requests for information and services.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- When serving in the capacity of Project/Program Manager, provides leadership for assigned program areas or projects; develops concepts, scope, and deliverables; assists with budget development; and oversees task scheduling, training, and assignments of full- and part-time staff allocated to the project or program area. * (**This will only be a function when the position has met the lead pay criteria as outlined in the PRRP*)
- Performs other duties as assigned.

QUALIFICATIONS

Positions at the Assistant Biologist level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Concepts and principles of vector biology and ecology; environmental management and regulatory compliance; and fish biology and ecology.
- Principles and practices of vector, environmental/regulatory, and fisheries management.
- Methods and techniques for implementing comprehensive fisheries programs.
- Scientific methods and protocols are used to detect, determine cause of, and treat mosquitofish disease.
- Surveillance and investigative methods and techniques.
- Insecticides and their effects on fish and aquatic life, including water quality measurement and evaluation.
- Principles and techniques for working with groups and fostering effective team interaction to ensure smooth teamwork.
- Research techniques and investigative methods, including data interpretation and biostatistics.
- Principles and procedures of technical report writing and preparation of correspondence and presentations.
- Principles of mathematics and biostatistics.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Recordkeeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service when working with the public, vendors, contractors, and District staff.
- Structure and content of the English language, including meaning and spelling of words, rules of composition, and grammar.
- Modern office equipment and communication tools used for business functions and program, project, and task coordination, including computers and relevant software applications.

Ability to:

- Plan and implement comprehensive fisheries management programs.
- Evaluate program effectiveness and adjust as needed.
- Coordinate services with local government to ensure vector control methods are incorporated into planning and permitting processes.
- Conduct surveillance and investigations of program operations.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Conduct research and prepare findings and recommendations.
- Read and interpret grading and development plans and blueprints.
- Prepare clear, concise scientific and technical reports, correspondence, and other written materials.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Understand, interpret, and apply applicable laws, codes, regulations, policies, procedures, and standards relevant to assigned work.

- Effectively representing the department and District in meetings with governmental agencies, community groups, business, professional, and regulatory organizations, and individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Exercise tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, relevant software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training, education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to a bachelor's degree from an accredited college or university with major coursework in biological or environmental sciences, or a related field.

Experience: Two (2) years of full-time paid field experience, or equivalent, in vector biology or a related scientific program area within a vector control or similar agency.

Licenses and Certifications:

- Valid and appropriate California Driver License with an acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.
- Possession of, or ability to obtain, certification in Public Health Vector Control Categories A-D, as required by the California Department of Public Health, within one year of appointment, and maintained throughout employment with the District.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Mobility to work in a standard office and laboratory environment.
- Ability to use standard office and laboratory equipment, including a computer and diverse testing equipment.
- Must have vision in both eyes with the ability to demonstrate depth perception and color perception.
- Hearing and speech sufficient to communicate in person and by telephone.
- Ability to stand and walk between work areas as required.
- Finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

- Ability to occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- Mobility to work in changing site conditions.
- Strength, stamina, and mobility to perform light to medium physical work.
- Ability to sit, stand, and walk on level, uneven, or slippery surfaces.
- Ability to reach, twist, turn, kneel, and bend.
- Ability to operate a motor vehicle and travel to various District and meeting sites.
- Vision sufficient to observe biological and environmental conditions.
- Ability to perform fieldwork involving frequent walking in operational areas for surveillance and environmental analysis.
- Ability to work in environments with potential exposure to hazardous materials at some site locations.
- Ability to lift, carry, push, and pull materials and objects averaging up to 50 pounds, or heavier weights using proper equipment and/or assistance from other staff.
- Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office and laboratory environment with moderate noise levels, controlled temperature conditions, and direct exposure to hazardous physical substances within the laboratory. Employees also work in the field and are exposed to loud noise levels; cold and hot temperatures; inclement weather conditions; mechanical and/or electrical hazards; vermin; insects; parasites; and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.



July 2026
Class Code: A-53
FLSA: Non-Exempt

ASSISTANT VECTOR ECOLOGIST

DEFINITION

Under general direction, the Assistant Vector Ecologist performs professional biological, ornithological, mammalogical, and entomological work related to the surveillance and control of vertebrate and invertebrate vectors that impact public health; plans, organizes, and administers assigned vector control and related disease detection and management programs; leads development and oversight of projects or program areas; assists with projects or program areas led by other staff; serves as a technical advisor to District staff and the public in assigned program areas; designs, participates in, and monitors research projects; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Scientific Technical Services. While this classification has no supervisory authority, incumbents serve as project or program managers and assist on projects and programs led by others. This includes allocating resources, training, assigning tasks to, and monitoring the work of laboratory staff. (**This will only be a function when the position has met the lead pay criteria as outlined in the PRRP*) Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the entry-level classification in the Vector Ecologist series. Initially working under close supervision, incumbents with basic knowledge of vector ecology learn to perform routine biological, ornithological, mammalogical, and entomological work. Vacancies in higher-level classifications within this series will, whenever feasible and consistent with applicable personnel rules and organizational needs, be filled through promotional recruitment. Promotional recruitments are intended to provide qualified employees in lower-level classifications within the series with opportunities for career advancement and progression.

As experience is gained, assignments become more varied, complex, and challenging, and close supervision and frequent review gradually decrease as incumbent demonstrate the ability to work independently. Positions at this level typically perform most of the duties required at the Vector Ecologist level; however, incumbents are not expected to function at the same skill level and exercise less independent discretion and judgment regarding work procedures and methods.

Work is usually supervised while in progress and follows an established structure or pattern. Exceptions or procedural changes are explained in detail as they arise.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Assistant Vector Ecologist level may perform some of these duties and responsibilities in a learning capacity.

This position performs technical, operational, and support duties across multiple program areas within the District, including Vector Surveillance, Vector Control, Pathology Lab, Laboratory, General, Research, and related functions. Employees may be assigned to one or more program areas based on operational needs, training, and qualifications.

- Conducts research activities; participates in studies and surveys; develops and modifies methods and operational techniques; assists with introduction of new methods; performs data interpretation and analysis; and prepares reports, permits, and other technical or scientific documents.
- May write and publish scientific papers.
- Collaborates with the Director of Operations in evaluating the impact, efficacy, and resistance to control products in laboratory and field settings to improve District operations.
- Provides consultation in entomology and vector ecology to District personnel, as well as to public and private organizations involved in activities that affect vector control and surveillance.
- Plans and conducts training for District personnel on topics including, but not limited to, the biology and identification of mosquitoes, ticks, fleas, and other vectors; endangered and threatened species and habitats; mosquitofish; and invasive species.
- May assist the Communication Department in preparing educational materials for distribution.
- Works closely with the Scientific Technical Services Director to assist with the organization and coordination of mosquito-borne and other vector-borne disease surveillance programs, including activities related to invasive or potentially invasive species such as *Aedes aegypti*, *Aedes albopictus*, and other species, as needed.
- Responsible for the evaluation and production of multiple mosquito species and/or other organisms for testing, evaluation, and control.
- May support, modify and maintain laboratory equipment to meet laboratory needs.
- Provides support for mosquito surveillance, including setting and retrieving traps and identifying mosquito species.
- Performs trap maintenance, ensuring surveillance traps are in working order.
- Responds to human cases of mosquito-borne viruses, including travel-related cases, and conducting interviews with residents.
- Produces a variety of reports and correspondence using word processing software, databases, spreadsheets, map-based applications, and other District software, as required.
- Stays current on developments in vector control and surveillance, as well as biological, environmental, and regulatory changes, to maintain technical skill and expertise.
- Performs administrative and field work related to mosquito and vector control and surveillance; completes other essential duties as needed to support operations in the absence of the Biologist(s) or Scientific Technical Services Director.

- May operate and/or conduct drone monitoring at large-area treatment sites, including environmental monitoring and wildlife observation during drone applications.
- Develops, implements, and manages a variety of programs related to vector ecology and disease control, including the vertebrate pathology laboratory and flea-borne typhus control program.
- Procures, designs, constructs, and maintains devices used to trap mosquitoes, rodents, birds, and other organisms.
- Develops procedures trap placement and for the collection and handling of specimens.
- Develops procedures for and monitors the processing of organisms/animals, laboratory work, and the submission of specimens and blood sera for analysis.
- Identifies and examines organisms submitted to the laboratory by District staff, hospitals, and the public; provides results and consultation to address control needs; and educates District staff on the status, biology and control of pests in the county.
- Manages the dead bird program; performs necropsies, tissue collection, swabs, and other sampling methods; and communicates sample requests to the public.
- Conducts mosquito, tick, and flea surveillance; responds to human cases of mosquito-borne viruses and flea-borne typhus; investigates public health problems; and prepares documentation for abatement proceedings.
- Investigates possible poisoning; consults with veterinarians and physicians regarding diagnoses and treatment protocols.
- Formulates, tests, and evaluates vector control materials and methods; conducts calibrations and equipment performance evaluations; ensures compliance with federal and state laws.
- As assigned by management, provides technical and functional direction to part-time and seasonal staff; reviews and controls quality of work; trains employees in work methods, use of tools and equipment, and applicable safety precautions.
- Provides training, workshops, and technical consultation service to District staff, agencies, and the public; coordinates external classes to prepare technicians for state examinations and to fulfill continuing education accreditation requirements.
- Participates in joint-agency special and research projects.
- Compiles and evaluates data from managed programs and prepares technical reports, program recommendations, and data management materials, including but not limited to surveillance and control activities.
- Reviews scientific journals, research, and technical reports and attends scientific conventions to obtain state-of-the-art information related to vector ecology.
- Submits written and oral reports to management for presentation to the Board of Trustees on technical matters and program status.
- Assists with projects or program areas led by others by providing technical expertise and support; plans and schedules tasks; and provides training and direction to seasonal and part-time staff.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- When serving in the capacity of Project/Program Manager, provides leadership for assigned program areas or projects; develops concepts, scope, and deliverables; assists with budget development; and oversees task scheduling, training, and assignments of full- and part-time staff allocated to the project or program area. * (**This will only be a function when the position has met the lead pay criteria as outlined in the PRRP*)
- Performs other duties as assigned.

QUALIFICATIONS

Positions at the Assistant Vector Ecologist level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Insects, pathogens, ecology, and epidemiological principles related to regional vector-borne diseases.
- Principles, practices, and methods of pesticide application, including effects and hazards to animal and plant life.
- Methods and techniques for implementing comprehensive vector ecology and disease prevention programs.
- Scientific methods and protocols used to detect and determine the causes of a diverse range of vector-transmitted diseases.
- Surveillance and investigative methods and techniques.
- Principles and techniques for working with groups and fostering effective team interaction to ensure smooth teamwork.
- Current and state-of-the-art theories and practices of vector and related disease control, surveillance, and long-range issues related to vector control.
- Principles and practices of biological, chemical, and physical sciences.
- Research techniques and investigative methods, including data interpretation and biostatistics.
- Principles and procedures of technical report writing and preparation of correspondence and presentations.
- Principles of mathematics and biostatistics.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Recordkeeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service when working with the public, vendors, contractors, and District staff.
- Structure and content of the English language, including meaning and spelling of words, rules of composition, and grammar.
- GIS Mapping and data management and analysis are desirable.
- Modern office equipment and communication tools used for business functions and program, project, and task coordination, including computers and relevant software applications.

Ability to:

- Plan and implement comprehensive vector ecology, disease detection, and prevention programs.
- Evaluate program effectiveness and adjust as needed.
- Coordinate services with local government to support an integrated approach to vector-transmitted diseases.
- Conduct surveillance and investigations of program operations.
- Perform laboratory testing on a diverse range vector-transmitted diseases impacting public health.
- Conduct research and prepare findings and recommendations.

- Prepare clear, concise scientific and technical reports, correspondence, and other written materials.
- Understand, interpret, and apply applicable laws, codes, regulations, policies, procedures, and standards relevant to assigned work.
- Effectively representing the department and District in meetings with governmental agencies, community groups, businesses, professional organizations, regulatory bodies, and individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Exercise tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, relevant software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training, education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to a bachelor's degree from an accredited college or university with major coursework in entomology, zoology, biology, or a related field.

Experience: Two (2) years of full-time paid field experience, or equivalent, in a Vector Control (or similar) agency. Knowledge of GIS mapping and data management is desirable.

Licenses and Certifications:

- Valid and appropriate California Driver License with an acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.
- Possession of, or ability to obtain, certification in Public Health Vector Control Categories A-D, as required by the California Department of Public Health, within one year of appointment, and maintained throughout employment with the District.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Mobility to work in a standard office and laboratory environment.
- Ability to use standard office and laboratory equipment, including a computer and diverse testing equipment.

- Vision sufficient to perform essential job functions, including observing biological and environmental conditions and distinguishing depth and color as necessary for assigned duties.
- Hearing and speech sufficient to communicate in person and by telephone.
- Ability to stand and walk between work areas is required.
- Finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Ability to occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- Mobility to work in changing site conditions.
- Strength, stamina, and mobility to perform light to medium physical work.
- Ability to sit, stand, and walk on level, uneven, or slippery surfaces.
- Ability to reach, twist, turn, kneel, and bend.
- Ability to operate a motor vehicle and travel to various District sites.
- Ability to perform fieldwork involving frequent walking in operational areas for surveillance and environmental analysis.
- Ability to work in environments with potential exposure to hazardous materials at some site locations.
- Ability to lift, carry, push, and pull materials and objects averaging up to 50 pounds, or heavier with proper equipment and/or assistance from other staff.
- Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in office and laboratory environments with moderate noise levels, controlled temperatures, and potential exposure to hazardous physical substances within laboratory settings. Employees may also perform fieldwork and be exposed to loud noise levels; hot and cold temperatures; inclement weather; mechanical and/or electrical hazards; vermin, insects, and parasites; and hazardous chemical substances and fumes.

Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.



July 2026
Class Code: A-58
FLSA: Non-Exempt

BIOLOGIST

DEFINITION

Under general direction, the Biologist performs professional biological, environmental management/regulatory, and fisheries services work related to the surveillance and control of vertebrate and invertebrate vectors that impact public health. The Biologist plans, organizes, and administers assigned biological, environmental management/regulatory, fisheries, and biological control programs.

The Biologist serves as a technical advisor to District staff and the public in assigned program areas; designs, participates in, and monitors research projects; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Scientific Technical Services. This classification has no supervisory authority. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification in the Biologist series. Positions at this level are distinguished from the Assistant Biologist by the performance of the full range of assigned duties, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully knowledgeable of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Conducts research activities; participates in studies and surveys; develops and modifies methods and operational techniques; assists with introduction of new methods; performs data interpretation and analysis; and prepares reports, permits, and other technical or scientific documents.
- Works with and provides consultation in vector biology and ecology; environmental and regulatory laws and policies; and biological control agents and fisheries to District personnel, as well as to public and private organizations involved in vector control and surveillance activities.
- Plans and conducts training for District personnel on topics including but not limited to: biology and identification of mosquitoes, ticks, fleas, and other vectors; endangered and threatened species and habitats; mosquitofish; and invasive species.

- Performs general identification of organisms submitted by the public and may assist the Communication Department in preparing educational materials for distribution.
- Works closely with the Scientific Technical Services Director to assist with the organization and coordination of mosquito-borne and other vector-borne disease surveillance programs, including activities related to invasive or potentially invasive species such as *Aedes aegypti*, *Aedes albopictus*, and other species as needed.
- Responsible for the evaluation and production of biological control agents and/or organisms, including mosquitofish and other fish species.
- Performs biological and environmental field surveys and monitoring; completes jurisdictional delineations; prepares reports and documentation for endangered and/or threatened species and habitats associated with vector-borne disease prevention, surveillance, and control activities; and collaborates with the Operations Department on surveys and related documents and permits, as required.
- Produces a variety of reports and correspondence using word processing software, databases, spreadsheets, map-based applications, and other District software, as required.
- Stays current on developments in vector control and surveillance, as well as biological, environmental, and regulatory changes, to maintain technical skill and expertise.
- Performs administrative and field work related to mosquito and vector control and surveillance; completes other essential duties as needed to support operations in the absence of the Vector Ecologist(s) or Scientific Technical Services Director.
- Oversees implementation of the District's fisheries program, including operation and maintenance of the fish facility and public distribution of mosquitofish.
- Manages and participates in vector population measurements and mosquitofish collection to identify new field sources; reviews and analyzes fish production.
- Conducts surveillance at assigned vector monitoring sites; identifies and treats mosquitofish diseases; and maintains site data and files to support analyses and recommendations.
- Ensure compliance with federal and state mandated regulations and standards as they are updated or revised.
- Oversee the development and direction of environmental management programs to reduce or eliminate factors conducive to vector production; conducts land and water-use surveys that promote vector production; and performs studies and investigations to evaluate the effectiveness of the District's source reduction programs.
- Ensures regulatory compliance with environmental resource agencies and other jurisdictions in the development of environmental program workshops, guidance, and policies.
- As assigned by management, provides technical and functional direction to part-time and seasonal staff; reviews and controls quality of work; trains employees in work methods, use of tools and equipment, and applicable safety precautions.
- Participates in the development and implementation of goals, objectives, policies, and priorities for environmental compliance programs; recommends and administers related policies and procedures.
- May design and fabricate equipment necessary for management of the mosquitofish program, including creating specialized tools and equipment.
- Prepares requests for qualifications and proposals; reviews proposals to ensure conformity with state law, local ordinances, and District policy.
- Conducts plan reviews, project consultations, and evaluations; prepares evaluation letters; and serves as a liaison with local and state agencies to ensure vector control requirements are incorporated into plan checks and permits.
- Investigates vector reduction cases for remediation or corrective action; coordinates and facilitates site inspections; and recommends and negotiates compliance and vector abatement terms and conditions.
- Leads the review of planning documents and environmental impact reports submitted by local jurisdictions or other sources; provides guidance on data collection, analyses, and management.

- Participates in public education and outreach projects and community activities; assists with educating the public on environmental, vector, and biological control programs and services; delivers presentations; and leads participatory discussions as the District representative.
- Provides general information regarding departmental policies, procedures, and regulations, including responding to complaints and requests for information and services.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Concepts and principles of vector biology and ecology; environmental management and regulatory compliance; and fish biology and ecology.
- Principles and practices of vector, environmental/regulatory, and fisheries management.
- Methods and techniques for implementing comprehensive fisheries programs.
- Scientific methods and protocols used to detect, determine cause of, and treat mosquitofish disease.
- Surveillance and investigative methods and techniques.
- Insecticides and their effects on fish and aquatic life, including water quality measurement and evaluation.
- Principles and techniques for working with groups and fostering effective team interaction to ensure smooth teamwork.
- Research techniques and investigative methods, including data interpretation and biostatistics.
- Principles and procedures of technical report writing and preparation of correspondence and presentations.
- Principles of mathematics and biostatistics.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Recordkeeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service when working with the public, vendors, contractors, and District staff.
- Structure and content of the English language, including meaning and spelling of words, rules of composition, and grammar.
- Modern office equipment and communication tools used for business functions and program, project, and task coordination, including computers and relevant software applications.

Ability to:

- Plan and implement comprehensive fisheries management programs.
- Evaluate program effectiveness and make adjustments as needed.
- Coordinate services with local government to ensure vector control methods are incorporated into planning and permitting processes.
- Conduct surveillance and investigations of program operations.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Conduct research and prepare findings and recommendations.
- Read and interpret grading and development plans and blueprints.
- Prepare clear, concise scientific and technical reports, correspondence, and other written materials.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Understand, interpret, and apply applicable laws, codes, regulations, policies, procedures, and standards relevant to assigned work.
- Effectively represent the department and District in meetings with governmental agencies, community groups, business, professional, and regulatory organizations, and individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Exercise tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, relevant software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training, education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to a bachelor's degree from an accredited college or university with major coursework in biological or environmental sciences, or a related field.

Experience: Five (5) years of full-time paid field experience, or equivalent, in vector biology or a related scientific program area within a vector control or similar agency.

Licenses and Certifications:

- Valid and appropriate California Driver License with an acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.
- Possession of, or ability to obtain, certification in Public Health Vector Control Categories A-D, as required by the California Department of Public Health, within one year of appointment, and maintained throughout employment with the District.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Mobility to work in a standard office and laboratory environment.
- Ability to use standard office and laboratory equipment, including a computer and diverse testing equipment.
- Must have vision in both eyes with the ability to demonstrate depth perception and color perception.
- Hearing and speech sufficient to communicate in person and by telephone.
- Ability to stand and walk between work areas as required.
- Finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.
- Ability to occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- Mobility to work in changing site conditions.
- Strength, stamina, and mobility to perform light to medium physical work.
- Ability to sit, stand, and walk on level, uneven, or slippery surfaces.
- Ability to reach, twist, turn, kneel, and bend.
- Ability to operate a motor vehicle and travel to various District and meeting sites.
- Vision sufficient to observe biological and environmental conditions.
- Ability to perform fieldwork involving frequent walking in operational areas for surveillance and environmental analysis.
- Ability to work in environments with potential exposure to hazardous materials at some site locations.
- Ability to lift, carry, push, and pull materials and objects averaging up to 50 pounds, or heavier weights using proper equipment and/or assistance from other staff.
- Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office and laboratory environment with moderate noise levels, controlled temperature conditions, and direct exposure to hazardous physical substances within the laboratory. Employees also work in the field and are exposed to loud noise levels; cold and hot temperatures; inclement weather conditions; mechanical and/or electrical hazards; vermin; insects; parasites; and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.



July 2026
Class Code: A-48
FLSA: Non-Exempt

COMMUNITY RELATIONS COORDINATOR

DEFINITION

Serves as the Community Relations Coordinator under the general direction of the Director of Communications. Assists management staff and the Public Information Officer by performing a variety of administrative, communications, and public outreach functions.

Responsibilities include website administration and maintenance, graphic design, multimedia content development, photography, videography, social media management, public engagement, and strategic communications support. Coordinates and disseminates public information through various communication channels to promote District programs, services, initiatives, and events. Provides administrative and clerical support related to communications and community relations activities and performs other duties and special projects as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management and supervisory staff. May provide technical direction to other staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Incumbents in this classification perform a wide range of professional communications, community engagement, and administrative support functions with considerable independence and initiative. Work is performed within established policies, procedures, and guidelines, requiring sound judgment, discretion, and the ability to prioritize and manage multiple assignments with minimal supervision.

Positions in this class require strong written and verbal communication skills, proficiency in graphic design and multimedia production, and the ability to effectively support the District's public information and community relations programs. Incumbents are expected to demonstrate expertise in website content management, social media administration, digital communications, photography, videography, graphic design, and related communications technologies.

Proficiency in office productivity software, website content management systems, graphic design applications, multimedia editing platforms, and social media tools is essential to the successful performance of assigned duties. Incumbents regularly interact with District staff, elected officials, community stakeholders, media representatives, and members of the public and must consistently demonstrate professionalism, diplomacy, and effective customer service.

Positions in this classification require knowledge of public communications principles, community engagement strategies, applicable laws and regulations related to public information and records,

District policies and procedures, and best practices in governmental communications. Incumbents work closely with the Director of Communications and other District leadership staff to support public outreach initiatives, strategic communications programs, community engagement activities, special events, Board communications, and other departmental projects and assignments as required.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists the Director of Communications and Public Information Officer (PIO) as needed.
- Provides back-up support for Community Relations Representatives as necessary.
- Designs, develops, and prepares multimedia materials for print, web, and social media, video, and other public communication platforms.
- Creates and edits graphic design, photography, videography, and digital content for District outreach and public information campaigns.
- Assists in the absence of PIO with correspondence, reports, press releases, presentations, and other written materials from drafts, notes, instructions, and verbal communication.
- Assists with the maintenance and updating of the District website and other digital communication platforms.
- Assists with social media management, content scheduling, and public engagement efforts.
- Assists with GIS-related applications, mapping graphics, and maintenance activities as assigned; compiles and utilizes GIS-generated maps, graphics, and reports to support public outreach efforts, educational materials, presentations, and social media initiatives.
- Assists with the preparation, coordination, and distribution of press releases and public outreach materials.
- Assists with video production, photography, event coverage, and multimedia projects for District programs and activities.
- Maintains electronic files, records, photographs, and multimedia archives.
- Operates computers, cameras, video equipment, graphic design software, and other multimedia-related equipment and applications.
- Plans, coordinates, and participate in community outreach events, public meetings, educational programs, and special events to promote District services and initiatives.
- Coordinates outreach activities, including scheduling events, arranging logistics, managing staff assignments, and ensuring the availability of required materials and resources.
- Develops and maintains relationships with community organizations, businesses, schools, and other stakeholders to enhance public awareness and engagement.
- Prepares, organizes, and distributes outreach materials, presentations, and informational resources to support community engagement efforts.
- Evaluates outreach events and participation opportunities by analyzing attendance, community feedback, and program outcomes; recommends continued participation or modifications to maximize effectiveness.
- Maintains records, prepares reports, and tracks outreach activities, event metrics, and community engagement initiatives.
- Responds to public inquiries and provides information regarding District programs, services, and community involvement opportunities.
- Performs administrative, clerical, and related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Microsoft Office Suite applications.
- Graphic design and multimedia software, including Adobe Creative Cloud applications, Adobe Dreamweaver, Canva, and website development and maintenance platforms.
- Website content management systems and social media platforms.
- Database and data management software.
- Principles and techniques of graphic design, multimedia content creation, photography, videography, and digital communications.
- Developing and designing materials for print, web, social media, and public distribution.
- Concepts, trends, and best practices in social media and public outreach communications.
- Principles of business correspondence, report writing, and preparation of a variety of written materials.
- Proper English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Recognize problems; gather, organize, and analyze information; and develop feasible solutions.
- Work independently with a high degree of initiative and sound judgement.
- Communicate with the public, District staff, and outside agencies in a tactful, courteous, and professional manner.
- Prepare letters, memoranda, reports, and other written informational materials that meet professional business standards.
- Develop brochures, flyers, and presentations, graphics, and other multimedia materials.
- Assist with GIS-related field management solutions and applications assigned.
- Effectively communicate with the public in person, by phone and through digital communication platforms.
- Manage multiple assignments and meet deadlines in a fast-paced work environment.

Education and Experience:

Any combination of training, education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to a bachelor's degree from an accredited college or university with major coursework in Communications, Multimedia Design, Graphic Design, Public Relations, Marketing, Journalism, Digital Media, or a closely related field.

Experience: Two (2) years of increasingly responsible professional work experience in communications, multimedia production, graphic design, public outreach, social media management, website administration, or a closely related field.

Licenses and Certifications:

- Valid and appropriate California Driver License with an acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

- Possession of, or ability to obtain, certification in Public Health Vector Control Categories A-D, as required by the California Department of Public Health, within one year of appointment, and maintained throughout employment with the District.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer.
- Must possess vision to read printed materials, and a computer screen, and to operate a motor vehicle to visit various District sites.
- Must possess sufficient hearing and speech abilities to communicate in person and over the telephone.
- This classification is primarily sedentary; however, walking and standing in work areas and between work areas may be required.
- Finger dexterity is required to access, enter, and retrieve data using a computer keyboard, calculator, and standard office equipment.
- Positions in this classification occasionally require bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees also work in the community and may be exposed to vermin, insects, and parasites.
- Employees may interact with upset staff, members of the public, and private representatives while interpreting and enforcing departmental policies and procedures.



July 2026
Class Code: A-36 / A-40
FLSA: Non-Exempt

COMMUNITY RELATIONS REPRESENTATIVE I/II

DEFINITION

Under immediate supervision (Community Relations Representative I) or general supervision (Community Relations Representative II), serves as a primary point of contact between the District and the public. Provides information, assistance, and customer service regarding District programs, services, operations, and public health initiatives through telephone, email, written correspondence, in-person interactions, and community outreach activities.

Responds to public inquiries, service requests, and complaints. Provides education and information regarding vector-related issues, including vector identification, breeding source prevention, abatement practices, and District services. Facilitates communication between the public and District staff to ensure timely and effective service delivery.

Performs a variety of administrative, customer service, and office support duties, including maintaining records and databases, preparing correspondence and reports, processing service requests, coordinating outreach activities, and supporting public information and community engagement programs. May assist with educational events, community meetings, public outreach campaigns, and special projects designed to increase public awareness of District services and vector-related public health concerns.

Incumbents are expected to exercise sound judgment, maintain positive public relations, and provide accurate and professional information while representing the District. Performs related duties and special projects as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision (Community Relations Representative I) or general supervision (Community Relations Representative II) from the Director of Communications. Exercises no direct supervision over assigned staff.

CLASS CHARACTERISTICS

Community Relations Representative I

This is the entry-level classification in the Community Relations Representative series. Incumbents perform a variety of customer service, public outreach, community relations, and administrative support duties while learning District programs, services, policies, procedures, and operational practices. Work is initially performed under close supervision within a structured environment and in accordance with established guidelines and procedures.

As knowledge, skills, and experience are acquired, incumbents are assigned increasingly responsible and complex duties and are expected to exercise greater independence in completing assigned work. Positions at this level perform many of the duties assigned to the Community

Relations Representative II classification; however, assignments are generally less complex and incumbents receive more frequent direction, guidance, and review. Work is typically reviewed both during performance and upon completion to ensure accuracy, quality, and compliance with established standards.

Community Relations Representative II

This is the fully qualified journey-level classification in the Community Relations Representative series. Incumbents perform the full range of community relations, customer service, public outreach, and administrative support duties and are expected to work independently while exercising sound judgment, initiative, and discretion.

Positions at this level are distinguished from the Community Relations Representative I classification by their responsibility for handling more complex assignments, independently resolving issues, coordinating activities, and serving as a knowledgeable resource regarding District programs, services, policies, and procedures. Incumbents receive general supervision and are expected to independently prioritize workload, apply established policies and procedures, and respond effectively to a variety of public inquiries and service requests. Work is reviewed primarily through results achieved, customer service effectiveness, and adherence to District objectives and standards.

Class Characteristics

Positions in the Community Relations Representative series are flexibly staffed. Advancement from Community Relations Representative I to Community Relations Representative II is based on demonstrated competency, satisfactory job performance, acquisition of the knowledge, skills, and abilities required for the journey-level classification, fulfillment of applicable minimum qualifications, including any required licenses or certifications, and management approval. Advancement is contingent upon the incumbent performing the full range of duties assigned to the Community Relations Representative II classification.

Assignments may vary based on organizational needs and area of assignment. Depending on operational requirements, incumbents may perform a combination of community relations, public education, customer service, stakeholder engagement, public outreach, service request coordination, and administrative support functions. Positions may also assist with educational programs, community events, public information initiatives, and other activities that support the District's mission, public health objectives, and community engagement goals.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Community Relations Representative I level may perform some of these duties and responsibilities in a learning capacity.

- Performs general reception duties. Receives and screens visitors and telephone calls. Takes messages. Directs callers and visitors to the appropriate office or staff member.
- Provides education and outreach to residents regarding vector breeding source identification, prevention, and mitigation.

- Responds to public inquiries by phone, email, and in person regarding mosquito and vector-related concerns.
- Assists with community outreach activities, educational events, and public awareness initiatives.
- Supports public relations and communication efforts by disseminating educational materials and public awareness information.
- Provides information regarding District programs, activities, and functions; assists in interpreting and applying basic regulations, policies, procedures, systems, and rules in response to public inquiries and complaints.
- Receives and processes service requests and prepares service request reports for distribution to zone inspectors.
- Performs routine administrative and customer service duties to support District operations, including data entry, document preparation, records organization, and filing.
- Gathers, assembles, and distributes a variety of District-specific materials, including forms, records, and data as requested. Disseminates information to appropriate parties.
- Prepares, scans, copies, collates, and distributes a variety of documents, including informational mailings and related materials. Ensures proper filing and maintenance of District records.
- Maintains and updates records, files, and report summaries.
- Monitors office and related supplies. Troubleshoots and resolves basic office equipment issues.
- Maintains postage equipment; prepares monthly postage reports; schedules maintenance and repairs; adds postage funds; and processes outgoing mail.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Duties may vary depending on area of assignment, and not all positions perform all duties listed.
- Performs related duties as assigned.

QUALIFICATIONS

Positions at the Community Relations Representative I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- District services and operations, including rules and regulations pertinent to assigned areas of responsibility.
- General office administrative practices and procedures.
- Methods and techniques for processing District service requests.
- Recordkeeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service through effective interaction with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern office equipment and communication tools used for business operations. Program, project, and task coordination, including computers and software applications relevant to assigned work.

Ability to:

- Effectively communicates technical and educational information to the public regarding vector prevention and mitigation.
- Establishes and maintains positive working relationships with community members, residents, vendors, contractors, and District staff.
- Provides professional customer service through phone, email, written correspondence, and in-person interactions.
- Enters and retrieves data from a computer with sufficient speed and accuracy to perform assigned work.
- Establishes and maintains a variety of filing, recordkeeping, and tracking systems.
- Generates system reports.
- Processes a diverse range of service requests and applications.
- Demonstrates excellent customer service skills.
- Understands and follows oral and written instructions.
- Organizes and prioritizes work assignments and meets critical deadlines.
- Interprets, applies, and ensures compliance with regulations, policies, procedures, and standards relevant to assigned work.
- Effectively uses computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicates clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establishes, maintains, and fosters positive and effective working relationships with individuals encountered in the course of work.

Education and Experience:

Any combination of training, education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Community Relations Representative I/II: Equivalent to completion of the twelfth (12th) grade.

Experience:

Community Relations Representative I: One (1) year of office support experience.

Community Relations Representative II: Three (3) years of customer service, community outreach, public relations, or administrative support experience in a vector control, public agency, or related setting.

Licenses and Certifications:

- Valid and appropriate California Driver License with an acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.
- **Community Relations Representative II:** Possession of, or ability to obtain, certification in Public Health Vector Control Categories A-D, as required by the California Department of

Public Health, within one year of appointment, and maintained throughout employment with the District.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer.
- Must possess vision to read printed materials, and a computer screen, and to operate a motor vehicle to visit various District sites.
- Must possess sufficient hearing and speech abilities to communicate in person and over the telephone.
- This classification is primarily sedentary; however, walking and standing in work areas and between work areas may be required.
- Finger dexterity is required to access, enter, and retrieve data using a computer keyboard, calculator, and standard office equipment.
- Positions in this classification occasionally require bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees also work in the community and may be exposed to vermin, insects, and parasites.
- Employees may interact with upset staff, members of the public, and private representatives while interpreting and enforcing departmental policies and procedures.



July 2026
Class Code: A-40; A-48; A-52
FLSA: Non-Exempt

DATA APPLICATION SPECIALIST SERIES (JUNIOR, I, II)

DEFINITION

Under general supervision, performs a variety of technical, analytical, and application support duties in support of the District's business applications, data management systems, databases, and end-user technology services. Responsibilities include supporting, maintaining, and enhancing the District's custom-developed and commercial software applications. Developing, integrating, testing, and maintaining web-based applications and interfaces that connect internal and third-party systems. Validating data quality and integrity. Assisting with database administration, reporting, and business process automation.

Incumbents provide front-end and back-end application support, perform relational database management and analysis, troubleshoot application and system issues, develop and maintain technical documentation, and coordinate user account administration and onboarding activities. Duties may also include configuring, deploying, and supporting desktop and mobile computing devices. Providing Tier I technical support and user training. Researching and resolving technical issues. Collaborating with District departments to identify business requirements, improve workflows, and implement technology solutions that enhance operational effectiveness.

Successful incumbents possess working knowledge of business applications, operating systems, relational database concepts, data management principles, application development methodologies, web technologies, and programming or scripting languages. The position requires strong analytical, problem-solving, organizational, customer service, communication, and project coordination skills, as well as the ability to manage multiple priorities and maintain effective working relationships with staff, vendors, and stakeholders.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management and supervisory staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

➤ Junior Data Application Specialist

- Positions at this level perform entry-level technical and application support duties under close supervision. Incumbents assist with data validation, reporting, troubleshooting, onboarding activities, and basic application and hardware support while learning District systems, processes, and standards.

➤ **Data Application Specialist I**

- Positions at this level perform journey-level technical duties with increasing independence and responsibility. Incumbents support and maintain data applications. Provide end-user training and technical support. Assist with application development and database administration. Participate in implementing technology solutions to support District operations.

➤ **Data Application Specialist II**

Positions at this level performs advanced and specialized technical duties with minimal supervision and exercise a high degree of independent judgment, initiative, and innovation in addressing complex business and technology challenges. Incumbents lead and coordinate complex application support, database, and system integration projects. Analyzes organizational and operational needs. Recommend and implements technology improvements. Collaborates with department leadership to enhance business processes and system functionality. Responsibilities include providing technical guidance related to custom application development, database administration, system integrations, and District technology initiatives. Employees are expected to proactively identify opportunities for improvement, explore cost-saving solutions through the effective use of open-source technologies and emerging tools, evaluate and eliminate redundant workflows, and develop streamlined processes that reduce costs, optimize resource utilization, improve efficiency, and minimize operational errors.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Builds, maintains, and supports custom web-based applications and reporting solutions utilizing programming languages and technologies such as PHP, HTML, JavaScript, CSS, JSON, and related tools.
- Supports front-end and back-end application development, testing, implementation, and maintenance activities.
- Develops, maintains, and supports relational databases, including SQL Server database administration and T-SQL query development.
- Integrates District applications with internal and third-party systems to support operational efficiency and data accessibility.
- Analyzes field-collected and system-generated data to ensure data integrity, consistency, and accuracy.
- Generates reports and dashboards utilizing tools such as Microsoft Excel, Google Sheets, SQL reporting tools, and related technologies.
- Supports geospatial data applications and assists in presenting geographic information through maps and related visual tools.
- Collaborate with department heads, management, and end users to gather requirements for new or updated applications and technology solutions.
- Research, evaluates, recommends, and assists with implementing technology improvements and application enhancements.

- Provides Tier 1 IT support, including troubleshooting hardware, software, printers, audio/video, and connectivity issues.
- Configures, deploys, maintains, and troubleshoots desktop computers, laptops, mobile devices, and related peripherals.
- Assists with onboarding new users, including setup and configuration of computers, laptops, accounts, software access, and related equipment.
- Trains staff on software applications, Microsoft Office tools, District technology systems, and established procedures.
- Creates and maintains technical documentation, user procedures, training materials, and IT process documentation.
- Ensure operating systems and devices are updated with current security patches and software updates.
- Supports user account administration, access permissions, and Active Directory-related functions.
- Participates in application lifecycle activities including requirements gathering, testing, implementation, maintenance, and user support.
- Establishes and maintains cooperative and effective working relationships with District staff, vendors, consultants, and outside agencies.
- Communicate effectively, both orally and in writing.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Knowledge of and hands-on experience with Windows operating systems, including enterprise workstation management.
- iPad management utilizing MDM solutions.
- Principles and practices of application development life cycles.
- Website design and programming language such as HTML5, PHP, JavaScript, CSS, JSON, and related technologies.
- Relational database concepts, SQL Server database administration, and T-SQL query generation.
- Front-end and back-end application support and integration methods.
- Installation, configuration, and support of Microsoft Office applications and related software tools.
- Active Directory and user account management principles.
- Network configuration concepts and protocols, including DHCP, DNS, and related technologies.
- Geospatial data concepts and mapping applications.
- Online collaboration tools such as Google Workspace applications.
- IT troubleshooting methods and customer service practices.
- Data integrity, data validation, and reporting principles.
- Technical documentation and training methods.

Ability to:

- Provide excellent customer service and technical support to District staff and end users.
- Analyze technical and operational needs and recommend appropriate technology solutions.
- Gather, evaluate, and document user requirements for applications and systems.
- Troubleshoot and resolve hardware, software, database, and application issues.

- Communicate effectively, both orally and in writing.
- Prepare clear and concise reports, correspondence, and technical documentation.
- Work independently with minimal supervision while managing multiple priorities and assignments.
- Establish and maintain effective working relationships with staff, vendors, and stakeholders.
- Train users on software applications, systems, and District technology procedures.
- Interpret and apply technical instructions, policies, and procedures.
- Use analytical and problem-solving skills to evaluate issues and implement effective solutions.
- Communicate clearly and concisely, both orally and in writing, using the structure and content of the English language, including the rules of composition, and grammar.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Experience in vector control or a public health agency is highly desirable.
- **Junior Data Application Specialist**
 - Completion of junior-level coursework at an accredited university pursuing a degree in Computer Science, Information Technology, Information Systems, or a related field.
- **Data Application Specialist I**
 - Bachelor's degree in Computer Science, Information Technology, Information Systems, or a related technology field.
 - One (1) year of relevant technical experience.
- **Data Application Specialist II**
 - Bachelor's degree or higher in Computer Science, Information Technology, Information Systems, or a related technology field.
 - Five (5) years of relevant technical experience.

Licenses and Certifications:

- Valid and appropriate California Driver License with an acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer.
- Must possess vision to read printed materials, and a computer screen, and to operate a motor vehicle to visit various District sites.
- Must possess sufficient hearing and speech abilities to communicate in person and over the telephone.
- This classification is primarily sedentary; however, walking and standing in work areas and between work areas may be required.
- Finger dexterity is required to access, enter, and retrieve data using a computer keyboard, calculator, and standard office equipment.
- Positions in this classification occasionally require bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.



July 2026
Class Code: A-50; A-53
FLSA: Non-Exempt

EDUCATION COORDINATOR SERIES

DEFINITION

Under general direction, develops, coordinates, implements, and evaluates comprehensive public education, community outreach, and employee training programs that support the District's mission, services, and public health initiatives. Plans and delivers educational programs and presentations for K–12 schools, community organizations, civic groups, businesses, and the public.

Develops, evaluates, and updates educational curricula, instructional materials, outreach resources, and program content to ensure alignment with District goals, regulatory requirements, and industry best practices. Establishes and maintains collaborative relationships with educators, school administrators, community partners, public agencies, and stakeholder organizations to promote awareness of vector-borne disease prevention, environmental stewardship, and District services.

Coordinates, monitors, and supports employee training and professional development programs, including continuing education activities, certification and license renewal requirements, regulatory compliance training, and workforce development initiatives for District personnel. Maintains training records, evaluates program effectiveness, and recommends improvements to enhance educational outcomes and organizational performance.

Provides technical expertise and support related to public education, outreach, and training programs. Assists with special events, community engagement activities, public information campaigns, and grant-funded initiatives. Performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Communications. Provides technical direction to staff related to educational programming and activities. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification performs a variety of professional education, outreach, and training coordination duties in support of the District's public health, vector management, and community engagement programs. Responsibilities include scheduling, coordinating, and delivering educational presentations and classroom programs. Implementing vector and public health education curricula for schools and community groups. Assisting with the development, implementation, and evaluation of public outreach and education initiatives.

Duties include developing and maintaining educational materials, presentations, exhibits, and informational resources. Coordinating the District's participation in educational fairs, community events, and outreach activities. and serving as a liaison with schools, educators, community

organizations, and other stakeholders to promote awareness of vector-related public health issues and District services.

The incumbent coordinates and monitors the District's employee training and continuing education programs for Vector Control Technicians and other District personnel. Responsibilities include tracking certification and license renewal requirements, maintaining training records, coordinating training opportunities, and supporting compliance with applicable continuing education standards, regulatory requirements, and District policies.

Provides technical guidance and support to staff involved in educational programming, outreach activities, and training initiatives. Work is performed with a moderate degree of independence within established policies, procedures, and program objectives and is reviewed through conferences, reports, and results achieved for accuracy, effectiveness, and compliance with District requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Oversees all aspects of the District's elementary and secondary student education programs. Schedules and conducts District educational classroom programs related to vector control management.
- Creates and implements approved educational lesson plans and classroom in accordance with California Department of Education guidelines. Monitors trends in vector management education.
- Researches, evaluates, designs, and selects educational materials that are current and age relevant. Selects and orders new instructional materials. Maintains an inventory of educational materials and supplies.
- Develops and prepares educational classroom and training materials. Distributes materials for educational and internal training programs.
- Coordinates, monitors, and supports continuing education requirements for District employees and Vector Control Technicians. Schedules for webinars and training sessions.
- Registers employees for exams and courses. Tracks, maintains, and reports continuing education units, certification, and license renewal information to the California Department of Public Health and other regulatory agencies.
- Participates in implementation and coordinating annual educational activities, contests, workshops, and training events.
- Assists with community outreach, public events, fairs, education programs, and other District activities. Responds to vector-related questions from the public and staff.
- Assists in creating and editing educational scripts, films, videos, presentations, and social media content.
- Serves as backup support for front office staff as needed; answers phone and schedules appointments.
- Provides technical direction to staff related to educational programming and activities.
- Observes and complies with all District and mandated safety rules, regulations, policies, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of teaching primary school students, including emerging educational technologies.
- Principles of pesticide application and safety, mosquito biology and control, terrestrial invertebrate vector control, and vertebrate vector control.
- Community resources related to vector control programs.
- California Standards for the Teaching Profession, California Common Core standards, English Language Development Standards, and Next Generation Science Standards.
- Principles of child development.
- Community demographics.
- Teaching best practices, including student engagement strategies.
- Guided Language Acquisition and Development (GLAD).
- Thinking Maps' purpose and implementation.
- Positive Behavior Intervention and Support (PBIS).
- Structured language practice.
- Basic concepts of video production and scriptwriting.
- Educational materials purchased or created by the District are current, age-appropriate, and compliant with California Department of Education guidelines.
- Trends in vector management education.
- Certification and continuing education requirements for vector control technicians, as required.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively interacting with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions. Program, project, and task coordination, including computers and software programs relevant to assigned duties.

Ability to:

- Create a positive classroom learning environment.
- Effectively work with youth of various ages, education system administrators, local elected officials, and private education entities.
- Develop or modify appropriate age curricula for a diverse range of students.
- Research, evaluate, adapt, and utilize emerging educational technologies and instructional methods.
- Oversee and monitor the District's employee certification and continuing education program requirements for staff.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, procedures, and standards relevant to assigned work.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, business organizations, professional associations, regulatory organizations, and other stakeholders.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.

- Exercise tact, initiative, prudence, and independent judgment within established policies, procedural, and legal guidelines.
- Effectively utilize computer systems, software applications relevant to assigned work, and modern business equipment to perform a variety of duties and tasks.
- Communicate clearly and concisely, both orally and in writing, using proper English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with individuals encountered in the course of work.

Education and Experience:

Any combination of training, education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to a bachelor's degree from an accredited college or university with major coursework in education, communication arts, biological sciences, public health, or a related field.

Experience: Three (3) years of experience teaching youth educational curriculum, preferably within an accredited public, private, or charter school.

Education Coordinator Series:

Education Coordinator I: Bachelor's Degree and three (3) years of experience teaching youth education curriculum.

Education Coordinator II: Possession of, or ability to obtain and maintain, a current California Teaching Credential. Five (5) years of experience teaching youth education curriculum.

Licenses and Certifications:

- Valid and appropriate California Driver License with an acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.
- Possession of, or ability to obtain, certification in Public Health Vector Control Categories A-D, as required by the California Department of Public Health, within one year of appointment, and maintained throughout employment with the District.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess mobility to work in a standard office/classroom setting and use standard office equipment, including a computer.
- Must possess vision to read printed materials, and a computer screen, and to operate a motor vehicle to visit various District sites.

- Must possess sufficient hearing and speech abilities to communicate in person and over the telephone.
- This classification is primarily sedentary; however, walking and standing in work areas and between work areas may be required.
- Finger dexterity is required to access, enter, and retrieve data using a computer keyboard, calculator, and standard office equipment.
- Positions in this classification occasionally require bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employees may be required to work a flexible schedule, including occasional evenings or weekends, to accommodate District programs, training activities, and operational needs.
- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees also work in the community and may be exposed to vermin, insects, and parasites.
- Employees may interact with upset staff, members of the public, and private representatives while interpreting and enforcing departmental policies and procedures.



July 2026
Class Code: A-55
FLSA: Non-Exempt

FACILITIES AND FLEET COORDINATOR

DEFINITION

Under direction, plans and oversees the operation, maintenance, service, and repair of District vehicles, special equipment, buildings, and grounds; provides recommendations regarding the section budget and monitors expenditures; develops, maintains, repairs, designs, and fabricates a variety of tools and equipment used for mosquito control and surveillance activities; oversees and coordinates work performed by outside vendors and contractors; oversees the procurement of fleet vehicles and District equipment; coordinates the maintenance and repair of automated facility systems, including gates; administers the procurement and inventory of uniforms ; provides technical assistance and training to lower-level staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Operations Manager or designee. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the Fleet and Equipment Maintenance series, responsible for performing the most complex work assigned to the series. Incumbents regularly work on varied and complex assignments requiring considerable discretion and independent judgment. Positions in this classification rely on experience and sound judgment to perform assigned duties and ensure the efficient and effective operation of the assigned program area. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Work is typically reviewed upon completion for soundness, appropriateness, and conformity with policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Schedules and perform servicing, preventive maintenance, inspection, diagnostic troubleshooting, and repairs on a variety of District-owned vehicles and equipment.
- Performs vehicle repairs, including major tune-ups, minor engine overhauls, carburetor rebuilding and adjustment, and tire repairs.

- Conducts diagnostic testing and troubleshooting of faulty equipment; locates and corrects malfunctions through disassembly, adjustment, repair, and overhaul, including the replacement of defective components and systems.
- Makes emergency field repairs as required; determines the need for and arranges repair work to be done by outside vendors when work in District facilities is not feasible.
- Modifies, develops, designs and fabricates specialized equipment for the District; performs light welding and fabrication of parts such as tanks, brackets, mountings, tubing, and nozzles.
- Modifies commercial spraying equipment to meet District requirements; calibrates air systems in accordance with applicable regulations and safety standards; and installs equipment on vehicles.
- Inspects and diagnoses more complex problems with vehicles and specialized spray equipment as reported by field and/or shop personnel; inspects work in progress and repair activities to ensure completion and compliance with standard operating procedures and practices.
- Maintains service records and inventories of fuel and operational materials, parts, and shop equipment inventory; keeps records of supplies issued and received; requisitions materials and supplies as required; receives, inspects and stores delivered materials.
- Coordinates the ordering, issuance, inventory, and replacement of employee uniforms to ensure compliance with District safety requirements and operational needs.
- Prepares summary reports of maintenance activities; submits equipment and maintenance supply requirements for annual fiscal year budget; develops and recommends specifications for equipment and facilities to meet District requirements.
- Provides work leadership to assigned staff; assigns tasks, provides on-the-job training and instructs in proper procedures and methods; reviews work for adequacy and completeness.
- Attends training courses offered by automotive vendors to learn new repair methods and maintenance procedures; presents information received at training classes to assigned staff in the maintenance shop.
- Coordinates with the Director regarding special projects involving facility upgrades or repairs.
- Coordinates the issuance and management of fuel cards for District staff and toll road transponders for select field employees and vehicles.
- Diagnoses, troubleshoots, and coordinates repairs to automatic gate systems; works with contractors and vendors to ensure proper maintenance and operations.
- Keeps tools, shop equipment, and facilities in an orderly and safe condition; properly handles and disposes of waste chemicals and motor oil.
- Plans, organizes, assigns, prioritizes, reviews, and participates in a variety of semi-skilled and skilled duties related to the operation, maintenance, and repair of pesticide application equipment, facilities, grounds, and other District equipment.
- Provides recommendations regarding annual operating and capital budgets by identifying resource needs, preparing cost estimates and supporting justifications, monitoring expenditures, estimating equipment and material needs for repair projects and outsourced services, and recommending expenditures.
- Procures materials, supplies, parts, equipment, and tools in accordance with District policies.
- Oversee the District's fleet management program, including acquisition, utilization, outsourcing repairs, servicing and maintenance, and replacement of vehicles; reviews data; reviews the costs of maintaining existing vehicles compared with the costs of purchasing new vehicles.
- Develops and maintains Standard Operating Procedures (SOPs) for fleet vehicle maintenance, building maintenance, and custodial standards.
- Inspects and ensures compliance with facility maintenance performance goals and budgetary requirements; inspects work in progress and reviews completed work for the quantity and quality of outside contractors' workmanship.

- Develops requests for proposals for capital improvement projects, landscape maintenance services, janitorial services, HVAC services, building alarm systems, plumbing, electrical, facility improvements, fleet maintenance, and large vehicle purchases; prepares scopes of work and technical specifications.
- Searches for potential vendors; evaluates proposals; checks references; recommends contract awards; oversees vendor and contractor activities from project inception through completion; and administers contracts to ensure compliance with District specifications and service quality.
- Uses a variety of vehicles, tools, and equipment, including trucks, forklifts, hand tools, and power tools; oversees the proper use, care, and maintenance of tools, supplies, and equipment; maintains inventory of equipment, materials, and supplies.
- Reads, interprets, and applies information from manuals, diagrams, and written instructions.
- Coordinates the maintenance and repair of District-owned facilities.
- Observes and complies with all District and other mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Methods, techniques, parts, tools, and materials used in the overhaul, maintenance, and repair of diesel- and gasoline-powered vehicles, including automatic and manual transmissions, brake, suspension and steering systems.
- Operational characteristics of a diverse range of systems and components in light- and heavy-duty vehicles and equipment.
- Methods and techniques of using specialized light and heavy vehicle and equipment diagnostic tools.
- Operation and maintenance of a wide variety of hand, power, and shop tools, and equipment common to the field.
- Thorough knowledge of lubrication systems, including the oils and greases used in servicing and maintaining vehicles and equipment.
- Methods, techniques, tools, and equipment used to adjust vehicles and equipment.
- Methods and techniques for safely handling chemicals and other hazardous materials used in District operations.
- Methods and techniques used to calibrate and/or repair small engines, blowers, pumping systems and chemical application equipment such as sprayers and other related items.
- Practices and procedures for shop and field welding, including the operation of oxyacetylene and electric arc welding equipment; welding properties of various metals and alloys.
- Principles, methods, materials, tools, and equipment related to the routine maintenance, repair, inspection, and alteration of buildings, facilities, and related equipment.
- Principles of heating, ventilation, and air conditioning (HVAC), lighting, electrical, plumbing, security, grounds maintenance, and building systems.
- Construction principles, methods, materials, tools, and equipment in multiple trades areas such as carpentry, mechanical, electrical, and plumbing.
- District and OSHA safety rules, regulations, and protocols.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and procedures relevant to assigned area of responsibility.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and programs, projects, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Prepare and implement training programs.
- Independently diagnose and repair a wide range of complex mechanical problems in both light and heavy-duty vehicles.
- Operate and maintain a wide variety of hand tools, power tools, shop tools, and equipment used in the work.
- Estimate necessary materials and equipment to complete assignments.
- Prepare records and basic reports.
- Read and interpret manuals, specifications, and drawings.
- Use shop mathematics to make calculations.
- Fabricate and repair a wide variety of metal parts, equipment, and tools.
- Maintain logs and records.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Effectively use computer systems, software applications relevant to the work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in automotive technology, automotive mechanics, or a related field.

Experience: Five (5) years of progressively responsible experience in the maintenance and repair of light- and heavy-duty vehicles and construction equipment. Two (2) years of professional HVAC experience and two (2) years of supervisory experience are highly desirable.

Licenses/Certifications:

- Valid and appropriate California Driver License with an acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.
- Possession of an Automotive Service Excellence (ASE) Master Certification in Automobile or Medium/Heavy Truck Repair is highly desirable.
- Automotive Service Excellence (ASE) specialty certifications in areas for which the incumbent does not possess a Master Certification are desirable.
- Possession of a valid U.S. Environmental Protection Agency (EPA) Section 608 Universal Technician Certification is required and must be maintained throughout employment.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possess mobility to work in field environments and the strength, stamina, and agility required to perform medium- to heavy-duty physical work.
- Sit, stand, and walk on level, uneven, and slippery surfaces for extended periods.
- Frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and perform repetitive hand and wrist movements in the course of daily duties.
- Climb, descend, and work safely from ladders.
- Operate a variety of hand and power tools, construction equipment, and District vehicles.
- Possess sufficient vision to inspect and safely operate tools, equipment, and District vehicles.
- Possess the finger dexterity necessary to operate and repair tools and equipment.
- Lift, carry, push, and pull materials and objects weighing up to 70 pounds; move heavier items using appropriate equipment and/or assistance from others.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work in the shop and field environments with exposure to loud noise levels.
- Work in extremely hot and cold temperatures and inclement weather conditions.
- Be exposed to road hazards and vibrations.
- Be exposed to chemicals, mechanical hazards, electrical hazards, hazardous substances, fumes, pesticides, dust, and air contaminants.
- Be exposed to dust, airborne contaminants, vectors, and vector-borne diseases.
- Interact with upset staff, members of the public, and representatives of public and private agencies while interpreting and enforcing District policies, procedures, and applicable regulations.



July 2026
Class Code: A-48
FLSA: Non-Exempt

FACILITY MAINTENANCE TECHNICIAN

DEFINITION

Under supervision, performs a variety of skilled and semi-skilled building maintenance, preventive maintenance, and repair work involving the interior and exterior of District facilities. Performs maintenance and repair of District facilities using skills in carpentry, plumbing, electrical work, routine vehicle maintenance, District resource management, and custodial support. Independently performs a variety of tasks supporting the maintenance and operation of District facilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fleet and Equipment Coordinator. Does not exercise direct supervision over assigned staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs maintenance, repair, and minor construction work related to District facilities.
- Performs maintenance and repair of both the interior and exterior of District facilities, including roof leak mitigation, irrigation and sprinkler repairs, parking lot maintenance, asphalt repair, graffiti removal, fencing, gates, sidewalks, and related exterior improvements.
- Performs preventive maintenance of District facilities by conducting inspections and repairing carpentry, painting, flooring, shelving, tile, carpet, and related building components.
- Conducts facility inspections, identifies maintenance deficiencies, documents findings, and reports recommended repairs to the appropriate supervisor.
- Responds to District emergencies such as roof leaks, restroom overflows, and other facility-related issues.
- Performs minor carpentry, plumbing, electrical, and painting work related to District facilities.
- Performs general repair and replacement of door, wall, and floor framing.
- Assists in the general care and maintenance of plumbing systems and fixtures, including water faucets, sinks, commodes, water heaters, valves, and drains.
- Performs maintenance and repair of electrical and lighting systems, including outlets, wiring, switches, conduits, circuit breakers, fountains, pump systems, and related electrical equipment.
- Performs carpentry and millwork by making repairs to furniture and workstations.
- Performs minor landscaping work such as replacing faulty irrigation heads, debris removal, and related grounds maintenance.

- Assists with custodial duties as needed, including cleaning offices, restrooms, break rooms, parking lots, sidewalks, emptying trash receptacles, restocking restroom supplies, and operating powered cleaning equipment.
- Cleans fleet maintenance facilities and equipment as needed and stripes parking lot spaces at District facilities.
- Operates specialized equipment, including forklifts and scissor lifts, to support deliveries, resource staging, facility maintenance activities, and repairs.
- Sets up rooms and arranges furniture and equipment for classes, meetings, conferences, and other District functions.
- Purchases maintenance materials, tools, equipment, cleaning supplies, office supplies, and meeting supplies in accordance with District purchasing procedures.
- Maintains inventory of equipment and supplies, making minor purchases as necessary.
- Documents maintenance activities, inspections, repairs, and preventive maintenance using the District's computerized work order system, including uploading photographs and recording work performed.
- As assigned, assists Fleet Maintenance staff with automotive maintenance and repairs, including lubrication, oil changes, tire repair and rotation, and brake repairs.
- May assist with or serve as backup for pesticide check-out, inventory, mixing, loading, and related operational support activities.
- Assists with laundering District uniforms on-site as necessary.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, materials, tools, and standard practices of the carpentry and maintenance trades.
- Occupational hazards and safety precautions associated with facility maintenance work.
- Principles of plumbing maintenance and repair.
- Electrical methods and techniques.
- Routine vehicle maintenance practices.
- Methods for the proper use and care of the tools, equipment, and materials required to perform assigned job functions.
- Basic computerized work order and maintenance management systems.

Ability to:

- Safely and effectively operate a variety of maintenance equipment, tools, and materials.
- Diagnose and repair carpentry, electrical, and plumbing systems affecting District facilities.
- Inspect facilities, identify maintenance deficiencies, and recommend corrective actions.
- Use logical and creative approaches to troubleshoot a variety of maintenance problems throughout the District.
- Accurately document maintenance activities using computerized work order systems.
- Understand and carry out oral and written instructions and follow District policies and procedures.
- Prioritize and perform multiple tasks with speed and accuracy to meet deadlines and respond to urgent situations.
- Communicate effectively with others, both orally and in writing, using technical and non-technical language.

Education and Experience:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to completion of the twelfth (12th) grade.

Experience: Two years of increasingly responsible experience in facility maintenance, construction, carpentry, electrical work, plumbing, or a closely related field. Equivalent combinations of training and experience may be considered.

Licenses and Certifications:

- Valid and appropriate California Driver License with an acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.
- Ability to obtain and maintain District required forklift and scissor lift certifications within the timeframe established by the District.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work in office and field environments, including sitting at a desk, using standard office equipment, attending meetings, and performing maintenance activities at District facilities.
- Communicate effectively in person and by telephone.
- Read handwritten and printed materials and view computer screens.
- Comprehend, reason, analyze, and draw conclusions regarding technical situations and information.
- Distinguish colors to inspect electrical wiring.
- Detect odors, including gas or sewage leaks.
- Use the sense of touch to determine hot and cold-water fixtures.
- Possess sufficient vision to safely perform the essential functions of the position.
- Demonstrates manual dexterity to operate calculators, cameras, computers, hand tools, power tools, and inspect electrical devices.
- Safely use ladders, hand tools, and power tools to perform essential job duties.
- Demonstrate the manual dexterity necessary to safely lift, maneuver, and handle equipment and tools required for the position.
- Possess sufficient mobility of the arms to reach and sufficient dexterity of the hands to grasp and manipulate small objects.
- Lift and carry materials, equipment, tools, and supplies weighing up to 50 pounds for distances of up to 100 feet.
- Frequently lift, push, and/or pull objects weighing approximately 50 pounds. Heavier lifting is an infrequent aspect of this position.
- Stand, stoop, reach, bend, and walk on uneven terrain.
- Bend, squat, climb, kneel, twist, and perform other physical movements while completing field work.

- Work in environments with exposure to dust, noise, machinery, moving equipment, and vehicle traffic.
- Walk and work on uneven or slippery surfaces.
- Perform field work in varying weather conditions, including extreme summer heat and cold winter temperatures.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- May be exposed to various weather conditions, including rain, heat, cold, wind, and direct sunlight, while performing outdoor work.
- May work with chemicals and other materials that could result in exposure to fumes, dust, airborne particles, and other environmental contaminants.
- May be exposed to noise from machinery, power tools, and motorized equipment.
- May climb ladders and work at varying heights while performing maintenance and repair duties.
- May use power tools, hand tools, and other maintenance equipment.
- May work in confined spaces, on uneven or slippery surfaces, and around moving vehicles or machinery.
- May be exposed to electrical hazards, mechanical hazards, and other conditions commonly associated with facility maintenance work.
- May be required to wear appropriate personal protective equipment (PPE), including safety glasses, gloves, hearing protection, respiratory protection, and other required safety equipment.



July 2026
Class Code : A-52
FLSA : Non-Exempt

FLEET AND EQUIPMENT MAINTENANCE MECHANIC

DEFINITION

Under general supervision, performs routine to complex maintenance, repair, and fabrication of the District's fleet of vehicles, heavy equipment, and pesticide application equipment.; Designs, modifies, and fabricates specialized tools and equipment used in mosquito control and surveillance operations. Coordinates outside maintenance and repair services, as required. Performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fleet and Equipment Maintenance Coordinator. Provides technical guidance and work direction to assigned seasonal employees. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification responsible for performing skilled vehicle maintenance work on the District's fleet of vehicles. Incumbents perform the full range of assigned duties, working independently while exercising sound judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Fleet and Equipment Maintenance Coordinator in that the latter performs more complex work, provides technical and functional direction to lower-level staff, and is responsible for coordinating fleet maintenance operations.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs vehicle repairs, including major tune-ups, minor engine overhauls, carburetor rebuilding and adjustment, and tire repairs.
- Inspects and diagnoses complex problems with vehicles and specialized spray equipment as reported by field staff.; Determines the cause of malfunctions and the extent of needed repairs.
- Coordinates with outside vendors to obtain estimates, schedule repairs, process warranty claims, coordinate smog inspections, and monitors the completion and quality of service for vehicle and equipment maintenance performed by third-party providers.

- Performs scheduled preventive maintenance inspections on a variety of light-, medium-, and heavy-duty equipment.
- Checks completed work and maintains appropriate daily records of repairs, services performed, and parts used in the vehicle maintenance log. May prepare related reports for supervisory review, as needed.
- Assists with the modification, development, design, and fabrication of specialized equipment for the District.
- Performs light welding and fabrication to modify specialized spray and control equipment.
- As assigned, steam-cleaning and painting equipment operates and operates a forklift.
- Maintains tools, shop equipment, and facilities in an orderly and safe condition. Properly handles and disposes of waste chemicals and motor oil.
- Reads, interprets, and works from manuals, diagrams, and written instructions.
- Provides work direction, training, and technical guidance to assigned seasonal employees.
- May assist with or serve as backup for pesticide inventory control, checkout, and related recordkeeping activities, as assigned.
- May assist with, or serve as backup for, building maintenance, repairs, and related facility maintenance activities, as assigned.
- As assigned, performs higher-level essential tasks as necessary to maintain operations in the absence of the supervisor.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, techniques, parts, tools, and materials used in the overhaul, maintenance, and repair of diesel- and gasoline-powered vehicles, including automatic and manual transmissions, brakes, suspension, and steering systems.
- Operational characteristics of a diverse range of vehicle and equipment systems and components.
- Methods and techniques for using specialized light- and heavy-vehicle and equipment diagnostic tools.
- Principles, diagnostics, maintenance, and repair of automotive electrical and electronic systems, including computerized engine controls, charging systems, starting systems, and vehicle diagnostic technologies.
- Lubrication systems, including the oils and greases used in servicing and maintaining vehicles and equipment.
- Methods and techniques used to calibrate and repair small engines, blowers, pumping systems, and chemical application equipment, including sprayers and related equipment.
- Operation and maintenance of a wide variety of hand, power, and shop tools and equipment common to the field.
- Methods, materials, tools, and equipment used in heavy automotive repair, fabrication of metal and wood components, and basic electrical repair.
- Practices and procedures for shop and field welding, including the operation of oxyacetylene and electric arc welding equipment and the welding properties of various metals and alloys.
- Principles and practices of coordinating vehicle and equipment maintenance services with outside vendors and service providers.
- Methods and techniques for safely handling chemicals and other hazardous materials used in District operations.
- District and mandated safety rules, regulations, and protocols.

- Applicable federal, state, and local laws, rules, regulations, ordinances, and procedures relevant to the assigned area of responsibility.
- Recordkeeping principles and procedures.
- Shop mathematics.
- Techniques for providing a high level of customer service by effectively interacting with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, and the rules of composition and grammar.
- Modern equipment and communication tools used to support business functions. Program, project, and task coordination, including computers and software applications relevant to the work performed.

Ability to:

- Independently diagnose and repair a wide range of complex mechanical problems in both light- and heavy-duty vehicles.
- Operate and maintain a wide variety of hand, power, shop tools and equipment used in the performance of assigned work.
- Read and interpret manuals, specifications, and technical drawings.
- Use mathematics to perform calculations.
- Fabricate and repair a wide variety of metal parts, equipment, and tools.
- Estimate the materials and equipment necessary to complete assigned work.
- Coordinate maintenance and repair services with outside vendors and monitor work performed to ensure quality, timeliness, and compliance with District standards.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, procedures, and standards relevant to the work performed.
- Prepare and maintain records and basic reports.
- Maintain logs and records.
- Effectively use computer systems, software applications, and modern business equipment relevant to the work performed.
- Provide technical guidance and work direction to assigned seasonal employees.
- Communicate clearly and concisely, both orally and in writing, using the structure and content of the English language, including the rules of composition, and grammar.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in fleet maintenance, automotive technology, heavy equipment maintenance, or a closely related field.

Experience: Five (5) years of progressively responsible experience in the maintenance and repair of light- and heavy-duty vehicles and construction equipment, including minor fabrication and welding.

Licenses and Certifications:

- Valid and appropriate California Driver License with an acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.
- Possession of Automotive Service Excellence (ASE) Master Certification in Automobile or Medium/Heavy Truck Repair is highly desirable.
- Additional Automotive Services Excellence (ASE) certifications applicable to the assigned duties are desirable, including engine repair, electrical systems, engine performance and diagnostics.
- Automotive painting certification is desirable.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possess mobility to work in field environments and the strength, stamina, and agility required to perform medium- to heavy-duty physical work.
- Sit, stand, and walk on level, uneven, and slippery surfaces for extended periods.
- Frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and perform repetitive hand and wrist movements in the course of daily duties.
- Climb, descend, and work safely from ladders.
- Operate a variety of hand and power tools, construction equipment, and District vehicles.
- Possess sufficient vision to inspect and safely operate tools, equipment, and District vehicles.
- Possess the finger dexterity necessary to operate and repair tools and equipment.
- Lift, carry, push, and pull materials and objects weighing up to 70 pounds. Move heavier items using appropriate equipment and/or assistance from others.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work in the shop and field environments with exposure to loud noise levels.
- Work in extremely hot and cold temperatures and inclement weather conditions.
- Be exposed to road hazards and vibrations.
- Be exposed to chemicals, mechanical hazards, electrical hazards, hazardous substances, fumes, and pesticides.
- Be exposed to dust, airborne contaminants, vectors, and vector-borne diseases.
- Interact with upset staff, members of the public, and representatives of public and private agencies while interpreting and enforcing District policies, procedures, and applicable regulations.



July 2026
Class Code: A-48; A-55
FLSA: Non-Exempt

GIS SERIES (GIS COORDINATOR I, II)

DEFINITION

Under general direction, oversees and provides advanced technical leadership for the District's Geographic Information Systems (GIS) program. The coordinator systematically acquires, compiles, validates, and interprets complex spatial datasets from different sources to design, produce, and maintain high-quality cartographic products that directly support District operations, surveillance, vector control, and public outreach initiatives. Additionally, this role serves as a key technical subject matter expert in managing enterprise geospatial databases, developing imagery-based analytical models, and generating comprehensive technical reports to ensure data integrity and optimize field workflows. Creative out of the box thinking to solve District's operational challenges is a key factor for success in this role.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Information Technology. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification series includes two levels: GIS Coordinator I and GIS Coordinator II. The GIS Coordinator I is the journey-level classification responsible for performing the full range of technical, analytical, and operational duties in support of the District's Geographic Information Systems (GIS) program. Incumbents exercise independent judgment and initiative in the collection, maintenance, analysis, and presentation of geospatial data and related information.

GIS Coordinator II is the advanced journey-level classification responsible for planning, coordinating, administering, and enhancing the District-wide GIS program. Incumbents work with a high degree of independence and are responsible for complex GIS database design and administration, application development, systems integration, spatial analysis, and geospatial technology planning. The GIS Coordinator II may lead GIS projects, develop and implement GIS standards and procedures, provide technical guidance to staff, and coordinate GIS activities with internal departments, external agencies, consultants, and vendors.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

GIS Coordinator I

- Plans, publishes, and maintains electronic and printed maps, including, but not limited to, digitizing and editing base layers. Produces drive paths and updates routes. Maintains source and material use records using District GIS applications and databases.
- Collects, assembles, verifies, and interprets current and historical database records, surveys, demographics, and source documents. Analyzes spatial and temporal data used to facilitate and evaluate District control and surveillance programs. Generate reports for use by District staff and management in evaluating vector control sites.
- Produces daily and monthly reports, including, but not limited to, source identification and location, equipment use, material and pesticide use, employee field activities, and other GIS-related summary reports.
- Coordinates activities with various departments and public agencies to facilitate the ongoing sharing and exchange of digital data and resources to expand database and mapping capabilities.
- Provides technical assistance to staff related to the operation of Geographic Information System (GIS) applications.
- Develops, tests, and implements quality assurance and quality control processes to ensure GIS data accuracy and integrity.
- Stays abreast of the latest GIS technologies and innovations by researching, compiling, and evaluating alternatives, and makes recommendations to management regarding the benefits of new products and trends.
- Participates in regional and countywide enterprise GIS work groups to share and exchange information, discuss GIS issues and collaborate on creative solutions.
- Attends training courses, professional organization meetings, conferences, and seminars to maintain skill levels in an evolving electronic, data, and information technology environment.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other related duties as assigned.

GIS Coordinator II

(In addition to the responsibilities of GIS Coordinator I)

- Participates in strategic meetings and provides project oversight for relevant mapping initiatives.
- Performs advanced functions, including coding, interactive mapping, artificial intelligence (AI) training, model development, and related work.
- Researches and implements complex technologies, including leveraging artificial intelligence to detect green pools from aerial surveillance imagery.
- Develops, documents, and maintains automated geospatial data pipelines using Python and command-line geospatial tooling for imagery processing, data extraction, and quality control.

QUALIFICATIONS

Knowledge of:

- Principles and practices of GIS and cartography, including graphic design, data management, and analysis.
- Principles of GIS, spatial data structures, coordinate systems, projections, and topology.
- Methods and techniques for preparing digital and printed maps.
- Designing, creating, and plotting publication-quality maps by specifying coordinates, scale, size, line patterns, and colors, and by designing and positioning map legends.

- Methods and techniques for interpreting data layers and providing summaries of findings.
- Sources for obtaining data to enhance databases and mapping capabilities.
- Relational and spatial database design and administration, including PostgreSQL/PostGIS, spatial indexing, and SQL.
- Scripting and automation for geospatial workflows (Python; GDAL/OGR).
- Remote-sensing and raster-analysis fundamentals relevant to environmental monitoring (e.g., spectral indices, imagery processing).
- Cloud-native and interoperable geospatial formats and standards (e.g., Cloud-Optimized GeoTIFF, GeoParquet, STAC).
- Spatial data analysis, including collecting, processing, and analyzing geospatial datasets from satellite, drone, and aerial imagery sources.
- Principles and techniques of software and systems related to programming and scripting languages.
- Integrating interactive mapping solutions, including Google Maps API/platform for web- and mobile-based applications.
- Machine learning integration, including developing and deploying machine learning (ML) models for pattern recognition, anomaly detection, and predictive mapping.
- AI-driven insights, including applying artificial intelligence (AI) techniques to automate feature extraction, classification, and environmental monitoring.
- District and mandated safety rules, regulations, and protocols.
- Pertinent local, county, state, and federal statutes, laws, ordinances, and regulations as they apply to mapping requirements.
- Record-keeping principles and procedures.
- Modern equipment and communication tools used for business functions and programs, project and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Collect, compile, and evaluate data for use within the GIS system.
- Review and analyze GIS data for a diverse range of factors used in evaluating the District's surveillance program efforts. Maintain large databases. Transform data into useable maps.
- Publish concise and accurate maps.
- Make accurate mathematical computations.
- Understand, interpret, and apply pertinent laws, codes, regulations, policies, procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely using the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to a Bachelor's degree with major coursework in Geographic Information Systems (GIS), geography, computer science, computer information systems, or a related field.

Experience: Two (2) years of experience in the operation of a computerized mapping and/or Geographic Information System. Experience in mosquito and vector control is desirable. Experience with artificial intelligence (AI) training models and machine learning is desirable. Experience working with Google Maps and Google Maps API for custom applications is desirable.

AND

GIS Coordinator I: One (1) to three (3) years of relevant GIS experience, including internships or entry-level positions.

GIS Coordinator II: Four (4) or more years of relevant GIS experience, including programing and/or project coordination experience.

Licenses/Certifications:

- Valid and appropriate California Driver License with an acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer.
- Must possess vision to read printed materials, and a computer screen, and to operate a motor vehicle to visit various District sites.
- Must possess sufficient hearing and speech abilities to communicate in person and over the telephone.
- This classification is primarily sedentary; however, walking and standing in work areas and between work areas may be required.
- Finger dexterity is required to access, enter, and retrieve data using a computer keyboard, calculator, and standard office equipment.
- Positions in this classification occasionally require bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.



July 2026
Class Code: A-44
FLSA: Exempt, At-Will

HUMAN RESOURCES COORDINATOR

DEFINITION

Under general supervision, performs a variety of paraprofessional, technical, and administrative duties in support of the District's human resources programs and operations. Responsibilities include assisting with recruitment, examination, selection, onboarding, and retention activities. Administering and supporting compensation, benefits, and employee wellness programs. Coordinating employee orientation, training, and professional development activities. Administering and tracking leave programs, including the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), workers' compensation leave, paid and unpaid leave programs, and other applicable federal and state leave provisions.

Incumbents coordinate required documentation, maintain confidential personnel records, and ensure compliance with applicable laws, regulations, policies, and procedures. Duties include maintaining and auditing Human Resources Information System (HRIS) data. Preparing, reviewing, processing, and distributing personnel and payroll-related documents. Providing technical and administrative support to Human Resources professional staff. Responding to employee inquiries regarding human resources policies, procedures, benefits, and employment matters. Assisting with classification, compensation, and organizational studies. Collecting and analyzing human resources data. Preparing reports and recommendations. Performing related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Human Resources. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the journey-level paraprofessional classification responsible for performing the full range of technical and administrative duties in support of the District's human resources programs and operations. Incumbents independently administer and coordinate activities in areas such as recruitment, examination and selection, employee onboarding, benefits administration, workers' compensation, leave administration and tracking, employee training and development, and Human Resources Information System (HRIS) record management. Incumbents also perform a variety of records management, compliance, reporting, customer service, and administrative support functions.

Positions at this level are expected to exercise independent judgment and discretion in the application of established policies, procedures, and regulatory requirements. Incumbents receive only occasional guidance on new, unusual, or complex assignments and are expected to be fully knowledgeable of the operating procedures, practices, policies, and applicable federal and state

laws governing assigned human resources functions. Work is performed with a high degree of accuracy, confidentiality, and attention to detail and is reviewed primarily for overall results and compliance with established standards.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participate in the recruitment, testing, and selection of employees, including preparing advertisements and recruitment materials. Coordinating recruitment activities. Scheduling examinations and interviews.
- Assisting in proctoring examinations. and preparing related recruitment documentation.
- Coordinates background investigations and pre-employment screening activities, including processing pre-employment physical examination paperwork.
- Responds to inquiries regarding employment opportunities, open positions, recruitment processes, and examination procedures.
- Processes employment verification requests.
- Receives and monitors employee garnishments.
- Administers the I-9 program, including issuing forms to new employees, verifying employment eligibility, completing required forms, and maintaining accurate records.
- Conducts and coordinates new employee orientation and responds to employee inquiries regarding benefits, open enrollment periods, and related benefit programs.
- Responds to employee and retiree questions and concerns and serves as a liaison with insurance providers and representatives.
- Processes Personnel Action Forms (PAF's) involving employee status changes, including terminations, resignations, promotions, and retirements.
- Completes and submits unemployment insurance claims.
- Administers and supports employee benefits programs, including retirement, long-term disability, health, life, dental, vision, and workers' compensation plans.
- Assists in administering leave-of-absence programs, including the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), workers' compensation leave, pregnancy disability leave, and other protected leave programs. Coordinates required documentation. Maintains records.
- Tracks employee leave usage in accordance with applicable laws, regulations, and District policies.
- Reconciles benefits invoices and related records.
- Interprets and applies federal, state, and local laws and regulations related to human resources programs.
- Participates in human resources projects and programs, including health fairs, training programs, open enrollment activities, salary and classification studies, and related events.
- Gathers and compiles information, conducts research, and assists with data collection and report preparation.
- Coordinates meetings, workshops, special events, and related program activities with District departments and external agencies.
- Receives and screens visitors, telephone calls, and emails; provides a high level of customer service to internal and external customers; and provides information and assistance to District staff, other organizations, and the public.

- Establishes and maintains employee personnel, benefits, and seasonal employee files.
- Organizes and maintains administrative, confidential, reference, and follow-up files. Purges files as required.
- Provides general administrative support to the Administrative Services Department, including preparing correspondence, memoranda, and reports.
- Processes warrants and handles petty cash and related funds.
- Reconciles accounting statements and maintains schedules and records.
- Attends Personnel and Policy Committee meetings and prepares meeting notes.
- Provides administrative support and serves as a backup for various Administrative Services functions, including contract administration, records management, and other assigned departmental activities.
- Observes and complies with all District and mandated safety rules, regulations, protocols, and requirements.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal and state leave laws and regulations, including the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), workers' compensation leave, and related leave administration requirements.
- Principles and practices of human resources administration in a public agency setting.
- Policies and procedures related to recruitment, selection, classification, compensation, and benefits administration.
- Policies, procedures, practices, and methods related to workers' compensation and liability claims administration.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Methods, techniques, and practices of data collection, analysis, and report preparation.
- Recordkeeping principles and procedures.
- Techniques for providing a high level of customer service through effective interaction with the public, vendors, contractors, and District staff.
- District- and state-mandated safety rules, regulations, and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern office practices, methods, and computer applications related to human resources administration and assigned responsibilities.

Ability to:

- Coordinate and track leave of absence programs and maintain confidential leave-related records and documentation.
- Gather, compile, and organize information for human resources projects, studies, reports, and program initiatives.
- Interpret, apply, and explain human resources policies, procedures, and practices.
- Review human resources documents for completeness and accuracy.
- Administer effective recruitment, testing, and selection processes.
- Review and reconcile employee benefit records.
- Understand, interpret, and apply applicable laws, codes, regulations, policies, procedures, and standards relevant to assigned responsibilities.

- Perform detailed human resources administrative support work accurately and in a timely manner.
- Maintain the confidentiality of sensitive information related to applicants, employees, former employees, and employee relations matters.
- Establish and maintain confidential filing, recordkeeping, and tracking systems.
- Make accurate arithmetic and statistical calculations.
- Perform accurate arithmetic and statistical calculations.
- Effectively use computer systems, software applications, and modern office equipment related to assigned work.
- Independently organize work, establish priorities, meet critical deadlines, and follow up on assignments.
- Use tact, initiative, prudence, and independent judgment within established policy, procedural, and legal guidelines.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to completion of the twelfth (12th) grade, supplemented by college-level coursework in human resources management, business administration, public administration, or a related field.

Experience: Three (3) years of increasingly responsible technical and administrative human resources support experience, preferably in a public agency setting.

Licenses and Certifications:

- Valid and appropriate California Driver License with an acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer.
- Must possess vision to read printed materials, and a computer screen, and to operate a motor vehicle to visit various District sites.
- Must possess sufficient hearing and speech abilities to communicate in person and over the telephone.
- This classification is primarily sedentary; however, walking and standing in work areas and between work areas may be required.

- Finger dexterity is required to access, enter, and retrieve data using a computer keyboard, calculator, and standard office equipment.
- Positions in this classification occasionally require bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff, members of the public, and private representatives while interpreting and enforcing departmental policies and procedures.

EMPLOYMENT STATUS

This position is designated as exempt from overtime provisions of the Fair Labor Standards Act (FLSA) and serves at the will of the District. Employment may be terminated by either the employee or the District at any time, with or without cause or advance notice, subject to applicable law.



July 2026
Class Code: A-52; A55; A59
FLSA: Exempt, At-Will

HUMAN RESOURCES ANALYST SERIES

DEFINITION

Under general direction, performs complex, advanced, and confidential professional human resources work in support of District-wide human resources programs and services. Plans, coordinates, administers, and provides consultation in one or more functional areas of human resources, including but not limited to talent acquisition and recruitment, classification and compensation, employee and labor relations, benefits administration, leave management, workers' compensation, organizational development, performance management, policy and procedure development, compliance, employee engagement, training, and other human resources programs.

Conducts research, analysis, and program evaluation to support organizational goals, ensure compliance with applicable federal, state, and local laws, regulations, policies, and collective bargaining agreements, and promote best practices in public sector human resources. Provides professional guidance, technical expertise, and consultative services to management, supervisors, and employees on a wide range of human resources matters. Develop reports, recommendations, and communications to support informed decision-making and continuous improvement of HR programs and processes. Performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Human Resources. May exercise supervision over staff.

CLASS CHARACTERISTICS

This class series includes entry-level, journey level, and advanced journey level classification responsible for performing the full range of professional human resources work in the following areas by working independently, and exercising judgment and initiative: recruitment, classification, compensation, and employee and labor relations. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates and implements recruitment processes for District departments including interviewing, testing, selection, applicant screening, and new hire orientation.

- Administers the District's employee benefits programs, including retirement, health, life, dental, vision, long-term disability, and Consolidated Omnibus Budget Reconciliation Act (COBRA). Responds to employee and retiree questions and concerns.
- Schedules and conduct new employee orientations. Informs new employees of benefit programs, policies, and related enrollment information. Provides support to new employees in completing benefit enrollment.
- Conducts District open enrollment for benefits. Prepares open enrollment benefit materials and literature.
- Collects and compiles human resources data. Prepares or assists in the preparation of monthly, quarterly, and year-end human resources, legal, summary, and technical reports, as directed.
- Assists employees and management with the interpretation and correct application of District policies, procedures, and programs. Provides advice and assistance regarding employment issues.
- Research employee concerns. Participates in, or conducts, personnel and workplace investigations. Assists in responding to grievances and employee complaints or concerns and presents findings to the Director of Human Resources.
- Participates in administering classification, compensation, and benefits plans. Drafts and updates job descriptions and salary schedules. Notifies appropriate parties of benefit changes.
- Assists in drafting personnel policies and rule changes for review by legal counsel and management.
- Conducts research, analyzes data, and prepares written and statistical reports for a variety of human resources and risk management administrative, operational and policy issues.
- Analyzes alternatives and makes recommendations.
- Discusses findings with management staff and prepares reports of study conclusions. Oversees and assists in the implementation of findings;
- Coordinates performance evaluations, training, and support continuing education programs.
- Investigates accident and injury claims. Prepares and files safety incident reports in a timely manner.
- Evaluates workers' compensation and unemployment insurance claims and investigations and manages case history files. Recommends District's position relative to eligibility of employees. Appears at hearings as needed or coordinates District's standing with Legal Counsel.
- Research and submits general liability claims to District Counsel or appropriate parties.
- Conducts administrative, fiscal, or operational studies, and initiates or participates in surveys. Completes research and presents findings and recommendations as to appropriate actions.
- Initiates or assists in the preparation of correspondence, notices or communications related to programs, ordinances, rules, policies, and procedures. Responds to surveys disseminated by other organizations.
- Attends conferences, seminars, and courses to maintain current knowledge of human resources and risk management programs and related practices.
- Stays knowledgeable of changes and developments in the field of Human Resources
- Monitors the work of assigned staff and provides direction as needed.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.

- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of human resources administration in a public agency setting.
- Policies and procedures related to recruitment, selection, classification, compensation, and benefits administration.
- Policies, procedures, practices, and methods related to workers' compensation and liability claims administration.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Principles, practices and techniques of public human resources administration, including recruitment and selection, equal employment, classification, compensation, benefits administration and employee and labor relations.
- Principles, practices, and techniques related to workers' compensation and liability claim processing and administration.
- Recent and on-going developments, current literature, and sources of information related to assigned programs and services.
- Applicable federal and state leave laws and regulations, including the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), workers' compensation leave, and related leave administration requirements.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions.
- Program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of professional duties in support of diverse human resource program areas.
- Coordinate and administer claims programs.
- Analyze situations and identify pertinent problems/issues.
- Collect relevant information and evaluate realistic options.
- Recommend/implement appropriate course of action.
- Conduct research and prepare findings.
- Compile information and prepare reports.
- Establish and maintain a variety of confidential filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Maintain confidentiality of sensitive personal information of employees, former employees, and other matters affecting employee relations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and

modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to graduation from an accredited four-year college or university with major coursework in human resources management, industrial relations, public administration, business administration or a related field and three (3) years of increasingly responsible human resources program experience.

AND

Experience: Human Resources Analyst I: One year of responsible experience in public sector human resources, risk management or a related field.

Human Resources Analyst II: Two years of experience at the Human Resources Analyst I level or equivalent in a public sector setting.

Senior Human Resources Analyst: Two years of experience at the Human Resources Analyst II level or equivalent in a public sector setting.

Licenses and Special Requirements:

- Possession of, or ability to obtain, a valid California driver's license by time of appointment. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.
- Must be able to work a flexible schedule to accommodate District needs.
- Must complete conflict of Interest Code financial disclosure statements in accordance with state and local laws.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer.
- Must possess vision to read printed materials, and a computer screen, and to operate a motor vehicle to visit various District sites.
- Must possess sufficient hearing and speech abilities to communicate in person and over the telephone.
- This classification is primarily sedentary; however, walking and standing in work areas and between work areas may be required.
- Finger dexterity is required to access, enter, and retrieve data using a computer keyboard, calculator, and standard office equipment.
- Positions in this classification occasionally require bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.

- Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees also work in the community and may be exposed to vermin, insects, and parasites.
- Employees may interact with upset staff, members of the public, and private representatives while interpreting and enforcing departmental policies and procedures.

EMPLOYMENT STATUS

This position is designated as exempt from overtime provisions of the Fair Labor Standards Act (FLSA) and serves at the will of the District. Employment may be terminated by either the employee or the District at any time, with or without cause or advance notice, subject to applicable law.



July 2026
Class Code: A-59
FLSA: Non-Exempt

INFORMATION TECHNOLOGY ANALYST

DEFINITION

Under general direction, performs professional and technical duties in support of the District's information technology infrastructure, systems, and operations. Research, designs, implements, configures, administers, monitors, and maintains network, server, cloud, and endpoint systems. Evaluates, deploys, and supports hardware, software, and technology solutions to meet operational and business needs. Administers and secures core technology infrastructure, including virtualized environments, network systems, identity and access management platforms, endpoint management systems, and cloud-based services. Monitors and maintains cybersecurity controls, threat detection, vulnerability management, and incident response activities.; Develops, implements, and supports data protection, backup, business continuity, and disaster recovery programs. Serves as a Tier II escalation resource for complex technical issues and system outages. Analyzes, integrates, and supports enterprise applications and technology solutions to enhance District operations, public records management, and physical security systems. Assists in the development and implementation of information technology standards, policies, procedures, and best practices. Provides advanced technical support and recommendations for management. Performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives directions from the Director of Information Technology. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a professional-level classification responsible for the design, administration, maintenance, and security of the District's information technology infrastructure, including network, server, cloud, endpoint, and related hardware and software systems. Incumbents perform a broad range of complex technical and analytical assignments requiring substantial independent judgment, discretion, and technical expertise.

Positions in this classification are expected to independently evaluate, troubleshoot, and resolve technical issues. Assess and implement technology solutions. Ensure the reliability, performance, availability, and security of District information systems. Assignments are received in terms of overall objectives and desired outcomes, and incumbents are responsible for determining priorities, developing work plans, establishing timelines, and selecting appropriate methods and resources to achieve assigned goals.

Work requires the application of advanced technical knowledge, sound professional judgment, and adherence to industry best practices. Completed work is reviewed primarily for overall effectiveness, technical accuracy, compliance with applicable policies, standards, and regulatory requirements, and achievement of desired results.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Researches, installs, configures, maintains, and upgrades all network hardware and software, including switches, routers, and firewalls, to ensure functionality and security. Monitors all systems to ensure anti-virus programs are operating effectively.
- Installs, configures, upgrades, and troubleshoots the Local Area Network (LAN), Wide Area Network (WAN), wireless network, Voice over Internet Protocol (VoIP) phone system, network switches, servers, and desktop workstations.
- Manages network infrastructure and resources, including print and file shares, email systems, Active Directory, Domain Name System (DNS), Dynamic Host Configuration Protocols (DHCP), Group Policies, and network security and performance. Ensures proper user accessibility.
- Administers and secures core infrastructure systems, including virtual servers, District networks, identity management, endpoint management, and enterprise technology platforms.
- Serves as system and domain administrator for District technology systems. Performs system updates, monitoring, patching, maintenance, and security administration.
- Leads data protection and disaster recovery efforts, including backup monitoring, recovery testing, and continuity planning.
- Serves as Tier II escalation support for complex technical incidents and infrastructure-related troubleshooting.
- Monitors and maintains the District's security surveillance system, including remote access to Internet Protocol (IP) cameras and servers.
- Administers and maintains physical and digital security systems, including security camera systems, video retention, and compliance with legal and operational requirements.
- Administers District security badge access systems, including issuing, managing, deactivating, and collecting security badges.
- Performs ongoing server and associated component management, monitoring, and maintenance, including virtual servers, storage area network (SAN) systems, routers, switches, and uninterruptible power supplies. Performs and monitors server backups to ensure system availability.
- Monitors and maintains data center infrastructure, including server hardware, storage systems, virtualization environments, environmental systems, and related infrastructure components.
- Installs, configures, maintains, and troubleshoots VMware infrastructure and related virtualization technologies.
- Maintains and troubleshoots networks, systems, and applications to identify and correct malfunctions and other operational problems.
- Implement new systems, programs, hardware and software upgrades. Supports users' technical software needs. Identifies, analyzes, and resolves software and network problems.
- Operates, maintains, and supports District audio/visual systems and related technology equipment.
- Evaluates District short- and long-term technology needs. Gathers requirements. Research available technologies. Developed recommendations. Leads implementation of new hardware and software solutions, including version updates and patch management.
- Research and evaluates vendors and products consistent with District technology and operational requirements.

- Communicates and interfaces with end users. Instructs end users regarding computer systems and software applications.
- Assists users with operational questions or problems and with the use of computer software applications. Provides ongoing support to keep all end users apprised of changes and upgrades to department computer systems and databases.
- Research, design, recommends, and implements new technologies to optimize the District's resources and efficiencies. Oversees District computerized applications.
- Assists with special projects and activities with other information technology and District staff.
- Works with vendor representatives to implement and facilitate new processes.
- Attends training, workshops, and professional development activities. Participates in professional organizations to remain informed of emerging trends and best practices in technology.
- Stays abreast of current trends and developments in computer software programs and networking systems across a variety of hardware and operating systems.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of LAN and WAN design, management, and maintenance, including associated hardware and software.
- Server infrastructure design, implementation, maintenance, and administration.
- A diverse range of network protocols.
- Methods and techniques for troubleshooting and resolving network hardware and software issues.
- Virtualization technologies and VMware infrastructure administration.
- Data protection, backup, disaster recovery, and business continuity practices.
- Physical security systems, including video surveillance and access control systems.
- Audio/visual systems and related support technologies.
- Cybersecurity principles, identity management, and endpoint security administration.
- Technology lifecycle planning, systems evaluation, and vendor/product analysis.
- Methods and techniques for administering Storage Area Networks (SAN).
- Best practices in network security, including internal and external protocols, system monitoring, backups, and recovery strategies.
- Client-server programming languages.
- Wireless technology concepts.
- Principles of database administration.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to District operations.
- Research techniques, methods, and procedures.
- Technical report-writing practices and procedures.
- Recordkeeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively interacting with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions. Program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Design, administer, maintain, and upgrade network infrastructure and associated software.
- Maintain system security to ensure data integrity, system availability, and reliability.
- Install, operate, and troubleshoot enterprise-level servers and networking equipment, including internet, communication, and wireless systems infrastructure.
- Provide recommendations regarding new or existing network and computer hardware and software systems.
- Administer and maintain virtualization environments and enterprise infrastructure systems.
- Lead data protection and disaster recovery efforts.
- Evaluate organizational technology needs and recommend cost-effective hardware and software solutions.
- Research, evaluate, and coordinate with vendors regarding District technology systems and services.
- Operate and support audio/visual systems and related technologies.
- Remain current on emerging technology trends and implement best practices.
- Communicate technical information to a wide variety of users.
- Prepare and maintain accurate and complete records, clear and concise reports, and technical documentation.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Use tact, initiative, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using the structure and content of the English language, including the rules of composition, and grammar.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in computer science, information systems, or a related field.

Experience: Three (3) years of increasingly responsible professional experience in network systems administration and maintenance.

Licenses and Certifications:

- Valid and appropriate California Driver License with an acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer.
- Must possess vision to read printed materials, and a computer screen, and to operate a motor vehicle to visit various District sites.
- Must possess sufficient hearing and speech abilities to communicate in person and over the telephone.
- This classification is primarily sedentary; however, walking and standing in work areas and between work areas may be required.
- Finger dexterity is required to access, enter, and retrieve data using a computer keyboard, calculator, and standard office equipment.
- Positions in this classification occasionally require bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.



July 2026
Class Code: A-50
FLSA: Non-Exempt

INFORMATION TECHNOLOGY COORDINATOR

DEFINITION

Under general supervision, performs a variety of technical, administrative, and operational duties in support of the District's information technology systems and services. Provides first-level and intermediate technical support for computer hardware, software, mobile devices, peripheral equipment, and business applications. Diagnoses, troubleshoots, and resolves routine technology issues and service requests. Administers District software applications and systems, including user account management, access permissions, licensing, configuration, troubleshooting, and integration with related technologies. Assists with the deployment, maintenance, and inventory management of information technology equipment and assets.

Researches, evaluates, procures, and coordinates the acquisition of technology hardware, software, supplies, and services in accordance with District policies and procedures. Assists with budget preparation and administration, including monitoring expenditures, processing invoices, tracking contracts and subscriptions, and preparing financial and operational reports. Develops, updates, and maintains technical documentation, user guides, procedures, and records. Coordinates information technology inventory, asset management, and vendor relationships. Provides administrative and project support to the Director of Information Technology. Assists with technology initiatives and department operations. Performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Information Technology. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification responsible for performing the full range of technical support, systems coordination, and administrative duties in support of the District's information technology operations. Incumbents work independently and exercise sound judgment, initiative, and discretion in the performance of assigned responsibilities. Duties include providing first-level technical support to end users, administering technology assets and software systems, coordinating technology-related projects and procurements, and supporting departmental operations.

Positions at this level are expected to perform assigned duties with minimal supervision and are fully knowledgeable of applicable operating procedures, policies, and practices. Incumbents receive only occasional instruction or guidance on new, unusual, or complex assignments and are responsible for prioritizing workload, resolving routine issues independently, and escalating technical matters as appropriate.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs technical help desk support. Answers and retrieves voicemail and email messages from the help desk phone line and email account. Responds to inquiries and trouble tickets. Resolves issues or ensure tickets are assigned to appropriate staff and are completed.
- Installs or assists personnel in the installation and maintenance of personal computers, software, and peripheral components such as monitors, keyboards, and printers. Participates in hardware and software program testing and documentation.
- Adds and sets up new users on District hardware, software, Active Directory, and telecommunication systems. Provides new-user training and ongoing support to keep end users apprised of changes and upgrades to department computer systems and databases.
- Research, evaluates, and purchases computer equipment and supplies. Tracks license renewals. Maintains inventory. Tracks and receives a variety of computer systems, telecommunications equipment, software applications, and supplies.
- Obtains quotes for stock and special-order items. Research availability, quality, and pricing of equipment, services, and consumable supplies. Reviews, examines, and processes requisitions, purchase orders, and related documents to ensure compliance with established purchasing procedures. Verifies data and prepares payments. Maintains purchasing-related databases and files.
- Tracks budget expenses and maintain records. Compiles information needed for budget preparation.
- Assists with annual budget development by tracking expenditures and billing, compiling financial data, and preparing reports related to Information Technology operations.
- Prepares technical information and data for the generation of technical project progress reports.
- Develops, updates, and maintains user guides, procedural manuals, and technical documentation to support staff training and end-user technology operations.
- Administers District software systems, including managing user accounts and permissions, troubleshooting advanced issues, and coordinating integration with scanners and related systems.
- Perform entry-level database administration functions, including data entry, record maintenance, quality assurance (QA), quality control (QC), data validation, and report generation to ensure data accuracy and integrity. Assists in special projects and coordinates activities with other Information Technology and District staff.
- Maintains and manages the District's IT asset inventory, including tracking, updating, auditing, and reporting on hardware, software, and technology resources.
- Creates, updates, and maintains District architectural floor plans and facility layouts utilizing designated software and drafting tools.
- Administers and supports the District's electronic document management system (Laserfiche), including document organization, records maintenance, user support, workflow assistance, and system administration tasks.
- Conducts routine analysis of email security threats, including phishing attempts, spam filtering, and email quarantine review. Assists with identifying, reporting, and mitigating potential cybersecurity risks.
- Performs administrative work as necessary, including preparing reports and correspondence, answering the telephone, copying and filing documents.

- Stays abreast of current trends and developments in computer software programs and networking systems across a variety of hardware and operating systems.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Provides technical support and assistance related to assigned systems, databases, document management applications, and technology resources as needed.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations of an information technology program.
- Computer systems, including their capabilities and limitations.
- Principles and practices of program testing, documentation, and implementation.
- Terms and concepts used in electronic data processing.
- Basic network and database principles.
- Methods and techniques for troubleshooting and resolving routine/common hardware and application problems experienced by users.
- Methods and techniques for sourcing information technology equipment and products.
- Computer and peripheral equipment maintenance methods and procedures.
- General terminology and practices of the District's procurement and purchasing processes.
- General fiscal processes as they relate to assigned duties.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Software system administration, including user permissions, troubleshooting, and integration with related technology systems.
- Principles and practices of budget development, expenditure tracking, and financial reporting.
- Methods and techniques used to prepare, organize and maintain technical and end-user documentation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions. Program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Monitor help desk functions.
- Install and maintain a variety of computer equipment and peripherals.
- Troubleshoot routine hardware and software issues. Resolve and/or refer them to other staff.
- Perform moderately complex and specialized clerical and accounting work.
- Prepare and maintain a variety of financial records and files.
- Provide administrative support to management.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Administer District software systems, including managing user permissions, troubleshooting issues, and coordinating system integration.

- Assist with the development and monitoring of departmental budgets, expenditures, billing, and related financial reports.
- Prepare, maintain, and update technical and end-user documentation.
- Communicate clearly and concisely, both orally and in writing, using the structure and content of the English language, including the rules of composition, and grammar.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Bachelor's degree in information technology, Information Systems, business, or a related technology field.

Experience: Three (3) years of increasingly responsible experience in information technology support and related administrative functions.

Licenses and Certifications:

- Valid and appropriate California Driver License with an acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer.
- Must possess vision to read printed materials, and a computer screen, and to operate a motor vehicle to visit various District sites.
- Must possess sufficient hearing and speech abilities to communicate in person and over the telephone.
- This classification is primarily sedentary; however, walking and standing in work areas and between work areas may be required.
- Finger dexterity is required to access, enter, and retrieve data using a computer keyboard, calculator, and standard office equipment.
- Positions in this classification occasionally require bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.



July 2026
Class Code: A-55
FLSA: Non-Exempt

INTEGRATED VECTOR MANAGEMENT COMPLIANCE COORDINATOR

DEFINITION

Under direction, coordinates and administers the District's Integrated Vector Management (IVM) compliance, pesticide stewardship, and operational safety programs. Serves as the District's technical resource and advisor on pesticide use, application technologies, regulatory compliance, environmental protection measures, and occupational safety requirements related to vector control operations.

Reviews and evaluates pesticide products, application methods, and operational practices to ensure compliance with federal, state, and local regulations, pesticide label requirements, District policies, and integrated vector management principles. Assists in the development and implementation of pesticide use recommendations, resistance management strategies, standard operating procedures, and best management practices designed to support effective and environmentally responsible vector control programs.

Coordinates pesticide and environmental compliance activities, including preparation and maintenance of required records, reports, permits, and regulatory documentation. Monitors compliance with applicable requirements of the California Department of Pesticide Regulation, County Agricultural Commissioners, National Pollutant Discharge Elimination System (NPDES) permits, worker safety regulations, and other relevant environmental and public health standards.

Evaluates emerging technologies, equipment, and pesticide products and provides recommendations regarding procurement, implementation, and operational improvements.

Develops, coordinates, and delivers training programs related to pesticide safety, integrated vector management practices, environmental compliance, equipment operation, worker protection standards, and occupational health and safety requirements. Conducts audits, inspections, and program assessments to identify compliance issues, improve operational effectiveness, and support continuous program improvement.

Provides technical assistance and guidance to District staff, management, regulatory agencies, and stakeholders regarding pesticide stewardship, integrated vector management, environmental compliance, and operational safety. Prepares technical reports, analyses, correspondence, and regulatory documentation and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Operations Manager or Designee. Does not exercise direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for District-wide safety operations, with an emphasis on pesticide safety, pesticide inventory, and safety training. This class provides administrative and technical support to the Operations Manager.

Incumbents regularly perform varied and complex assignments requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to perform assigned duties and ensure the efficient and effective operation of the assigned program area.

Assignments are provided with general guidelines, and incumbents are responsible for establishing objectives, timelines, and methods to deliver services and complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity with established policies and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Recommends program and policy changes to the Operations Manager to improve the safety, cost-effectiveness, operational procedures, and operational activities.
- Research and recommend the use of specific pesticides for approval by the Operations Manager.
- Maintains adulticiding equipment; calibrates and verifies equipment; calibrates and verifies the calibration of underground trucks; and assists field technicians with calibration.
- Plans adulticiding activities at field sites; creates maps and routes for field operations, including the use of drones; and calculates pesticide application amounts.
- Develops and implements the District's pesticide safety training program and ensures compliance with all applicable laws.
- Operate Unmanned Aircraft Systems (UAS) to conduct aerial surveillance, habitat mapping, larvicide applications, treatment evaluations, and other vector control activities in accordance with District procedures and applicable Federal Aviation Administration (FAA) regulations.
- Maintain required FAA certifications, pesticide applicator licenses, and other certifications necessary to perform assigned duties.
- Maintain accurate records of pesticide applications, drone flights, surveillance activities, equipment maintenance, inspections, and other operational activities in accordance with District policies and regulatory requirements.
- Inspect, troubleshoot, clean, calibrate, and perform routine maintenance on drone equipment, pesticide application equipment, and related field technology to ensure proper operation.
- Perform pre-flight and post-flight inspections of unmanned aircraft and complete required flight documentation and operational logs. Conducts training on the safe and effective application of pesticides for District staff; prepares training materials; and trains seasonal staff on pesticide use.
- Inventories pesticides, drone components, batteries, field supplies, and operational equipment; report equipment needs and supply shortages.
- Prepare reports, field documentation, operational records, and regulatory forms accurately and in a timely manner.

- Coordinates outside safety training as needed.
- Attends and provides subject matter expertise at variety of District meetings.
- Reviews and prepares monthly pesticide use reports for submission to applicable regulatory agencies and other required entities.
- Provides technical information to District staff, the public, and other governmental agencies.
- Oversees the checkout, inventory, and purchasing of pesticides.
- Participates in the District's Safety Committee and ensures the District complies with all safety requirements.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; enforces safety regulations; and implements policy and procedural changes as required.
- Stay current on advances in vector control technology, drone operations, pesticide application techniques, and Integrated Vector Management practices through training and continuing education.
- Responds to difficult and sensitive public inquiries and complaints by assisting in their resolution and recommending appropriate alternatives.
- Observes and complies with all District safety rules, mandated regulations, and established protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Techniques used in vector control field operations, including the use of insecticides.
- Safety precautions and the effectiveness of various types of spray applications under a variety of conditions.
- Principles and practices of source reduction.
- Principles and practices of vector ecology and vector behavior.
- The use and effects of pesticides.
- Equipment calibration techniques and procedures.
- Operation of unmanned aircraft systems (drones), as applicable.
- Fundamentals of instruction and training.
- Applicable laws and regulations governing pesticide use and general safety.
- District and other applicable safety rules, regulations, policies, and protocols.
- Research methods and analytical techniques.
- Principles and techniques for working collaboratively with groups and fostering effective team interaction.
- Mathematical principles for calculating dosages of pesticides.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to the assigned area of responsibility.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, grammar, and punctuation.
- Modern office equipment, communication tools, computers, and software applications used to support business functions and program, project, and task coordination.

Ability to:

- Calibrate equipment used in the course of work.
- Calculate pesticide application rates and dosages to ensure proper application.
- Train others in the use and understanding of pesticides, pesticide labels, and pesticide application methods.
- Safely operates unmanned aircraft systems (drones), as applicable.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, procedures, and standards relevant to the work performed, including pesticide labels and pesticide application requirements.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment relevant to the work performed to perform a variety of job tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to an associate's degree from an accredited college or university with major coursework in entomology, biology, zoology, chemistry, or a related field. A bachelor's degree is highly desirable.

Experience: Five (5) years of experience providing technical support to a vector control program, two (2) years in a safety training capacity highly desirable

Licenses/Certifications:

- Valid and appropriate California Driver License with an acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.
- In accordance with the California Code of Regulations, Title 3, Article 2, Section 6722, employees assigned to mix and load toxic chemicals must be at least 18 years of age.
- Possession of, or the ability to obtain, certification in Public Health Vector Control Categories A-D, as required by the California Department of Public Health, within one year of appointment, and maintained throughout employment with the District.
- Possession of, or the ability to obtain, a Qualified Applicator License in Categories A, B, F, and K, as required by the California Department of Pesticide Regulation, within one year of appointment, and maintained the license throughout employment with the District.

- Possession of, or the ability to obtain, a Remote Pilot Certificate, as required by the Federal Aviation Administration (FAA), to operate unmanned aircraft systems (drones) in support of vector surveillance, treatment, inspection, and other District operations, as required by the California Department of Pesticide Regulation, within one year of appointment, and maintain the certificate throughout employment with the District.
- Possession of, or the ability to obtain, certification in the National Incident Management System (NIMS), State Incident Management System (SIMS), and Incident Command System (ICS) within one year of appointment and maintain the certification throughout employment with the District.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work in a standard office setting and use standard office equipment, including a computer.
- Read printed materials and computer screens.
- Hear and speak effectively to communicate in person and over the telephone.
- Stand and walk between work areas, as required.
- Use finger dexterity to access, enter, and retrieve data using a computer keyboard, calculator, and other standard office equipment.
- Occasionally bend, stoop, kneel, reach, and push or pull drawers open and closed to retrieve and file information.
- Possess the mobility to work in field environments and the strength, stamina, and agility required to perform light- to medium-duty physical work.
- Sit, stand, and walk on level, uneven, and slippery surfaces for extended periods.
- Frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and perform repetitive hand and wrist movements in the course of daily duties.
- Climb, descend, and work safely from ladders.
- Operate a variety of hand and power tools, construction equipment, and District vehicles.
- Travel to and work at various District sites.
- Use vision sufficient to inspect work areas, identify hazards, and safely operate equipment.
- Perform fieldwork requiring frequent walking over rough terrain, through dense vegetation, drainage channels, and standing water to identify problems, hazards, and collect samples.
- Work safely in and around vector breeding sources, including standing water, drainage systems, rough terrain, and other potentially hazardous field environments.
- Demonstrate manual dexterity sufficient to safely operate, maintain, inspect, and repair tools and equipment.
- Lift, carry, push, and pull materials and objects weighing up to 50 pounds; move heavier items using appropriate equipment and/or assistance from others.
- Wear and properly use required Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work in an office environment with moderate noise levels.
- Work in controlled temperature conditions.
- Be exposed to hazardous substances as required in the performance of assigned duties.
- Work in field environments with exposure to loud noise levels.
- Work in extremely hot and cold temperatures and inclement weather conditions.
- Be exposed to road hazards and vibration.
- Be exposed to chemicals, hazardous substances, fumes, and pesticides.
- Be exposed to dust, airborne contaminants, disease vectors, and vector-borne diseases.
- Work in environments where wild and domestic animals may be present.
- Be exposed to poisonous plants and venomous animals.
- Work in and around standing water, drainage systems, and other vector breeding environments.
- Interact with upset staff, members of the public, and representatives of public and private agencies while interpreting and enforcing District policies, procedures, and applicable laws and regulations.



July 2026
Class Code: A-40
FLSA: Non-Exempt

LABORATORY ASSISTANT

DEFINITION

Under the general direction of the Director of Scientific Technical Services and in collaboration with the Vector Ecologist, Assistant Vector Ecologist, Biologist, and/or Assistant Biologist, provides assistance in the collection, analysis, and recording of vector-related field and laboratory data associated with the District's scientific and technical programs and services. May also assist in the oversight and maintenance of the District's Mosquitofish Program.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Director and works with Vector Ecologist, Assistant Vector Ecologist, Biologist, and/or Assistant Biologist. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

The Laboratory Assistant works in conjunction with, and is often independent of, the District Vector Ecologist, Assistant Vector Ecologist, Biologist, and/or Assistant Biologist to conduct a variety of generally routine laboratory and field assignments. These assignments involve collecting and recording a variety of data that are of biological, entomological, ichthyological, and/or microbiological factors associated with public health vectors. May also work in conjunction with, and occasionally independently of, the Biologist to assist with the Mosquitofish Program. This position can be assigned year-round to accommodate the needs of the District.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Collects or assists in collecting and identifying larval and adult mosquitoes and other insects using a variety of trapping techniques.
- Performs or assists in performing disease surveillance and other insect or animal surveillance protocol, as required.
- Assists with experiments and testing.
- Assists with quality control and testing of live organisms.
- Helps monitor and evaluate efficacy of field applications of pesticides.
- Operates a variety of field, laboratory, and insectary equipment.
- Records data associated with field, laboratory, and insectary activities.

- Performs or assists in performing data entry and retrieval using a MS Windows® –based PC system and other software platforms.
- Cares for and maintain live organisms, as required, including mass rearing of mosquitoes, maintaining mosquito colonies, and distributing live organisms.
- May assist with vector surveillance, monitoring, and identification, as needed.
- Perform daily tasks and duties related to the stocking, rearing, feeding, production, health monitoring, and maintenance of mosquitofish.
- Maintain, operates, and clean mosquitofish tanks, ponds, and related equipment.
- Conduct routine inspections of plumbing, electrical, structural, and other mechanical systems; note observations; and assist with repairs, as needed.
- Uses manual and power tools to perform equipment and infrastructure maintenance, repair, and fabrication, as directed.
- Assists in the collection, maintenance, and distribution of mosquitofish.
- Operates small and medium-duty trucks to transport mosquitofish.
- Operate seine nets to collect fish from field sites and onsite ponds.
- Document activities and recommend changes to maintenance routines and protocols within areas of responsibilities.
- Helps collect and organize data related to fish stocking, production, mortality, health, size, sex, and age.
- Assists with measuring, recording, and interpreting water quality data and makes adjustments to water treatments, as needed.
- Work in conjunction with the Biologist to identify fish pathogens and carry out proper treatment for disease prevention.
- Incumbent is required to handle and come into contact with toxic and hazardous substances and a variety of organisms.
- Available to be on call for evening and weekend routine work or emergencies, as assigned.
- Works, when necessary, in inclement weather with appropriate protection from sun, cold, and rain.
- Assist in the training of new seasonal staff; may provide technical expertise, and in the absence of the Biologist, provides direction on assigned tasks.
- Performs other related tasks and duties, as assigned.

QUALIFICATIONS

Knowledge of:

- Fundamentals of life science/biology.
- Scientific data collection and recordkeeping.
- Fundamental mathematics and algebra.
- Correct English usage, spelling, grammar, and punctuation.
- Basic use and operation of a MS Windows®-based PC System and MS Office® software.

Ability to:

- Speak clearly and effectively in English.
- Write legibly and effectively in English and keep detailed records.
- Enter and retrieve data using a MS Windows®-based PC system.
- Interpret and apply laws, policies, and rules.
- Work independently within established departmental procedures, exercising sound judgment.
- Understand and carry out oral and written instructions.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Work cooperatively with others.
- Lift objects weighing up to 50 pounds.
- Assist in lifting objects weighing in excess of 50 pounds.
- Operate a motor vehicle in a safe and legal manner.
- Use power and manual tools safely and properly.

Education and Experience:

Any combination of training, education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: High School Diploma or GED. College coursework in biology, entomology, ecology, fisheries, or a related field is desirable.

Experience: Experience in entomology, fisheries, mosquito/vector control, or public health-related work.

Licenses and Certifications:

- Valid and appropriate California Driver License with an acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.
- Possession of, or ability to obtain, certification in Public Health Vector Control Categories A-D, as required by the California Department of Public Health, within one year of appointment, and maintained throughout employment with the District.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Incumbent in this class performs work that may involve frequent lifting, pushing, and/or pulling of objects of weighing up to 50 pounds. Heavier lifting with assistance is an infrequent aspect of this class.
- Incumbent must have complete and normal mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Able to stand, stoop, reach, bend, and traverse uneven terrain, including fields, dirt banks, natural and improved stream or riverbeds, drainage beds, and shallow ponds.
- Must have vision in both eyes with the ability to demonstrate depth perception and color perception.
- Must have a minimum of single-ear aided hearing.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is required to work outdoors, where weather conditions may be harsh and noise levels may be high at times. Incumbents must possess the mobility to work in the field; the strength and stamina to perform medium to heavy physical work; the ability to operate a varied of manual and power tools; the ability to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment.

Positions in this classification perform analytical work, which involves the ability to think, reason, analyze, and draw conclusions. Employees must wear and use the appropriate Personal Protective Equipment (PPE).



July 2026
Class Code: A-58
FLSA: Non-Exempt

MICROBIOLOGIST

DEFINITION

Under direction, conducts technical laboratory testing and analysis and performs biological testing procedures related to arthropod-borne and other vector-borne diseases. Responsibilities include collecting, processing, and maintaining serum and specimen samples for testing; performing quality assurance and quality control activities for all laboratory testing; and performing related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Scientific Technical Services. Exercises no direct supervision over staff. This classification has no supervisory authority.

CLASS CHARACTERISTICS

This qualified journey-level classification is responsible for performing the full range of testing and analysis duties within a specialized scientific program area. Incumbents work independently and exercise judgment and initiative in the performance of assigned duties. Positions at this level receive only occasional instruction when new or unusual situations arise and are fully knowledgeable of the operating policies and procedures of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs laboratory analysis using appropriate protocols on blood sera and other biological specimens to detect the presence or evidence of arthropod-borne encephalitis viruses, plague bacilli, and other vector-borne disease-causing microbial organisms.
- Performs dissections and evaluations of tick and other arthropod specimens to detect the presence of disease using appropriate materials, methods and procedures.
- Assists in field specimen collection, processing techniques, and related logistics in the procurement of arthropod specimens.
- Prepares, ships, and receives specimens to and from outside sources.
- As assigned, provides technical guidance and functional support to part-time and seasonal staff related to laboratory methods, use of tools and equipment, and applicable safety precautions.
- Reviews laboratory work products for technical accuracy and quality in accordance with established standards and procedures.

- Provides staff education and training related to laboratory testing and ensures compliance with applicable federal and state regulations and standards as they are updated or revised.
- Assists in projects or program areas led by others by providing technical expertise and assistance within areas area of responsibility; plans and schedules tasks; and provides training, and direction to seasonal and part-time staff.
- Conducts a variety of research activities; participates in studies and surveys; develops and modifies methods; and provides assistance in the introduction of new methods and operational techniques.
- Performs data interpretation and analysis and prepares reports, permits, and other technical or scientific documents.
- Performs quality assurance and quality control activities for laboratory testing; maintains laboratory equipment; schedules preventative maintenance, safety checks, and servicing; and ensures proper handling and disposal of waste materials.
- Maintains and orders laboratory and testing supplies and reagents.
- Updates standard operating procedures and testing protocols.
- Maintains detailed and accurate records of laboratory activities, testing, and results; prepares reports and correspondence as required.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Concepts and principles of microbiology.
- Principles and practices of quality assurance and quality control within a testing and laboratory environment.
- Methods of transmission, diagnosis, and development of arthropod-borne and other vector-borne diseases.
- Scientific methods and protocols used in the laboratory for the detection and identification of disease agents.
- Purpose and operational characteristics of a diverse range of laboratory equipment.
- Research techniques and investigative methods, including data interpretation and biostatistics.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws; regulatory codes; ordinances; and procedures relevant to assigned areas of responsibility.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Conduct a diverse range of testing protocols to identify the presence of disease bearing agents.
- Prepare clear and concise scientific and technical reports, correspondence, and other written materials.
- Conduct research and prepare findings and recommendations.
- Perform quality assurance and quality control on laboratory operations.
- Ensure the reliability and accuracy of laboratory equipment through scheduled maintenance and calibration.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: A bachelor's degree (or equivalent) from an accredited college or university with major coursework in microbiology or a related field.

Experience: Two (2) years of full-time paid experience in clinical or research laboratory testing.

Licenses and Certifications:

- Valid and appropriate California Driver License with an acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.
- Possession of, or ability to obtain, certification in Public Health Vector Control Categories A-D, as required by the California Department of Public Health, within one year of appointment, and maintained throughout employment with the District.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Mobility to work in a standard office and laboratory environment.
- Ability to use standard office and laboratory equipment, including a computer and diverse testing equipment.
- Must have vision in both eyes with the ability to demonstrate depth perception and color perception.
- Ability to operate a motor vehicle to visit District and meeting sites.
- Hearing and speech sufficient to communicate in person and by telephone.
- Ability to stand and walk between work areas as required.
- Finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.
- Ability to occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- Mobility to work in changing site conditions.
- Strength, stamina, and mobility to perform light to medium physical work.
- Ability to sit, stand, and walk on level, uneven, or slippery surfaces.
- Ability to reach, twist, turn, kneel, and bend.
- Ability to operate a motor vehicle and travel to various District sites.
- Vision sufficient to observe biological and environmental conditions.
- Ability to perform fieldwork involving frequent walking in operational areas for surveillance and environmental analysis.
- Ability to work in environments with potential exposure to hazardous materials at some site locations.
- Ability to lift, carry, push, and pull materials and objects averaging up to 50 pounds, or heavier weights using proper equipment and/or assistance from other staff.
- Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office and laboratory environment with moderate noise levels, controlled temperature conditions, and direct exposure to hazardous physical substances within the laboratory. Employees also work in the field and are exposed to loud noise levels; cold and hot temperatures; inclement weather conditions; mechanical and/or electrical hazards; vermin; insects; parasites; and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.



July 2026
Class Code: A-54
FLSA: Non-Exempt

PUBLIC INFORMATION OFFICER

DEFINITION

Under general direction, plans, develops, coordinates, and implements the District's public information, communications, media relations, and community engagement programs. Performs a variety of professional communications and administrative functions to promote public awareness of District programs, services, initiatives, and public health objectives.

Serves as the primary liaison between the District and the public, media representatives, governmental agencies, community organizations, industry groups, educational institutions, and other stakeholders. Develops and maintains collaborative relationships to support the District's communication goals and enhances public understanding of District operations, programs, and services.

Researches, writes, edits, and distributes a variety of communication materials, including news releases, media statements, publications, presentations, website content, social media communications, educational materials, reports, newsletters, and other public information resources. Coordinates and supports public outreach campaigns, community meetings, special events, and stakeholder engagement activities.

Serves as the District's designated media spokesperson and public information representative. Responds to media inquiries. Coordinates media relations activities. Prepares District representatives for public appearances and interviews.; Assists with crisis communications and emergency public information efforts as needed.

Monitors communication trends, public sentiment, and media coverage to evaluate the effectiveness of outreach and communication strategies and recommend program enhancements. Ensures compliance with applicable laws, regulations, District policies, and best practices related to public information, records management, and governmental communications.

Performs related duties and special projects as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Communications. This classification may provide technical guidance and direction to other staff.

CLASS CHARACTERISTICS

This is a professional-level classification responsible for planning, developing, coordinating, and implementing the District's public information, media relations, communications, and community engagement programs. Incumbents perform a wide range of complex and sensitive assignments

requiring substantial independent judgment, initiative, political acumen, and discretion in representing the District to the public, media, community organizations, and governmental agencies.

Positions in this classification are responsible for developing and executing strategic communication and public outreach initiatives that promote public awareness of District programs, services, projects, and public health objectives. Incumbents coordinate, design, and manage public outreach campaigns, media relations activities, community meetings, special events, stakeholder engagement efforts, and public information programs. Responsibilities include developing communication strategies, establishing project objectives and timelines, identifying appropriate outreach methods, and evaluating program effectiveness.

Work is performed with a high degree of autonomy within established policies, procedures, and program goals. Assignments are typically broad in scope and require the incumbent to independently analyze issues, develop recommendations, coordinate resources, and implement solutions. Work is reviewed through conferences, reports, outcomes achieved, and overall effectiveness in meeting District communication objectives and compliance with applicable policies, regulations, and professional standards.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of public outreach and community relations activities, events, and public awareness programs for the dissemination of information regarding District operations, policies, and procedures.
- Prepares news releases and arranges media interviews. Drafts public service announcements. Establishes and maintains effective media relations. Coordinates and assists with media activities and events. Assists other departments in the preparation of announcements and public information materials. Develops materials for Board of Trustees meetings.
- Develops, designs, and edits District publications requiring graphic content and design. Compiles information and images through research. Creates original content and designs for the District's social media and print publications, including budget books. Prepare newsletters, news releases, feature articles, fact sheets, brochures, photographs, and other materials for broadcast, online, and social media. and Aligns work products with District communication priorities.
- Oversees assigned public awareness campaigns, community outreach programs, and internal communication projects. Designs and develops supporting materials. Organizes and coordinates deadlines and production schedules to carry out programs.
- Coordinates, schedules, and assists in the setting up of community events. Develops internal and external communications and publications.; Determines and distributes information and communications through a variety of outlets, including traditional media, online media, and social media platforms.
- Serves as ongoing liaison and represents the District with governmental agencies and other professional industry and community groups and organizations. Attends meetings and provides information on District programs and projects. Works with District staff to formulate

methods and approaches for addressing community and agency concerns. Fosters and promotes positive relations with District employees, departments, community groups, schools, and local government agencies.

- Creates and maintains the District's website. Collaborate with staff across departments to develop content.
- Responds to inquiries and requests for information from the media, governmental agencies, and members of the public.
- As required, develops and presents training to District department directors, staff, and seasonal employees regarding District communications, policies, and protocol.
- Serves as the designated media spokesperson for the District. Prepares, coordinates, and disseminates information to media representatives and the public.
- Attends and participates in professional group meetings. Stays abreast of new trends and innovations in the field of vector management and public services as they relate to public information and communications.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, techniques, and methods of public information, outreach, and community relations, including advertising, public relations and industry trends.
- Basic principles and practices of vector ecology operations and services.
- Methods and techniques of graphic design, layout, and print production.
- Methods and techniques for facilitating meetings and conducting presentations.
- Principles, techniques, and procedures used in preparing information for dissemination through various media outlets.
- Community demographics within the District's service areas.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions. Program, project, and task coordination, including computers and software programs relevant to work performed.
- Social media communications techniques and trends.

Ability to:

- Apply specialized graphic production techniques in the distribution of informational materials, including video production.
- Design creative and visually appealing public information posters, flyers, and postcards.
- Prepare a diverse range of presentations and public information materials.
- Apply and maintain AP Style guidelines.
- Prepare clear and concise communications aligned with the District's priorities.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, procedures, and standards relevant to work performed.
- Effectively representing the department and the District in meetings with governmental agencies, community groups, business professionals, and regulatory organizations, and other stakeholders.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training, education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to a bachelor's degree from an accredited college or university with major coursework in communications, journalism, public relations, or a related field.

Experience: Three (3) years of experience providing professional support to a comprehensive public communications program.

Licenses and Certifications:

- Valid and appropriate California Driver License with an acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.
- Possession of, or ability to obtain, certification in Public Health Vector Control Categories A-D, as required by the California Department of Public Health, within one year of appointment, and maintained throughout employment with the District.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer.
- Must possess vision to read printed materials, and a computer screen, and to operate a motor vehicle to visit various District sites.
- Must possess sufficient hearing and speech abilities to communicate in person and over the telephone.
- This classification is primarily sedentary; however, walking and standing in work areas and between work areas may be required.

- Finger dexterity is required to access, enter, and retrieve data using a computer keyboard, calculator, and standard office equipment.
- Positions in this classification occasionally require bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees also work in the community and may be exposed to vermin, insects, and parasites.
- Employees may interact with upset staff, members of the public, and private representatives while interpreting and enforcing departmental policies and procedures.



July 2026
Class Code : A-57
FLSA : Non-Exempt

VECTOR CONTROL FIELD SUPERVISOR

DEFINITION

Under general direction, plans, coordinates, leads, assigns, reviews, and participates in vector surveillance, inspection, prevention, and control activities within an assigned geographic zone or specialized program area. Provides technical guidance, training, mentoring, and performance feedback to Vector Control Inspectors and seasonal staff; monitors work quality and ensures compliance with District policies, regulatory requirements, and established safety standards.

Conducts complex inspections and investigations related to vector-borne disease prevention and vector control operations; identifies vector sources and harborage conditions; determines appropriate integrated vector management strategies; and applies pesticides, larvicides, rodenticides, and other control measures in accordance with applicable laws, regulations, and best management practices. Selects appropriate materials, treatment methods, application rates, and equipment to ensure effective and environmentally responsible control.

Coordinates and documents enforcement activities related to public health nuisances and vector breeding sources; prepares inspection reports, notices of violation, property owner correspondence, and legal documentation for abatement proceedings; assists with obtaining, serving, and executing administrative inspection warrants and abatement warrants as authorized by law.

Maintains accurate records and databases; prepares technical reports and recommendations; responds to public inquiries and service requests; supports public education and outreach efforts; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Operations Manager or designee. Exercises technical and functional leadership over lower-level and seasonal staff by assigning and reviewing work; providing training, coaching, and technical guidance; monitoring work quality; and providing performance feedback. Participates in employee selection processes and provides input regarding employee performance, development, and training needs.

CLASS CHARACTERISTICS

This is the advanced classification in the Vector Control Inspector series. Incumbents perform the most complex and specialized vector surveillance, inspection, prevention, control, and enforcement activities and serve as supervisory position responsible for coordinating and monitoring the work of assigned staff. Positions at this level exercise a high degree of technical expertise, independent judgment, and decision-making in the application of integrated vector management principles, regulatory compliance activities, and public health protection programs.

Incumbents are responsible for planning, coordinating, and implementing vector control operations within an assigned geographic zone, specialized program area, or District-wide initiative. Assignments require considerable discretion in evaluating conditions, determining appropriate control strategies, prioritizing workloads, and resolving operational issues. Work is performed with substantial independence within established policies, procedures, and regulatory guidelines, with results evaluated based on effectiveness, accuracy, compliance, and achievement of program objectives.

Positions in this classification provide lead direction to Vector Control Inspector I and II staff, seasonal employees, and other assigned staff. Supervisory responsibilities include coordinating field activities; assigning, reviewing, and monitoring work; providing technical guidance and training; ensuring adherence to safety standards and operational procedures; and providing input regarding employee performance and development.

Duties and responsibilities may vary based on assignment and operational needs. Incumbents may be assigned to specialized program areas, including Area Inspection, Vector Surveillance, Special Services, Invasive Species Management, Red Imported Fire Ant Control, Public Health Nuisance Abatement, Public Education and Outreach, Environmental Compliance, or other District operations. Not all incumbents perform all duties listed.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Duties may vary depending on area of assignment, and not all incumbents perform all duties listed. Assignments may involve specialized operational functions requiring unique responsibilities, equipment, procedures, and field conditions.

- Plans, leads, assigns, and participates in the work of staff performing inspections and control operations within an assigned zone or specialized functional area; makes temporary adjustments and reassignments of work to meet workload and emergency needs.
- Assigns, reviews, and monitors the work of Vector Control Inspector I and II staff and seasonal employees; provides coaching, technical guidance, training, and performance feedback, to ensure compliance with District standards, policies, and operational objectives.
- Identifies professional development and training needs of lower-level and seasonal staff; conducts training on work methods and techniques; provides coaching and performance feedback; and conducts formal performance evaluations.
- Reviews records and reports of assigned lower-level staff; prepares reports of work completed, equipment and materials used, and time spent; assists management staff in hiring seasonal staff.
- Participates in recruitment activities, candidate evaluations, interview panels, and employee selection processes; provides input and recommendations regarding hiring, promotion, transfer, and staffing decisions.
- Counsel employees regarding performance, attendance, conduct, safety practices, and work-related issues; document performance concerns on a regular basis and recommends corrective or disciplinary action in accordance with District policies and procedures.

- Review and approve employee work schedules, timecards, overtime requests, leave requests, and other personnel-related records in accordance with District policies and operational needs.
- Conduct field inspections and observations to evaluate employee performance, adherence to established procedures, quality standards, and regulatory requirements.
- Identify training needs and coordinate or provide ongoing instruction in vector surveillance, control methods, safety practices, equipment operation, customer service, and applicable regulations.
- Promote and enforce safe work practices; investigate workplace incidents, accidents, and safety concerns and implement corrective measures as appropriate.
- Prepare and maintain supervisory records, reports, performance documentation, training records, and other personnel-related documentation.
- Assist management in developing operational goals, policies, procedures, and workforce planning strategies to improve efficiency and service delivery.
- Responds to complex public relations matters encountered by lower-level staff; assists staff in gaining access to private property; works with property owners to obtain cooperation in source reduction activities; reports conditions requiring further attention to management staff; makes recommendations regarding conditions requiring legal abatement action; prepares documentation supporting legal abatement proceedings; and assists in obtaining and serving entry warrants as authorized.
- Resolves complex property access issues and public relations matters; works with property owners, residents, public agencies, and legal representatives to facilitate inspections, treatment activities, compliance efforts, and enforcement actions.
- Coordinates activities among assigned program areas and adjusts staffing and work assignments to meet operational demands and emergency response needs.
- Maintains records of field inspections, pesticide usage, and field surveys; reviews reports and forms for errors or omitted information and makes corrections as needed.
- Recommend program and policy changes to management to improve service levels, cost-effectiveness, operational procedures, and departmental activities.
- Surveys assigned areas for vector breeding sources, including but not limited to ponds, mitigation sites, catch basins, freeways, golf courses, creeks, lakes, marshy areas, horse stables, residential premises, schools, and swimming pools; maintains records of field inspections, pesticide usage, and field surveys; works with lab staff to trap and sample for various vectors.
- Treats areas as indicated by selecting appropriate materials, baits, dosage rates, and treatment methods to ensure proper coverage and efficacy; arranges for and conducts fish planting in targeted areas; and re-inspects treated areas to evaluate effectiveness.
- Conduct field investigations in response to public health complaints, service requests, and reports involving vectors, pests, and other environmental health concerns.
- Inspect residential, commercial, industrial, and public properties to identify vector breeding sources, harborage conditions, and factors contributing to public health risks.
- Collect and document field observations, surveillance data, photographs, samples, and other necessary evidence to assess and resolve reported public health concerns.
- Interview property owners, residents, businesses, and other stakeholders to gather information relevant to investigations and determine appropriate corrective actions.
- Prepare detailed investigation reports, case documentation, correspondence, and recommendations; maintain accurate records of findings, actions taken, and follow-up activities.
- Maintains awareness of irrigation patterns, refuse disposal practices, and other factors conducive to vector breeding; determines or identifies various vector species and stages of larval development; notes other factors, such as terrain, winds, and plant growth involved.

- Operates District vehicles, including all-terrain vehicles and pickup trucks, as well as powered and hand-spray equipment; maintains equipment in working order and performs routine maintenance and repairs.
- Attend staff meetings and training sessions; read technical literature; and remain informed of policies and procedures.
- Meets with representatives of public and private agencies to provide information regarding breeding sites, treatment cycle times, and materials used, and recommend solutions to prevent vector breeding.
- As assigned, attends a variety of community outreach events to provide information to the public about District services.
- Receives and responds to inquiries regarding District operations, policies, and procedures.
- Participates in special projects and assignments related to vector control operations, public health programs, regulatory compliance, safety initiatives, and operational improvements.
- Conducts research, gathers and analyzes information, and evaluates program needs, industry best practices, and operational effectiveness.
- Develops recommendations, prepares reports, and presents findings to management to support informed decision-making.
- Assists with the planning, implementation, monitoring, and evaluation of approved projects, programs, and process improvements.
- Utilize electronic databases, geographic information systems (GIS), mobile technology, and other reporting and surveillance technology to document investigations, track cases, and analyze field data.
- As assigned, keeps District buildings in a clean and orderly condition.
- Observes and complies with all District safety rules, regulations, protocols, and other mandated requirements.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of lead supervision, including work assignment, coaching, mentoring, performance feedback, and employee development.
- Principles of providing technical and functional direction, including work planning, work coordination, assignment review, and staff training.
- Principles of conflict resolution, negotiation, and public engagement related to enforcement and property access issues.
- Methods and procedures for obtaining, preparing, and serving warrants in support legal abatement proceedings.
- Operational characteristics, objectives, procedures, and service delivery requirements of specialized vector control program areas.
- Methods and techniques of vector control, including the safe use and handling of pesticides and safety precautions.
- Familiarity with the breeding habits, life cycles, and behavior of vectors.
- Methods and techniques of identifying the various life cycles of vectors.
- Operational characteristics of specialized equipment used in the course of work.
- Methods and techniques of reading and interpreting maps.
- District and mandated safety rules, regulations, and protocols.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and procedures relevant to the assigned area of responsibility.
- Methods and techniques of preparing training materials and conducting training.

- Methods and techniques of preparing reports related to operational activities.
- Methods and techniques of preparing technical reports and business documentation.
- Principles and practices of complex recordkeeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern business equipment and communication tools used for programs, projects, and task coordination, including computers and software programs relevant to the work performed.

Ability to:

- Assign, review, coordinate, and evaluate the work of lower-level and seasonal staff.
- Provide effective coaching, mentoring, training, technical guidance, and performance feedback.
- Participate in employee recruitment, selection, training, and development activities.
- Obtain and serve warrants and prepare documentation supporting legal abatement proceedings.
- Resolve complex public relations, enforcement, and property access issues using sound judgement, diplomacy, and conflict-resolution techniques.
- Adapt work activities, staffing priorities, and operational objectives based on assigned program area and District needs.
- Plan, organize, coordinate, assign, and review the work of assigned staff.
- Provide effective staff leadership, technical guidance, and work direction.
- Conduct vector surveillance activities and identify issues within assigned geographic areas.
- Treat affected areas in accordance with District practices.
- Provide input and recommendations regarding vegetation and water transmission structures for source reduction.
- Operate District vehicles and specialized equipment.
- Prepare and revise maps.
- Prepare operational reports and maintain logs and records.
- Understand, interpret, and apply applicable laws, codes, regulations, policies, procedures, and standards relevant to assigned work, including those related to enforcement and legal abatement activities.
- Independently organize work, establish priorities, meet critical deadlines, and follow up on assignments.
- Use tact, initiative, prudence, and independent judgment within established policy and procedural guidelines.
- Understand and follow oral and written instructions.
- Effectively use computer systems, software applications, and modern business equipment relevant to the work performed.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Effectively represent the District in meetings with property owners, public agencies, and members of the public.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to completion of the twelfth (12th) grade.

Experience: Four (4) years of increasingly responsible experience in a vector control program, including experience providing technical support, training and technical guidance. One (1) year of lead or supervisory capacity is desirable.

Licenses and Certifications:

- Valid and appropriate California Driver License with an acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.
- Possession of, or ability to obtain, certification in Public Health Vector Control Categories A-D, as required by the California Department of Public Health, within one year of appointment, and maintained throughout employment with the District.
- In accordance with the California Code of Regulations, Title 3, Article 2, Section 6722, employees assigned to mix and load toxic chemicals must be at least 18 years of age.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possess mobility to work in field environments and the strength, stamina, and agility required to perform medium- to heavy-duty physical work.
- Sit, stand, and walk on level, uneven, and slippery surfaces for extended periods.
- Frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and perform repetitive hand and wrist movements in the course of daily duties.
- Climb, descend, and work safely from ladders.
- Operate a variety of hand and power tools, construction equipment, and District vehicles.
- Travel to and work at various District sites.
- Use vision sufficient to inspect work areas, identify hazards, and safely operate equipment.
- Perform fieldwork requiring frequent walking in operational areas to identify problems and hazards and collect samples.
- Work safely in and around vector breeding sources, including standing water, drainage systems, rough terrain, and other potentially hazardous field environments.
- Demonstrate manual dexterity sufficient to safely operate, maintain, inspect, and repair tools and equipment.
- Lift, carry, push, and pull materials and objects weighing up to 50 pounds; move heavier items using appropriate equipment and/or assistance from others.
- Wear and properly use required Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work in field environments with exposure to loud noise levels.
- Work in extreme hot and cold temperatures and inclement weather conditions.
- Be exposed to road hazards and vibrations.
- Work in confined or restricted spaces.
- Be exposed to chemicals, hazardous substances, fumes, and pesticide applications.
- Be exposed to dust, airborne contaminants, vectors, and vector-borne diseases.
- Work in environments where wild and domestic animals may be present.
- Be exposed to poisonous plants and animals.
- Work in and around standing water, drainage systems, confined spaces, and other vector breeding environments.
- Interact with upset staff, members of the public, and representatives of public and private agencies while interpreting and enforcing District policies, procedures, and applicable regulations.



July 2026
Class Code: A-58
FLSA: Non-Exempt

VECTOR ECOLOGIST

DEFINITION

Under general direction, the Vector Ecologist performs professional biological, ornithological, mammalogical, and entomological work related to the surveillance and control of vertebrate and invertebrate vectors that impact public health; plans, organizes, and administers assigned vector control and related disease detection and management programs; leads development and oversight of projects or program areas; assists with projects or program areas led by other staff; serves as a technical advisor to District staff and the public in assigned program areas; designs, participates in, and monitors research projects; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Scientific Technical Services. This classification has no supervisory authority. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification in the Vector Ecologist series. Positions at this level are distinguished from the Assistant Vector Ecologist by the performance of the full range of assigned duties, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully knowledgeable of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

This position performs technical, operational, and support duties across multiple program areas within the District, including Vector Surveillance, Vector Control, Pathology Lab, Laboratory, General, Research, and related functions. Employees may be assigned to one or more program areas based on operational needs, training, and qualifications.

- Conducts research activities; participates in studies and surveys; develops and modifies methods and operational techniques; assists with introduction of new methods; performs data interpretation and analysis; and prepares reports, permits, and other technical or scientific documents.
- May write and publish scientific papers.
- May review papers and reports prepared by less experienced staff.
- Collaborates with the Director of Operations in evaluating the impact, efficacy, and resistance to control products in laboratory and field settings to improve District operations.

- Provides consultation in entomology and vector ecology to District personnel, as well as to public and private organizations involved in activities that affect vector control and surveillance.
- Plans and training for District personnel on topics including, but not limited to, the biology and identification of mosquitoes, ticks, fleas, and other vectors; endangered and threatened species and habitats; mosquitofish; and invasive species.
- Performs general identification of organisms submitted by the public and may assist the Communication Department in preparing educational materials for distribution.
- Works closely with the Scientific Technical Services Director to assist with the organization and coordination of mosquito-borne and other vector-borne disease surveillance programs, including activities related to invasive or potentially invasive species such as *Aedes aegypti*, *Aedes albopictus*, and other species, as needed.
- Responsible for the evaluation and production of multiple mosquito species and/or other organisms for testing, evaluation, and control.
- May support, modify and maintain laboratory equipment to meet laboratory needs.
- Provides support for mosquito surveillance, including setting and retrieving traps and identifying mosquito species.
- Performs trap maintenance, ensuring surveillance traps are in working order.
- Responds to human cases of mosquito-borne viruses, including travel-related cases, and conducting interviews with residents.
- Produces a variety of reports and correspondence using word processing software, databases, spreadsheets, map-based applications, and other District software, as required.
- Stays current on developments in vector control and surveillance, as well as biological, environmental, and regulatory changes, to maintain technical skill and expertise.
- Performs administrative and field work related to mosquito and vector control and surveillance; completes other essential duties as needed to support operations in the absence of the Biologist(s) or Scientific Technical Services Director.
- Develops, implements, and manages a variety of programs related to vector ecology and disease control, including the vertebrate pathology laboratory and flea-borne typhus control program.
- Procures, designs, constructs, and maintains devices used to trap mosquitoes, rodents, birds, and other organisms.
- Develops procedures trap placement and for the collection and handling of specimens.
- Develops procedures for and monitors the processing of organisms/animals, laboratory work, and the submission of specimens and blood sera for analysis.
- Identifies and examines organisms submitted to the laboratory by District staff, hospitals, and the public; provides results and consultation to address control needs; and educates District staff on the status, biology and control of pests in the county.
- Manages the dead bird program; performs necropsies, tissue collection, swabs, and other sampling methods; and communicates sample requests to the public.
- Conducts mosquito, tick, and flea surveillance; responds to human cases of mosquito-borne viruses and flea-borne typhus; investigates public health problems; and prepares documentation for abatement proceedings.
- Investigates possible poisoning; consults with veterinarians and physicians regarding diagnoses and treatment protocols.
- Formulates, tests, and evaluates vector control materials and methods; conducts calibrations and equipment performance evaluations; ensures compliance with federal and state laws.
- As assigned by management, provides technical and functional direction to part-time and seasonal staff; reviews and controls quality of work; trains employees in work methods, use of tools and equipment, and applicable safety precautions.
- Provides training, workshops, and technical consultation service to District staff, agencies, and the public; coordinates external classes to prepare technicians for state examinations and to fulfill continuing education accreditation requirements.

- Participates in joint-agency special and research projects.
- Compiles and evaluates data accrued from the managed programs and generates technical reports and program recommendations.
- Reviews scientific journals, research, and technical reports and attends scientific conventions to obtain state-of-the-art information related to vector ecology.
- Submits written and oral reports to management for presentation to the Board of Trustees on technical matters and program status.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Insects, pathogens, ecology, and epidemiological principles related to regional vector-borne diseases.
- Principles, practices, and methods of pesticide application, including effects and hazards to animal and plant life.
- Methods and techniques for implementing comprehensive vector ecology and disease prevention programs.
- Scientific methods and protocols used to detect and determine the causes of a diverse range of vector-transmitted diseases.
- Surveillance and investigative methods and techniques.
- Principles and techniques for working with groups and fostering effective team interaction to ensure smooth teamwork.
- Current and state-of-the-art theories and practices of vector and related disease control, surveillance, and long-range issues related to vector control.
- Principles and practices of biological, chemical, and physical sciences.
- Research techniques and investigative methods, including data interpretation and biostatistics.
- Principles and procedures of technical report writing and preparation of correspondence and presentations.
- Principles of mathematics and biostatistics.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Recordkeeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service when working with the public, vendors, contractors, and District staff.
- Structure and content of the English language, including meaning and spelling of words, rules of composition, and grammar.
- GIS Mapping and data management and analysis are desirable.
- Modern office equipment and communication tools used for business functions and program, project, and task coordination, including computers and relevant software applications.

Ability to:

- Plan and implement comprehensive vector ecology, disease detection, and prevention programs.
- Evaluate program effectiveness and adjust as needed.
- Coordinate services with local government to support an integrated approach to vector-transmitted diseases.
- Conduct surveillance and investigations of program operations.
- Perform laboratory testing on a diverse range vector-transmitted diseases impacting public health.
- Conduct research and prepare findings and recommendations.
- Prepare clear, concise scientific and technical reports, correspondence, and other written materials.
- Understand, interpret, and apply applicable laws, codes, regulations, policies, procedures, and standards relevant to assigned work.
- Effectively representing the department and District in meetings with governmental agencies, community groups, businesses, professional organizations, regulatory bodies, and individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Exercise tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, relevant software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training, education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to a bachelor's degree from an accredited college or university with major coursework in entomology, zoology, biology, or a related field.

Experience: Five (5) years of full-time paid field experience, or equivalent, in a Vector Control (or similar) agency, including at least three (3) years as an Assistant Vector Ecologist or equivalent. Knowledge of GIS mapping and data management is desirable.

Licenses and Certifications:

- Valid and appropriate California Driver License with an acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.
- Possession of, or ability to obtain, certification in Public Health Vector Control Categories A-D, as required by the California Department of Public Health, within one year of appointment, and maintained throughout employment with the District.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Mobility to work in a standard office and laboratory environment.
- Ability to use standard office and laboratory equipment, including a computer and diverse testing equipment.
- Vision sufficient to perform essential job functions, including observing biological and environmental conditions and distinguishing depth and color as necessary for assigned duties.
- Hearing and speech sufficient to communicate in person and by telephone.
- Ability to stand and walk between work areas as required.
- Finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Ability to occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- Mobility to work in changing site conditions.
- Strength, stamina, and mobility to perform light to medium physical work.
- Ability to sit, stand, and walk on level, uneven, or slippery surfaces.
- Ability to reach, twist, turn, kneel, and bend.
- Ability to operate a motor vehicle and travel to various District sites.
- Ability to perform fieldwork involving frequent walking in operational areas for surveillance and environmental analysis.
- Ability to work in environments with potential exposure to hazardous materials at some site locations.
- Ability to lift, carry, push, and pull materials and objects averaging up to 50 pounds, or heavier with proper equipment and/or assistance from other staff.
- Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in office and laboratory environments with moderate noise levels, controlled temperatures, and potential exposure to hazardous physical substances within laboratory settings. Employees may also perform fieldwork and be exposed to loud noise levels; hot and cold temperatures; inclement weather; mechanical and/or electrical hazards; vermin, insects, and parasites; and hazardous chemical substances and fumes.

Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.



July 2026
Class Code: A-55
FLSA: Non-Exempt

VECTOR REDUCTION COORDINATOR

DEFINITION

Under general direction, coordinates and administers the District's vector reduction and source management programs through collaboration with property owners, land managers, public agencies, regulated entities, and other stakeholders responsible for properties that present actual or potential vector-producing conditions. Develops, implements, and monitors cooperative Vector Management Plans designed to reduce vector habitats and breeding sources through sustainable source reduction, environmental management, and integrated vector management (IVM) practices.

Works proactively with stakeholders to identify, assess, and mitigate significant vector sources in support of public health protection objectives. Provides technical guidance and recommendations regarding vector prevention, habitat management, land use practices, water management, and source reduction strategies intended to minimize vector production, reduce pesticide reliance, improve operational efficiency, and promote long-term compliance with applicable public health standards.

Coordinates with landowners, land managers, regulatory agencies, consultants, developers, and community organizations to develop practical and effective Vector Reduction Guidelines and best management practices for a variety of land uses and environmental conditions. Conducts site assessments, evaluates vector-producing conditions, and recommends corrective actions to reduce public health risks associated with vector-borne diseases.

Administers compliance and enforcement activities when voluntary corrective measures are unsuccessful or insufficient to address significant vector sources. Investigates complaints and public health concerns; prepares technical reports, correspondence, notices, and supporting documentation; and coordinates enforcement actions in accordance with applicable provisions of the California Health and Safety Code and other relevant laws and regulations.

Supports the District's environmental compliance programs by monitoring and ensuring adherence to applicable federal, state, and local environmental requirements, permits, and regulatory obligations. Serves as a technical resource to District management, staff, stakeholders, and regulatory agencies regarding vector reduction, environmental compliance, public health protection, and integrated vector management practices. Performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Operations Manager or designee. May exercise supervision and provide work direction to staff while collaborating with other supervisors on vector reduction projects. May also provide technical and functional direction and training to lower-level and seasonal staff.

CLASS CHARACTERISTICS

This is an advanced-level professional classification responsible for coordinating and administering the District's Vector Reduction Management Program and related source reduction, environmental compliance, and regulatory enforcement activities. The position assists the Director of Operations in a variety of programmatic, administrative, analytical, regulatory, and interagency coordination functions that support the District's public health mission and integrated vector management (IVM) objectives.

The Vector Reduction Coordinator serves as the District's primary liaison with property owners, developers, public agencies, regulatory authorities, consultants, special districts, community organizations, and other stakeholders regarding vector source reduction, environmental management, and compliance matters. The incumbent works collaboratively to develop and implement sustainable vector management strategies and source reduction measures designed to minimize vector production, reduce public health risks, and promote long-term compliance with applicable laws, regulations, permits, and District policies.

This classification is responsible for coordinating compliance and enforcement activities associated with significant vector-producing conditions; conducting technical evaluations and site assessments; reviewing development, drainage, stormwater, and infrastructure projects for vector management considerations; preparing technical reports, correspondence, notices, and enforcement documentation; and providing recommendations regarding corrective actions and mitigation measures. The position may represent the District before regulatory agencies, local governments, stakeholder groups, and public meetings.

The work requires extensive knowledge of integrated vector management principles; vector source reduction practices; California Health and Safety Code provisions applicable to vector control districts; environmental permitting and compliance requirements, including National Pollutant Discharge Elimination System (NPDES) regulations; the California Environmental Quality Act (CEQA) and related federal environmental laws; public health and pesticide regulations; property rights and land use considerations; stormwater management systems; drainage and infrastructure design principles; public works operations; and municipal code enforcement practices.

Assignments are performed with a high degree of independence and professional judgment. The incumbent is expected to analyze complex regulatory and operational issues, develop practical and legally defensible solutions, coordinate with diverse stakeholders, and support District management in achieving program objectives while ensuring compliance with applicable public health and environmental requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Works collaboratively with department directors, Vector Inspectors, and other staff to plan, establish goals, and implement the District's Vector Reduction Program; evaluates source

reduction projects; obtains required permits; and oversees the design of source reduction projects.

- Conducts training for Vector Inspectors and other field staff on source reduction program coordination and enforcement methods; responds to staff requests to evaluate vector sources.
- Contacts and works with public and private landowners to reduce sources of standing water in basins and other property features; analyzes sites, reviews plans, and determines appropriate resolutions and alternative recommendations.
- Investigates reports of standing water to determine property ownership and identify the cause of the reported condition; coordinates with municipal and county code enforcement departments to obtain property owner compliance with vector-related public nuisances.
- Maintains records and prepares reports on known or potential vector production sites for mosquitoes and other vectors to support enforcement of abatement notices; pursues long-term abatement efforts with property owners, including reminder notices, site visits, meetings, enforcement notices, and court proceedings.
- Inspects known large-scale vector breeding sites and determines the scope of work and remediation actions needed.
- Consults with and advises local, state, and federal agencies, construction companies, and homeowner associations on modifications to reduce vector breeding in storm drains, flood control channels, ditches, gutters, and similar infrastructure; issues abatement notices when appropriate.
- Applies for permits from regulatory agencies to enable District staff to perform routine mosquito control work.
- Reviews the design features of plans and permits for new development and redevelopment projects; provides written vector control evaluations, including plan checks and CEQA reviews; and issues recommendations for proper vector source reduction.
- Monitors and reviews NPDES permit regulations, provides comments on proposed changes, works with regulators, recommends actions to District staff, and coordinates with NPDES stakeholders regarding permit modifications.
- Research, drafts, and updates Best Management Practices (BMPs) documentation for vector control, provides recommendations related to design, construction, maintenance, program improvements, and policy changes to the Director of Operations to improve vector control procedures.
- Monitors legislation and regulatory developments related to stormwater, mosquito control, and other vector control programs.
- Attends a variety of District, local, state, and federal meetings to discuss coordination and collaboration in vector control management.
- Ensure staff observe, understand, and comply with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Vector breeding habitats, mosquito biology, Integrated Vector Management (IVM) principles, and vector surveillance techniques.
- Project management principles, stakeholder engagement strategies, and collaborative problem-solving techniques.
- Local, state, and federal laws, regulations, codes, ordinances, and guidelines governing vector control programs, with particular emphasis on environmental laws and regulations.

- Watershed management concepts, urban water engineering principles, and methods of environmental assessment and mitigation.
- Resolution 340 abatement procedures, the California Health and Safety Code, and applicable vector control regulations.
- Stormwater management systems, including NPDES requirements and CEQA review processes.
- Public agency permitting processes and code enforcement practices related to vector reduction.
- Geographic Information Systems (GIS), mapping applications, and data analysis techniques used in vector management.

Ability to:

- Analyze complex technical information and develop practical, effective vector reduction strategies.
- Interpret engineering plans, environmental documents, permits, and regulatory requirements.
- Exercise independent judgement and initiative when resolving complex vector reduction and regulatory compliance issues.
- Manage, coordinate, and prioritize multiple projects of varying complexity while maintaining accurate records and meeting established deadlines.
- Build collaborative relationships with regulatory agencies, consultants, property owners, and other stakeholders.
- Communicate technical information effectively through reports, correspondence, presentations, public meetings, and other written and verbal communications.
- Develop policies, procedures, and Best Management Practices (BMPs) that support District goals.
- Coordinate with multiple stakeholders to achieve voluntary compliance and successful implementation of vector reduction projects.
- Research and evaluate legislation, regulations, and emerging practices affecting vector management.
- Train, mentor, and provide technical guidance to staff on vector reduction practices and regulatory requirements.
- Reduce long-term District resource expenditures by collaborating with stakeholders to mitigate significant vector sources through practical, sustainable vector reduction strategies.
- Prepare clear, concise reports, correspondence, enforcement documentation, technical recommendations, and other written communications for stakeholders and regulatory agencies.
- Effectively use computer systems, Geographic Information Systems (GIS), mapping software, Microsoft Office applications, database systems, and other business technologies to perform technical, analytical, and administrative functions.
- Develop and maintain effective working relationships with District staff, regulatory agencies, elected officials, community organizations, contractors, and the public.
- Facilitate meetings and negotiate practical solutions with public agencies, private organizations, property owners, and other stakeholders.
- Interpret and apply District policies, procedures, and applicable federal, state, and local laws consistently and effectively.
- Prepare and deliver technical presentations and training to District staff, stakeholders, public agencies, and community organizations.

Education and Experience:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to an associate's 's degree from an accredited college or university with major coursework in Civil Engineering, Environmental Engineering, Urban Planning, Biology, Environmental Management, or a closely related field.

Experience: Three (3) years of progressively responsible public health or environmental health project management experience related to vector reduction, environmental compliance, or closely related programs. Alternatively, an equivalent combination of education and eight (8) years of experience in public health or environmental health related to vector reduction strategies may be substituted.

Licenses and Certifications:

- Valid and appropriate California Driver License with an acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.
- In accordance with the California Code of Regulations, Title 3, Article 2, Section 6722, employees assigned to mix and load toxic chemicals must be at least 18 years of age.
- Possession of, or the ability to obtain, certification in Public Health Vector Control Categories A-D, as required by the California Department of Public Health, within one year of appointment, and maintained throughout employment with the District.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work in a standard office setting and use standard office equipment, including a computer.
- Read printed materials and computer screens.
- Hear and speak effectively to communicate in person and over the telephone.
- Stand and walk between work areas, as required.
- Use finger dexterity to access, enter, and retrieve data using a computer keyboard, calculator, and other standard office equipment.
- Occasionally bend, stoop, kneel, reach, and push or pull drawers open and closed to retrieve and file information.
- Possess the mobility to work in field environments and the strength, stamina, and agility required to perform light- to medium-duty physical work.
- Sit, stand, and walk on level, uneven, and slippery surfaces for extended periods.
- Frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and perform repetitive hand and wrist movements in the course of daily duties.
- Climb, descend, and work safely from ladders.
- Operate a variety of hand and power tools, construction equipment, and District vehicles.
- Travel to and work at various District sites.
- Use vision sufficient to inspect work areas, identify hazards, and safely operate equipment.

- Perform fieldwork requires frequent walking over rough terrain, through dense vegetation, drainage channels, and standing water to identify problems, hazards, and collect samples.
- Work safely in and around vector breeding sources, including standing water, drainage systems, rough terrain, and other potentially hazardous field environments.
- Demonstrate manual dexterity sufficient to safely operate, maintain, inspect, and repair tools and equipment.
- Lift, carry, push, and pull materials and objects weighing up to 50 pounds; move heavier items using appropriate equipment and/or assistance from others.
- Wear and properly use required Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work in an office environment with moderate noise levels.
- Work in controlled temperature conditions.
- Be exposed to hazardous substances as required in the performance of assigned duties.
- Work in field environments with exposure to loud noise levels.
- Work in extremely hot and cold temperatures and inclement weather conditions.
- Be exposed to road hazards and vibration.
- Work in confined or restricted spaces.
- Be exposed to chemicals, hazardous substances, fumes, and pesticides.
- Be exposed to dust, airborne contaminants, disease vectors, and vector-borne diseases.
- Work in environments where wild and domestic animals may be present.
- Be exposed to poisonous plants and venomous animals.
- Work in and around standing water, drainage systems, confined spaces, and other vector breeding environments.
- Interact with upset staff, members of the public, and representatives of public and private agencies while interpreting and enforcing District policies, procedures, and applicable laws and regulations.



July 2026
Class Code: A-40; A-51
FLSA: Non-Exempt

VECTOR CONTROL INSPECTOR I/II

DEFINITION

Under immediate supervision (Vector Control Inspector I) or general supervision (Vector Control Inspector II), conducts vector surveillance, inspection, prevention, and control activities within an assigned geographic zone or specialized program area. Inspects properties, water sources, and other potential vector habitats to identify and evaluate vector breeding, harborage, and activity. Selects, prepares, and applies appropriate pesticides, biological control agents, baits, and other treatment materials in accordance with established protocols, label requirements, and regulatory standards to achieve effective vector management.

Maintains and updates operational maps, Geographic Information Systems (GIS), and electronic records related to assigned service areas, including properties, water bodies, drainage features, topographic characteristics, and other environmental conditions relevant to vector control operations. Conducts investigations, documents inspection findings, and prepares required reports and records.

Provides public education and technical guidance to property owners, residents, businesses, and community groups regarding vector-borne disease prevention, integrated vector management (IVM) practices, source reduction, and regulatory compliance. Responds to service requests and public inquiries and collaborates with other agencies and stakeholders as necessary. Performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Vector Control Inspector I) or general (Vector Control Inspector II) supervision from supervisory and management staff. Exercises no direct supervision over staff. While the Vector Control Inspector II has no formal supervisory authority, incumbents may serve as program leads and may direct seasonal vector control operations or assist with projects and programs led by others. During the operational season, incumbents may coordinate field activities, allocate resources, train seasonal personnel, assign and monitor work, and provide technical guidance to ensure the effective delivery of vector control services. * (**This will only be a function when the position has met the lead pay criteria as outlined in the PRRP*)

CLASS CHARACTERISTICS

Vector Control Inspector I

- This is the entry-level classification in the Vector Control Inspector series. Initially under close supervision, incumbents learn and perform routine vector control duties and general unskilled labor associated with source reduction activities. As experience is gained, assignments become more varied and complex. Close supervision and frequent review of work lessen as an incumbent demonstrates the skills necessary to perform the work independently. Positions

at this level usually perform most of the duties required of the positions at the Vector Control Inspector II level but are not expected to function at the same skill level and generally exercise less independent judgment and discretion in matters related to work procedures and methods. Work is usually supervised while in progress and follows an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Vector Control Inspector II

- This is the fully qualified journey-level classification in the Vector Control Inspector series. Positions at this level are distinguished from the Vector Control Inspector I level by performing the full range of assigned duties as assigned, working independently, and exercising judgment and initiative. Positions may coordinate, assign, and monitor the work of seasonal employees and provide technical guidance related to vector control operations and field activities. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.
- This class is distinguished from the Vector Control Field Inspector in that the latter performs more complex work assigned to the series and provides technical and functional direction to lower-level staff.

Vector Control Inspector I

This is the entry-level classification in the Vector Control Inspector series. Under close supervision, incumbents receive training and perform routine vector surveillance, inspection, prevention, and control activities, as well as source reduction and related field operations. Employees learn to identify vector species and breeding habitats. Conducts property inspections. Investigates service requests. Applies pesticides and biological control agents in accordance with label requirements and established protocols. Maintains records. Supports public education efforts related to vector-borne disease prevention and integrated vector management (IVM).

As experience and proficiencies are gained, assignments become more varied and complex, and the level of supervision decreases. Incumbents are expected to develop the knowledge, skills, and abilities necessary to perform field inspections, surveillance activities, treatment operations, and public outreach assignments with increasing independence. Positions at this level perform many of the same duties as the Vector Control Inspector II classification but exercise less independent judgment and discretion in the application of work methods, operational decisions, and regulatory requirements. Work is typically reviewed while in progress and is performed within established procedures, guidelines, and training standards.

Vector Control Inspector II

This is the fully qualified journey-level classification in the Vector Control Inspector series. Under general supervision, incumbents perform the full range of vector surveillance, inspection, prevention, and control activities independently and are expected to exercise sound judgment, initiative, and technical expertise in the performance of assigned duties. Responsibilities include conducting inspections and investigations. Assessing vector habitats and public health risks. Implementing integrated vector management strategies. Applying pesticides and biological control agents. Maintaining operational records and maps. Responding to public service requests. Providing public education regarding vector-borne disease prevention and source reduction.

Positions at this level are fully proficient in applicable vector control methods, regulatory requirements, safety practices, and District policies and procedures. Incumbents may coordinate, assign, and monitor the work of seasonal employees, assist with training, and provide technical guidance related to field operations and vector control programs. Employees work with a high degree of independence and receive only occasional instruction regarding new, unusual, or complex assignments. This classification is distinguished from the Vector Control Field Inspector classification in that the latter performs the most complex and specialized work within the series and provides ongoing technical and functional leadership to lower-level staff. Positions in the Vector Control Inspector I/II class series are flexibly staffed. Positions at the Vector Control Inspector II level are normally filled through advancement from the Vector Control Inspector I level. Progression to the Vector Control Inspector II level is contingent upon:

1. Management affirms that the incumbent is performing the full range of duties assigned to the classification;
2. Satisfactory work performance;
3. The incumbent meets the minimum qualifications for the classification, including any required licenses and certifications; and
4. Management approves progression to the Vector Control Inspector II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel Resolution Rules and Procedures and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Vector Control Inspector I level may perform some of these duties and responsibilities in a learning capacity.

- Surveys assigned zones for vector breeding sources, such as ponds, mitigation sites, catch basins, marshy areas, horse stables, residential premises, schools, and swimming pools. Prepare inspection reports.
- Maintains an awareness of irrigation patterns, refuse disposal practices, and other factors conducive to vector breeding. Identifies various vector species and/or larval development stages. Notes environmental factors such as terrain, winds, and plant growth.
- Treats areas by selecting and applying appropriate materials, baits, dosage rates, and equipment to obtain proper coverage and efficacy. Arranges for, and conducts, fish planting in targeted areas. Re-inspects treated areas to evaluate effectiveness.
- As assigned, initiates requests for aircraft services and provides information regarding vector species, developmental stages, and other data required for effective aerial treatment operations. Re-inspects sprayed areas to evaluate treatment effectiveness.
- Advises and educates property owners, residents, and the public regarding vector problems, vector breeding prevention, and source reduction practices. Explains the reason for Vector Control Inspector's presence on property. Provides information regarding improper maintenance or conditions contributing to vector breeding. Responds to complex vector control concerns. Refers sensitive public relations or property access issues through appropriate channels.
- Prepares and revises operational maps of zones and areas in the District including properties, ponds, topographic characteristics, and other features relevant to vector control operations. Records significant changes on maps. Compiles data from completed work as directed,

including service types, costs, and vector population history. Otherwise assists in collecting and compiling data and maintaining records.

- Utilizes tablets, laptops, mobile applications, Geographic Information Systems (GIS), and other operational technologies to document inspections, treatment activities, pesticide applications, dosage rates, service histories, and other operational records and data.
- Make trap collections and counts. Performs routine arthropod and vertebrate identification. maintains records as required.
- Responds to inquiries and explains District policies and procedures through written and verbal communications.
- Works as part of a crew. Keeps assigned equipment in working order. Reports on equipment deficiencies and operational problems to supervisors.
- Digs drainage channels, cuts vegetation, prepares trails for equipment movement, and performs general labor and routine equipment operations in support of source reduction activities.
- Operates District vehicles, including all-terrain vehicles, pickup trucks, and power and hand-spray equipment Maintains equipment in working order and performs routine maintenance.
- Attends training sessions, reads agency manuals, and stays informed of policies and procedures.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- As assigned, attends community outreach events and provides information to the public regarding District services, vector prevention, and source reduction practices.
- Incumbents of the Fire Ant unit do not typically perform inspections of single-family structures, while incumbents of the Zone Inspection unit spend a significant portion of their time performing such inspections.
- Incumbents of the Fire Ant unit may distribute Fire Ant bait to Inspectors of other units.
- Incumbents assigned to Zone Inspection and Special Services inspect a wide variety of areas that may require extensive walking over rough terrain, using tools to move through thick vegetation, and wading through waters as much as waist deep.
- As assigned, keeps District buildings in a clean and orderly condition.
- Incumbents may serve as program leads and may direct seasonal vector control operations or assist with projects and programs led by others. During the operational season, incumbents may coordinate field activities, allocate resources, train seasonal personnel, assign and monitor work, and provide technical guidance to ensure the effective delivery of vector control services.* (**This will only be a function when the position has met the lead pay criteria as outlined in the PRRP*)
- Performs other duties as assigned.

QUALIFICATIONS

Positions at the Vector Control Inspector I level may acquire and apply some of the following knowledge and abilities in a learning capacity.

Knowledge of:

- Methods and techniques for reading, interpreting, and applying pesticide labels and application requirements.
- Basic mathematical principles used to calculate pesticide application rates, treatment areas, and dosage requirements.
- Principles and practices of public education and community outreach related to vector control and source reduction.

- Modern field technologies, including tablets, mobile applications, Geographic Information Systems (GIS), and electronic record-keeping systems used in vector control operations.
- Operational characteristics of specialized equipment used in the course of work.
- Methods and techniques of vector control, including the safe use and handling of pesticides and safety precautions.
- Breeding habits, life cycles, and habitats of vectors.
- Methods and techniques for identifying vectors in their various life stages.
- Methods and techniques of preparing reports on operational activities.
- Methods and techniques of reading and interpreting maps.
- Applicable federal, state, and local laws, regulations, ordinances, policies, and procedures relevant to assigned areas of responsibility.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern office equipment, communication tools, computer systems, and software applications relevant to work performed.

Ability to:

- Read, interpret, and apply pesticide labels, safety information, and application requirements.
- Calculate pesticide application rates, treatment areas, and dosage requirements using basic mathematical principles.
- Use tablets, computers, mobile applications, Geographic Information Systems (GIS), and related software to collect, document, analyze, and maintain operational data.
- Effectively educate property owners, residents, and the public regarding vector prevention, source reduction, and vector control practices.
- Effectively de-escalate difficult, complex, or emotionally charged interactions with members of the public while maintaining professionalism.
- Assign, coordinate, and monitor the work of seasonal employees and provide technical guidance as assigned.
- Conduct vector surveillance activities and identify potential vector-related issues within assigned geographic areas.
- Treat affected areas in accordance with District policies, procedures, and established practices.
- Maintain vegetation and water conveyance structures for source reduction activities.
- Prepare and revise maps.
- Prepare clear and accurate operational reports and related documentation.
- Operate District vehicles and specialized equipment.
- Maintain logs and records.
- Independently organize work, establish priorities, meet critical deadlines, and follow up on assignments.
- Understand and follow oral and written instructions. Interpret and apply applicable laws, codes, regulations, policies, procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications, and modern business equipment to perform assigned duties.
- Communicate clearly and concisely using the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Establish, maintain, and foster positive and effective working relationships with individuals encountered in the course of work.

Education and Experience:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Vector Control Inspector I/II

- Equivalent to completion of the twelfth (12th) grade.

Experience:

Vector Control Inspector I

- One (1) year of experience performing technical duties in a vector control program.

Vector Control Inspector II

- Three (3) years of increasingly responsible experience performing technical duties in a vector control program.

Licenses, Certifications and Requirements:

Vector Control Inspector I/II

- Valid and appropriate California Driver License with an acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.
- In accordance with the California Code of Regulations, Title 3, Article 2, Section 6722, employees assigned to mix and load toxic chemicals must be at least 18 years of age.

Vector Control Inspector I

- Possession of, or ability to obtain, certification in Public Health Vector Control Categories A-D, as required by the California Department of Public Health, within one year of appointment, and maintained throughout employment with the District.

Vector Control Inspector II

- Possession of certification in Public Health Vector Control Categories A-D, as required by the California Department of Public Health, and maintenance of such certification throughout employment with the District.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possess mobility to work in field environments and the strength, stamina, and agility required to perform medium- to heavy-duty physical work.
- Sit, stand, and walk on level, uneven, and slippery surfaces for extended periods.
- Frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and perform repetitive hand and wrist movements in the course of daily duties.
- Climb, descend, and work safely from ladders.
- Operate a variety of hand and power tools, construction equipment, and District vehicles.
- Travel to and work at various District sites.
- Use vision sufficient to inspect work areas, identify hazards, and safely operate equipment.
- Perform fieldwork requiring frequent walking over rough terrain, through dense vegetation, drainage channels, and standing water to identify problems, hazards, and collect samples.
- Work safely in and around vector breeding sources, including standing water, drainage systems, rough terrain, and other potentially hazardous field environments.
- Demonstrate manual dexterity sufficient to safely operate, maintain, inspect, and repair tools and equipment.
- Lift, carry, push, and pull materials and objects weighing up to 50 pounds. Move heavier items using appropriate equipment and/or assistance from others.
- Wear and properly use required Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work in field environments with exposure to loud noise levels.
- Work in extremely hot and cold temperatures and inclement weather conditions.
- Be exposed to road hazards and vibrations.
- Work in confined or restricted spaces.
- Be exposed to chemicals, hazardous substances, fumes, and pesticides.
- Be exposed to dust, airborne contaminants, vectors, and vector-borne diseases.
- Work in environments where wild and domestic animals may be present.
- Be exposed to poisonous plants and venomous animals.
- Work in and around standing water, drainage systems, confined spaces, and other vector breeding environments.
- Interact with upset staff, members of the public, and representatives of public and private agencies while interpreting and enforcing District policies, procedures, and applicable regulations.

RESOLUTION NO. 611

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

APPROVE THE CLASSIFICATION AND COMPENSATION STUDY RECOMMENDATIONS, ADOPTING REVISED CLASSIFICATIONS, JOB DESCRIPTIONS, AND SALARY ADJUSTMENTS

WHEREAS, the Orange County Mosquito and Vector Control District ("District") is committed to maintaining a competitive, equitable, and fiscally responsible classification and compensation program that supports recruitment, retention, employee development, succession planning, and organizational effectiveness; and

WHEREAS, the District initiated a comprehensive Classification and Compensation Study in August 2024 in collaboration with the Employee Association and retained CPS HR Consulting to conduct the study using eighteen (18) mutually agreed-upon comparable California public agencies; and

WHEREAS, the study included a comprehensive review of thirty (30) classifications and sixty-two (62) employees through Position Description Questionnaires, employee and supervisor interviews, classification analysis, market salary comparisons, and an enhanced total compensation analysis; and

WHEREAS, throughout the study, the District met and conferred with the Employee Association as required and incorporated employee and supervisor feedback into revised job descriptions where appropriate; and

WHEREAS, the study concluded that the District's compensation program remains generally competitive while identifying opportunities to modernize classifications, improve career progression, strengthen succession planning, and enhance organizational effectiveness; and

WHEREAS, the study recommends updates to job descriptions, selected classification changes, organizational improvements, and targeted salary adjustments to maintain market competitiveness and internal equity.

NOW, THEREFORE, be it **RESOLVED** that the Board of Trustee of the Orange County Mosquito and Vector Control District takes the following **ACTION**:

1. Approves the Classification and Compensation Study recommendations as presented in the accompanying staff report.
2. Adopts the revised job descriptions, classification changes, and organizational modifications identified in the Classification and Compensation Study, including but not limited to:
 - a. Reclassification of the Communications Specialist to Community Relations Coordinator;
 - b. Modernization of Information Technology classifications;
 - c. Revisions to Operations Department classifications and career pathways, including reclassification of the Operations Supervisor to Senior Operations Coordinator; and
 - d. Other classification and job description revisions as presented in the staff report.

Approves the recommended salary adjustments for affected classifications as follows:

1. Vector Control Field Supervisor – five percent (5%);
2. Vector Control Inspector II – one salary step (2.5%);
3. Fleet and Equipment Maintenance Mechanic II – two salary steps (5%);
4. Data Application Specialist I and II – salary range adjustments;
5. Integrated Vector Management Compliance Coordinator – five percent (5%) downward adjustment; and
6. Community Relations Coordinator – eleven percent (11%).
7. Authorizes the District Manager, or designee, to implement the approved classification changes, revised job descriptions, salary adjustments, and all administrative actions necessary to carry out this Resolution.
8. Directs District staff to incorporate the approved changes into the District's Classification Plan, Salary Schedule, Administrative Policies, and other applicable personnel documents, with an effective date of August 20, 2026, unless otherwise specified.

PASSED, APPROVED, AND ADOPTED by the Board of Trustees of the Orange County Mosquito and Vector Control District at its regular meeting held on the 20th day of August, 2026, at 13001 Garden Grove Boulevard, Garden Grove, California 92843.

Bob Ruesch, President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Trustees of the Orange County Mosquito and Vector Control District at a regularly scheduled meeting, held on August 20, 2026:

John Taylor, Secretary

APPROVED AS TO FORM:

Alan R. Burns, District Counsel



Orange County Mosquito and Vector Control District
AGENDA ITEM G.4
Prepared By: Lora Young, District Manager
Submitted By: Lora Young, District Manager
Date: August 20, 2026

Agenda Title: Absenteeism and Tardiness Regulations to Supplement Policy No. 26

Recommended Action: Receive and File Absenteeism and Tardiness Regulations

Summary:

District management has developed Absenteeism and Tardiness Regulations to provide employees and supervisors with consistent guidance regarding attendance expectations, reporting procedures, and the administration of attendance-related issues. The regulations supplement the District's Personnel Resolution Rules and Procedures (PRRP), applicable Memoranda of Understanding (MOUs), and Rules of Conduct Policy No. 26, and are intended to promote consistency in the administration of existing policies.

District Management has met and conferred with the impacted bargaining unit on this item. Due to the fact that these regulations are administrative in nature and supplement existing Board-adopted policies, they do not require Board approval. They are being presented to the Board to provide transparency regarding the District's administration of attendance standards.

Previous Relevant Board Actions for This Item: None

Strategic Plan Compliance: Priority Area 1: Enhance Organizational Policies, Plans and Procedures 1.4: Review and update the District's plans that to address regulatory requirements, compliance, and program resource allocation.

Fiscal Impact:

What Amount is being requested? None

Is the Amount Requested Budgeted in the Current Fiscal Year? None

If No, What Funds Are Requested? None

Exhibits:

Exhibit A: Absenteeism and Tardiness Regulation



Orange County Mosquito and Vector Control District

A Public Health Agency Serving Orange County Since 1947

ABSENTEEISM AND TARDINESS REGULATION

Purpose

The purpose of this regulation is to establish attendance expectations that support effective District operations while recognizing that employees may occasionally experience illness, emergencies, or other unforeseen circumstances. The District is committed to addressing attendance concerns fairly, consistently, and in accordance with the Personnel Resolution Rules and Procedures (PRRP), applicable Memoranda of Understanding (MOUs), and applicable law.

Attendance Expectations

Employees are expected to maintain regular and dependable attendance and to report to work as scheduled. The District recognizes that occasional absences and tardiness occur and will evaluate attendance concerns based on the totality of circumstances, including operational impact, frequency, patterns of occurrence, and any mitigating factors.

This regulation supplements **Rules of Conduct Policy No. 26**, including:

- **Section 6 – Attendance**, and
 - **Section 7 – Job Performance**, including expectations regarding attendance, punctuality, and break usage.
-

Definitions

- **Absence:** Failure to report for a scheduled shift.
 - **Unscheduled Absence:** Absence not approved in advance.
 - **Authorized Absence:** Time off that has been requested and approved in advance prior to the time off, except where protected leave law prevents advance approval.
 - **Excused Medical Absence:** A medically related absence properly reported and documented when required.
 - **Excessive Absenteeism:** A pattern of absences that disrupts operations, excluding protected leave and qualifying excused medical absences.
-

Reporting Absences

Employees must:

- Notify their supervisor as soon as possible, but no later than 1 hour before shift starts;
- Follow departmental call-in procedures;
- Provide updates for multi-day absences.

Example (Clarification of Reporting):

If an employee is out sick and anticipates being absent the following day, and the employee notifies their supervisor and/or submits a request for leave **by 4:00 p.m. that same day**, the subsequent absence will not be counted as a separate occurrence for corrective action purposes.

Medical Absences

- Excused medical absences will not be counted toward corrective action totals when properly reported and documented in accordance with District procedures.
 - On the third (3rd) consecutive day of absence, the District will require a medical note releasing the employee to return to work, consistent with the District's PRRP (Personnel Resolution Rules and Procedures) and applicable law.
 - Consistent with the PRRP, applicable MOUs, and applicable law, the District may require medical certification for extended absences or before an employee returns to work.
-

Attendance Review

The District will generally review attendance patterns when an employee experiences:

- Four (4) or more unscheduled, unexcused absences within a rolling three-month period; or
- A recurring pattern of attendance issues that significantly impacts operations, service delivery, scheduling, safety, or coworker workloads.

Prior to initiating formal corrective action, supervisors are encouraged to meet with employees to discuss attendance concerns, identify potential solutions, and provide an opportunity for improvement.

The District will consider relevant factors, including:

- Length of service;
- Overall attendance history;
- Whether attendance has improved;
- Operational impact;
- Frequency and pattern of occurrences; and
- Any mitigating circumstances.

Protected leave, approved leave, Family and Medical Leave, California Family Rights Act leave, workers' compensation leave, ADA accommodations, and other legally protected absences will not be counted for corrective action purposes.

Tardiness

Employees are expected to report to work on time and return promptly from meal periods and breaks.

Any payroll grace period exists for administrative timekeeping purposes and should not be relied upon as a routine arrival time.

Employees should notify their supervisor as soon as possible when they anticipate arriving late. Supervisor discretion with managerial review is authorized to determine excused tardiness on a case-by-case basis, in which the tardiness would not apply to the below-mentioned triggers if approved by the supervisor.

Attendance concerns related to tardiness will generally be reviewed when an employee accumulates:

- Four (4) tardies within a rolling three-month period – Coaching discussion;
 - Six (6) tardies within a rolling three-month period – Attendance counseling/Verbal Warning;
 - Continued tardiness thereafter may result in corrective action pursuant to the PRRP.
-

Corrective Action

Attendance-related corrective action shall be administered in accordance with the progressive discipline provisions contained in the District's Personnel Resolution Rules and Procedures (PRRP), applicable Memoranda of Understanding (MOU), and District policies.

Nothing in this regulation creates an independent disciplinary process or alters the disciplinary procedures established by the PRRP.

The District will generally seek to address attendance concerns through coaching, counseling, and opportunities for improvement prior to initiating formal discipline when appropriate. However, the District retains discretion to determine the appropriate response based upon the circumstances of each situation and operational needs.

Combined Attendance Review

Absenteeism and tardiness may be evaluated collectively when reviewing attendance patterns. The District will consider the totality of circumstances, including operational impact, attendance history, improvement efforts, and mitigating factors before determining whether corrective action is warranted.

Reservation of Rights

Nothing in this regulation limits the District's authority to:

- Manage its workforce and operations;
 - Establish and enforce reasonable attendance standards;
 - Address attendance issues that impact District services;
 - Comply with applicable law, labor agreements, and leave requirements; or
 - Exercise management rights reserved by law and applicable agreement
-

Labor Relations / Non-Waiver

Nothing in this regulation constitutes a waiver of rights under applicable MOUs, the PRRP, District policies, or state and federal law. This regulation shall be interpreted and administered consistently with all applicable labor agreements and legal requirements.

Progressive Discipline

The District generally follows progressive discipline:

- Counseling
- Written warning
- Suspension and/or further corrective action
- Up to termination

The District may adjust discipline based on severity, pattern, or operational impact.

Legal Compliance

This regulation will be administered consistently with applicable law, including labor agreements, protected leave laws, and reasonable accommodation requirements.

Combined Attendance Administration Statement

Attendance issues, including absenteeism and tardiness, will be evaluated holistically. Patterns may result in corrective action consistent with this regulation, District procedures, applicable MOUs, and Policy No. 26, Rules of Conduct.



Orange County Mosquito and Vector Control District

A Public Health Agency Serving Orange County Since 1947

Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Trustees attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: Pek Pum, GIS Coordinator II

Name of Conference/Event: 2026 Esri User Conference

Date: 7/13/2026 To 7/15/2026

Location: San Diego Convention Center (San Diego, CA)

Summary

I had the opportunity to attend the 46th annual Esri User Conference, joining 18,000 fellow GIS professionals at our industry's largest gathering. This year's theme, "*Creating a more intelligent world*," carries a double meaning: the long-standing role of GIS in informing intelligent decision-making, and the arrival of a new generation of artificial intelligence tools. AI was the defining subject of the conference. Esri is looking beyond merely adding AI to GIS, positioning GIS to supply the geographic context that general-purpose large language models (LLMs) lack.

That theme echoed through the sessions I attended:

- **Automating Imagery Workflows with Deep Learning**
- **Geospatial Foundation Models and Embeddings**
- From Raw Data to Custom App: Data Engineering, Mapping, and Web Development
- **AI Assistants; The ArcGIS Pro Assistant**
- Trends in State and Local Government
- Aligning Geospatial and IT Strategies

Esri is building out its AI capabilities in three tiers, each with clear relevance to the District.

1. **GeoAI** offers a remarkable array of tools: purpose-trained models for feature extraction and imagery classification, "embeddings" for predictive analysis and similarity search, and new vision-language models that analyze imagery through natural language. I am particularly interested in how these tools can accelerate our most ambitious GIS project: an automated, AI-driven green pool detector that directs field inspection resources toward the greatest source of residential mosquito breeding. I also plan to apply them to

detecting tree cover, helping us better target route segments for adulticiding — the treatment of adult mosquito populations.

2. **AI Assistants**, embedded natural-language helpers, make routine GIS tasks more efficient.
3. **Agentic AI** connects ArcGIS to external LLMs, equipping them with geospatial capabilities. We will soon build custom geospatial agents. I envision creating one that empowers District leadership to explore our geospatial data in plain language. For example, to assess mosquito abundance or operational conditions at any moment.

Beyond the technical sessions, the company of so many fellow GIS professionals was energizing in itself. Three conversations stood out:

- A GIS professional from another Californian vector control district facing similar GIS challenges — a peer connection I intend to maintain.
- An analyst from Panama's Ministry of the Environment using satellite change detection to identify illegal logging. By shortening the time it takes to detect activity, authorities can intervene while logging is still underway — much as we hope to shrink the gap between a green pool emerging and our response.
- A Director of GIS at a private planning firm leading a large team on public-lands projects for cities across Southern California.

This year's conference proved well worth the investment. The technical program alone is valuable, to say nothing of the professional connections I made along the way. GIS is evolving rapidly, and the User Conference remains the surest way to keep pace. I return ready to put these tools to work to continue building the District's GIS program in service of our public health mission.

Sopheak Pum

Pek Pum

Staff Signature

Staff Printed Name

Lora Young

7/27/2026

Dept Mgr Signature

Date

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

UPCOMING MEETING CALENDAR

MEETING	LOCATION	DATE
ESRI Annual Conference	San Diego, CA	July 15-17, 2026
CSDA Annual Conference	Palm Desert, CA	Aug 24-27, 2026

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Orange County Mosquito and Vector Control District at (714-971-2421), during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted after distribution of the agenda packet are available for public inspection in the District Office located at Orange County Mosquito and Vector Control District offices, 13001 Garden Grove Blvd., Garden Grove, CA 92843 during normal business hours."