



MARIN COUNTY HUMAN RESOURCES DEPARTMENT CAREER LADDERS

The County of Marin has established career ladders which illustrate a progressive career path for employees. The purpose of a career ladder is to give County employees information useful to move upward within county service. A career ladder is commonly represented by a single classification series, but a career ladder may represent more than one classification series.

Attached are the following career ladders which include entry level classifications within the County's classification plan:

- | | | | |
|--------------------------|---|--------------------------|----------------------------------|
| <input type="checkbox"/> | Building Maintenance | <input type="checkbox"/> | Office Support |
| <input type="checkbox"/> | Building Permit Technicians | <input type="checkbox"/> | Public Safety |
| <input type="checkbox"/> | Communications Dispatch | <input type="checkbox"/> | Road Maintenance |

Definitions & Terms

Career Ladder – A series of defined levels where the nature of work is similar and the levels represent the typical requirements for career growth. A career ladder may be represented by one or more related classification series.

Classification Series – A group of classifications that share similar descriptive titles, duties and responsibilities, minimum qualification requirements, and working conditions, but are distinguished from each other by a progressive level of complexity and authority. Classification series typically begin with an entry level (relative to the series) and progress through an advanced journey or supervisory level.

Entry Level – Classifications that require little or no professional experience in addition to not requiring a degree from higher education in order to perform the duties and responsibilities assigned.

Notes

1. Career ladders do not reflect the only direction for advancement for an employee. Depending on a person's particular combination of education and experience, they may be eligible to promote to County classifications outside of a defined career ladder during the course of their employment.
2. The attached career ladders are subject to change at any time as County classifications and related classification series are updated on a continual basis.

Definition of "Entry Level": Classifications that require little or no professional experience in addition to not requiring a degree from higher education in order to perform the duties and responsibilities assigned.

In some cases, additional education/experience not gained in the career ladder may be beneficial for advancement to higher levels in an entry level career ladder. However, based on the current minimum qualifications of the below mentioned classes, additional education/experience is not a requirement.

Entry level career ladders in the County of Marin are as follows:

Building Maintenance

Building & Maintenance Manager
Building Maintenance Supervisor
Building Maintenance Leadworker
Building Maintenance Worker III
Building Maintenance Worker II
Building Maintenance Worker I
Building Maintenance Worker Trainee

Building Permit

Senior Building Permit Technician
Building Permit Technician II
Building Permit Technician I

Communications Dispatch

Communications Dispatch Manager
Assistant Communications Dispatch Manager
Supervising Communications Dispatcher
Communications Dispatcher II
Communications Dispatcher I

Office Support

Office Specialist (Admin Services Technician, Support Services Specialist) **OR** Secretary
Office Assistant III (Senior Clerk/Typist)
Office Assistant II (Intermediate Clerk/Typist)
Office Assistant I (Clerk)

Public Safety

Sheriff
Undersheriff
Sheriff's Captain
Sheriff's Lieutenant
Sheriff's Sergeant
Deputy Sheriff
Deputy Sheriff Trainee

Road Maintenance

Road Maintenance Superintendent
Senior Road Maintenance Supervisor
Road Maintenance Supervisor
Senior Road Maintenance Worker
Road Maintenance Worker II
Road Maintenance Worker I

Other career ladders that require additional education and/or trade specific experience are as follows:Accounting

Accounting Manager
Senior Accountant
Accountant II
Accountant I

Accounting Support

Accounting Technician
Senior Accounting Assistant
Accounting Assistant

Ag/Weights & Measures

Ag/Weights & Measures Director
Deputy Ag Commissioner/Deputy Weights & Measures Director
Ag/Weights & Measures Inspector III
Ag/Weights & Measures Inspector II
Ag/Weights & Measures Inspector I
Ag/Weights & Measures Inspector Trainee

Budget/Legislative

County Administrator
Chief Assistant County Administrator
Deputy County Administrator
Principal Administrative Analyst
Administrative Analyst III
Administrative Analyst II
Administrative Analyst I

Building Inspection

Deputy Director, Building Inspection & Safety
Building Inspection Services Supervisor
Senior Building Inspector
Building Inspector II
Building Inspector I

Collections

Collections Manager
Collections Officer II
Collections Officer I

County Counsel

County Counsel
Assistant County Counsel
Chief Deputy County Counsel
County Counsel IV
County Counsel III
County Counsel II
County Counsel I

Custodial

Custodial Supervisor
Senior Custodian
Custodian

Departmental Administrative/Budgetary Support

Chief of Administrative Services
Administrative Services Manager
Administrative Services Officer
Administrative Services Associate
Office Specialist

District Attorney

District Attorney
Assistant District Attorney
Chief Deputy District Attorney
Deputy District Attorney IV
Deputy District Attorney III
Deputy District Attorney II
Deputy District Attorney I

Engineering

Principal Civil Engineer
Senior Civil Engineer
Associate Civil Engineer
Assistant Engineer
Junior Engineer

Engineering Support

Engineering Assistant
Engineering Technician III
Engineering Technician II
Engineering Technician I

Environmental Health

Deputy Director of Environmental Health Services
Supervising Environmental Health Specialist **OR** EHS Project Coordinator
Senior Environmental Health Specialist
Environmental Health Specialist II
Environmental Health Specialist I

Fire Suppression

Fire Chief
Deputy Fire Chief
Fire Operations Battalion Chief
Senior Fire Captain
Fire Captain
Fire Engineer **OR** Fire Engineer Paramedic
Firefighter II **OR** Firefighter Paramedic II
Firefighter I **OR** Firefighter Paramedic I

General Planning

Deputy Director, Planning Services
Principal Planner
Senior Planner
Planner
Assistant Planner (*bachelors degree required*)
Planning Aide

Hazardous Materials

Supervising Hazardous Materials Specialist
Hazardous Materials Specialist II
Hazardous Materials Specialist I

Human Resources

Director of Human Resources
Deputy Director of Human Resources
Principal Personnel Analyst
Senior Personnel Analyst
Personnel Analyst II
Personnel Analyst I
Senior Personnel Technician
Personnel Technician
Human Resources Assistant

Professional Librarian

Director of County Library Services
Deputy Director of County Library Services
Senior Librarian
Librarian II
Librarian I

Public Administrator

Chief Deputy Public Administrator
Deputy Public Administrator II
Deputy Public Administrator I

Public Defender

Public Defender
Assistant Public Defender
Chief Deputy Public Defender
Deputy Public Defender IV
Deputy Public Defender III
Deputy Public Defender II
Deputy Public Defender I

Public Guardian

Guardian/Conservator Program Manager
Supervising Deputy Public Guardian/Conservator/Investigator
Deputy Public Guardian/Conservator/Investigator

Radio

Communications Services Manager
Supervising Communications Technician
Senior Communications Technician
Communications Technician
Lead Installer
Installer

Secretary

Administrative Secretary
Executive Secretary
Senior Secretary
Secretary