Job Posting Analytics

Lightcast Q4 2023 Data Set

December 2023

Workforce Alliance of the North Bay



P.O. Box 247 Napa, California 94559 707-699-1947

Parameters

Select Timeframe: Sep 2023 - Nov 2023

Regions:

Code Description

6033 Lake County, CA

Minimum Experience Required: Any

Advertised Salary: Include all postings regardless

Education Level: Any

Job Type: Include Internships

Keyword Search:

Posting Type: Newly Posted

Job Postings Overview



Advertised Salary

There are 635 advertised salary observations (67% of the 954 matching postings).

\$41.05/hr
Median Advertised Salary



Advertised Wage Trend



Job Postings Regional Breakdown

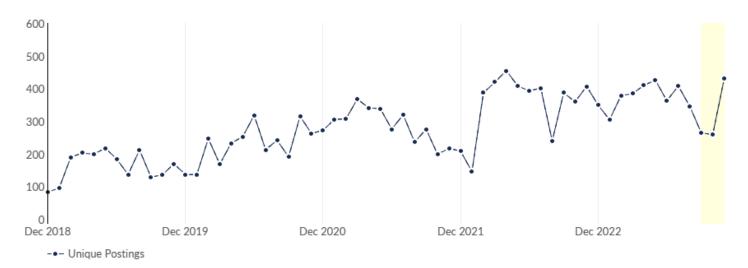


County

Unique Postings (Sep 2023 - Nov 2023)

Lake County, CA 954

Unique Postings Trend



Month	Unique Postings	Posting Intensity
Nov 2023	430	6:1
Oct 2023	259	4:1
Sep 2023	265	2:1
Aug 2023	346	2:1
Jul 2023	408	3:1
Jun 2023	363	3:1
May 2023	426	4:1
Apr 2023	410	3:1
Mar 2023	385	4:1
Feb 2023	378	3:1
Jan 2023	305	3:1
Dec 2022	350	3:1

Education Breakdown

Education Level	Unique Postings	% of Total
No Education Listed	523	55%
High school or GED	201	21%
Associate degree	99	10%
Bachelor's degree	133	14%
Master's degree	82	9%
Ph.D. or professional degree	38	4%

Minimum Education Breakdown

Minimum Education Level	Unique Postings (minimum)	Unique Postings (max advertised)	% of Total (minimum)
High school or GED	201	0	21%
Associate degree	72	24	8%
Bachelor's degree	100	28	10%
Master's degree	44	26	5%
Ph.D. or professional degree	14	24	1%

Experience Breakdown

Minimum Experience	Unique Postings	% of Total
No Experience Listed	566	59%
0 - 1 Years	163	17%
2 - 3 Years	126	13%
4 - 6 Years	86	9%
7 - 9 Years	3	0%
10+ Years	10	1%

Top Companies Posting

	Total/Unique (Sep 2023 - Nov 2023)	Posting Intensity	Median Posting Duration
Sutter Health	1,362 / 171	8:1	22 days
Adventist Health	436 / 72	6:1	19 days
Harlan County Lake	48 / 44	1:1	17 days
Konocti Unified School District	45 / 32	1:1	15 days
CompHealth	62 / 23	3:1	23 days
CareInHomes	18 / 17	1:1	16 days
Stability Healthcare	183 / 13	14:1	17 days
Dollar General	12 / 12	1:1	n/a
Reach Air Medical Services	74 / 12	6:1	4 days
Walmart	24 / 10	2:1	n/a

Top Cities Posting

City	Total/Unique (Sep 2023 - Nov 2023)	Posting Intensity	Median Posting Duration
Lakeport, CA	1,246 / 350	4:1	17 days
Clearlake, CA	2,016 / 310	7:1	17 days
Lower Lake, CA	220 / 65	3:1	16 days
Kelseyville, CA	145 / 49	3:1	17 days
Nice, CA	134 / 47	3:1	18 days
Upper Lake, CA	141 / 32	4:1	19 days
Lucerne, CA	159 / 30	5:1	22 days
Clearlake Oaks, CA	92 / 25	4:1	21 days
Glenhaven, CA	86 / 14	6:1	n/a
Clearlake Park, CA	11 / 10	1:1	12 days

Top Posted Occupations

	Total/Unique (Sep 2023 - Nov 2023)	Posting Intensity	Median Posting Duration
Registered Nurses	1,497 / 129	12:1	24 days
Physical Therapists	265 / 40	7:1	17 days
Nurse Practitioners	187 / 36	5:1	36 days
Medical and Health Services Managers	163 / 33	5:1	26 days
Home Health and Personal Care Aides	103 / 32	3:1	16 days
Health Technologists and Technicians, All Other	162 / 28	6:1	17 days
Teaching Assistants, Except Postsecondary	34 / 18	2:1	n/a
First-Line Supervisors of Retail Sales Workers	36 / 17	2:1	18 days
Retail Salespersons	20 / 17	1:1	4 days
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	18 / 16	1:1	31 days

Top Posted Occupations

Occupation (O*NET)	Total/Unique (Sep 2023 - Nov 2023)	Posting Intensity	Median Posting Duration
Registered Nurses	969 / 99	10:1	31 days
Physical Therapists	265 / 40	7:1	17 days
Nurse Practitioners	187 / 36	5:1	36 days
Medical and Health Services Managers	163 / 33	5:1	26 days
Critical Care Nurses	496 / 28	18:1	7 days
Patient Representatives	162 / 28	6:1	17 days
Personal Care Aides	35 / 22	2:1	16 days
First-Line Supervisors of Retail Sales Workers	36 / 17	2:1	18 days
Retail Salespersons	20 / 17	1:1	4 days
Teaching Assistants, Preschool, Elementary, Middle, and Secondary School, Except Special Education	31 / 16	2:1	n/a
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	18 / 16	1:1	31 days
Radiologic Technologists and Technicians	87 / 15	6:1	16 days
Licensed Practical and Licensed Vocational Nurses	41 / 15	3:1	16 days
Medical Assistants	62 / 15	4:1	15 days
Physician Assistants	79 / 14	6:1	22 days
Security Guards	36 / 14	3:1	29 days
Pharmacists	86 / 13	7:1	12 days
First-Line Supervisors of Office and Administrative Support Workers	83 / 13	6:1	11 days
Home Health Aides	68 / 10	7:1	31 days
Coaches and Scouts	10 / 9	1:1	15 days
Occupational Therapists	52 / 9	6:1	n/a
Diagnostic Medical Sonographers	47 / 9	5:1	16 days
Customer Service Representatives	18 / 9	2:1	21 days
Special Education Teachers, Middle School	47 / 8	6:1	11 days

General Internal Medicine Physicians	56 / 8	7:1	n/a
Social and Community Service Managers	7 / 7	1:1	23 days
Obstetricians and Gynecologists	8 / 7	1:1	11 days
Nuclear Medicine Technologists	67 / 7	10:1	n/a
Magnetic Resonance Imaging Technologists	82 / 7	12:1	15 days
Nursing Assistants	54 / 7	8:1	n/a
Tellers	12 / 7	2:1	n/a
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	9/7	1:1	23 days
Heavy and Tractor-Trailer Truck Drivers	26 / 7	4:1	5 days
Mental Health Counselors	18 / 6	3:1	41 days
Middle School Teachers, Except Special and Career/Technical Education	6/6	1:1	2 days
Merchandise Displayers and Window Trimmers	9/6	2:1	16 days
Nurse Midwives	25 / 6	4:1	22 days
Family Medicine Physicians	20 / 6	3:1	n/a
Pediatricians, General	25 / 6	4:1	4 days
Maids and Housekeeping Cleaners	27 / 6	5:1	21 days
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	6/6	1:1	11 days
Office Clerks, General	6/6	1:1	12 days
Laborers and Freight, Stock, and Material Movers, Hand	9/6	2:1	16 days
General and Operations Managers	6/5	1:1	12 days
Medical Scientists, Except Epidemiologists	13 / 5	3:1	19 days
Lawyers	11 / 5	2:1	56 days
Preschool Teachers, Except Special Education	5 / 5	1:1	32 days
Customs and Border Protection Officers	32 / 5	6:1	n/a
Construction Laborers	5 / 5	1:1	34 days
Commercial Pilots	19 / 5	4:1	4 days

Top Posted Occupations

Registered Nurse 1,359/115 12:1 18 days Physical Therapist 265/40 7:1 17 days Physician 147/36 4:1 11 days Nurse Practitioner 161/34 5:1 36 days Medical Assistant 211/34 6:1 15 days Office / Administrative Assistant 43/25 2:1 16 days Caregiver / Personal Care Aide 28/21 1:1 16 days Teacher Assistant 30/17 2:1 15 days Physician Assistant 112/17 7:1 22 days Retail Store Manager / Supervisor 31/16 2:1 12 days Healthcare Administrator 126/15 8:1 n/a Nursing Assistant 69/12 6:1 17 days Janitor / Cleaner 31/12 3:1 29 days Security Officer 31/12 3:1 26 days Radiologic Technician / Technologist 77/11 7:1 16 days Pharmacist / Pharmacy Director 83/11 8:1 12 days	Occupation	Total/Unique (Sep 2023 - Nov 2023)	Posting Intensity	Median Posting Duration
Physician 147/36 4:1 11 days Nurse Practitioner 161/34 5:1 36 days Medical Assistant 211/34 6:1 15 days Office / Administrative Assistant 43/25 2:1 16 days Caregiver / Personal Care Aide 28/21 1:1 16 days Teacher Assistant 30/17 2:1 15 days Physician Assistant 112/17 7:1 22 days Retail Store Manager / Supervisor 31/16 2:1 22 days Healthcare Administrator 126/15 8:1 n/a Nursing Assistant 69/12 6:1 17 days Janitor / Cleaner 13/12 1:1 31 days Security Officer 31/12 3:1 29 days Social / Human Services Specialist 47/11 4:1 26 days Radiologic Technician / Technologist 77/11 7:1 16 days Pharmacist / Pharmacy Director 83/11 8:1 12 days Sales Representative 11/10 1:1	Registered Nurse	1,359 / 115	12:1	18 days
Nurse Practitioner 161/34 5:1 36 days Medical Assistant 211/34 6:1 15 days Office / Administrative Assistant 43/25 2:1 16 days Caregiver / Personal Care Aide 28/21 1:1 16 days Teacher Assistant 30/17 2:1 15 days Physician Assistant 112/17 7:1 22 days Retail Store Manager / Supervisor 31/16 2:1 22 days Healthcare Administrator 126/15 8:1 n/a Nursing Assistant 69/12 6:1 17 days Janitor / Cleaner 13/12 1:1 31 days Security Officer 31/12 3:1 29 days Social / Human Services Specialist 47/11 4:1 26 days Radiologic Technician / Technologist 77/11 7:1 16 days Pharmacist / Pharmacy Director 83/11 8:1 12 days Customer Service Representative 11/10 1:1 7 days Retail Sales Associate 11/10 1:1 4 days Tractor-Trailer Truck Driver 30/10	Physical Therapist	265 / 40	7:1	17 days
Medical Assistant 211 / 34 6 : 1 15 days Office / Administrative Assistant 43 / 25 2 : 1 16 days Caregiver / Personal Care Aide 28 / 21 1 : 1 16 days Teacher Assistant 30 / 17 2 : 1 15 days Physician Assistant 112 / 17 7 : 1 22 days Retail Store Manager / Supervisor 31 / 16 2 : 1 22 days Healthcare Administrator 126 / 15 8 : 1 n/a Nursing Assistant 69 / 12 6 : 1 17 days Janitor / Cleaner 13 / 12 1 : 1 31 days Security Officer 31 / 12 3 : 1 29 days Social / Human Services Specialist 47 / 11 4 : 1 26 days Radiologic Technician / Technologist 77 / 11 7 : 1 16 days Pharmacist / Pharmacy Director 83 / 11 8 : 1 12 days Sales Representative 30 / 10 3 : 1 21 days Sales Representative 11 / 10 1 : 1 4 days Tractor-Trailer Truck Driver 30 / 10 3 : 1 3 days	Physician	147 / 36	4:1	11 days
Office / Administrative Assistant 43 / 25 2:1 16 days Caregiver / Personal Care Aide 28 / 21 1:1 16 days Teacher Assistant 30 / 17 2:1 15 days Physician Assistant 112 / 17 7:1 22 days Retail Store Manager / Supervisor 31 / 16 2:1 22 days Healthcare Administrator 126 / 15 8:1 n/a Nursing Assistant 69 / 12 6:1 17 days Janitor / Cleaner 13 / 12 1:1 31 days Security Officer 31 / 12 3:1 29 days Social / Human Services Specialist 47 / 11 4:1 26 days Radiologic Technician / Technologist 77 / 11 7:1 16 days Pharmacist / Pharmacy Director 83 / 11 8:1 12 days Sales Representative 30 / 10 3:1 21 days Sales Representative 11 / 10 1:1 7 days Retail Sales Associate 11 / 10 1:1 4 days Tractor-Trailer Truck Driver 30 / 10 3:1 3 days Occupational Therapist </td <td>Nurse Practitioner</td> <td>161 / 34</td> <td>5:1</td> <td>36 days</td>	Nurse Practitioner	161 / 34	5:1	36 days
Caregiver / Personal Care Aide 28 / 21 1:1 16 days Teacher Assistant 30 / 17 2:1 15 days Physician Assistant 112 / 17 7:1 22 days Retail Store Manager / Supervisor 31 / 16 2:1 22 days Healthcare Administrator 126 / 15 8:1 7/a Nursing Assistant 69 / 12 6:1 17 days Janitor / Cleaner 13 / 12 1:1 31 days Security Officer 31 / 12 3:1 29 days Social / Human Services Specialist 47 / 11 4:1 26 days Radiologic Technician / Technologist 77 / 11 7:1 16 days Pharmacist / Pharmacy Director 83 / 11 8:1 12 days Customer Service Representative 30 / 10 3:1 7 days Retail Sales Associate 11 / 10 1:1 7 days Retail Sales Associate 11 / 10 1:1 4 days Occupational Therapist 52 / 9 6:1 n/a Coach 8 / 8 1:1 15 days MRI / CT Technician / Technologist 39	Medical Assistant	211 / 34	6:1	15 days
Teacher Assistant 30 / 17 2:1 15 days Physician Assistant 112 / 17 7:1 22 days Retail Store Manager / Supervisor 31 / 16 2:1 22 days Healthcare Administrator 126 / 15 8:1 n/a Nursing Assistant 69 / 12 6:1 17 days Janitor / Cleaner 13 / 12 1:1 31 days Security Officer 31 / 12 3:1 29 days Social / Human Services Specialist 47 / 11 4:1 26 days Radiologic Technician / Technologist 77 / 11 7:1 16 days Pharmacist / Pharmacy Director 83 / 11 8:1 12 days Customer Service Representative 30 / 10 3:1 21 days Sales Representative 11 / 10 1:1 4 days Tractor-Trailer Truck Driver 30 / 10 3:1 3 days Occupational Therapist 52 / 9 6:1 n/a Coach 8 / 8 1:1 15 days MRI / CT Technician / Technologist 83 / 8 10:1 17 days Home Health Aide 39 / 8	Office / Administrative Assistant	43 / 25	2:1	16 days
Physician Assistant 112/17 7:1 22 days Retail Store Manager / Supervisor 31/16 2:1 22 days Healthcare Administrator 126/15 8:1 n/a Nursing Assistant 69/12 6:1 17 days Janitor / Cleaner 13/12 1:1 31 days Security Officer 31/12 3:1 29 days Social / Human Services Specialist 47/11 4:1 26 days Radiologic Technician / Technologist 77/11 7:1 16 days Pharmacist / Pharmacy Director 83/11 8:1 12 days Customer Service Representative 30/10 3:1 21 days Sales Representative 11/10 1:1 4 days Tractor-Trailer Truck Driver 30/10 3:1 3 days Occupational Therapist 52/9 6:1 n/a Coach 8/8 1:1 15 days MRI / CT Technician / Technologist 83/8 10:1 17 days Home Health Aide 39/8 5:1 31 days	Caregiver / Personal Care Aide	28 / 21	1:1	16 days
Retail Store Manager / Supervisor 31 / 16 2:1 22 days Healthcare Administrator 126 / 15 8:1 n/a Nursing Assistant 69 / 12 6:1 17 days Janitor / Cleaner 13 / 12 1:1 31 days Security Officer 31 / 12 3:1 29 days Social / Human Services Specialist 47 / 11 4:1 26 days Radiologic Technician / Technologist 77 / 11 7:1 16 days Pharmacist / Pharmacy Director 83 / 11 8:1 12 days Customer Service Representative 30 / 10 3:1 7 days Retail Sales Associate 11 / 10 1:1 4 days Tractor-Trailer Truck Driver 30 / 10 3:1 3 days Occupational Therapist 52 / 9 6:1 n/a Coach 8 / 8 1:1 15 days MRI / CT Technician / Technologist 83 / 8 10:1 17 days Home Health Aide 39 / 8 5:1 31 days	Teacher Assistant	30 / 17	2:1	15 days
Healthcare Administrator 126 / 15 8 : 1	Physician Assistant	112 / 17	7:1	22 days
Nursing Assistant 69 / 12 6:1 17 days Janitor / Cleaner 13 / 12 1:1 31 days Security Officer 31 / 12 3:1 29 days Social / Human Services Specialist 47 / 11 4:1 26 days Radiologic Technician / Technologist 77 / 11 7:1 16 days Pharmacist / Pharmacy Director 83 / 11 8:1 12 days Customer Service Representative 30 / 10 3:1 17 days Sales Representative 11 / 10 1:1 17 days Retail Sales Associate 11 / 10 1:1 17 days Tractor-Trailer Truck Driver 30 / 10 3:1 17 days Occupational Therapist 52 / 9 6:1 17 days MRI / CT Technician / Technologist 83 / 8 10:1 17 days Home Health Aide 39 / 8 5:1 31 days	Retail Store Manager / Supervisor	31 / 16	2:1	22 days
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Security Officer 31/12 3:1 29 days Social / Human Services Specialist 47/11 4:1 26 days Radiologic Technician / Technologist 77/11 7:1 16 days Pharmacist / Pharmacy Director 83/11 8:1 12 days Customer Service Representative 30/10 3:1 7 days Sales Representative 11/10 1:1 4 days Retail Sales Associate 11/10 1:1 4 days Tractor-Trailer Truck Driver 30/10 3:1 3 days Occupational Therapist 52/9 6:1 n/a Coach 8/8 1:1 15 days MRI / CT Technician / Technologist 83/8 10:1 17 days Home Health Aide 39/8 5:1 31 days	Nursing Assistant	69 / 12	6:1	17 days
Social / Human Services Specialist 47 / 11	Janitor / Cleaner	13 / 12	1:1	31 days
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Pharmacist / Pharmacy Director 83 / 11 8 : 1 12 days Customer Service Representative 30 / 10 3 : 1 21 days Sales Representative 11 / 10 1 : 1 7 days Retail Sales Associate 11 / 10 1 : 1 4 days Tractor-Trailer Truck Driver 30 / 10 3 : 1 3 days Occupational Therapist 52 / 9 6 : 1 n/a Coach 8 / 8 1 : 1 15 days MRI / CT Technician / Technologist 83 / 8 10 : 1 17 days Home Health Aide 39 / 8 5 : 1 31 days	Social / Human Services Specialist	47 / 11	4:1	26 days
Customer Service Representative 30 / 10 3:1 21 days Sales Representative 11 / 10 1:1 7 days Retail Sales Associate 11 / 10 1:1 4 days Tractor-Trailer Truck Driver 30 / 10 3:1 3 days Occupational Therapist 52 / 9 6:1 n/a Coach 8 / 8 1:1 15 days MRI / CT Technician / Technologist 83 / 8 10:1 17 days Home Health Aide 39 / 8 5:1 31 days	Radiologic Technician / Technologist	77 / 11	7:1	16 days
Sales Representative 11 / 10 1:1 7 days Retail Sales Associate 11 / 10 1:1 4 days Tractor-Trailer Truck Driver 30 / 10 3:1 3 days Occupational Therapist 52 / 9 6:1 n/a Coach 8 / 8 1:1 15 days MRI / CT Technician / Technologist 83 / 8 10:1 17 days Home Health Aide 39 / 8 5:1 31 days	Pharmacist / Pharmacy Director	83 / 11	8:1	12 days
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Tractor-Trailer Truck Driver 30 / 10 3:1 3 days Occupational Therapist 52 / 9 6:1 n/a Coach 8 / 8 1:1 15 days MRI / CT Technician / Technologist 83 / 8 10:1 17 days Home Health Aide 39 / 8 5:1 31 days	Sales Representative	11 / 10	1:1	7 days
Occupational Therapist 52 / 9 6:1 n/a Coach 8 / 8 1:1 15 days MRI / CT Technician / Technologist 83 / 8 10:1 17 days Home Health Aide 39 / 8 5:1 31 days	Retail Sales Associate	11 / 10	1:1	4 days
Coach 8 / 8 1:1 15 days MRI / CT Technician / Technologist 83 / 8 10:1 17 days Home Health Aide 39 / 8 5:1 31 days	Tractor-Trailer Truck Driver	30 / 10	3:1	3 days
MRI / CT Technician / Technologist 83 / 8 10:1 17 days Home Health Aide 39 / 8 5:1 31 days	Occupational Therapist	52 / 9	6:1	n/a
Home Health Aide 39 / 8 5 : 1 31 days	Coach	8/8	1:1	15 days
	MRI / CT Technician / Technologist	83 / 8	10:1	17 days
Program Manager 16 / 7 2:1 56 days	Home Health Aide	39 / 8	5:1	31 days
	Program Manager	16 / 7	2:1	56 days

Special Education Teacher	47 / 7	7:1	11 days
Nuclear Medicine Technologist	67 / 7	10:1	n/a
Registrar / Patient Service Representative	7 / 7	1:1	17 days
Licensed Practical / Vocational Nurse	16 / 7	2:1	18 days
Cashier	9/7	1:1	21 days
Administrative Supervisor	73 / 6	12:1	n/a
Teller	10 / 6	2:1	n/a
Maid / Housekeeping Staff	27 / 6	5:1	21 days
Merchandiser	9/6	2:1	16 days
Pilot	29 / 6	5:1	4 days
Social / Human Services Manager	11 / 5	2:1	14 days
Physical Education Teacher	6/5	1:1	6 days
Fast Food / Counter Worker	6/5	1:1	13 days
Restaurant / Food Service Supervisor	5 / 5	1:1	15 days
Police Officer	15 / 5	3:1	22 days
Water Treatment Specialist / Waste Water Operator	6/5	1:1	9 days
Medical Scientist	13 / 5	3:1	19 days
Laborer / Warehouse Worker	6 / 4	2:1	16 days
Scheduler / Operations Coordinator	7 / 4	2:1	n/a
Receptionist	4 / 4	1:1	12 days
Construction Manager	5 / 4	1:1	18 days
Construction Helper / Worker	4 / 4	1:1	41 days
Middle / High School Teacher (Other)	19 / 4	5:1	2 days
Director of Rehabilitation	6 / 4	2:1	51 days

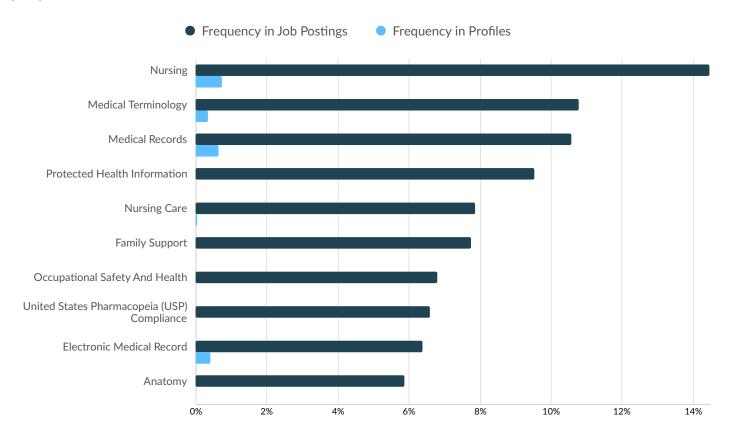
Top Posted Job Titles

	Total/Unique (Sep 2023 - Nov 2023)	Posting Intensity	Median Posting Duration
Travel Physical Therapists	112 / 26	4:1	16 days
Nurse Practitioners	154 / 25	6:1	24 days
ICU Registered Nurses	343 / 19	18:1	7 days
Medical Assistants/Patient Services Representatives	146 / 18	8:1	n/a
Physician Assistants	70 / 13	5:1	22 days
Paraeducators	23 / 11	2:1	n/a
Travel Registered Nurses	209 / 9	23:1	n/a
Emergency Department Registered Nurses	97 / 9	11:1	n/a
Caregivers	15 / 9	2:1	16 days
Flight Nurses	59 / 9	7:1	n/a

Top Industries

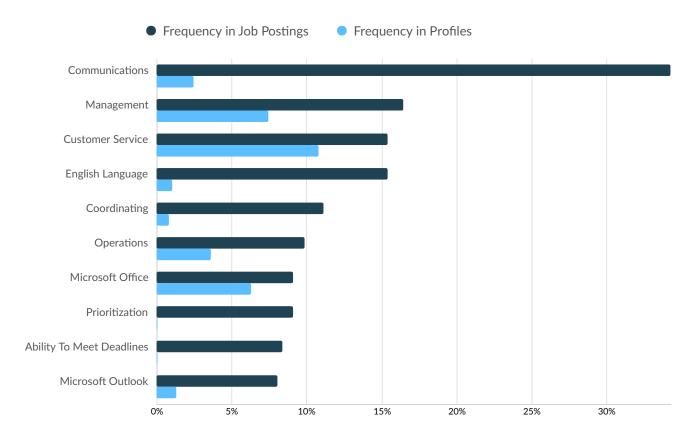
	Total/Unique (Sep 2023 - Nov 2023)	Posting Intensity	Median Posting Duration
General Medical and Surgical Hospitals	1,379 / 177	8:1	22 days
Employment Placement Agencies	460 / 91	5:1	15 days
Offices of Physicians (except Mental Health Specialists)	494 / 82	6:1	19 days
Elementary and Secondary Schools	67 / 52	1:1	16 days
Temporary Help Services	430 / 33	13:1	15 days
Home Health Care Services	39 / 21	2:1	16 days
All Other General Merchandise Retailers	18 / 16	1:1	12 days
Ambulance Services	78 / 14	6:1	4 days
Automotive Parts and Accessories Retailers	16 / 12	1:1	4 days

Top Specialized Skills



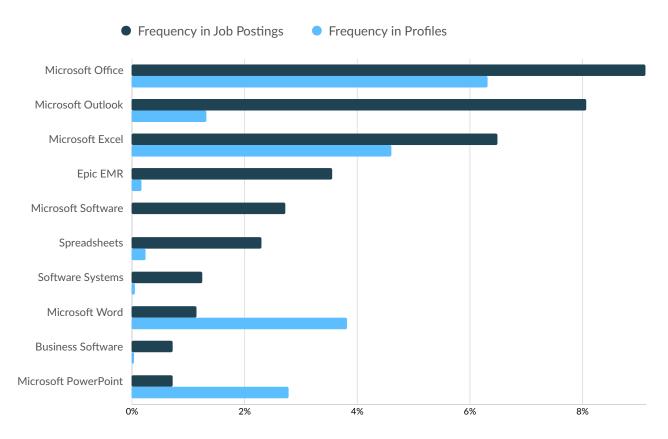
	Postings	% of Total Postings	Profiles	% of Total Profiles
Nursing	138	14%	105	1%
Medical Terminology	103	11%	49	0%
Medical Records	101	11%	94	1%
Protected Health Information	91	10%	0	0%
Nursing Care	75	8%	8	0%
Family Support	74	8%	0	0%
Occupational Safety And Health	65	7%	0	0%
United States Pharmacopeia (USP) Compliance	63	7%	0	0%
Electronic Medical Record	61	6%	60	0%
Anatomy	56	6%	0	0%

Top Common Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles
Communications	327	34%	353	2%
Management	157	16%	1,066	7%
Customer Service	147	15%	1,548	11%
English Language	147	15%	152	1%
Coordinating	106	11%	120	1%
Operations	94	10%	517	4%
Microsoft Office	87	9%	903	6%
Prioritization	87	9%	8	0%
Ability To Meet Deadlines	80	8%	10	0%
Microsoft Outlook	77	8%	190	1%

Top Software Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles
Microsoft Office	87	9%	903	6%
Microsoft Outlook	77	8%	190	1%
Microsoft Excel	62	6%	659	5%
Epic EMR	34	4%	26	0%
Microsoft Software	26	3%	0	0%
Spreadsheets	22	2%	36	0%
Software Systems	12	1%	9	0%
Microsoft Word	11	1%	547	4%
Business Software	7	1%	7	0%
Microsoft PowerPoint	7	1%	398	3%

Top Qualifications

	Postings with Qualification
Valid Driver's License	156
Registered Nurse (RN)	147
Basic Life Support (BLS) Certification	146
Advanced Cardiovascular Life Support (ACLS) Certification	48
Nurse Practitioner (APRN-CNP)	44
Cardiopulmonary Resuscitation (CPR) Certification	35
Neonatal Resuscitation Program Certification (NRP)	33
First Aid Certification	20
Certified Phlebotomy Technician	18
Pediatric Advanced Life Support (PALS)	18

Appendix A

Top Posting Sources

Website	Postings on Website (Sep 2023 - Nov 2023)
indeed.com	279
dublincarecruiter.com	173
citrusheightsrecruiter.com	154
elkgroverecruiter.com	152
fremontrecruiter.com	118
ardenarcaderecruiter.com	113
antiochrecruiter.com	111
fairfieldrecruiter.com	104
cupertinorecruiter.com	99
pittsburgrecruiter.com	99
oaklandrecruiter.com	97
davisrecruiter.com	95
berkeleyrecruiter.com	90
castrovalleyrecruiter.com	87
haywardrecruiter.com	86
concordrecruiter.com	82
sacramentorecruiter.com	82
santaclararecruiter.com	79
alamedarecruiter.com	73
pleasantonrecruiter.com	71
santarosarecruiter.com	71
tracyrecruiter.com	65
recruiternetworks.com	64
sanfranrecruiter.com	63
stocktonrecruiter.com	55

Appendix B

Sample Postings

Dietary Services Managers — Adventist Health in Clearlake, CA (Nov 2023 - Active)

Dietary Services Custodian, Per Diem/Weekend Shifts, Clear Lake Hospital

Link to Live Job Posting: ecvz.fa.us2.oraclecloud.com

Location: Clearlake, CA

O*NET: 37-2011.00

Job Title: Dietary Services Managers

Dietary Services Custodian, Per Diem/Weekend Shifts, Clear Lake HospitalClearlake, CA, United States

JOB DESCRIPTION

Company: Adventist Health

Adventist Health Clear Lake is a 25-bed, critical access hospital serving Lake County with key service areas including 24-hour emergency care, imaging, intensive care, maternity, physical rehabilitation, pulmonary rehabilitation, surgery and 10 rural health clinics that provide behavioral health, cancer, dental, family medicine, OB/GYN, pediatrics, neurology, orthopedic and pain management to name a few. Home to Clear Lake, California's largest natural freshwater lake, Lake County is a great place to live and work. From every corner, there are pristine views of gorgeous landscapes, beautiful mountains, valleys and rolling hills dotted with rows of vineyards and charming small towns. Located just two hours by car from the San Francisco Bay Area, Sacramento Valley or Pacific Coast, Clear Lake is a great place to be if you're a weekend warrior.

Job Summary:

Cleans, maintains and services the kitchen to provide suitable environment under direct supervision. Follows established procedures and receives instructions on work.

Job Requirements:

Education and Work Experience:

High School Education/GED or equivalent: Preferred

Essential Functions:

Cleans and sanitizes all meal preparation areas as well meal service areas, equipment and refrigerators in the cafeteria serving area. Completes weekly and monthly deep cleaning duties in line with department guidelines. Cleans and sanitizes floor mats and floor sinks. Empty's, washes and re-lines garbage cans. Sweeps all kitchen/cafeteria serving area floors during shifts and at the end of shifts. Cleans kitchen and cafeteria serving area walls and ceiling biweekly or more frequently as needed. Deep cleans refrigerators and freezers to maintain safety and sanitation standards. Cleans and sanitizes storage racks (including wheels), kitchen carts (including wheels) and storage areas. Ensures that food mixers, blenders, slicer and other cooking equipment are cleaned and sanitized. Washes dirty dishes, cutting boards, utensils, and cooking equipment. Receives, unloads and puts away all deliveries as needed. Performs other job-related duties as assigned.

Organizational Requirements:

Adventist Health is committed to the safety and wellbeing of our associates and patients. Therefore, we require that all associates receive all required vaccinations, including, but not limited to, measles, mumps, flu (based on the seasonal availability of the flu vaccine typically during October-March each year), COVID-19 vaccine (required in CA, HI and OR) etc., as a condition of employment, and annually thereafter. Medical and religious exemptions may apply.

ABOUT US

Adventist Health is more than an award-winning health system. We provide whole-person care to our communities and champion the greater good - from the operating room to the boardroom, we are driven by our unique passion to live God's love through health, wholeness and hope. From Oregon to Oahu, we have a calling to always do more. Now is your chance to apply your passion to our mission. Apply Now

JOB INFO

Job Identification12227Job CategoryAssociatePosting Date11/04/2023, 09:58 AMLocations15630 18th Avenue, Clearlake, CA, 95422, USJob ShiftWeekend ShiftAssignment CategoryPer DiemPay RangeThe estimated base pay for this position is \$17.46 to \$26.17. Additional individual compensation may be available for this role through years of experience, differentials, extra shift incentives, bonuses, etc. Base pay is only a portion of the total rewards package, and a comprehensive benefits program is available for qualifying positions. Please contact our Talent Acquisition team for more information. Hiring DepartmentNutritional ServicesShift Length8 Hours

Patient Access Representatives — Adventist Health in Clearlake, CA (Nov 2023 - Ac...

Patient Access Representative (Clinic), FT/Days, Hilltop Cardiology

Link to Live Job Posting: ecvz.fa.us2.oraclecloud.com

Location: Clearlake, CA O*NET: 29-2099.08

Company: Adventist Health

Job Title: Patient Access Representatives

Patient Access Representative (Clinic), FT/Days, Hilltop CardiologyClearlake, CA, United States

JOB DESCRIPTION

Job Summary

Exempt:

NoPerforms a variety of specialized clerical duties relating to the pre-admission and admission of all patients and the compilation of necessary demographic and financial data for various hospital departments and functionsStandards of BehaviorLine of Responsibility and Authority

LINE OF AUTHORITY

Patient Registration Associate---Clinic Manager/Practice Administrator/Admitting SupervisorLicenses and CertificationsProfessionalism and Self-DevelopmentEducation and Qualifications

EDUCATION AND EXPERIENCE

High School graduate or GED equivalent

QUALIFICATIONS

Able to file alphabetically

QUALIFICATIONS

Able to organize and maintain good follow-up

QUALIFICATIONS

Above average computer skills, written and verbal communication skills

QUALIFICATIONS

Average written and verbal communication skills

QUALIFICATIONS

Knowledge of insurance and billing procedures

QUALIFICATIONS

Knowledge of medical terminology

QUALIFICATIONS

Working knowledge of basic office and clerical skillsPhysical Requirements/Work Environment/Use of Senses and Communications Skills

ACCOMMODATIONS

The physical demands and work environment characteristics described here are representative of those an employee typically encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responsibilities and essential functions

CONFIDENTIALITY

Employee must conform with all HIPAA and other confidentiality regulations as required by the job, department, or hospital

PHYSICAL REQUIREMENTS

(a): This job requires frequent bending, squatting, kneeling, climbing, reaching above shoulders, sitting, walking inclines and declines, standing, talking, hearing, and performing repetitive hand motions. Vision requirements include close vision and the ability to adjust focus. The employee will occasionally lift boxes and/or supplies weighing up to 25 pounds. The employee must demonstrate lifting a 25-pound box from the floor.

POTENTIAL EXPOSURE TO BLOOD & BODY FLUIDS

Category 3 for potential exposure to blood/body fluids. (Does not require the performance of procedures or other tasks in the work routine that involve exposure to blood, body fluids or tissues, and the assisting in cases of emergency medical care or first aid is not a requirement of employment. Tasks that involve handling of implements or utensils, use of the public or shared bathroom facilities, telephones, and personal contacts such as handshaking, are all considered Category 3 tasks.) Job Roles Patient Access Representative (Clinic) (AHCL) Answers all telephone inquiries in a timely, courteous and professional manner. Attends to administrative needs of patient/family during hospital stay. Obtains proper signatures on Conditions of Admissions, Patient Rights Acknowledgement, Medicare Screening Form, Important Message from Medicare Notice, etc. Completes eligibility, verification, estimate, and collection activities on Medeanylitics on all accounts as needed.Confirms commercial insurance coverage and benefits for all inpatients and outpatient surgery services.Confirms insurance on all Worker's Compensation Claims. Consistently performs special projects/assignment in a careful and thorough manner and in accordance with identified goals and instructions from the department supervisor or department director. Covers PBX desk when necessary. Greets patients in appropriate manner and requests them to sign in. Interprets and verifies insurance coverage to include Medicare, Medi-Cal, CMSP and commercial insurance programs. Interviews patient or his/her representative and obtains complete and accurate personal, demographic and financial information necessary for hospital admission/registration. Maintains and meets expectations on time for all competencies, license, certifications and education requirements as outlined by local administration, Adventist Health (AH), The Joint Commission (TJC), Centers for Medicare and Medicaid Services (CMS), and all other regulatory agencies. Maintains established department policies, procedures, objectives, quality assurance, safety, environmental and infection control standards. Notes any financial information needed by the Patient Accounting Office using the prescribed account note methodology. Obtains signature of patient or responsible party on required forms. Verbal permission obtained when necessary and note on forms with two witnesses. Verifies completed registration through AETS program and Qcode report. Willingly performs other duties and innovations as assigned.

Job Requirements:

Organizational Requirements:

Adventist Health is committed to the safety and wellbeing of our associates and patients. Therefore, we require that all associates receive all required vaccinations, including, but not limited to, measles, mumps, flu (based on the seasonal availability of the flu vaccine typically during October-March each year), COVID-19 vaccine (required in CA, HI and OR) etc., as a condition of employment, and annually thereafter. Medical and religious exemptions may apply.

ABOUT US

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JOB INFO

Job Identification 13655 Job Category Associate Posting Date 11/27/2023, 11:16 AML ocations 15322 Lakeshore Drive, Clearlake, CA, 95422, USAssignment Category Full-time regular Pay Range The estimated base pay for this position is \$16.45 to \$24.66. Additional individual compensation may be available for this role through years of experience, differentials, extra shift incentives, bonuses, etc. Base pay is only a portion of the total rewards package, and a comprehensive benefits program is available for qualifying positions. Please contact our Talent Acquisition team for more information. Hiring Department Hilltop Cardiology Shift Length 8 Hours



Community Health Workers — Adventist Health in Clearlake, CA (Nov 2023 - Active)

Community Health Worker Internship, PT/Days, Clear Lake

Link to Live Job Posting: ecvz.fa.us2.oraclecloud.com

Location: Clearlake, CA O*NET: 99-9999.00

Company: Adventist Health Job Title: Community Health Workers

Community Health Worker Internship, PT/Days, Clear LakeClearlake, CA, United States

JOB DESCRIPTION

This is a grant-funded position and is temporary up to December 31st, 2024. Notwithstanding, Adventist Health does not guarantee employment for any specific term and is subject to Adventist Health's at-will employment policy. Adventist Health Clear Lake is a 25-bed, critical access hospital serving Lake County with key service areas including 24-hour emergency care, imaging, intensive care, maternity, physical rehabilitation, pulmonary rehabilitation, surgery and 10 rural health clinics that provide behavioral health, cancer, dental, family medicine, OB/GYN, pediatrics, neurology, orthopedic and pain management to name a few. Home to Clear Lake, California's largest natural freshwater lake, Lake County is a great place to live and work. From every corner, there are pristine views of gorgeous landscapes, beautiful mountains, valleys and rolling hills dotted with rows of vineyards and charming small towns. Located just two hours by car from the San Francisco Bay Area, Sacramento Valley or Pacific Coast, Clear Lake is a great place to be if you're a weekend warrior.

Job Summary:

Assists with helping patients and families navigate/access community services and other resources. Advocates for individual and community health needs and assists with providing direct services such as mammogram and diabetes screenings during community outreach activities. Supports staff in helping patients adopt healthy behaviors. Assists with promoting, maintaining and helping to improve the health of community patients and their families. Works under direct supervision.

Job Requirements:

Education and Work Experience:

High School Education/GED or equivalent: PreferredAssociate's/Technical Degree or equivalent combination of education/related experience: PreferredSuccessful completion of a Community Health Worker formal training program from an accredited college, or other educational institution: Preferred

Essential Functions:

Assists in offering interpretation and translation services, provides culturally appropriate health education and information, assists people in receiving needed care, provides informal counseling and guidance on health behaviors. Establishes trusting relationships with patients and their families while providing general support and encouragement. Conducts intake interviews with patients, including enrolling and/or referring patients into local services. Follows-up with patients via phone calls, makes home visits and frequents other settings where patients can be found. Assists patients with completing applications and registration forms. Conducts eligibility determination, enrollment and follow-up with uninsured patients. Helps patients set personal goals and attend appointments. Applies developing/basic working knowledge and experience to the job. Helps patients connect with transportation resources. Exhibits excellent working relations with patients, visitors and staff, effectively communicating the organization's mission. Works on routine assignments within defined parameters, established guidelines and precedents. Works closely with medical provider/s to help ensure patients have comprehensive and coordinated care. Follows patients from initial identification through closure. Follows established procedures and receives daily instructions on work. Provides consistent

communication to management to evaluate patient/family status, ensuring provided information and reports clearly describe progress. Attends regular staff meetings, trainings and other meetings as requested. Performs other job-related duties as assigned.

Organizational Requirements:

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JOB INFO

Job Identification12071Job CategoryAssociatePosting Date11/27/2023, 12:48 PMLocations15630 18th Avenue, Clearlake, CA, 95422, USJob ScheduleFull timeJob ShiftDay ShiftAssignment CategoryNon-BenefittedPay RangeThe estimated base pay for this position is \$18.16 to \$27.23. Additional individual compensation may be available for this role through years of experience, differentials, extra shift incentives, bonuses, etc. Base pay is only a portion of the total rewards package, and a comprehensive benefits program is available for qualifying positions. Please contact our Talent Acquisition team for more information. Hiring DepartmentCap ManagementShift Length8 Hours

Nurse Practitioners — Sutter Health in Upper Lake, CA (Nov 2023 - Active)

Nurse Practioner		
Link to Live Job Posting: www.fremontrecruiter.com		
Location: Upper Lake, CA	O*NET: 29-1171.00	
Company: Sutter Health	Job Title: Nurse Practitioners	

Nurse Practioner Company:

Sutter Health Location:

Upper Lake Job Description:

Organization:

SLH-Sutter Lakeside Hospital Position Overview:

Assesses, diagnoses, plans and implements the medical care of patients in collaboration with a physician. Functions within the full scope of licensure; accountable for the assessment, coordination delivery and evaluation of nursing care, including direct patient care, patient/family education and transitions of care. Delivers holistic and individualized care to all patients in assigned area. Develops, implements, manages an optimal interdisciplinary plan of care that incorporates psychological, sociocultural, spiritual, economic, and life-style factors. Fosters and maintains collaborative relationships between patients, their family/support group, physicians, and other healthcare providers through timely and effective communications. Adheres to hospital polices, industry standards, best practices, and applicable laws/regulations and codes to promote a quality, highly reliable patient experience. Engages in continuous growth and development in professional advanced nursing practice. Follows ambulatory care and inpatient standardized procedures, protocols, policy and procedures regulated by the State of California Nurse Practice Act.

Job Description:

EDUCATION

Equivalent experience will be accepted in lieu of the required degree or diploma. Graduate of an accredited school of nursing.

Master's:

Nursing

CERTIFICATION & LICENSURE

NP-Nurse Practitioner (National certification) BLS-Basic Life Support Healthcare Provider Certification required based on the department requirements

DEPARTMENT SPECIFIC CERTIFICATION & LICENSURE

SMCS-Sutter Child Center Outpatient Services -

Pediatric Department:
Hospital Based - ACLS-Advanced Cardiac Life Support
PREFERRED EXPERIENCE AS TYPICALLY ACQUIRED IN
5 years experience as nurse practitioner
SKILLS AND KNOWLEDGE
Demonstrated general knowledge and competence with regard to advanced nursing theories, concepts and practices; medical terminology; anatomy; and physiology. Working knowledge of the healthcare industry, safety precaution policies, best practices regarding patient care and privacy, and changes in local/state/federal regulations. Possess written and verbal communications skills to explain sensitive information clearly and professionally to diverse audiences, including non-medical people. Basic knowledge of computer applications, such as Microsoft Office Suite (Word and Outlook), Electronic Health Record. Prioritize and delegate assignments and work within standardized policies, procedures, and scientific methods to achieve objectives and meet deadlines. Work independently, as well as be part of the team, including accomplishing multiple tasks in an environment with interruptions. Identify, evaluate and resolve standard problems by selecting appropriate solutions from established options. Ensure the privacy of each patient's protected health information (PHI). Build collaborate relationships with peers and other healthcare providers to achieve departmental and corporate objectives.
Pay Range:
\$71.69-\$94.62
Job Shift:
Days Schedule:
Full Time Shift Hours:
8 Days of the
Week:
Friday, Monday, Thursday, Tuesday, Wednesday Weekend Requirements:
None Benefits:
Yes Unions:
No Position Status:
Exempt Weekly Hours:
40

Employee Status:

Regular Number of Openings:

1 This position may regularly work, store, prepare, receive, unpack, transport, dispose of, or administer drug(s) identified as hazardous, or potentially hazardous, by the National Institute for Occupational Safety and Health (NIOSH) for purposes of USP 800. Sutter Health is an equal opportunity employer EOE/M/F/Disability/Veterans. Pay Range is \$0.00 to \$0.00 / hour The salary range for this role may vary above

or below the posted range as determined by location. This range has not been adjusted for any specific geographic differential applicable by area where the position may be filled. Compensation takes into account several factors including but not limited to a candidate's experience, education, skills, licensure and certifications, department equity, training and organizational needs. Base pay is just one piece of the total rewards program offered by Sutter Health. Eligible roles also qualify for a comprehensive benefits package.

Schedule/Shift:

Regular/ Days Keywords:

Sutter Health, Dublin, Nurse Practioner, Healthcare, Upper Lake, California

Evidence Technicians — Harlan County Lake in Lakeport, CA (Nov 2023 - Active)

Evidence Technician I/II		
Link to Live Job Posting: www.indeed.com		
Location: Lakeport, CA	O*NET: 33-3021.00	
Company: Harlan County Lake	Job Title: Evidence Technicians	

Evidence Technician I/II 6 reviews Lake County, CA \$3,248.27 - \$4,357.60 a month - Full-time County of Lake, CA 6 reviews Read what people are saying about working here. Job details Heres how the job details align with your . Pay \$3,248.27 - \$4,357.60 a month Job type Fulltime Shift and schedule 8 hour shift Weekends as needed On call Benefits Pulled from the full job description Dental insurance Disability insurance Health insurance Vision insurance Full job description General Recruitment Information Recruitments for County positions are typically conducted to establish eligibility lists to fill countywide vacancies that occur during the active status of those lists (approximately 3 -12 months). Any person on a promotional eligibility list will be considered first by the hiring department(s) before persons on an open eligibility list. The County of Lake only accepts applications for permanent positions when actively recruiting. Only online applications are accepted. It is the responsibility of each applicant to review the full job description and requirements. The County is an Equal Opportunity-Affirmative Action Employer. Veteran's Preference. To apply for County examinations - All applications for County examinations must be submitted through the County's online application system. A completed Supplemental Questionnaire must be submitted with each online application. All permanent County recruitments will be posted at www.co.lake.ca.us with a link to the online application. The County of Lake reserves the right to limit the number of applications that will be accepted for any open recruitment, and any such limit will be included on the job posting. When a limit is posted, the recruitment is subject to close at any time prior to the final filing date. Completed online application packets must be submitted by the close of business on the date that the recruitment closes. All relevant experience must be included on the application to be considered resumes and other attached documents will not be used to qualify an applicant. Relevant experience and/or education may be substituted at a ratio of 2 to 1 for the purpose of meeting minimum qualifications and applicants should contact the Human Resources department for details. Important Notice - The provisions listed on job postings, job descriptions, or other recruitment materials do not constitute an expressed or implied contract. Benefits may vary between bargaining units. Any provisions contained within job postings, job descriptions or other recruitment material may be modified or revoked without notice. All County of Lake applicants who are given a conditional employment offer must comply with the County's pre-employment medical review program before they may be appointed to the County position. Minimum Qualifications

EVIDENCE TECHNICIAN I

Licensing and Certifications:

Possession of, or ability to obtain, an appropriate and valid California drivers license.

Education and Experience:

Three (3) years of full-time experience in law enforcement support work or a closely related area in a position comparable to a Law Enforcement Records Technician II with the County of Lake. OR At least five (5) years of experience providing office and administrative support or law enforcement work with at least one (1) year equivalent to a Law Enforcement Records Technician with the County of Lake. Training in the operation and use of the CLETS terminal is required. Experience that would provide a background in evidence gathering, preservation, and release work is strongly preferred. The successful completion of POST training in evidence gathering, management, and disposition is highly desirable .

EVIDENCE TECHNICIAN II

Licensing and Certifications:

Possession of, or ability to obtain, an appropriate valid California drivers license.

Education and Experience:

Two (2) years of full-time experience in law enforcement support work or a closely related area that would provide background in evidence gathering, preservation, and release work in a classification comparable to that of an Evidence Technician I with the County of Lake. Training in the operation and use of the CLETS terminal is required. The successful completion of POST training in evidence gathering, management, and disposition is highly desirable. Full Job Description

EVIDENCE TECHNICIAN I DEFINITION

Under direct supervision, learns and performs a variety of duties in the receipt, storage, release, and maintenance of property, evidence, and requisite control records; preserves the chain of custody for evidence; responsible for the safekeeping of property and evidence; issues, checks, and maintains inventory records of police property used by field staff; visits crime scenes and gathers and preserves evidence; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Evidence Technician series. Incumbents perform a variety of assignments in receiving, issuing, and maintaining control records for Sheriffs Office evidence and property, such as drugs, cash, jewelry, weapons, and bio-hazardous materials (i.e., syringes, bloody clothes, blood, and urine). Incumbents may also be called to crime scenes for the gathering and preservation of evidence, as well as to testify in court regarding evidence collected. The incumbent is expected to have basic knowledge of the policies, procedures, and special requirements of the Sheriffs Office and the evidence unit. This class is distinguished from Evidence Technician II in that the latter is more experienced and performs more complex duties, as well as provides lead direction, work coordination, and training. Positions in the Evidence Technician series are flexibly staffed. Incumbents may advance to the higher classifications after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

SUPERVISION RECEIVED AND EXERCISED

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

EXAMPLES OF ESSENTIAL DUTIES

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job. Learns to receive, store, and maintain the chain of custody for Sheriffs Office evidence and the safekeeping of property. Reviews property, evidence, invoice, and records and receipt forms for property description and accuracy. Alerts Deputy Sheriffs regarding the need to correct forms and comply with Office procedures. Releases evidence to Detectives, Deputy Sheriffs, and Attorneys for court purposes. Prepares evidence for transport to crime labs and other agencies. Processes returned samples. Releases property to owners. Maintains records of property and evidence transactions and final disposition. Disposes of property and contraband items in accordance with state laws and Office policies and procedures. Assists with search warrant activities by tagging, packaging, and transporting evidence to storage areas. Reviews case evidence with attorneys and victims to identify recovered stolen property. Makes copies of evidence cassette tapes as requested by attorneys. Appears in court to testify regarding the chain of evidence. Operates computer equipment to input evidence records and to track evidence and property in the Offices custody. Casts footprints, tire treads, and other impressions. Processes fingerprints. May prepare items for auction. May respond to inquiries from the public and staff regarding property and evidence in the Offices custody. May visit crime scenes to gather and preserve evidence. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic law enforcement principles and practices. Basic knowledge of proper methods of receipt, issue, and records control for Sheriffs Office property and evidence. Evidence preservation and identification techniques. Records maintenance and files development. Chain of custody for property and evidence. Health considerations when handling and processing evidence categorized as hazardous materials. Good public relations techniques Modern office methods and procedures. Customer service principles and techniques. Written and oral communications skills. Proper English spelling, grammar, and punctuation. Computers and software programs (e.g., Microsoft software applications) to conduct research, assess information, and/or prepare documentation. Principles and techniques for working with groups and fostering effective team interaction.

Ability to:

Maintain accurate records to locate, gather, identify, document, and preserve physical evidence, including the use of a computerized database. Safely handle and process evidence categorized as hazardous materials. Read and understand codes, statutes, and information related to property and evidence gathering, preservation, and recordkeeping work. Effectively file and index a variety of property items. Organize and maintain detailed and accurate records of inventory items. Work with computerized information systems and use a computer for recordkeeping work. Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the Sheriffs Office and the work area where assigned. Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines. Communicate clearly and concisely, both orally and in writing. Utilize a computer, relevant software applications, and/or other equipment as assigned to perform a variety of work tasks. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Licensing and Certifications:

Possession of, or ability to obtain, an appropriate and valid California drivers license.

Education and Experience:

Three (3) years of full-time experience in law enforcement support work or a closely related area in a position comparable to a Law Enforcement Records Technician II with the County of Lake. OR At least five (5) years of experience providing office and administrative support or law enforcement work with at least one (1) year equivalent to a Law Enforcement Records Technician with the County of Lake. Training in the operation and use of the CLETS terminal is required. Experience that would provide a background in evidence gathering, preservation, and release work is strongly preferred. The successful completion of POST training in evidence gathering, management, and disposition is highly desirable.

EVIDENCE TECHNICIAN II DEFINITION

Under direct supervision, performs a variety of the more complex duties in the receipt, storage, release, and maintenance of property, evidence, and requisite control records; preserves the chain of custody for evidence; responsible for the safekeeping of property and evidence; issues, checks, and maintains inventory records of police property used by field staff; visits crime scenes and gathers and preserves evidence; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the journey level classification in the Evidence Technician series. Incumbents perform a variety of assignments, including the more complex work in receiving, issuing, and maintaining control records for Sheriffs Office evidence and property, such as drugs, cash, jewelry, weapons, and bio-hazardous materials (i.e., syringes, bloody clothes, blood, and urine). Incumbents may also be called to crime scenes for the gathering and preservation of evidence, as well as to testify in court regarding evidence collected. The incumbent is expected to have substantial knowledge of the policies, procedures, and special requirements of the Sheriffs Office and the evidence unit. This class is distinguished from Evidence Technician I in that incumbents are responsible for performing the more complex duties under minimal supervision, and may provide lead direction, work coordination, and training, as assigned.

SUPERVISION RECEIVED AND EXERCISED



Receives direct supervision from assigned supervisory or management staff. Exercises no supervision over staff. May provide lead direction, work coordination, and training to staff, as assigned.

EXAMPLES OF ESSENTIAL DUTIES

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job. Receives, stores, and maintains the chain of custody for the Sheriffs Office evidence and the safekeeping of property. Reviews property, evidence, invoices, and records and receipt forms for property description and accuracy. Alerts Deputy Sheriffs regarding the need to correct forms and comply with Office procedures. Releases evidence to Detectives, Deputy Sheriffs, and Attorneys for court purposes. Prepares evidence for transport to crime labs and other agencies. Processes returned samples. Releases property to owners. Maintains records of property and evidence transactions and final disposition. Disposes of property and contraband items in accordance with state laws and office policies and procedures. Assists with search warrant activities by tagging, packaging, and transporting evidence to storage areas. Reviews case evidence with attorneys and victims to identify recovered stolen property. Makes copies of evidence cassette tapes as requested by attorneys. Appears in court to testify regarding the chain of evidence. Operates computer equipment to input evidence records and to track evidence and property in the Offices custody. Casts footprints, tire treads, and other impressions. Processes fingerprints. May respond to inquiries from the public and staff regarding property and evidence in the offices custody. May prepare items for auction. May visit crime scenes to gather and preserve evidence. May provide lead direction, work coordination, and training, as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic law enforcement principles and practices. Proper methods of receipt, issue, and records control for sheriffs office property and evidence. Evidence preservation and identification techniques Records maintenance and files development. Chain of custody for property and evidence. Health consideration for handling and processing evidence categorized as hazardous materials. Good public relations techniques. Modern office methods and procedures. Principles of lead direction, work coordination, and training. Customer service principles and techniques. Written and oral communications skills. Proper English spelling, grammar, and punctuation. Computers and software programs (e.g., Microsoft software applications) to conduct research, assess information, and/or prepare documentation. Principles and techniques for working with groups and fostering effective team interaction.

Ability to:

Maintain accurate records to locate, gather, identify, document, and preserve physical evidence, including use of a computerized database. Provide lead direction, work coordination, and training, as assigned. Safely handle and process evidence categorized as hazardous materials. Read and understand codes, statutes, and information related to property and evidence gathering, preservation, and recordkeeping work. Effectively file and index a variety of property items. Organize and maintain detailed and accurate records of inventory items. Work with computerized information systems and use a computer for recordkeeping work. Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the Sheriffs Office and the work area where assigned. Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines. Communicate clearly and concisely, both orally and in writing. Utilize a computer, relevant software applications, and/or other equipment as assigned to perform a variety of work tasks. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Licensing and Certifications:

Possession of, or ability to obtain, an appropriate valid California drivers license.

Education and Experience:

Two (2) years of full-time experience in law enforcement support work or a closely related area that would provide background in evidence gathering, preservation, and release work in a classification comparable to that of an Evidence Technician I with the County of Lake. Training in

the operation and use of the CLETS terminal is required. The successful completion of POST training in evidence gathering, management, and disposition is highly desirable.

WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS

The County of Lake is an equal opportunity employer and will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Incumbents generally work partially in an office environment with moderate noise levels and controlled temperature conditions and partially in the field. As such, incumbents may have occasional exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, and direct exposure to hazardous physical condition, various bio-hazardous materials, weapons and drugs. Incumbents may also be subject to clients or members of the public afflicted with behavioral disorders or who are under emotionally stressful conditions. Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work:

Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Medium Work:

Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Positions in this class may require local and statewide travel as necessary. Incumbents in this class must be willing and able to work off-hours, weekends, and holiday shifts. Incumbents may be on-call to respond to emergency situations. A successful candidate will be required to submit to and pass a background check prior to the appointment. Depending upon the position and/or assigned department, the background check may include but is not limited to civil and criminal history check, reference check, Live Scan, and/or credit check (as allowed under state law).

Disaster Service Workers:

As members of the County of Lake Emergency Services Organization, all Lake County employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and / or County. The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.

RETIREMENT

- County employees are members of the California Public Employee Retirement system (CalPERS). CalPERS provides a defined benefit pension at retirement for County employees. The pension formulas and employee contribution amounts may vary by bargaining unit, date of hire, prior qualifying service, and classification. Please contact Human Resources for more information.

HEALTH AND INSURANCE BENEFITS

- Medical, dental, hospital, vision, life and disability coverage is available to employees and their dependents. The County contributes \$1,500 of the monthly premiums for the insurance plan options.

VACATION ACCRUAL

may be adjusted for current city or county government employees.

VACATION 80

hours per year during the first five years of service, 120 hours per year after five years, and additional accruals based on years of service beyond fifteen years. Pro-rated for part-time employees.

SICK LEAVE

- Accrues at a rate of 96 hours per year. Pro-rated for part-time employees.

HOLIDAYS

- An average of twelve paid 8-hour holidays per year. Pro-rated for part-time employees. SALARY - Lake County has an adopted salary schedule. The salary range for most classifications is in five increments with a provision for longevity increases. Appointments are normally made at the first step of the salary range.

SOCIAL SECURITY

- County employees participate in Social Security.

CALIFORNIA STATE DISABILITY INSURANCE SDI

is available to some County employees.

DEFERRED COMPENSATION

PLANS and

CREDIT UNION MEMBERSHIPS

are available to County employees. Agency County of Lake Address 255 N. Forbes Street Lakeport, California, 95453 Phone 707-263-2213

Appendix C - Data Sources and Calculations

Lightcast Job Postings

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.