

Career Series Overview

Substantially similar jobs are grouped into a career series based on a variety of factors, such as the level of job duties, responsibilities, qualifications, etc. Career series help to identify clear career pathways.

Career Series Title	Description
Intern	This career series references limited duration internships within a specific area of study/industry with the intention of providing on the job work experience and training.
Operations Support	This career series references entry-level opportunities to deliver core operational services (i.e., data entry, reception, supply distribution). Employees in this career series may opt to pursue a general administrative role, a hybrid administrative/technical, clerical process role, or other defined career series.
Administrative Services	These positions provide varying levels of administrative support, from entry-level to executive, or perform a combination of general administrative support and specialized clerical processes (i.e., using department-specific software or financial support). Typical administrative support titles are Administrative Assistant, Administrative Coordinator, Administrative Specialist, and Executive Assistant.
Coordinator	Coordinator roles offer exposure to specialized processes and opportunities to develop generalist skills in a given functional area, discipline, or program by coordinating implementation of operational goals and/or processes of low to moderate complexity.
Trades	This series contains a range of entry-level to skilled trades positions, specifically in facilities, maintenance, automotive, and construction functions. Skills can be acquired through apprenticeships, on-the-job training, specialized education programs, or vocational schools.
Specialist	This series contains a range of individual contributor roles, spanning increased knowledge, skills, and program support. Skills are generally obtained through acquired work experience and/or higher education.
Analyst	This series includes analytical roles, providing and applying a combination of data analysis, process/program management, and specialist skills to inform operational decisions.
Project Management	This series includes traditional project management roles, including both supervisory positions and individual contributors.
Professional	This series contains a range of individual contributor roles, spanning specialized knowledge and skills, higher education, and required credentials (license, certification, etc.), delivering complex, professional services.
Lead	Lead roles provide workflow coordination and subject matter expertise in a variety of operational disciplines. This series provides development opportunities for future people management roles.
Supervisor	Supervisor roles provide opportunities to build and manage teams while carrying out formal responsibilities, such as performance management and participation in the hiring and disciplinary processes.
Manager	This series includes people leadership positions, such as traditional management roles and program management. Positions typically oversee a team or unit of professional and/or technical staff with formal management responsibilities. Higher level of discretion/authority than the supervisor level.
Division Manager	This series provides an initial entry point into senior leadership with continued oversight of employee teams, and leadership of a division within a department or a key functional area. Oversees one division or unit with smaller span of control/scope.

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Division Director	This series includes leadership roles within one or more operating units or for a division, providing development opportunities for the Deputy Chief/Executive Director and Executive Director career series. Position oversees multiple divisions/units or one, significantly large division.
Deputy Executive Leadership (Elected)	Senior leadership roles within Elected Offices with decision-making authority for one or more divisions or major functional areas, supporting the efforts of the Elected Official. Position may serve as the Elected Official in their absence. Position titles are typically Chief Deputy or Chief level.
Deputy Executive Leadership (Administration)	This series provides exposure to leadership and decision-making authority for one or more divisions or major functional areas, supporting the efforts of executive leadership. Position typically serves as department head in their absence. Positions typically hold a title of Deputy Chief or Deputy Executive Director.
Executive Leadership (Elected)	This series includes positions that report to an Elected Official. A position of significant depth, breadth of knowledge, or a department of significant size. Position serves as the Elected Official in their absence and typically hold a title of Chief.
Executive Leadership (Administration)	This series includes positions reporting directly to County Leadership with oversight of an administrative department. Positions typically hold a title of Chief or Executive Director.
County Leadership	This series includes County Leadership positions such as the County Administrator, Deputy County Administrator, and County Attorney.