



# Job Ladders

A CAREER  
DEVELOPMENT GUIDE  
FOR EMPLOYEES



COUNTY OF SAN MATEO  
HUMAN RESOURCES DEPARTMENT

# Purpose and Content

San Mateo County strongly encourages its employees to explore new careers that are of interest to them. We design job classifications that promote upward and lateral mobility and avoid “dead end” jobs. Whenever possible, job classifications are written to be generic versus specialty-specific to avoid silos; and when possible, job classifications are designed to include a series to ensure movement.

Use this document to see upward mobility of a classification series. Remember, however that this document only provides a sampling of classifications - not all classifications are listed. Supplement this document with a visit to the Career Path Explorer at <https://careers.smc-hr.org/> for details on career options for your classification.

Remember: career mobility is not always upwards, and the ladders noted here should serve only as a starting point or guideline for your career search.

# Job Ladders by Category

Job Ladders are laid out by category as follows:

Administrative Support | Technician | Professional | Protective Services |  
Skilled Crafts | Service - Maintenance

Additional information on any classifications listed here, including job qualifications and requirements can found in the job specification. You can access all job specifications here:

<https://www.smcgov.org/hr/job-descriptions>

# Administrative Support

A man in a blue checkered shirt is standing at a desk, working on a laptop. The desk is a tall, thin, modern design. He is in a modern office with large windows in the background, looking out at a city skyline. The office has a clean, minimalist aesthetic with dark wood and glass elements. The lighting is warm and focused on the man and his desk.

Administrative Support occupations are essential to a department's operation and delivery of services. Some common duties include record-keeping, responding to public and client inquiries, distributing internal and external correspondence, and coordinating office schedules.

## Typical Levels:

- Supervisor
- Lead/Specialist (sometimes labeled as III or Senior)
- Journey (often labeled as II)
- Entry/Trainee (often labeled as I)

# ADMINISTRATIVE SUPPORT

## ENTRY/ TRAINEE

- Assessor-Recorder Technician I
- Fiscal Office Assistant I
- Legal Office Assistant I
- Legal Secretary I
- Library Assistant/Technician I
- Medical Office Assistant I
- Office Assistant I
- Patient Services Assistant I
- Payroll-Personnel Coordinator I
- Public Services Assistant
- Sheriff's Criminal Records Tech I
- Storekeeper I

## JOURNEY/ EXPERIENCED

- Administrative Secretary I
- Assessor-Recorder Technician II
- Fiscal Office Assistant II
- Human Resources Technician
- Legal Office Assistant II
- Legal Secretary II
- Library Assistant/Technician II
- Medical Office Assistant II
- Office Assistant II
- Patient Services Assistant II
- Payroll-Personnel Coordinator II
- Sheriff's Criminal Records Tech II
- Sheriff's ID Technician
- Storekeeper II
- Telephone Operator

## LEAD/SPECIALIST

- Admin Secretary II or III
- Assessor Recorder Tech III
- Executive Asst/Secretary
- Fiscal Office Specialist
- Lead Assessor Recorder Tech
- Lead Fiscal Office Assistant
- Lead Medical Office Asst
- Lead Patient Services Asst
- Lead Storekeeper
- Legal Executive Assistant
- Legal Office Specialist
- Lead Telephone Operator
- Medical Office Specialist
- Paralegal
- Patient Services Specialist
- Pre-Trial Specialist
- Patient Services Specialist
- Payroll-Personnel Coord III
- Payroll-Personnel Coord IV
- Public Services Specialist

## Supervisor

- Assessor-Recorder Support Supervisor
- Circulation Supervisor
- Fiscal Office Services Supervisor
- Legal Office Services Supervisor
- Medical Office Services Supervisor
- Office Services Supervisor
- Patient Services Supervisor
- Payroll-Personnel Supervisor
- Sheriff's Criminal Records Supervisor
- Supervising Legal Secretary
- Supervising Sheriff's ID Tech
- Storekeeping Supervisor
- Telephone Services Supervisor



# Technician

Technician occupations require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary education or equivalent on-the-job training school

## Typical Levels:

- Supervisor
- Senior/Advanced Journey/Lead (sometimes labeled as III)
- Journey (often labeled as II)
- Entry/Trainee (often labeled as I)



# TECHNICIAN

## ENTRY/ TRAINEE

- Building Permit Technician I
- Building Plans Examiner I
- Cardiac Sonographer I
- Clinical Lab Scientist I
- Criminalist I
- Electrograph Technician I
- Environmental Health Tech I
- Forensic Autopsy Technician
- GIS Technician I
- Pharmacy Aide
- Public Health Lab Tech I
- Public Works Tech I
- Radiologic Technician I
- Ultrasonographer I

## JOURNEY

- Building Permit Technician II
- Building Plans Examiner II
- Cardiac Sonographer II
- Clinical Lab Scientist II
- Criminalist II
- Dental Assistant
- Deputy Coroner
- Electrograph Technician II
- Environmental Health Tech II
- GIS Analyst I
- GIS Technician II
- Licensed Psychiatric Tech
- Pharmacy Technician
- Public Health Lab Tech II
- Public Works Technician II
- Radiologic Technician II
- Ultrasonographer II

## SENIOR/LEAD/ ADVANCED JOURNEY

- Building Permit Technician III
- Building Plans Specialist
- Dental Hygienist
- GIS Analyst II
- GIS Technician III
- Lead Cardiac Sonographer
- Lead Public Health Lab Tech
- Registered Dental Assistant
- Lead Public Health Lab Tech
- Lead Radiologic Technologist I
- Lead Ultrasonographer
- Radiologic Technician III
- Senior Electrograph Tech

## Supervisor

- Building Permit Services Supervisor
- GIS Supervisor
- Laboratory Support Services Supervisor
- Supervising Clinical Lab Scientist
- Supervising Deputy Coroner
- Supervising Public Works Tech
- Supervising Radiologic Technologist

[Find job description](#)

# Professional



Professional occupations require specialized and theoretical knowledge which is usually acquired through college training or work experience and other training that provides comparable knowledge.

Professional classifications appear in a wide variety of areas (Administrative, Health and Social Services, and Others).

Typical Levels:

- Supervisor
- Lead/Specialist (sometimes labeled as III or Senior)
- Journey (often labeled as II)
- Entry/Trainee (often labeled as I)



# PROFESSIONAL - FISCAL/PROGRAM/ADMINISTRATIVE

## ENTRY/ TRAINEE

- Accountant I
- Appraiser I
- Auditor-Appraiser I
- BHRS Analyst I
- Buyer I
- Case Mgmt/Assessment Spec (CMAS) I
- Community Program Specialist/Analyst I
- Contract Administrator I
- Deputy Public Administrator I
- Electronic Health Record (EHR) Analyst I
- Housing/Community Spec I
- Internal Auditor I
- IS Support Analyst/Spec I
- Librarian I
- Program Coordinator I
- Real Property Agent I

## JOURNEY/ EXPERIENCED

- Accountant II
- Appraiser II
- Auditor-Appraiser II
- BHRS Analyst II
- Buyer I
- CMAS II
- Community Program Spec/Analyst II
- Contract Administrator II
- EHR Analyst II
- Housing/Community Spec II
- Internal Auditor II
- IS Support Analyst/Spec II
- Librarian II
- Program Coordinator II
- Real Property Agent II

## LEAD/SPECIALIST

- Administrative Assistant I
- CMAS III
- EHR Analyst III
- Housing/Community Spec III
- IS Support Analyst/Spec III
- IS Support - Senior
- Lead BHRS Analyst
- Lead Buyer
- Property Tax Specialist
- Senior Accountant
- Senior Appraiser
- Senior Auditor-Appraiser
- Senior Community Prog Spec
- Senior Internal Auditor
- Senior Librarian
- Senior Property Tax Spec

## Supervisor

- Administrative Assistant II
- BHRS Supervisor
- Community Program Supervisor
- Housing/Community Supervisor
- IS Support Supervisor
- Information Services Supervisor
- Principal Appraiser
- Principal Auditor-Appraiser

[Find job description](#)



**COUNTY OF SAN MATEO**  
HUMAN RESOURCES DEPARTMENT

# PROFESSIONAL - HEALTH AND SOCIAL SERVICES

## ENTRY/ TRAINEE

- Community/Peer Support Worker I
- Deputy Public Guardian
- Employment Services Spec I
- Environmental Health Spec I
- Epidemiologist I
- Hazardous Materials Spec I
- Human Services Analyst I
- Job Development Specialist I
- Marriage and Family Therapist I
- Mental Health Counselor I
- Occupational/Physical Therapist I
- Overpayments/Collections (OC) Analyst I
- Nurse Trainee
- Program Counselor I
- Psychologist I
- Social Worker I

## JOURNEY/ EXPERIENCED

- Communicable Disease Investigator (CDI)
- Community/Peer Worker II
- Deputy Public Guardian II
- Environmental Health Spec II
- Epidemiologist II
- Hazardous Materials Spec II
- Human Services Analyst II
- Job Development Spec II
- Marriage and Family Therapist II
- Mental Health Counselor II
- Nurse
- Occupational/Physical Therapist II
- OC Analyst II
- Program Counselor II
- Public Health Nurse
- Psychologist II
- Social Worker II
- Staff Physician

## LEAD/SPECIALIST

- Clinical Nurse
- Deputy Public Guardian III
- Environmental Health Spec III
- Hazardous Materials Spec III
- Mental Health Program Spec
- Nurse Practitioner
- OC Analyst III
- Peer Support Specialist II
- Psychiatrist
- Senior Community Worker
- Social Worker III

## Supervisor

- Charge Nurse
- Environmental Health Supervisor
- Human Services Supervisor
- OC Supervisor
- Senior Public Health Nurse
- Social Work Supervisor
- Supervising Deputy Public Guardian
- Supervising Mental Health Clinician
- Supervising Mental Health Psychologist
- Supervising Nurse Practitioner
- Supervising Psychiatrist
- Supervising Staff Physician
- Supervising Psychologist

## PROFESSIONAL - OTHER

### ENTRY/ TRAINEE

- Assistant Engineer
- Biologist/Standards Spec I
- Building Inspector I
- Child Support Analyst I
- Child Support Specialist I
- Deputy Probation Officer
- Group Supervisor I
- Natural Resource Specialist I
- Planner I
- Resource Conservation Spec I

### JOURNEY/ EXPERIENCED

- Associate Civil Engineer
- Biologist/Standards Spec II
- Building Inspector II
- Child Support Analyst II
- Child Support Specialist II
- Deputy Probation Officer II
- Group Supervisor II
- Natural Resource Spec II
- Planner II
- Resource Conservation Spec II

### LEAD/SPECIALIST

- Biologist/Standards Spec III
- Biologist/Standards Spec IV
- Building Inspector III
- Child Support Analyst III
- Child Support Specialist III
- Deputy Probation Officer III
- Group Supervisor III
- Natural Resource Spec III
- Senior Natural Resource Spec
- Planner III
- Resource Conservation Spec III
- Senior Civil Engineer
- Senior Sustainability Spec

### Supervisor

- Institution Services Manager
- Principal Civil Engineer
- Senior Planner

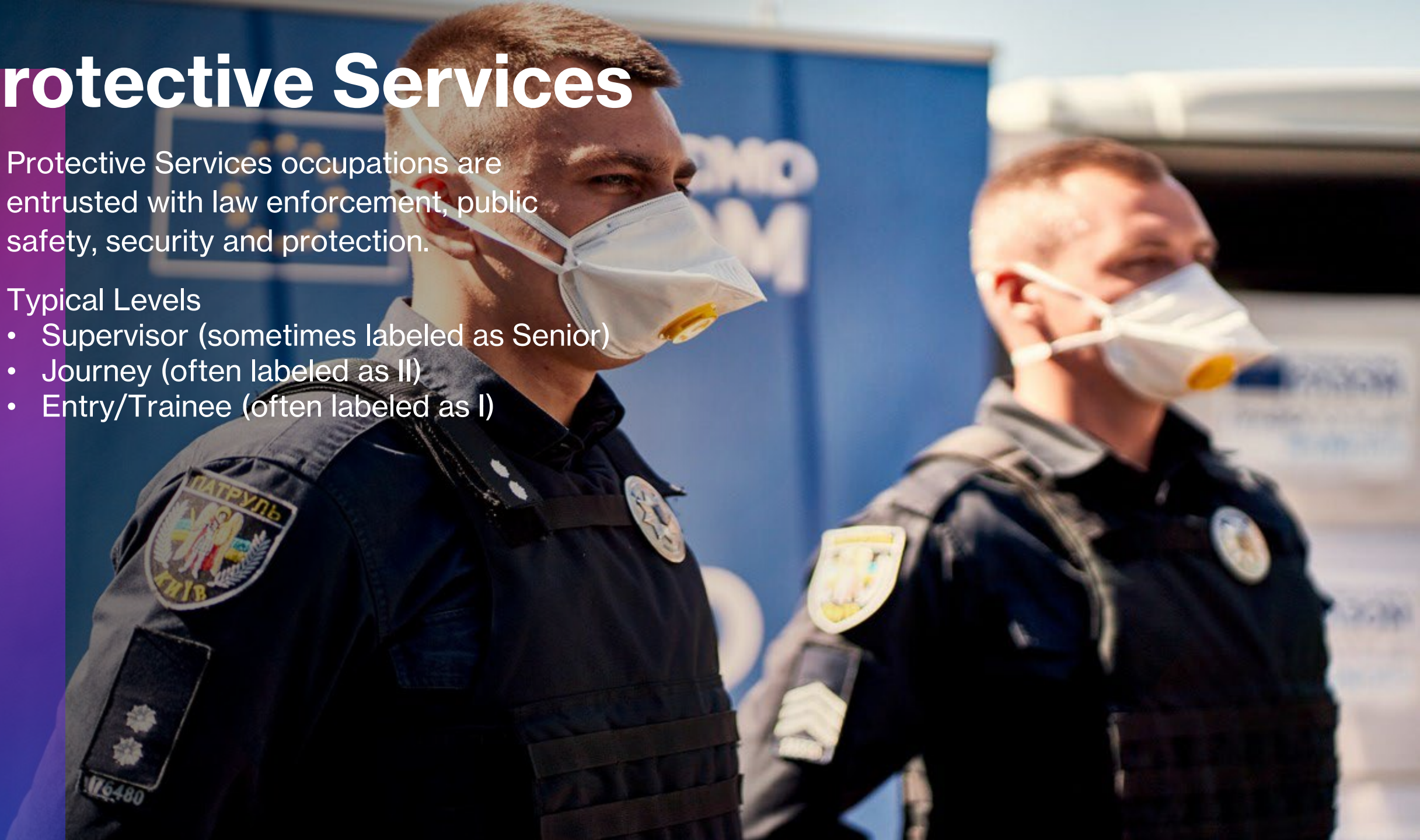


# Protective Services

Protective Services occupations are entrusted with law enforcement, public safety, security and protection.

## Typical Levels

- Supervisor (sometimes labeled as Senior)
- Journey (often labeled as II)
- Entry/Trainee (often labeled as I)



# PROTECTIVE SERVICES



# Skilled Crafts

Service & Maintenance occupations perform jobs that require special manual skills and a thorough and compressive knowledge of the process involved in the work which is acquired through on-the-job training and experience, apprenticeship or other formal training programs

Typical Levels:

- Supervisor
- Lead/Specialist (sometimes labeled as Senior)
- Journey (often labeled as II)
- Entry/Trainee (often labeled as I)



# SKILLED CRAFTS

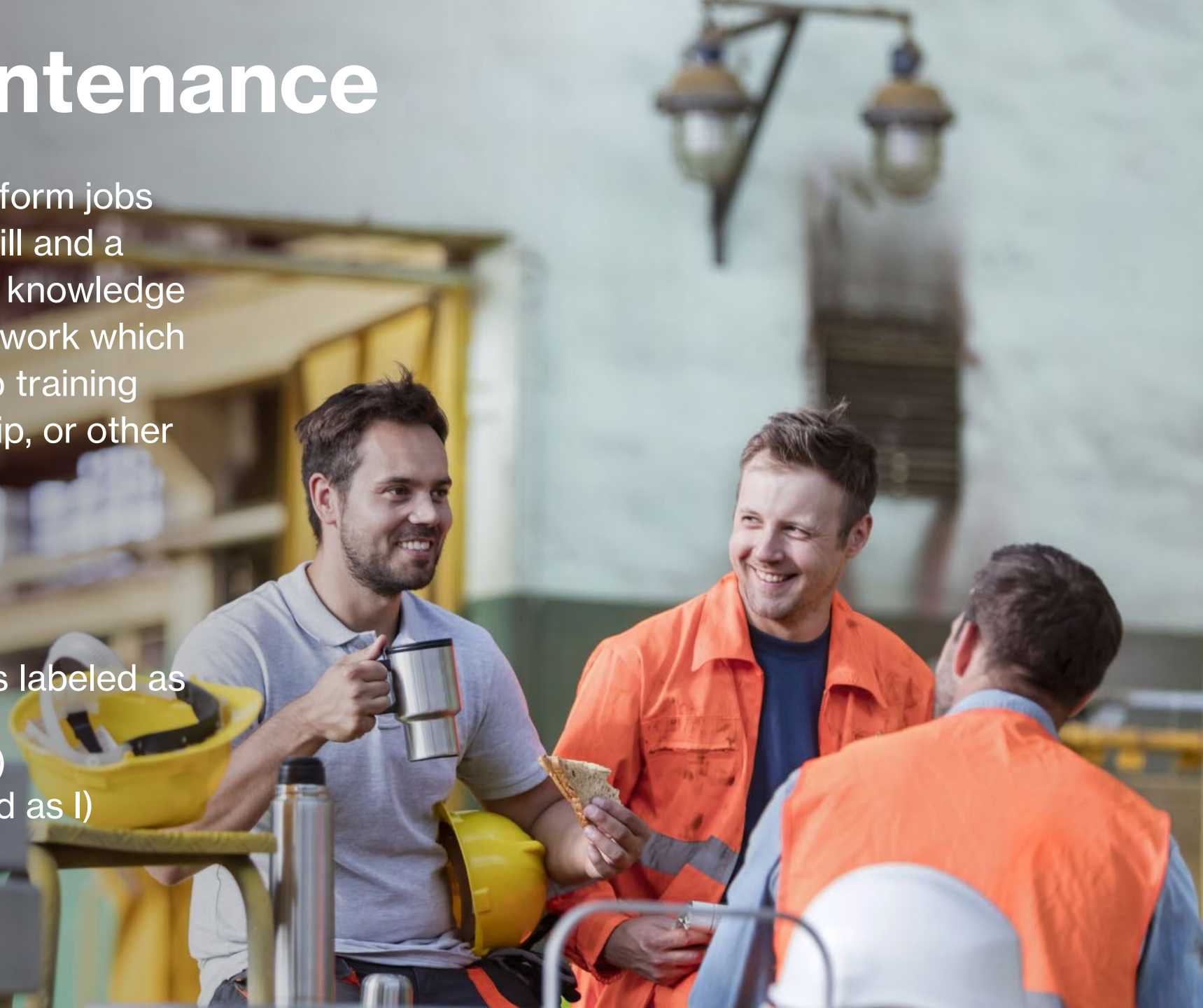


# Service-Maintenance

Skilled crafts occupations perform jobs that require special manual skill and a thorough, and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience, apprenticeship, or other formal training programs.

## Typical Levels

- Supervisor
- Lead/Specialist (sometimes labeled as Senior)
- Journey (often labeled as II)
- Entry/Trainee (often labeled as I)





## SERVICE - MAINTENANCE

### ENTRY/ TRAINEE

- Airport Operations Specialist I
- Automotive Service Worker I
- Community Services Officer I
- Cook I
- Equipment Services Worker I
- Food Service Worker I
- Medical Services Assistant I
- Park Ranger I
- Road Maintenance Worker I
- Utility Worker I
- Wastewater Collection Worker I

### JOURNEY/ EXPERIENCED

- Airport Operations Specialist II
- Automotive Service Worker II
- Community Services Officer II
- Cook II
- Custodian
- Equipment Service Worker II
- Food Service Worker II
- Park Ranger II
- Road Maintenance Worker II
- Transportation Officer
- Utility Worker II

### LEAD/SPECIALIST

- Automotive Service Worker III
- Lead Custodian
- Lead Transportation Officer
- Senior Utility Worker

### Supervisor

- Airport Operations Supervisor
- Automotive Service Supervisor
- Central Services and Supply Supervisor
- Food Services Supervisor
- Park Ranger III and IV
- Road Maintenance Supervisor
- Supervising Cook
- Supervising Custodian
- Park Ranger III/IV
- Wastewater Collection Supv

