

**ADMINISTRATIVE CODE**  
**STRIKEOUT VERSION**

AN ORDINANCE AMENDING THE ADMINISTRATIVE CODE, SECTION 494, JOB-REQUIRED  
LICENSES AND SECTION 495, TRANSPORTATION REIMBURSEMENT

The Board of Supervisors of the County of San Diego ordains as follows:

**Section 1.** Section 494 of the Administrative Code is hereby amended to read as follows:

**SEC. 494. JOB-REQUIRED LICENSES.**

- (a) The County shall reimburse any permanent employee in eligible classes who works at least eighty (80) hours per biweekly pay period, for the cost of renewing any license or certificate the employee is required to possess as a condition of employment by the County, which the employee is required to renew. This reimbursement shall not cover any costs to the employee of becoming eligible for, or initially obtaining, such license. Reimbursement shall also not apply to any license necessary for the legal operation of vehicles or mechanical equipment.

Eligible classes: Classes designated AE, AM, AS, CL, CR, CM, DA, DI, DM, DS, FS, HS, MA, MM, PR, PS, RN, SS and SW

Eligible EM Classes:

000376 Chief Medical Officer  
000922 Deputy Public Health Officer  
002221 Public Health Officer  
002267 Director, Agency Operations

Eligible UM Class:

000304 EMS Medical Director  
000377 Chief Dental Officer  
004128 Public Health Medical Officer

- (b) Notwithstanding (a) above, the County shall reimburse an eligible employee for the entire cost when required, prior to the normal renewal date, to obtain a driver's license graded higher than Class C. If the license upgrade is not required prior to the normal renewal date, the County shall reimburse the amount which exceeds the fee of a Class C driver's license.

Eligible Classes: Classes designated CM, CR, DS, PS and SW

- (c) Notwithstanding (a) above, the County shall reimburse an eligible employee for the amount which exceeds the fee for a Class C driver's license when required to have a Class B driver's license.

Eligible Classes: Classes designated DS and PO.

- (d) Notwithstanding (a) above, the County shall reimburse any permanent part-time employee paid at a biweekly rate for the cost of renewing any license or certificate the employee is required to possess as a condition of employment by the County, which the employee is required to renew during the term of this Agreement; however, such employee must have completed one year of County service.

Eligible Classes: Class designated RN.

- (e) Notwithstanding (a) above, the County will reimburse the following classes for obtaining and for renewing County-desired and County-required licenses and certificates.

005392 Agricultural/Standards Inspector  
005393 Senior Agricultural/Standards Inspector  
005394 Supervising Agricultural/Standards Inspector  
005397 Senior Insect Detection Specialist

005399 Insect Detection Specialist II  
005400 Insect Detection Specialist I  
005401 Pest Management Technician I  
005402 Pest Management Technician II  
005404 Supervising Pest Management Technician

- (f) Notwithstanding (a) above, the County will reimburse up to \$500 per year for the following classes for obtaining and for renewing County-desired and County-required licenses and certificates upon approval from the Department Head or their designee.

Eligible Classes: Classes designated NA, NE, UM and EM.

**Section 2.** Section 495 of the Administrative Code is hereby amended to read as follows:

**SEC. 495. TRANSPORTATION REIMBURSEMENT.**

The County shall reimburse employees paid on a biweekly basis for costs incurred in traveling to and from work, as follows:

- (a) (1) Up to ~~eighty-five dollars~~ one hundred dollars (\$85 \$100) off the full purchase price for all employees in classes designated AE, CL, ~~CM~~, FS, HS, MM, PR, PS, RN, SS or SW; ~~or up to sixty-five dollars (\$65) off the full purchase price for all employees in classes designated SO; or up to thirty dollars (\$30) off the full purchase price for all employees in classes DI or DM,~~ for the employee's own use of a:
- (A) ~~full monthly~~ San Diego Metropolitan Transit ~~Development Board System~~ "Ready Ppass" or a similar ~~monthly~~ pass,
  - (B) ~~full monthly County Transit Systems Bus Pass or similar monthly pass,~~ North County Transit District pass
  - (C) ~~full monthly~~ North County Transit District "Coaster Plus Pass" or a similar ~~monthly~~ transit pass, provided that an employee will not be reimbursed for any amount in excess of the actual cost of any monthly transit pass.
  - (D) Employees are eligible to participate in the Transit Pass Program on the first day of the month following their date of hire.
- (2) Up to eighty-five dollars (\$85) off the full purchase price for all employees in classes designated AM, AS, CE, CEM, ~~CM~~, CR, DA, DS, EM, MA, NA, NE, NM, NS, PD, PM, PO, SM, or UM; or up to sixty-five dollars (\$65) off the full purchase price for all employees in classes designated SO; or up to thirty dollars (\$30) off the full purchase price for all employees in classes DI or DM, for the employee's own use of a:
- :
- (A) full monthly San Diego Metropolitan Transit ~~Development Board System~~ "Ready Ppass" or a similar monthly pass,
  - (B) full monthly County Transit Systems Bus Pass or similar monthly pass,
  - (C) full monthly North County Transit District "Coaster Plus Pass" or a similar monthly pass, provided that an employee will not be reimbursed for any amount in excess of the actual cost of any monthly transit pass.
  - (D) Employees are eligible to participate in the Transit Pass Program on the first day of the month following their date of hire.
- (3) Up to eighty-five dollars (\$85) of the purchase price for all employees in classes CC, and CS for the employee's own use of a:
- (A) full monthly North County Transit District Sprinter Breeze Pass, Coaster Pass or Regional Premium Pass,
  - (B) full monthly San Diego Metropolitan Transit Development System Trolley, Shuttle Route, Local & Urban Routes, Premium Express, or Rural Routes,

- (C) full monthly South Bay Rapid Bus or similar passes,
- (D) full daily for:
  - (i) North County Transit District Sprinter Breeze Pass, Coaster Pass or Regional Premium Pass,
  - (ii) San Diego Metropolitan Transit Development System Trolley, Shuttle Route, Local & Urban Routes, Premium Express, or Rural Routes passes,
  - (iii) South Bay Rapid Bus or similar passes.
- (b) For employees who incur parking expenses at the locations listed below in (d), reimbursement will be as follows:
  - (1) Three hundred dollars (\$300) per month for classes designated AE, AM, AS, CE, CEM, CL, CM, CR, DA, DS, EM, FS, HS, MA, MM, NA, NE, NM, NS, PD, PM, PO, PR, PS, RN, SM, SO, SS, SW, or UM.
  - (2) Fifty dollars (\$50) per month for all other employees.  
On-street, metered parking is excluded for classes designated AM, AS, DA, DI, DM, PD, PM, PO, or SW.
- (c) Two hundred dollars (\$200) per month for all other employees who incur expense as a participant in the County Ride Sharing Program through SANDAG at the locations listed below in (d) for classes designated: AE, CE, CEM, CL, CM, CR, FS, HS, MA, MM, PR, PS, RN, SS, and SW;
- (d) Applicable work locations for (b)(1) above are: San Diego Courthouse, Hall of Justice, Jail, 1027 10th St, Ash Street Facility, Center City Building, the Wells Fargo Building, 1350 Front Street, Family Law Court and 1501 Sixth Ave; and other locations certified to the Auditor and Controller by the Chief Administrative Officer. Eligibility for (b)(1) is to be determined through certification by the appointing authority that the employee has incurred expense under the conditions stated above in at least the amount specified. The administration of the reimbursement to employees for purchased transit passes shall be subject to the rules and regulations of the Auditor and Controller and the Employee Benefits Office.  
Applicable work locations for (b)(2) and (b)(3) and (c) above: 101 W. Broadway; 220 W. Broadway; 225 Broadway; 330 W. Broadway; 625 Broadway; 233 A Street; 110 W. C Street; 1409 Fourth Avenue; 964 Fifth Avenue; 1501 6th Avenue; 1130 10th Avenue; 1173 Front Street; County Operations Center; and other locations certified to the Auditor and Controller by the Chief Administrative Officer. Eligibility for (b)(2), (b)(3) and, (c) above is to be determined through certification by the appointing authority that the employee has incurred expense under the conditions stated above in at least the amount specified. The administration of transportation reimbursements are subject to the rules and regulations of the Auditor and Controller.
- (e) Twenty dollars (\$20) reimbursement per month for each eligible employee in the DI and DM classes who incurs parking expenses (excluding on-street, metered parking) at the locations listed below in (g).
- (f) Ten dollars (\$10) reimbursement per month for each eligible employee in the DI and DM classes who incurs expense as a participant in the County Ride-Sharing Program at the locations listed below in (g).
- (g) Applicable locations for (e) and (f) above: San Diego Courthouse, Hall of Justice, Jail and Ash Street Facility. Eligibility for (e) and (f) above is to be determined through certification by the appointing authority that the employee has incurred either, a) parking expense of at least ten dollars (\$10); or b) expense as a participant in the County Ride-Sharing Program of at least ten dollars (\$10) per month, subject to the rules and regulations of the Auditor and Controller.
- (h) The established mileage reimbursement rate shall be paid to employees in eligible classes who, for the benefit of management, are employed at or transferred to a work location more than fifteen miles from the employee's home. This reimbursement shall be limited to those miles driven to and from work in excess of thirty round trip miles.

Eligible Classes:

005502 Appraiser IV  
005503 Appraiser III  
005504 Appraiser II  
005505 Appraiser I  
005510 Appraiser Trainee  
005511 Property Assessment Specialist I  
005512 Supervising Appraiser I  
005513 Supervising Appraiser II  
005517 Property Assessment Specialist II  
005518 Property Assessment Specialist III  
005526 Audit Appraiser III  
005527 Audit Appraiser II  
005528 Audit Appraiser I  
005529 Supervising Audit Appraiser  
005530 Audit Appraiser Specialist

- (i) Whenever an employee who is employed as an Environmental Health Specialist II 004722 or an Environmental Health Specialist III - 004723 is transferred for the benefit of management to a headquarter more than twenty (20) miles from his/her home, the employee shall be paid at the established rate for all miles driven to work in excess of twenty (20) miles.
- (j) Employees in eligible classes may be reimbursed for a combination of transit expenses under subsection (a) above and parking expenses under subsection (b) above for a combined total of up to three hundred dollars (\$300).

Eligible Classes: Classes designated AE, AM, AS, CE, CEM, CL, DA, EM, FS, HS, MA, MM, NA, NE, NM, NS, PR, PS, RN, SS, SW, or UM.

**Section 3.** Amendments to these codes shall take effect June 27, 2025. Within fifteen days after the date of adoption of this ordinance, a summary shall be published once with the name of those members voting for and against the same in the newspaper of general circulation published in the County of San Diego.

APPROVED AS TO FORM AND LEGALITY

Claudia G. Silva, County Counsel

BY: Amanda Johnston, Senior Deputy County Counsel