

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Board of Supervisors
From: Civil Service Commission
By: Nancy Nittler, Personnel Director 
Date: October 6, 2009
Subject: Recommendations from the Civil Service Commission affecting the classification, compensation and allocation of positions for the Sheriff's Department

ACTION REQUESTED:

Approve the attached ordinance with recommendations as submitted by the Civil Service Commission from their regular meeting held May 11, 2009 as delineated below:

- 1) The proposed creation of the new classification of Dispatch Services Manager, salary grade 427 (\$5989 - \$7278 monthly) to be allocated to the Sheriff's Department.
- 2) The proposed abolishment of the classification of Communications Services Manager, salary grade 437 (\$6614 - \$8039 monthly) from the allocation to the Sheriff's Department.

BACKGROUND INFORMATION

With the support of the CEO's office and Personnel, the Sheriff's Department initiated a comprehensive organizational study to be conducted by the Matrix Consulting Group in August of 2007. Based on the results of the analysis, it was recommended that a non-sworn management position be established to oversee all dispatch operations with specific emphasis on dispatch services alone. The Civil Service Commission has approved the creation of and specification for the new classification of Dispatch Services Manager. The Personnel Department and County Executive Office have met and conferred with PPEO and hereby submit the recommended creation and salary for this position for your Board's review and approval.

One component of the Matrix study included a compensation analysis of all classifications in the Unit, which considered both internal relationships within the proposed new series, as well as current labor market data. Based on the results of their analysis, Matrix recommended that the salary for this proposed position be set at Range 427. This recommendation is consistent with the County's current classification plan and appropriately reflects the type and scope of duties performed for similar County classifications in this same salary range.

FISCAL IMPACT

Funds are included in the current FY 2009/2010 Sheriff's Department budget for these expenses resulting in no additional fiscal impact to the General Fund. The Communications Services Manager is a higher classification than that of the Dispatch Services Manager. The additional funds will be used to offset and neutralize other staffing adjustments anticipated within the unit and the department.

RECOMMENDATION

It is recommended that your Board approve the attached ordinance amending Placer County Code.

Before the Board Of Supervisors County of Placer, State of California

In the matter of: An ordinance amending the un-codified
Allocation of Positions to Departments ordinance and the un-codified
Classified Schedule of Classifications, Salary Plan and Grade
Ordinance for the Sheriff's Department

Ordinance No.: _____

First Reading: _____

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairman, Board of Supervisors

Attest:
Clerk of said Board

**THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES
HEREBY ORDAIN AS FOLLOWS:**

That the un-codified Allocation of Positions to Departments and the un-codified Classified Service – Schedule of Classifications, Salary Plan and Grade Ordinance are hereby amended as follows: (Additions to ordinance shown in bold and underline, deletions shown with strike-through.)

Section 1. That the un-codified Allocation of Positions to Departments Ordinance is hereby amended to read as follows:

SHERIFF			
	(f)	Support Services	
		Dispatch Services Manager	1
		Sheriff's Communications Services Manager	1

Section 2. That the un-codified Classified Service – Schedule of Classifications, Salary Plan and Grade Ordinance is hereby amended to read as follows:

CLASSIFIED SERVICE

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN – APPENDIX	GRADE
16432	Sheriff's Communications Services Manager	MNGT - 8	437

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN – APPENDIX	GRADE
11740	Dispatch Services Manager	MNGT - 8	427

Section 3. That this ordinance shall be effective the first day of the pay period 30 days following final passage; and

Section 4. That this ordinance amendment is adopted as an un-codified ordinance.