

**MEMORANDUM**  
OFFICE OF THE  
COUNTY EXECUTIVE  
COUNTY OF PLACER

**TO:** Honorable Board of Supervisors  
**FROM:** Holly L. Heinzen, Interim County Executive Officer  
**DATE:** May 8, 2012  
**SUBJECT:** Unclassified Employee Step Increases

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**ACTION REQUESTED**

Approve merit increases for management employees pursuant to the Placer County Code, Chapter 3 process for step, or merit, increases.

**BACKGROUND**

Board adoption of Ordinance #501 established a Civil Service System in Placer County. The primary purpose of the System, and the Civil Service Commission, are to further personnel activities on the sole basis of merit and competence, that are in the best interest of the County, and are without regard to personal, political, or other extraneous matters. The Board approves merit increases for eligible employees of the unclassified service.

In response to the financial downturn effecting the county, merit increase provisions for all unclassified employees and classified management employees was suspended by the Board of Supervisors from July 1, 2010 through June 30, 2011. During this period of suspension, no appointing authority recommended step increases for these employees, nor did the employee gain eligibility or time toward a step increase. All paid hours earned from July 1, 2010 to June 30, 2011 did not count toward eligibility for a Step increase.

Recommendations for merit increases that had been deferred were brought before this Board on December 13 at which time the item was deferred pending a policy presentation and discussion on the process prescribed in Chapter 3 of the Placer County Code for step or merit increases. This discussion occurred before the Board on January 10, 2012. Since that time additional management employees have become eligible and are being recommended to receive the merit increase.

**ISSUE**

Board approval is required to grant merit increases. The CEO and department heads are recommending that the Board:

Approve a 5% merit increase for Marshall C. Hopper, Chief Probation Officer from Grade S10 Step 2 to Grade S10 Step 3 at \$64.45 effective June 16, 2012.

Approve a 5% merit increase for Lisa M. Dale, Assistant Director of Library Services from Grade 437 Step 1 to Grade 437 Step 2 at \$41.08 per hour, effective April 7, 2012.

Approve a 5% merit increase for Brett M. Wood, Administrative Services Purchasing Manager from Grade 434 Step 1 to Grade 434 Step 2 at \$39.86 per hour effective April 7, 2012.

Approve a 5% merit increase for Kathy A. Buchanan, Deputy Director of IT, from Grade 471 Step 4 to Grade 471 Step 5 at \$66.69 per hour, effective May 5, 2012.