

# MEMORANDUM

## COUNTY OF PLACER

**To:** Honorable Board of Supervisors  
**From:** Nancy Nittler, Personnel Director  
**Date:** April 4, 2006  
**Subject:** Chapter 3 Rule Changes Related to Workforce Planning Strategies

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### **RECOMMENDATION**

It is recommended that the Board of Supervisors, in accord with Placer County's Workforce Planning Initiative, approve amendments to Chapter 3 Section 3.08.720 – Eligibility Lists, to clarify provisions for those individuals gaining employment from the Lateral Transfer/Other Agency Eligible List.

### **BACKGROUND**

In July, 2005, the Board of Supervisors received information and findings from staff related to the Workforce Analysis and Planning Initiative and directed staff to bring back specific recommendations for implementing the County's workforce planning strategy.

In the County's efforts to streamline the recruitment process and offer flexibility to department heads as appointing authorities, a number of civil service rule changes were approved and adopted last July.

The changes recommended herein refine the procedure and offer clarity for implementation purposes. These proposed changes have been reviewed with Placer Public Employee Organization, Deputy Sheriff's Association and the Civil Service Commission.

The actions items recommended for approval are specific elements, in addition to practices implemented already, that have been identified to assist in providing the best workforce possible for Placer County. It is fully intended that the continued refinement of procedural changes will expedite and streamline recruitment and retention activities, increase our competitiveness in the labor market, and develop tools for future workforce improvements.

### **FISCAL IMPACT**

There are no direct funding expenses related to the proposed Civil Service rule changes.

### CHAPTER 3, SECTION 3.08.720, Eligible Lists

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#### 3.08.720 Eligible lists.

A. Eligible lists shall be established as a result of examinations open to all persons who lawfully may be appointed to any position in the classified service within the class for which examinations are held and who meet the minimum qualifications requisite to the performance of the duties of such position as prescribed by the specifications for the class.

B. **Transfer of Eligibility.** Upon arrival **approval** of the personnel director, the names of individuals having ~~permanent status~~ in the classified **or unclassified** service of another public agency operating a civil service or merit system may be placed on a lateral transfer/other agency eligible list(s) for the comparable classes in the Placer County classified service.

In each case, the following conditions must be met:

1. The classification in which Placer County employment is contemplated must possess the same or less minimum qualifications as ~~the class in which the individual holds permanent status~~ and be substantially similar in job assignment and responsibility.

~~2. The individual must have been employed by the other public agency within one year prior to the date of his/her application to Placer County.~~

2. **Prior to the first day of employment, the individual must submit documentation from the other public agency confirming that:**

a. **The individual had been employed by the other public agency within one year prior to the date of his/her application to Placer County;**

b. **If classified, the individual held permanent status;**

c. **If unclassified, the individual had been employed for a minimum of six months;**

d. **The employment record of the individual has been satisfactory;**

e. **The individual has not been separated for cause;**

f. **The individual was appointed to the class as the result of a qualifying or competitive examination;**

g. **If not currently employed by the other agency, the individual is eligible for reinstatement to the prior agency.**

~~3. The individual must submit written information from the other public agency confirming the individual's permanent status and containing the following statements:~~

~~a. The employment record of the individual has been entirely satisfactory;~~

~~b. The individual has not been separated for cause;~~

~~c. The individual was appointed to the class in which he/she holds permanent status from an eligible list resulting from a qualifying or competitive examination;~~

~~d. If not currently employed by the other agency, the individual is eligible for reinstatement in the class in which he/she holds permanent status.~~

4.3. The names of such individuals shall be placed on the lateral transfer/other agency eligible list and managed in accordance with Sections 3.08.170 (Definitions); 3.08.1090 (Separation and Reinstatement) and 3.08.1150 (Reinstatement following resignation or voluntary demotion).

C. Reinstatement Eligible List. A permanent employee who has resigned in good standing or accepted a voluntary demotion may, within five years following the effective date of resignation or demotion, request that the personnel director place his/her name on the reinstatement eligible list for any classification for which he/she is qualified. This list may be considered by department heads in addition to the open eligible list but cannot take precedence over the promotional eligible list.

D. Alternate Eligible Lists. Whenever there is no eligible list for a classification, or whenever it is in the best interest of the County, the personnel director may certify names to vacancies from eligible lists for related classifications provided that the required minimum qualifications of the related classifications are at least equivalent to those of the classification in which the vacancy exists. The names of the persons thus certified shall remain on the eligible lists on which their names were originally placed. (Ord. 5371-B (part), 2005; prior code § 14.1800).

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

In the matter of: An ordinance amending Placer County  
Code, Chapter 3, Section 3.08.720 - Eligible Lists.

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 Placer County Code, Chapter 3, Section 3.08.720 is hereby amended as indicated on the attached:  
(Additions to ordinance shown in bold/underline, deletions shown with strike-through.)

Effective the first day of the pay period thirty days following the second reading.

**CHAPTER 3, SECTION 3.08.720, Eligible Lists**

**3.08.720 Eligible lists.**

A. Eligible lists shall be established as a result of examinations open to all persons who lawfully may be appointed to any position in the classified service within the class for which examinations are held and who meet the minimum qualifications requisite to the performance of the duties of such position as prescribed by the specifications for the class.

B. Transfer of Eligibility. Upon arrival approval of the personnel director, the names of individuals ~~having permanent status~~ in the classified **or unclassified** service of another public agency operating a civil service or merit system may be placed on a lateral transfer/other agency eligible list(s) for the comparable classes in the Placer County classified service.

In each case, the following conditions must be met:

1. The classification in which Placer County employment is contemplated must possess the same or less minimum qualifications ~~as the class in which the individual holds permanent status~~ and be substantially similar in job assignment and responsibility.

~~2. The individual must have been employed by the other public agency within one year prior to the date of his/her application to Placer County.~~

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**a. The individual had been employed by the other public agency within one year prior to the date of his/her application to Placer County;**

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**f. The individual was appointed to the class from an eligible list resulting from a qualifying or competitive examination;**

**g. If not currently employed by the other agency, the individual is eligible for reinstatement to the prior agency.**

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