

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Board of Supervisors
From: Civil Service Commission
By: Nancy Nittler, Personnel Director
Date: April 04, 2006
Subject: Introduction of an ordinance with recommendations from the Civil Service Commission regarding a salary amendment for the classification of Senior Bus Driver, title change for Supervising Board Clerk classification to Supervising Board/Commission Clerk, and the reclassification of one Telecommunications Technician I/II position to Telecommunication Analyst relating to the Administrative Services Department.

ACTION REQUESTED

Approve the attached ordinance regarding salary amendment for the classification of Senior Bus Driver, title change for Supervising Board Clerk classification to Supervising Board/Commission Clerk, and the reclassification of one Telecommunications Technician I/II position to Telecommunication Analyst relating to the Administrative Services Department.

PUBLIC WORKS DEPARTMENT

The Civil Service Commission approved the proposed revision to the Senior Bus Driver classification specification and recommends a five percent salary adjustment to the salary grade 67 (\$2892.12-\$3515.34 monthly) as negotiated with Placer Public Employee Organization (PPEO) for the additional duties being performed.

Basis for Recommendation

The Public Works Department requested the Personnel Department review the duties being performed by the Senior Bus Drivers to determine if they were working within the scope of their job classification specification. A review of the Position Inventory Questionnaire determined that the Senior Bus Drivers were working within the scope of their job except for the direct supervision they are providing over the day-to-day operations. The department requested the classification specification be revised to allow the Senior Bus Drivers to exercise direct supervision over the Bus Drivers.

In discussions with the Placer Public Employee Organization and the department, all parties agreed that the direct supervision could be added to the classification specification and a five percent salary adjustment was negotiated for the additional duties being performed.

PLANNING DEPARTMENT

The Civil Service Commission approved modifications to the Supervising Board Clerk classification including a change to the title of Supervising Board/Commission Clerk.

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Basis for Recommendation

At the request of the Planning Department, the Personnel Department met with department management staff to discuss the need for a Supervising Board Clerk to oversee the support needed for commissions or committees such as Planning Commission, Zoning Administrator and Parcel Review Committee.

The Planning Department recognizes this position has been needed for some time. With the creation of the new Community Development Resource Agency the need for this position has become more essential.

The proposed modifications to the Supervising Board Clerk classification specification would provide an opportunity for a non-confidential classification outside the Clerk of the Board of Supervisor's Office to be allocated to relieve a number of duties and responsibilities currently assigned to the department's Executive Secretary or other departmental clerical staff, maximizing their time to perform new duties within the agency.

Moreover, the position would have primary responsibility for the direct supervision of the department's two (2) Senior Board/ Commission Clerks and two (2) Board/Commission Clerks; and would monitor agendas, public notices, prepare staff reports and perform tasks associated with and attend pre-development meetings, as well as, prepare Board of Supervisor agenda items, general plan amendments, zoning text amendments, design review documents, etc.; and schedule meetings for the Department's senior management and planning staff.

ADMINISTRATIVE SERVICES DEPARTMENT

The Civil Service Commission approved the reclassification of one Telecommunications Technician I/II position, Grades 94/106 (\$3597.81-\$4373.15/\$3966.53-\$4821.39 per month) to the classification of Telecommunication Analyst Grade 230 (\$4591.84-\$5581.40 per month).

Basis for Recommendation

At the request of the Administrative Services Department, the Personnel Department in conjunction with the Information Technology Classification Review Panel conducted a classification review of one position that supports the Telecommunications Division Radio Services Group. This position is responsible for the maintenance and operations of the Countywide Digital Radio Network, Microwave Backhaul System, Sheriff Mobile Data Network and the E911 Emergency Dispatch Center's Radio Infrastructure.

The Information Technology Classification Review panel reviewed this vacant position during their meeting of February 16, 2006. The panel reviewed the documentation related to the duties that will be assigned to this position including the materials submitted by the Administrative Services Department as well as the Position Inventory Questionnaire (PIQ) completed by the IT Division Manager.

During the panel's meeting, an opportunity was provided for the panel to meet with the IT Division Manager. After consideration of the materials provided, including the PIQ, organizational charts, classification specifications and class plan, the panel

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recommended that the position be reclassified to the classification of Telecommunications Analyst.

This recommendation is largely based on the highly specialized work performed in the Radio Services Group that is indicative of an advanced journey professional level classification.

FISCAL IMPACT

The departments affected will be required to absorb any cost impact within their current budget to implement changes approved by the Civil Service Commission or otherwise recommended. More specifically, in FY 05/06 the increased costs for the Senior Bus Driver are \$1,100 in salary and \$390 in benefits for a total of \$1,490. These costs will be paid for with Local Transportation Fund revenue. The 5% pay increase will cost \$4,200 in salary and \$1,600 in benefits for a total of \$5,800 per year (FY 06/07 dollars). DPW anticipated this increase in the proposed FY 06/07 proposed budget. These costs will be paid for with Local Transportation Fund revenue.

Modifications to the Supervising Board Clerk classification, which includes a change to the title of Supervising Board/Commission Clerk, does not have any fiscal impact.

Funding for the Telecommunications Analyst position will come mainly from its customer departments for all work performed. The work performed by the Telecommunications Analyst will be billed to the departments that request the service. The position has been vacant since December 10, 2005 so there is sufficient salary and benefit savings in the department's budget to cover the additional costs. Telecommunications uses the assistance of outside vendors to help with the high workload in the division and the major projects that are in process. As a result of this reclassification, less support from outside vendors will be needed.

RECOMMENDATION

It is recommended that your Board approve the attached ordinance amending Placer County Code, Chapter 3, Section 3.12.010, Appendix 1 and 3.12.020 - schedule of classification, salary plan and grade for the classified service.

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Addendum A – Excerpts from the Civil Service Commission Meeting

Administrative Services Department

Reclassification – Telecommunications Technician I/II to Telecommunication Analyst

These duties include, but are not limited to:

- Plan, configure and design improvements, and daily maintenance of the County's public safety systems as related to the network functions for the Sheriff's mobile data network and County's E911 dispatch console and associated LAN.
- Project Manager for construction, design and implementation of data center site improvements including terrain consideration, vendor consultant coordination, FCC coverage, and monitoring project budget.
- Design antenna layout and cable infrastructure and coordinate the configuration, installation and maintenance simulcast data base station equipment.
- Create and update network and system diagrams and circuit schematics and maintain database of network equipment location, configurations and settings.
- Prepare detailed design specifications for digital wireless data networks and infrastructure including programming, configuration, utilization, and testing.
- Understand and operate within FCC, FAA, and OSHA rules and regulations.
- Oversee and assign work to Telecommunications Technician I/II positions.

In addition, the Telecommunications Division would take the opportunity to cross train this position to support the current Auburn and Tahoe Telecommunications Analyst positions in the Division's on-going efforts of succession planning for future operational business needs.

The Personnel Department supports the request and the panel's recommendation. Both the County Executive's Office and PPEO have reviewed this information and concur with the Personnel Department's recommendation.

Attached for the Commission's information and consideration are copies of the PIQ and the Department's organization chart.

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

In the matter of: An ordinance amending Placer County Code, Chapter 3, Section 3.12.010, Appendix 1, and 3.12.020 relating to the departments of Public Works, Planning, and Administrative Services.

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 3.12.010, Appendix 1, and 3.12.020 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 3.12.010, Appendix 1

COMMUNITY DEVELOPMENT/RESOURCE AGENCY

(d) Planning

Administrative Clerk - Entry/Journey	2
Administrative Secretary	1
Board Commission Clerk	2
Board Commission Clerk - Senior	2
<u>Board Commission Clerk – Supervising</u>	<u>1</u>
Community Development Technician – Assistant/Associate	2
Community Development Technician – Senior	2
Community Development Technician – Senior (Part Time)	2
Community Development Technician - Supervising	1
Deputy Director of Planning	2
Director of Planning	1
Executive Secretary	1
Planner - Assistant/Associate	8
Planner - Principal	3
Planner - Senior	7
Planner - Supervising	4
Watershed Coordinator	1

44 42

ADMINISTRATIVE SERVICES

(c) Telecommunication Services

Administrative Technician	2
Information Technology Analyst I/II	4
Information Technology Manager	1
Information Technology Supervisor	1
Telecommunications Analyst	6 7
Telecommunications Supervisor	2
Telecommunications Technician I/II	5 4

21

	FULL TIME	2,742	<u>2,743</u>
	PART-TIME	56	56
TOTAL ALLOCATED POSITIONS		2,798	<u>2,799</u>

CHAPTER 3, SECTION 3.12.020

11643	Bus Driver - Senior	GNRL - 7	64 <u>67</u>
<u>11718</u>	<u>Board/Commission Clerk - Supervising</u>	<u>GNRL-7</u>	<u>76</u>

