

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Board of Supervisors
From: Civil Service Commission
By: Nancy Nittler, Personnel Director
Date: July 11, 2006
Subject: Introduction of an ordinance with recommendations from the Civil Service Commission amending Placer County Code, Chapter 3, Section 3.12.010 - Allocation of Positions to Departments, and Section 3.12.020 - Schedule of Classification and Salary Grades Classified Service relating to the departments of Sheriff, Health & Human Services, Redevelopment, and Facility Services.

ACTION REQUESTED:

Approve the attached ordinance amending Placer County Code, Chapter 3, Section 3.12.010 - Allocation of Positions to Departments, and Section 3.12.020 - Schedule of Classification and Salary Grades Classified Service to reflect the recommendations approved by the Civil Service Commission at their regular meeting of June 12, 2006 relating to the departments of Sheriff, Health & Human Services, Redevelopment, and Facility Services.

Sheriff's Department:

The Civil Service Commission approved the creation of the new classification specification of Chief Deputy Coroner Grade 753 (\$4,169 - \$5,068 per month), which reflects an approximate 7.5% differential to DPO II.

Basis for Recommendation:

At the request of the Sheriff's Department, a classification review took place to assess the appropriate classification for specific duties to be performed within the Sheriff's Department.

With Placer County's growth, there are increases in emergency calls for service and coroner death investigations. At this time, all Deputy Sheriffs are also considered to be a Deputy Coroner which requires that they abide as directed by statute, Government Code Section 27941, wherein it states that the Coroner will inquire into all sudden and unexpected deaths that occur anywhere in the County to establish cause and manner of death. As a result of the increased emergency calls requiring coroner services, more patrol time is directed to coroner investigations.

The current structure within the Sheriff's Department is one Deputy Sheriff which acts as the Chief Deputy Coroner, one Forensic Pathologist (contracted), and one Administrative Legal Clerk. Duties for these positions are primarily administrative in nature, as a Patrol Deputy will be dispatched to respond to the scene and conduct a death investigation. The Chief Deputy Coroner also responds to the field to assist on the more technical or complex Coroner cases.

Sheriff's Department:

The Civil Service Commission approved:

1. the reclassification of one Accountant Auditor II position, Grade 216 (\$3,876 – \$4,711 per month) to a Senior Accountant-Auditor position Grade 228 (\$4,687- \$5,454 per month); and
2. the non-competitive promotion of incumbent pursuant to Chapter 3, Section 3.08.480.

Basis for Recommendation:

At the request of the Sheriff's Department, the Personnel Department conducted a classification review of the Accountant Auditor II position assigned to the department's Fiscal Management Unit to determine whether or not the current duties and responsibilities performed by the position support the department's reclassification request.

A review of the Position Inventory Questionnaire (PIQ) combined with additional clarifying information obtained during meetings with the incumbent and incumbent's immediate supervisor, the Administrative Services Manager, confirmed the accuracy of PIQ information provided by the incumbent.

As defined, the Senior Accountant-Auditor classification plans, organizes, supervises and performs professional accounting work for a department. Incumbents in this classification also prepare a variety of complex accounting, statistical and narrative reports regarding financial transactions, grant programs, or trusts.

This classification is the advanced journey, supervisory level class in the Accountant-Auditor series. Employees in this classification also perform the most difficult and responsible types of duties assigned to classes within this series including performing and/or administering the most complex accounting and financial analyses and typically supervises an entire accounting function with several subordinate accounting and clerical personnel.

Conversely, the Accountant-Auditor II classification is considered the full journey level class within the Accountant-Auditor series and performs a variety of complex professional accounting work requiring the review, analysis and maintenance of accounting and financial records; develop and implement accounting and financial procedures and systems; prepare complex financial reports; monitor and report on budget trends, financial transactions, tax billings and collections, or accounts; and may supervise Account Clerks or other general clerical personnel.

Therefore, based on the review and analysis, it has been determined that the duties and responsibilities performed by this position more closely aligns itself with Senior Accountant Auditor classification. This determination is based primarily due to the responsibility assumed, complexity of duties assigned,

independence of action taken, by the amount of time spent performing the duties most difficult and responsible types of accounting and financial analysis duties.

The Personnel Department supports the request of the Sheriff's Department to reclassify one Accountant Auditor I/II position to a Senior Accountant Auditor position. It has been determined that the incumbent meets the minimum qualifications and has satisfactorily performed these duties for a continuous period of not less than one year prior to this date.

Health and Human Services Department:

The Civil Service Commission approved the reclassification of one Senior Administrative Services Officer position, Grade 433 (\$5,062 – 6,153 per month) to a Budget and Fiscal Operations Manager, Grade 445 (\$5,581 - \$6,784 per month).

Basis for Recommendation:

At the request of the Department of Health and Human Services (HHS), the Personnel Department conducted a classification review of the Senior Administrative Services Officer position assigned to HHS Administration.

A review of the Position Inventory Questionnaire (PIQ) submitted by the incumbent and additional information obtained during meetings with the incumbent's supervisor and management staff confirms that the tasks and duties performed are those ascribed to the Budget and Fiscal Operations Manager classification.

Based on the information presented, the Personnel Department supports the request of HHS to reclassify one Senior Administrative Services Officer position to the Budget and Fiscal Operations Manager classification. The position will be filled through competitive selection.

This request has been reviewed and is supported by the County Executive Office.

Health and Human Services Department:

The Civil Service Commission approved the reclassification of one Food Services Supervisor position, Grade 67 (\$2,892 - \$3,515 per month) to a Client Services Counselor I/II, Grade 76/85 (\$3,107 - \$3,777 / \$3,347 - \$4,069 per month).

Basis for Recommendation:

At the request of the Department of Health and Human Services (HHS), the Personnel Department reviewed the duties and responsibilities currently being performed by the Food Services Supervisor position that was previously stationed at the DeWitt Diner. The DeWitt Diner was part of the Adult System of Care's (ASOC) vocational program that affords mental health clients the opportunity for on-the-job training. The Food Services Supervisor position was

responsible for all aspects of managing a restaurant in addition to providing vocational guidance, job support/counseling to the ASOC clients who were employed. The vocational program based at the DeWitt Diner was suspended indefinitely late last year as part of ASOC's move to be more client-centered and community based. As a result, the position of Food Services Supervisor is no longer an appropriate classification due to the fact that the new duties are predominately those of a Client Services Counselor I/II.

A review of the Position Inventory Questionnaire submitted by the incumbent and additional information obtained during interviews with the incumbent, the incumbent's supervisor, and management staff confirms that the duties being performed are those ascribed to the Client Services Counselor I/II classification.

Based on the information presented, the Personnel Department supports the request of HHS to reclassify the Food Services Supervisor position to the Client Services Counselor I/II classification.

This request has been reviewed and is supported by the County Executive Office and the Placer Public Employees Organization.

Redevelopment Agency:

The Civil Service Commission approved:

1. the reclassification of one Accountant Auditor II position, Grade 216 (\$3,876 – \$4,711 per month) to a Senior Accountant-Auditor position Grade 228 (\$4,687- \$5,454) per month); and
2. the non-competitive promotion of incumbent pursuant to Chapter 3, Section 3.08.480.

Basis for Recommendation:

At the request of the County Executive Office, the Personnel Department conducted a classification review of the Accountant Auditor II position assigned to the department's Redevelopment Agency to determine whether or not the current duties and responsibilities performed by the position support the department's reclassification request.

A review of the Position Inventory Questionnaire (PIQ) combined with additional clarifying information obtained during meetings with the incumbent and incumbent's immediate supervisor, the Senior Administrative Services Officer, confirmed the accuracy of PIQ information provided by the incumbent.

The classification of Senior Accountant-Auditor is the advanced journey, supervisory level class in the Accountant-Auditor series. Employees in this classification perform the most difficult, complex and responsible accounting and financial analysis duties.

Conversely, the Accountant-Auditor II classification is considered the full journey level class within the Accountant-Auditor series and performs a variety of complex professional accounting work requiring the review, analysis and maintenance of accounting and financial records; develop and implement accounting and financial procedures and systems; prepare complex financial reports; monitor and report on budget trends, financial transactions, tax billings and collections, or accounts; and may supervise Account Clerks or other general clerical personnel.

Therefore, based on the review and analysis, it is determined that the duties and responsibilities performed by this position more closely aligns itself with the Senior Accountant Auditor classification. This determination is based primarily due to the responsibility assumed, complexity of the duties assigned, independence of action taken, by the amount of time spent performing the more difficult and responsible accounting duties consistent with the reporting policies and procedures required by a number of outside governmental agencies.

The Personnel Department supports the request to reclassify one Accountant Auditor I/II position to a Senior Accountant Auditor position. It has been determined that the incumbent meets the minimum qualifications and has satisfactorily performed these duties for a continuous period of not less than one year prior to this date.

Facility Services:

The Civil Service Commission approved:

1. the reclassification of one Senior Administrative Clerk position, grade 49 (\$2,498 - \$3,036 per month) to Administrative Technician, grade 76 (\$3,107 - \$3,777 per month); and
2. the non-competitive promotion of the incumbent.

Basis for Recommendation

At the request of the Facility Services Department, the Personnel Department conducted a classification audit of the duties and responsibilities assigned to one position in the Property Management Division.

A review of the Position Inventory Questionnaire (PIQ) submitted by the incumbent and information obtained during an analysis of the job duties and meetings with the supervisor confirm that the tasks and duties performed are those ascribed to the Administrative Technician classification.

Given that this position is responsible for collecting, developing, interpreting, and performing independent research on various Departmental or Division activities and performing technical administrative work in the assigned program area, the Personnel Department supports the reclassification to the Administrative Technician classification.

It is important to note that this position has evolved since the retirement of a Project Manager approximately four years ago and the incumbent has been steadily assigned duties and performing in this capacity since that time.

Both the County Executive's Office and Placer Public Employee Organization have reviewed this information and concur with the Personnel Department's recommendation.

County-wide:

The Civil Service Commission approved the creation of the new classification specification of Application Support Technician Grade 88 (\$3,426 - \$4,164 per month).

Basis for Recommendation:

The Information Technology Technician I/II classification was created during the County-wide IT Study to include positions that perform a wide variety of technical duties such as desk top/hardware support, web support, hardware/software installs, and asset management. At that time we included the positions that were allocated to the Administrative Technician class that performed application support and training (i.e. CalWIN) to operations staff in Health and Human Services (HHS).

Since the level of the application training and support duties were not as high as the journey level IT Technician II level, HHS management agreed that unless additional training and assignments of more technical duties were assigned the incumbents would remain at the entry (I) level. At this point the incumbents have not taken on more technical/higher level duties and it appears the concept of permanent assignment at the entry level is causing more organizational issues than had been anticipated.

Given the specific nature of the application support and training duties performed, it appears a specialized classification would be appropriate. Further, as there are other County departments that could have existing positions or need a similar classification in the future, the new class should be a county-wide class.

Every alternative to expand and modify the existing Information Technology Technician job specification was considered. The Personnel Department concurs with the analysis performed by Bryce Consulting which studied the position and was the consultant that developed the Information Technology classification plan, as well as the Information Technology Review Panel that reviewed this proposed new classification.

Placer Public Employee Organization has reviewed this information and concurs with the Personnel Department's and IT Review Panel's recommendation. If approved, the salary for this classification will be set internally to the Information Technology Technician I level.

FISCAL IMPACT

The Chief Deputy Coroner position was approved by the Board in the FY 05/06 budget and is also included in the FY 06/07 budget submitted to the Board. This is a sworn position that falls under the DSA MOU parameters. The estimated cost for salaries and benefits is estimated to be \$124,000 for a full year beginning July 1, 2006. Revenues are received from the General Fund, Public Safety Sales Tax, and contracts and fees for coroner services. For FY 05/06, Public Safety Sales Tax and coroner's service fees are higher than anticipated.

The funding for the Sr. Acct. Auditor position has been included in the Sheriff's Office budget submitted to the Board in the upcoming FY 06/07 budget. The impact to the department is based on a recommended 5% increase for promoting the incumbent to this position. For the first year, the net change to salary and benefits is approximately \$5,000, with an additional 5% per year thereafter until reaching the top step. Charges within the administration appropriation are offset by charges to other department divisions for the services provided which are funded mainly by General Fund and Public Safety Sales Tax.

The reclassification of a Senior Administrative Services Officer to a Budget and Fiscal Operations Manager is approximately \$5,615 in annual salary and benefit costs. The Health and Human Services Department is absorbing the monthly cost of this request in the current fiscal year through funding for vacant positions in the Administrative Services Division. HHS has already funded this amount in the budget effective July 1, 2006.

Health and Human Services will be required to absorb any cost impact within the current budget to implement the reclassification of a Food Services Supervisor to a Client Services Counselor I/II. The reclassification to a Client Services Counselor I – Step 4 will be an increase of \$.48 per hour. This will result in an increase of approximately \$998.40 in annual salary costs which will be paid for by savings as a result of the Diner closure. The resulting fiscal increase from this reclassification has been incorporated into the budget for FY 06-07.

The Redevelopment Agency is required to absorb the cost to implement the reclassification approved by the Civil Service Commission. The reclassification of an Accountant-Auditor II to an Accountant-Auditor Senior is an annual increase of approximately \$9,700 in salary and benefit costs. This reclassification is the result of a review and recommendation by the Personnel Department. The reclassification will result in an increase in salary to the incumbent employee of approximately \$364 for the balance of the 2005/2006 fiscal year. The salary difference will be absorbed in the current budget and budgeted in the final 2006/2007 budget.

The Facilities Services Department will be required to absorb any cost impact within their 06/07 budget. The annual cost of an Administrative Technician is approximately \$53,006 in salary and benefits and will result in an increase in salary and benefits to the incumbent employee of approximately \$3,680 on an annual basis. This position resides in the DeWitt Development Enterprise budget and currently provides lease management services to DeWitt leases and will have minimal impact to the General Fund.

RECOMMENDATION

It is recommended that your Board approve the attached ordinance amending Placer County Code, Chapter 3, sections 3.12.010, Appendix 1, Appendix 1A, Position Allocations and 3.12.020, Appendix 3, Classified service schedule of classifications, salary plan and grade.

Addendum A – Excerpts from the Civil Service Commission Meeting

Sheriff's Department

New classification – Chief Deputy Coroner

An in-depth study of the duties required for this position took place as reflected in the attached job analysis. Personnel conducted a review of the duties to determine the appropriate level of work being performed.

The essential and core duties that the Sheriff Department intends to assign to the proposed Chief Deputy Coroner position include:

- Plan, organize and direct the functional activities of the Coroner's unit.
- Provide lead technical direction to sworn staff performing assignments for the Coroner's unit. Provide direct supervision over non-sworn personnel in the Coroner's unit.
- Review reports prepared by field deputies for thoroughness, correct medical terminology and accuracy.
- Coordinate autopsies with pathologists and assigned law enforcement personnel.
- Sign and record death certificates, oversee the retention of mandated records.
- Conduct interviews with family members of deceased or last person in attendance or present at time of death; arrange for organ donation.
- Arrange for notification of next of kin and release of property held in safekeeping to next of kin.
- Participate in budget preparation and administration.
- Participate in the negotiation, administration, monitoring and evaluation of contracts with outside vendors and suppliers.

This position would receive direct supervision from the Lieutenant or Captain in the Administration Unit. It is intended that this position will be filled through a competitive promotional recruitment process.

This request has been reviewed and is supported by Personnel, County Executive's Office, the Sheriff's Office and Placer County Deputy Sheriff's Association (PCDSA).

The Department's request as well as the incumbent's job analysis, current organizational charts and proposed Chief Deputy Coroner classification specification are attached for your review.

Sheriff's Department

Reclassification – Accountant-Auditor I/II position to Accountant-Auditor – Senior

The duties performed include the following:

- Responsible for overseeing the work of the Sheriff's Department Fiscal Management Unit involved with the performance of a wide variety of highly responsible and complex accounting functions associated with the Sheriff's Department's \$70 - \$84 multi-million dollar annual budget requiring fiscal oversight of the department's 36 program activities in addition to monitoring the fiscal activities of the department's seven (7) operating divisions.
- Perform a variety of the day-to-day administrative duties and activities involving the planning, organizing, supervising, and personally performing the myriad of financial transactions of the department's Fiscal Management Unit responsible for the central accounting, oversight and internal auditing for the entire Sheriff's Department including providing the technical support and oversight of the department's Corrections and Detentions Jail accounting unit.
- Responsible for conducting complex analysis of financial information/data regarding the department's operating budget; monitor, analyze and prepare reports relative to the department's fiscal condition, including the forecasting of department-wide budget projections on a daily, monthly and/or quarterly basis; prepare a variety of complex spreadsheets used to provide management staff with the fiscal/financial information needed to make program and department-wide operations decisions.
- Conduct internal system and program audits to increase and ensure department and program efficiency including maintenance of the department's fixed assets.
- Review and approve daily financial transactions including monitoring and reconciling the department's various trust accounts.

Attached for the Commission's information and consideration are copies of the department's request for the study, the completed Position Inventory Questionnaire and the department's organization chart. These requests have been reviewed and are supported by the District Attorney's Office, the County Executive's office and the Placer Public Employees' Organization (PPEO).

Health and Human Services Department

Reclassification – Senior Administrative Services Officer position to Budget and Fiscal Operations Manager

These duties include, but are not limited to:

- Full fiscal functions and responsibilities for the HHS Administrative Services Division including daily managing and monitoring of the \$6.7 million dollar annual budget and direct supervision of the Administrative Services Officer
- Managing and overseeing accounts payable functions and staff within the HHS Centralized Accounts Payable and Payroll (CAPP) unit including

direct supervision of the Senior Accountant Auditor and overall staff supervision of six Account Clerks Entry/Journey/Senior responsible to process approximately \$39 million annually for seven HHS divisions

- Full fiscal functions and responsibilities for the HHS Environmental Health Division including daily managing and monitoring of the \$4.3 million dollar annual budget and direct supervision of the Senior Account Clerk assigned to Environmental Health
- Supervising operations and staff assignments of the department's newly created Authorization Unit responsible for creating authorizations to outside medical or other service providers in Behavioral Health (BH) and Medically Indigent Adult (MIA) programs. Review BH expenditures of approximately \$2,000,000 annually, MIA expenditures of approximately \$2,500,000 annually and implement retroactive Medi-Cal recovery
- Researching, monitoring, analyzing, forecasting/projecting and reporting financial, fiscal and budgetary information and data, including department-wide salary and benefits estimates, quarterly and year-end budget projections, realignment revenues, and trend analysis used by administrative and management staff to make program and fiscal operational decisions affecting seven HHS divisions, ten budget units, a total department budget of over \$122 million, and more than 1,000 permanent/extra-help staff
- Creating and developing various spreadsheets from more than 31 programs and numerous funding sources to capture and summarize fiscal and budgetary information for reports needed and used by department administration and management staff involved in making program and staffing decisions impacting department operations
- Conducting internal system and program audits to increase and ensure department and program efficiency for seven divisions and ten budget units with staff located at more than 48 worksites
- Working closely with department administration and management staff, County Executive Office (CEO), and Auditor Controller's Office regarding financial, fiscal and budgetary matters affecting the department's operations.

Attached for the Commission's information and consideration are copies of the completed position inventory questionnaire, an organizational chart, and the classification specification.

Health and Human Services Department

Reclassification – Food Services Supervisor position to Client Services Counselor I/II

These duties include but are not limited to:

- Case management and client vocational services duties including interviewing clients to determine needs for potential job placement.
- Determining client employment services needs, developing individualized plans to assist clients in obtaining employment and personal self sufficiency.
- Coordinating client employment referrals and job placement.
- Coordinating educational, vocational and job training activities for clients ensuring the development of job skills for employment purposes.

Attached for the Commission's information and consideration are copies of the completed position inventory questionnaire, the Client Services Counselor I/II classification specification, and organizational chart.

Redevelopment Agency

Reclassification – Accountant Auditor II position to Senior Accountant-Auditor

These duties include, but are not limited to:

- Performing a wide variety of highly responsible and complex accounting and auditing functions associated with the Redevelopment Agency's multi-million dollar annual budget (\$26 million FY 06-07) and Community Revitalization Fund (\$4.5 million FY 06-07) including the fiscal aspects of a variety of grants (CDBG/HOME) and programs e.g., compile financial information and data, forecast budget projections and analyze revenue and expenditures.
- Prepare monthly, quarterly, semi-annual reports for the Redevelopment Agency and Community Revitalization Fund used to report the financial condition all Agency projects and grant programs, including preparation of a variety of income statements and balance sheets, program income reports and State Controller's annual report CAFR (Annual Audited Financial Statements).
- Prepare the Agency budget for the fiscal year by compiling financial data and program information obtained from project managers; forecast fiscal projections and analyze and exercise fiscal control over revenues and expenditures ensuring compliance and consistency with Redevelopment laws and State Grant's requirements, policies and procedures, including Tax Increment financing, loan financing and bond financing.
- Confer with department management on a weekly basis by providing financial information relative to the Agency financial condition of various projects and loans requiring the preparation of a variety of complex spreadsheets used to provide management staff with the fiscal/financial information needed to make program, project and department-wide operations decisions.
- Gather and analyze financial data used to determine classification of revenues and expenditures for various reports provided to outside

agencies, e.g., State Controller's Office, Annual Audited Financial Statements, and the Quarterly and Annual reports for the Community Revitalization Fund; decide how the Agency budget is organized and how to forecast for budgeting purposes.

- Responsible for ensuring all Agency projects are properly funded by keeping track of all Agency cash which totals in excess of \$30 million, debt, and fund balances; responsible for accounting for the Agency's capital assets and leases in accordance with generally accepted accounting principles (GAAP); also accounting and financial reporting for long-term debt in accordance with official statements i.e., CAFR, State Controller's Report, Housing & Community Development Annual Report.

Attached for the Commission's information and consideration are copies of the completed Position Inventory Questionnaire and the department's organization chart. These requests have been reviewed and are supported by the County Executive's office and the Placer Public Employees' Organization (PPEO).

County-wide

New classification – Application Support Technician

The essential and core duties of the Application Support Technician would include:

- Provide one-on-one training, including orienting new users within assigned department regarding specific application uses and operations and department policies and procedures related to use of the system.
- Develop and present training materials for classroom training related to new and/or modified application modules, including process mapping, information newsletters, procedure memos, voicemail, electronic mail, and internal process development.
- Prepare modifications to software application policy and procedure manuals and related directives for distribution to users.
- Record and maintain documentation of reported application software issues or problems; refer as necessary to help desk, developer group or vendor; follow up to ensure trouble ticket issues are resolved before being closed; make recommendations regarding software changes to assigned applications.
- Perform data maintenance documents and follow up to ensure completion; prepare information recovery plan.
- May perform computer workstation troubleshooting including identifying causes for slowdowns, lock ups, and log-in problems and resolving at immediate level; reset passwords as needed.

- May perform application software maintenance duties; perform data compaction procedures, disk scanning, and virus screening; install and test software application patches and upgrades.

Facility Services Department

Reclassification – Senior Administrative Clerk to Administrative Technician

These duties include, but are not limited to the performance of para-professional administrative and technical assistance to the support of the Property Management Division including:

- Performing a wide variety of highly responsible and complex administrative and technical assistance in support of the Architect, Project Manager, Sr. Project Managers, Property Manager, and the Assistant Director of Facility Services including coordinating, monitoring and reporting various specialized functions for programs and projects, monitoring and tracking Division leases and contracts, explaining Division policy and procedures, and procuring supplies.
- Performing administrative duties directly related to composing, typing, proofreading and processing a variety of documents including correspondence to DeWitt tenants, and County staff, contracts, Board memos, and service requests for leased buildings.
- Answering routine and emergency calls for maintenance repairs and services on leased buildings for County offices, determining the appropriate personnel to respond for the situations or conditions, and track status of service requests for completion.
- Performing research, interpretation, and analysis of legislation, codes, deeds, parcel maps, title reports, contracts and lease agreements.
- Performing a variety of highly complex technical duties including creating, maintaining, and customizing Access database and Excel spreadsheets to track lease rents, insurance, and County property sales while developing and converting data into the proposed Property Database while working with the Administrative Services Department Information Technology Division.
- Calculating and coordinating labor and projects costs for budgeting and COLA adjustments for lease rental rates.
- Utilizing the GIS system to conduct research and prepare exhibits that depict the proximity of Land Use Applications to County-owned property.
- Developing and utilizing the Utility Software Manager to monitor PG&E utility metering charges for county facilities.
- Coordinating private events at the Placer County Courthouse with various County departments.
- Monitoring financial reports to determine outstanding accounts for County leased property.

Board of Supervisors
July 11, 2006
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Attached for the Commission's information and consideration is a copy of the completed PIQ. It has been determined that the incumbent meets the minimum qualifications and has satisfactorily performed these duties for a continuous period of not less than one year prior to this date.

**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 Sheriff, Health and Human Services, Redevelopment Agency, and Facility 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 underline, deletions shown with strike-through.)

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

3.12.010 APPENDIX 1

SHERIFF

(b)	Sheriff Administration	
	Accountant — Auditor I/II	2 1
	Accountant — Auditor — Senior	1

HEALTH AND HUMAN SERVICES

(a)	Health and Human Services Administration and MIS	
	Administrative Services Officer — Sr.	1
	Budget and Fiscal Operations Manager	1 2

(g)	Adult System of Care	
	Client Services Counselor I/II/Senior	44 45
	Cook — Senior	1

FACILITY SERVICES

(d)	DeWitt Development	
	Administrative Clerk — Senior	1
	Administrative Technician	1

3.12.010 APPENDIX 1A

REDEVELOPMENT AGENCY

	Accountant — Auditor I/II	1
	Accountant — Auditor — Senior	1

3.12.020 CLASSIFIED SERVICE

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN - APPENDIX	GRADE
11729	Chief Deputy Coroner	DSAS - 3	753
11728	Application Support Technician	GNRL - 7	88

APPENDIX 3 - DSAS

New Salary Grade	01	02	03	04	05
753	24.0543	25.2570	26.5198	27.8457	29.2379

