

MEMORANDUM
OFFICE OF THE
BOARD OF SUPERVISORS
COUNTY OF PLACER

TO: Honorable Board of Supervisors

FROM: Mike Boyle, Assistant County Executive Officer
By: Teri Sayad-Ivaldi, Sr. Administrative Aide 

DATE: January 09, 2007

SUBJECT: Approve an Ordinance providing for appointment of personal staff for members of the Board of Supervisors. (Uncodified)

ACTION REQUESTED

Approve an Ordinance providing for appointment of personal staff for members of the Board of Supervisors. (Uncodified)

BACKGROUND

The intent of this ordinance is to provide for the appointment of persons who will act as personal staff to the members of the Board of Supervisors. In order to provide your Board with adequate staff support to meet the ever-increasing demands of your elected offices, it is recommended that changes to the county position allocations be updated to reflect changing requirements. It is recognized that due to the complex nature of governing each Supervisorial District and dealing with the attendant and countless issues and demands, changes to your support staff structure are necessary.

Personal staff to you as individual Board members is essential. These positions are directly selected and largely supervised by individual Board members with administrative oversight provided by the County Executive Officer. For your approval, the attached Ordinance authorizes the following: five full-time District Aides, one for each district; an increase in the existing part-time Aide-Tahoe to full-time; and, continuing with five half-time Aide Assistants, one for each district.

FISCAL IMPACT

The Board of Supervisors' budget includes sufficient funds for current positions. Salaries for Aides range from \$26.23 to \$35.16 per hour. Salaries for the Aide Assistants range from \$19.13 to \$23.25 per hour. After candidates have been selected for these positions, the actual contract for services will be brought forward to your Board for review and approval.

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

In the matter of:

An Ordinance providing for appointment of personal staff for members of the Board of Supervisors.
(Uncodified)

Ordinance No.: _____

FIRST READING: 01-09-2007

SECOND READING: 01-23-2007

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, 2007, 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

Ann Holman

The Board of Supervisors of the County of Placer, State of California, does hereby ordain as follows:

Preamble. Certain assistants or personal staff to the elected members of the Board of Supervisors are in a unique position in Placer County employment in that the employee filling these positions are directly selected and supervised by the individual member of the Board of Supervisors for whom the employee is hired to assist. Should the particular Supervisor leave office the assistant is also separated from County employment. Historically, personal staff to the individual supervisors have been variously hired as employees or contractors, on both a full time or part time basis. Board member personal staff have also been subject to the administrative supervision and control of the Board of Supervisor's Office generally, and through the County Executive Officer. The intent of this ordinance is to provide for the appointment of persons who will act as personal staff to the members of the Board of Supervisors.

Positions Created. Effective December 19, 2006 the following positions are created in the Board of Supervisors Office as personal staff to the individual members of the Board of Supervisors:

District Aide, one full time position assigned to each member of the Board of Supervisors (5 full time positions total); District Aide- Tahoe, one full time position based in the Tahoe area and assigned to the member of the Board of Supervisors whose district encompasses the Tahoe area (1 full time position total); and District Assistant Aide- one half time position assigned to each member of the Board of Supervisors as needed (5 half time positions total).

Position Descriptions. Generally, the District Aide positions require the frequent use of discretion, initiative and independent judgment, and knowledge of community interests, governmental functions and relationships, modern office methods, and county organization, policies and procedures. Generally, these positions perform a variety of services and assignments in support of members of the Board of Supervisors, including but not limited to: research, information gathering, analysis, and writing; clerical and administrative; attendance at county and community meetings and events; solution creation and facilitation; and communication with constituents, county employees, and other governmental entities, including public speaking to groups. The District Assistant Aide position is intended to provide general administrative assistance to the District Aide as needed and as identified in the contract, and to provide specialty services to the Board member such as web page creation and maintenance. The Salary floor and ceiling for the District Aide position will be set to coincide with the salary range for the classification title Management Analyst I through II, or its successor title. The Salary floor and ceiling for the District Assistant Aide position will be set to coincide with the salary range for the classification title Administrative Technician I through II, or its successor title.

At-will, Contract Employment. These positions will be filled on a contract basis. These positions are unclassified, at-will positions that are selected by and serve at the pleasure of the member of the Board of Supervisors for whom they are hired to work. Each employment contract will be approved by the Board of Supervisors. Each contract will contain at least the following provisions: job description, salary, benefits, other terms and conditions of employment, and a renewable term of up to 6 months for half time employees and up to 12 months for full time employees, with an automatic termination date that coincides with the time which the individual Board member for whom the employee is hired to assist leaves office. The County Executive Officer, in consultation with the Personnel Director, will determine the contract terms and conditions, including job description and prerequisites for each position.

Supervision. With respect to job duties, each position will be directly supervised by the member of the Board of Supervisors for whom they work. With respect to administrative obligations of Placer County each position will be managed by the County Executive or designee.

Compliance. Contract employees hired pursuant to this ordinance shall cooperate with County employees and representatives in any matter in which the County has any interest or legal obligation. Such employees shall maintain as confidential any information or documents from a county source that is otherwise confidential under the law. Such employees shall comply with all general rules and regulations established by Placer County relevant to County employees, including but not limited to: the Placer County Code, the Placer County Administrative Rules, and Placer County employee policies, including those related to disability accommodation, protected class discrimination harassment & retaliation, workplace violence, and the use of County property, equipment, and communication systems. If any such employee is found by the Personnel Director to be in violation of a County policy designed to guard against protected class discrimination harassment or retaliation, the decision of the Personnel Director as to any remedy to be imposed shall be final.

Prior Positions. Positions previously allocated under other ordinances as Administrative Aide I and II and which are currently unfilled are hereby unallocated and dissolved. To the extent these position allocations are currently filled, each will become unallocated effective the date that it first becomes open. During this transition period a member of the Board of Supervisors will have as personal staff an Administrative Aide I/II or a District Aide.