

MEMORANDUM
OFFICE OF THE
COUNTY EXECUTIVE
COUNTY OF PLACER

TO: Honorable Board of Supervisors

FROM: 
Thomas Miller, County Executive Officer

DATE: May 22, 2007

SUBJECT: Merit Increase for Holly Heinzen, Assistant County Executive Officer

ACTION REQUESTED:

Approve a 5% merit increase for Holly Heinzen, Assistant County Executive Officer, from Grade 486 Step 4 to Grade 486 Step 5 at \$68.51 per hour, retroactive to January 20, 2007.

BACKGROUND:

In accordance with County Code provisions for unclassified positions, it is necessary for your Board to review and approve merit increases for those persons in the unclassified service.

ISSUE STATEMENT:

Performance Evaluation and Personnel Action forms have been submitted for Holly Heinzen, Assistant County Executive Officer recommending approval of a step increase. This office concurs with the recommendation.

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