

**MEMORANDUM
DEPARTMENT OF FACILITY SERVICES
COUNTY OF PLACER**

To: **BOARD OF SUPERVISORS**

Date: **JULY 8, 2008**

From:  **JAMES DURFEE / WILL DICKINSON**

Subject: **RECLASSIFICATION OF AN ENVIRONMENTAL RESOURCE
SPECIALIST POSITION TO A SENIOR PLANNER**

ACTION REQUESTED / RECOMMENDATION: Authorize the Personnel Director to proceed to the Civil Service Commission (CSC) with a request to reclassify an Environmental Resource Specialist (ERS) position to a Senior Planner position.

BACKGROUND: As previously directed by your Board, for this reclassification to move to the CSC review, your Board must first authorize the Personnel Director to proceed. If the reclassification is approved by the CSC, Personnel will return to your Board for approval of a change to the Allocation Ordinance.

The Department of Facility Services Environmental Engineering Division staffing includes three (3) ERS positions. The ERS duties include solid waste and wastewater planning and permitting activities, as well as educational and public outreach activities associated with its facilities and programs.

For the past several years, one of the ERS positions was overfilled with a Supervising Registered Environmental Health Specialist (SREHS) who performed the advanced level planning functions and also provided direct supervision to the other two (2) ERS positions. The SREHS reported directly to the Environmental Engineering Program Manager who has a total of five (5) direct reports. In September 2007, the SREHS retired. Since that time, one of the remaining ERS staff has been working in an out-of-class assignment as a Senior Planner which has allowed Environmental Engineering to maintain its reporting structure. In order to continue with the current reporting structure, we are requesting your Board's authorization to reclassify one of ERS positions to a Senior Planner. Facility Services has worked with the Personnel Department to determine that Senior Planner is the appropriate classification for this position. Organizational Charts showing the existing and proposed reporting structure are attached.

ENVIRONMENTAL CLEARANCE: The requested action is not a project as defined in the California Environmental Quality Act.

FISCAL IMPACT: The expected annual cost of this reclassification is \$5,492. This position is funded through charges to the Western Placer Waste Management Authority, the Solid Waste Management and Eastern Regional Landfill Enterprise Funds, and the various County Service Areas and Sewer Maintenance Districts that Environmental Engineering supports.

Attachments: Existing & Proposed Organizational Charts

JD:WD:BZ:DB

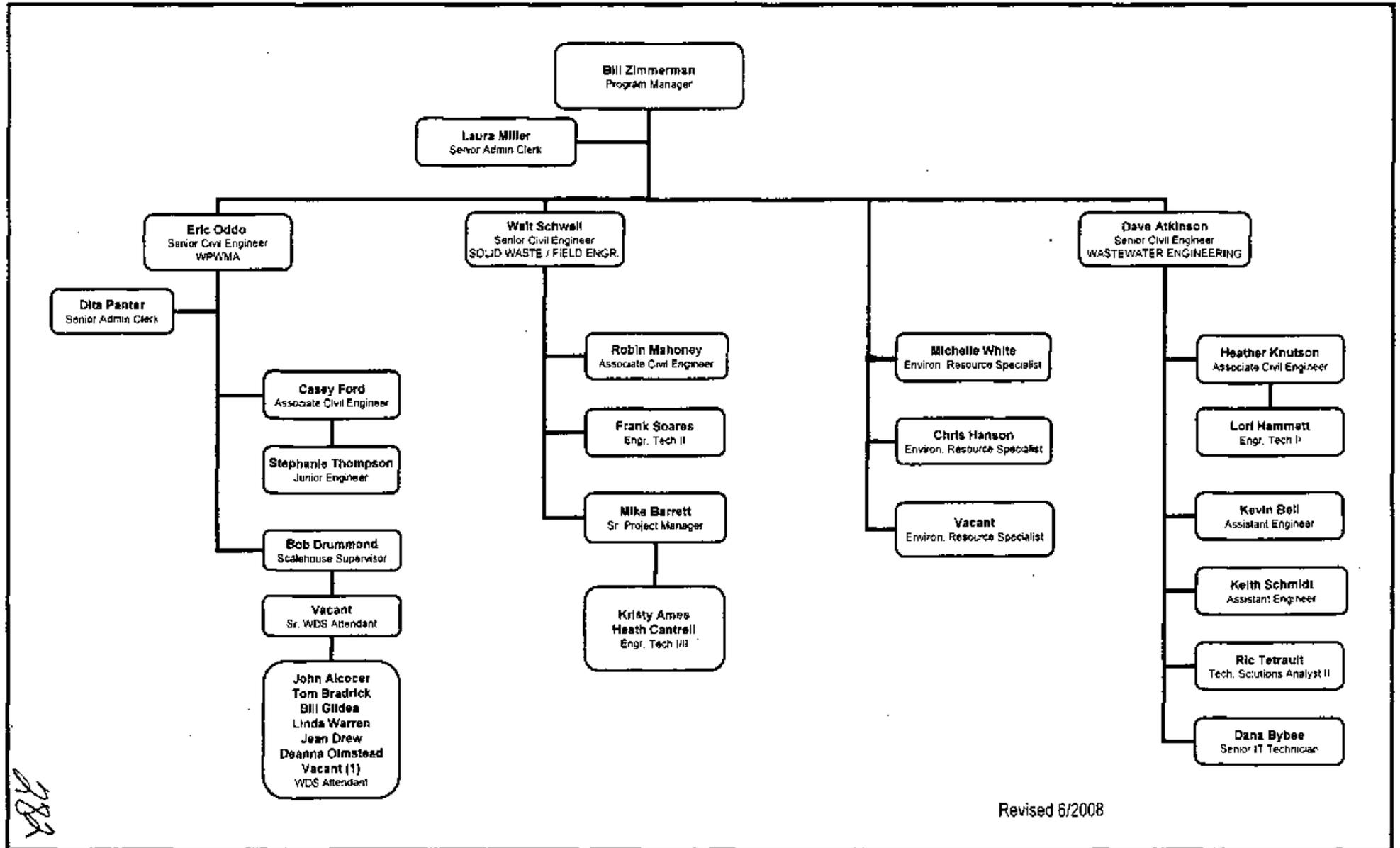
CC: COUNTY EXECUTIVE OFFICE

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PLACER COUNTY / FACILITY SERVICES ENVIRONMENTAL ENGINEERING DIVISION EXISTING ORGANIZATIONAL CHART

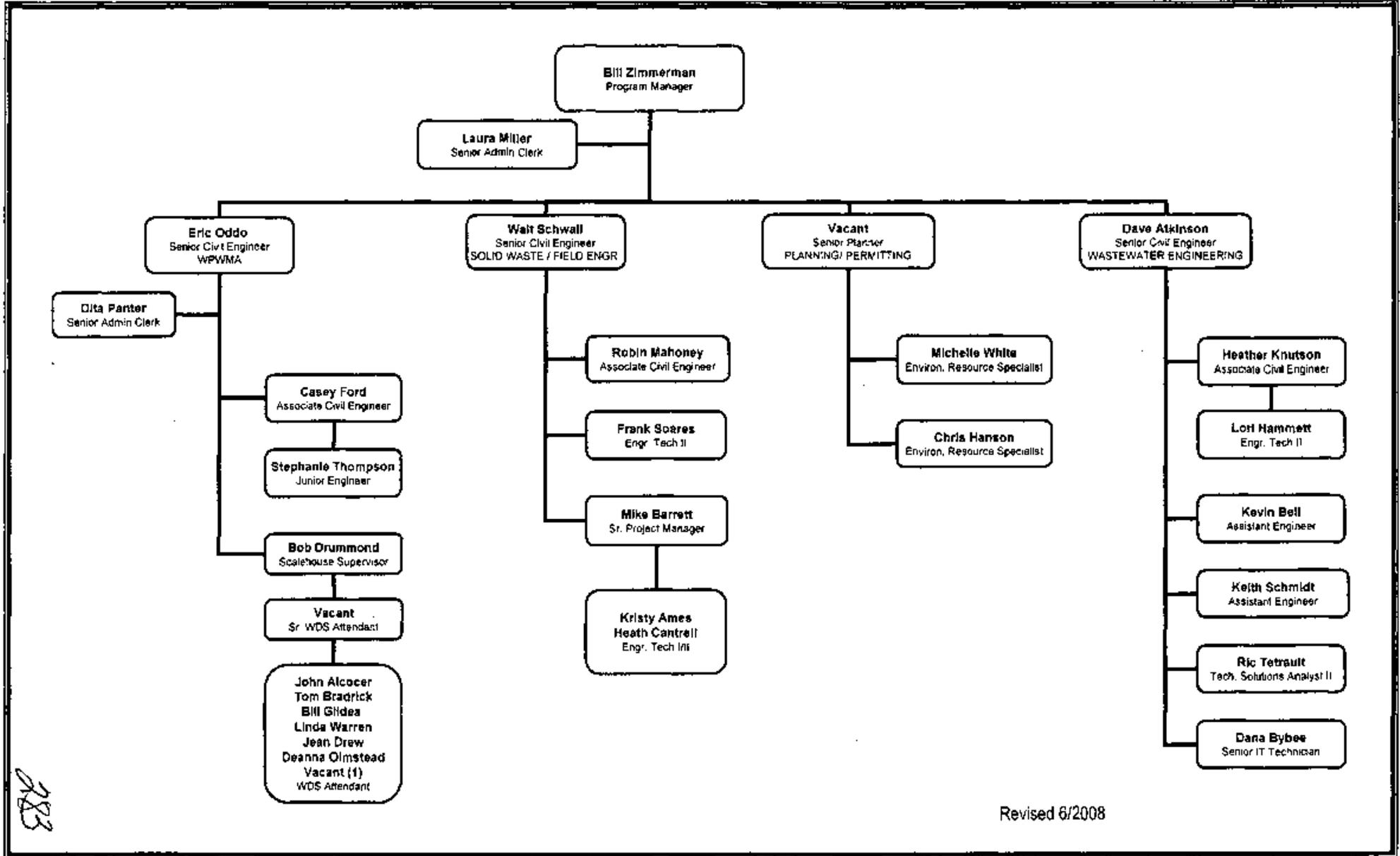


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Revised 6/2008



PLACER COUNTY / FACILITY SERVICES ENVIRONMENTAL ENGINEERING DIVISION PROPOSED ORGANIZATIONAL CHART



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