

**MEMORANDUM  
PERSONNEL DEPARTMENT  
COUNTY OF PLACER**

**To:** Board of Supervisors  
**From:** Civil Service Commission  
**By:** Nancy Nittler, Personnel Director *nn*  
**Date:** November 25, 2008  
**Subject:** Recommendations from the Civil Service Commission affecting the classification, compensation and allocation of positions for the departments of the County Clerk-Recorder-Registrar of Voters and Health and Human Services

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**ACTION REQUESTED:**

Approve the attached ordinance with recommendations as submitted by the Civil Service Commission from their regular meeting held September 8, 2008 as delineated below:

- 1) In the County Clerk-Recorder-Registrar of Voters Department, the reclassification of one vacant Recorder/Elections Manager position salary grade 440 (\$6489-\$7888 monthly) to the classification of Information Technology (IT) Supervisor salary grade 447 (\$6597-\$8456 monthly);
- 2) In the Health and Human Services Department, approve abolishing the following classifications:
  - a. Client Services Section Supervisor
  - b. Mental Health Administrator
  - c. Mental Health Program Chief
  - d. Supervising Program Specialist

**BACKGROUND INFORMATION**

1) County Clerk Recorder/Registrar of Voters: Your Board approved the study of this classification at its meeting held on August 5, 2008. Based on that approval, the Personnel Department reviewed the classification request and has demonstrated to the Civil Service Commission that the duties performed are those ascribed to the IT Supervisor classification and hereby submits the recommended reclassification for your Board's review and approval.

2) Health and Human Services Department: The Personnel Department recently reviewed the Placer County classification plan in preparation for several new and ongoing projects. During this review the above-referenced classifications were identified to be abolished. These classifications have either not been used for many years or were reallocated to different classifications during past classification studies and were not abolished at the conclusion of those studies. There are no current allocations of these classifications to County departments and there are no incumbents in these classifications.

**FISCAL IMPACT**

1) County Clerk Recorder/Registrar of Voters:

No net impact on the General Fund. The expected annual, additional cost for this reclassification/reallocation, if approved, would be \$5,762 at the entry level and \$6,822 at the top step, at current pay rates, plus associated payroll and benefit costs. The department has agreed to fully reimburse the General Fund for the total salary and benefits costs of the IT Supervisor position during FY 2008-09 and for the next two fiscal years (FY 2009-10 and FY 2010-11).

2) Health and Human Services:

No fiscal impact.

**RECOMMENDATION**

It is recommended that your Board approve the attached ordinance amending Placer County Code.

Attachment: The August 5, 2008 BOS consent agenda item #18(b) from the office of Clerk Recorder/Elections



MEMORANDUM  
OFFICE OF THE  
PLACER COUNTY CLERK-RECORDER-  
REGISTRAR OF VOTERS

TO: Honorable Board of Supervisors AGENDA DATE: August 5, 2008  
FROM: Jim McCauley, County Clerk-Recorder-Registrar of Voters  
Gloria Coutts, Assistant County Clerk  
SUBJECT: RECLASSIFICATION AND REALLOCATION OF A VACANT RECORDER  
/ELECTIONS MANAGER POSITION TO AN INFORMATION TECHNOLOGY  
(IT) SUPERVISOR POSITION

**ACTION REQUESTED / RECOMMENDATION:** Authorize the Personnel Director to proceed to the Civil Service Commission (CSC) with a request to reclassify and reallocate a vacant Recorder/ Elections Manager position to an Information Technology (IT) Supervisor.

**BACKGROUND:** As your Board is aware, for 2008 the State established the February Presidential Primary while also retaining the June Primary for state and local offices. This created the unprecedented situation for California counties of being required to hold three countywide elections within 2008, including the upcoming November 2008 General Election.

Additionally, Secretary of State, Debra Bowen, who took office in January 2007, established sweeping new requirements for voting technology security in August, which were effective beginning with the February 2008 election. These new requirements included increased video surveillance, monitoring and separation of duties requirements for information technology activities; reinstallation of all software and firmware on over 500 pieces of voting equipment; and the County's vote counting servers; development and implementation of new precinct equipment security training requirements and procedures for elections staff and poll workers; major changes in election-night vote counting procedures; new pre and post election security reporting, and expanded manual audits and recounts for close races during the post-election canvass period.

Furthermore, implementation of these increased requirements has been added to the Department's information technology responsibilities at the same time as the Department is implementing:

- Electronic recording, which will involve replacement of the Department's core Clerk-Recorder system and separation of the system(s) from the County network, as well,
- Both prospective and retrospective redaction or truncation of Social Security numbers on recorded documents and document images (a major and very important undertaking),
- A new Conflict of Interest and Campaign Disclosure system, including enhanced public access;
- Maintenance of continued security, backup and LAN connectivity of the Election systems, which are separate from and not supported by County IT; and the

- Numerous other ongoing administrative installations, upgrades and requirements necessary to maintaining the department's information technology in a secure and effective manner to support operations.

**DISCUSSION/ISSUE STATEMENT:** The convergence of all the requirements identified in the Background section above represents a critical information technology management challenge of establishing, planning, allocating and re-allocating, and directing the department's technology priorities and resources, and requires both a professional-level of expertise in information technology as well as well-developed management skills. The present circumstance in the department of having the two Sr. IT Analyst positions without a designated departmental information technology management position overseeing them, and to whom the Sr. Analysts are directly responsible, is problematic. By contrast, having a management level position with technical expertise leading the department's information technology function would establish clear accountability and leadership under the general program and administrative direction from Department management. The attached Organization Chart shows the current and proposed position allocations and organizational structure of the department.

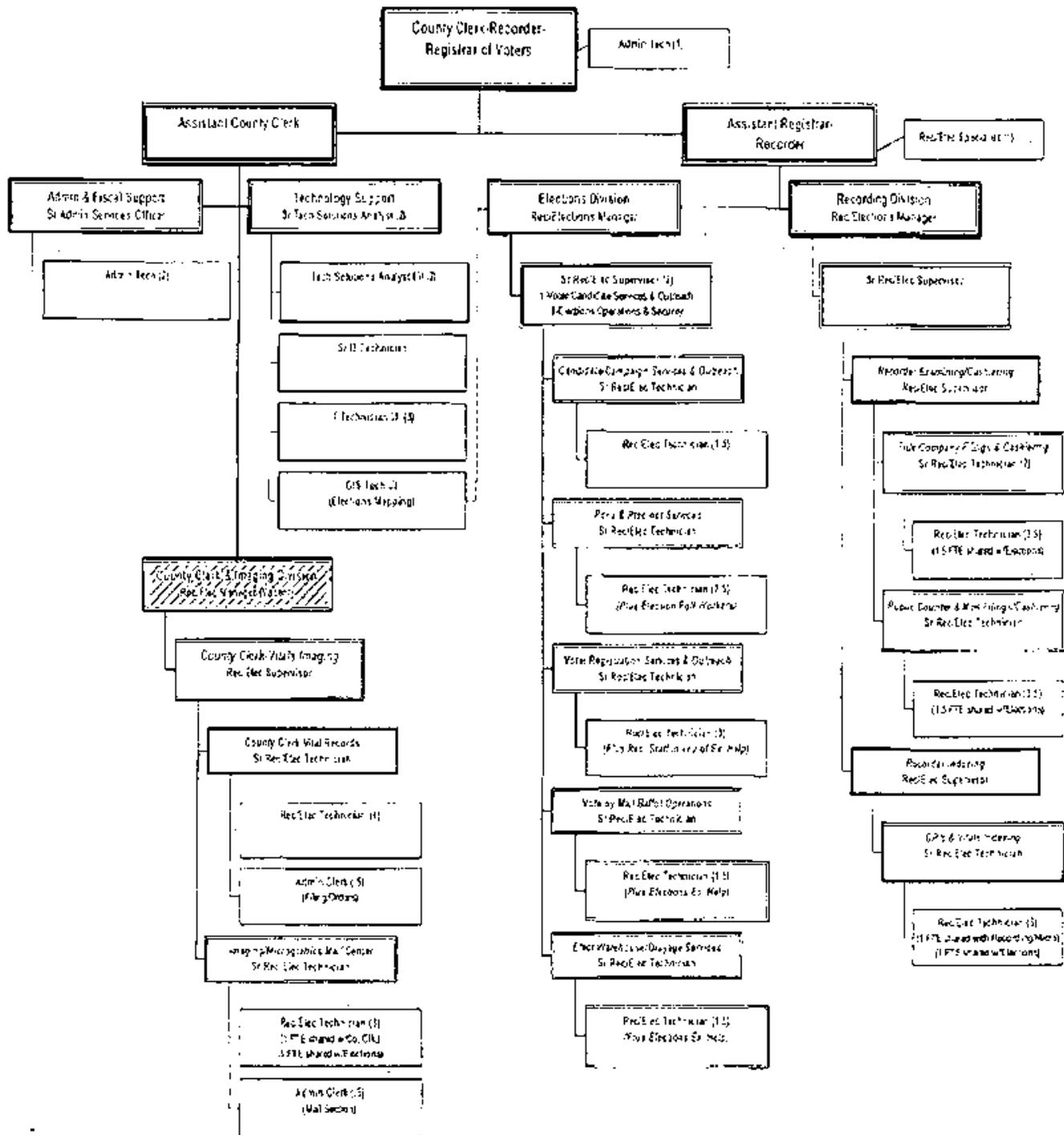
Fortunately, the Department has an allocated and vacant Recorder/Elections Manager position, which can be made available for reallocation to the requested IT Supervisor position. While there is a modest differential in compensation – IT Supervisor is approximately 7.5% higher than Recorder/Elections Manager – the Department has committed to offsetting the entire differential for the requested, increased salary and benefits from department trust revenues, with no net impact on the General Fund for the current and next two fiscal years. This would be in addition to the Department's previous commitment to fund the full costs of the salary and benefits for the Recorder/Elections Manager position from trust revenues and for three fiscal years.

However, as previously directed by your Board, for the reclassification/reallocation to move to the CSC review, your Board must first authorize the Personnel Director to proceed. If the reclassification is subsequently recommended by the County's IT Classification Review Committee, the Personnel Department, and approved by the CSC, Personnel would then return to your Board for final approval of the requested change to the Allocation Ordinance.

**FISCAL IMPACT:** No net impact on the General Fund. The expected annual, additional cost for this reclassification/reallocation, if approved, would be \$6,762 at the entry level and \$6,322 at the top step, at current pay rates, plus associated payroll benefit costs. As noted in the Discussion section, the department has agreed to fully reimburse the General Fund for the total salary and benefits costs of the IT Supervisor position during FY 2008-09 and for the next two fiscal years (FY 2009-10 and FY 2010-11).



**PLACER COUNTY CLERK-RECORDER-ELECTIONS**  
 (By Divisions, Org. Units and Classifications)  
 - Current -



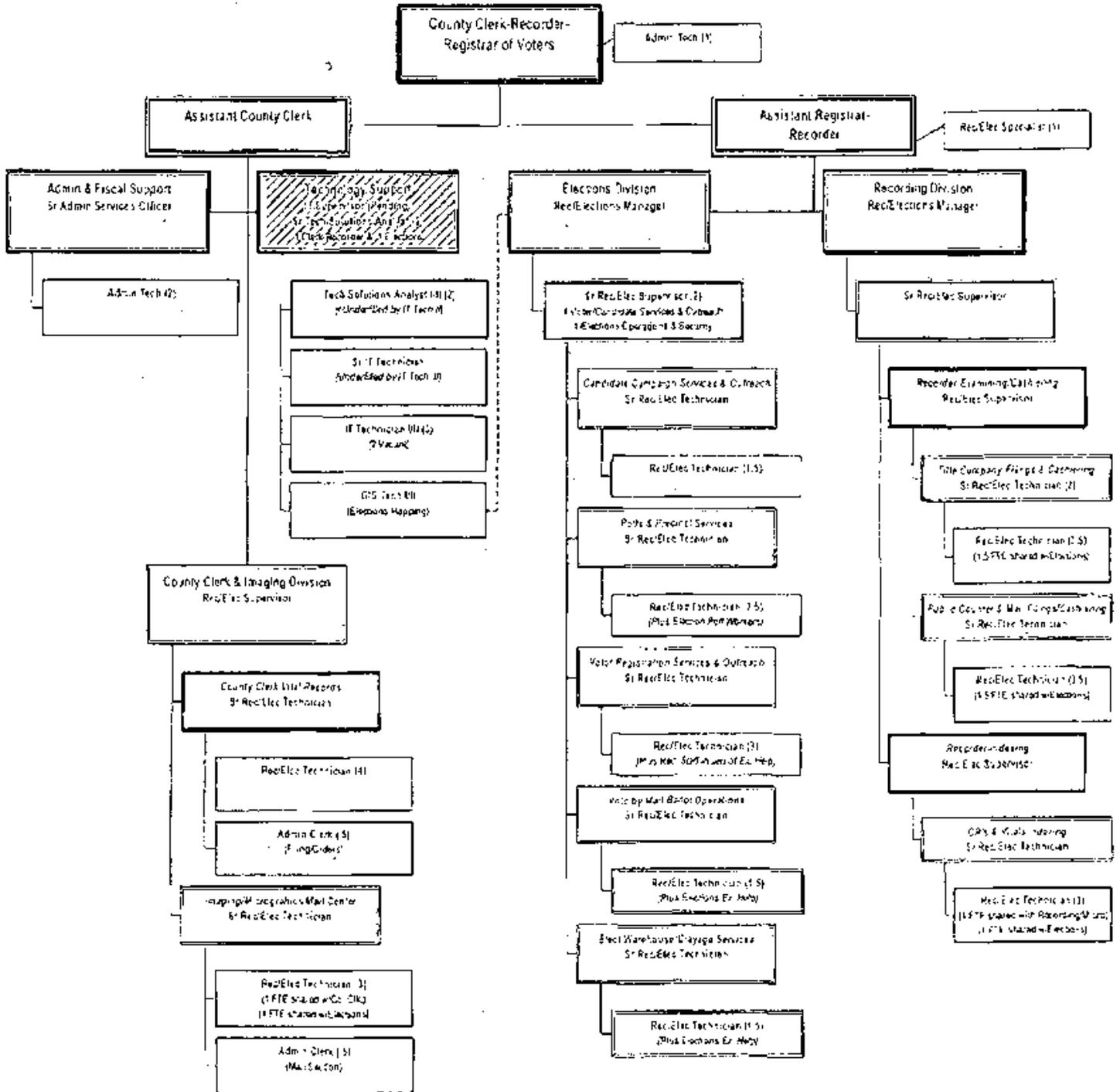
**Staffing by Program:**  
 Recording = 23  
 Clerk & Imaging = 15  
 Elections = 27  
 Dept. Total = 65

**NO. OF ALLCC. POSITIONS  
 FOR FY 08-09: 65**

195



**PLACER COUNTY CLERK-RECORDER-ELECTIONS**  
 (By Divisions, Org. Units and Classifications)  
 - Proposed -



**Staffing by Program:**  
 Recording = 23.25  
 Clerk & Imaging = 14.25  
 Elections = 27.5  
 Dept. Total = 65

**NO. OF ALLOC. POSITIONS FOR FY 08-09: 65**

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

In the matter of: An ordinance amending the un-codified Allocation of Positions to Departments and the Classified Service – Schedule of Classifications, Salary Plan and Grade Ordinance for the departments of County Clerk-Recorder-Registrar of Voters and Health and Human 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:**

The un-codified Allocation of Positions to Departments and the Classified Service- Schedule of Classifications, Salary Plan and Grade Ordinance are hereby amended as follows: (Additions to ordinance shown in bold and underline, deletions shown with strike-through )

**Section 1.** That the un-codified Allocation of Positions to Departments Ordinance is hereby amended to read as follows

COUNTY CLERK RECORDER			
	County Clerk/Recorder		
	<b>Information Technology Supervisor</b>		<b>1</b>
	Recording/Elections Manager	3	2

**Section 2.** That the un-codified Classified Service- Schedule of Classifications, Salary Plan and Grade Ordinance is hereby amended to read as follows.

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN — APPENDIX	GRADE
13652	Client Services Section Supervisor	GNRL	145
14720	Mental Health Administrator	MNGT	447
13644	Mental Health Program Chief	MNGT	447
13435	Program Specialist — Supervising	GNRL	82

**Section 3** That this ordinance shall be effective the first day of the pay period 30 days following final passage, and

**Section 4.** That this ordinance amendment is adopted as an un-codified ordinance