

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Board of Supervisors
From: Nancy Nittler, Personnel Director *YN*
Date: December 14, 2010
Subject: Benefit Unit Designation Changes for Sheriff's and Accountant-Auditor Departments

ACTION REQUESTED:

Approve the following recommendations as implemented by the attached ordinance:

- Transition the Correctional Support Program Manager classification from General unit salary grade 97 (\$5,431 maximum per month) to the closest Management unit salary grade 400 (\$5,704 maximum per month)
- Designate one Accountant-Auditor II position, salary grade 216 (\$5,702 maximum per month), assigned to the Payroll division of the Auditor Controller's Office as Confidential.

BACKGROUND INFORMATION

Correctional Support Program Manager ~ Sheriff's Department

The Personnel Department reviewed the duties and responsibilities ascribed to the Corrections Support Program Manager classification in order to determine whether the transition from the General unit to the Management unit would be appropriate. An analysis of the incumbent's current job duties and responsibilities as they relate to the County's current classification plan and structure, as well as discussions and interviews with the immediate supervisor, Sheriff's Command staff, and the County Executive Office staff were all considered when determining whether this recommendation was justified. The scope and level of responsibility, specialized knowledge required, independence of action, consequence of error, and supervisory responsibility exercised by this position are consistent with other County classifications assigned to the Management unit which supports the designation of the classification as management.

Accountant-Auditor I/II ~ Payroll Division, Auditor-Controller Department

The Placer County Employer-Employee Relations Policy defines a Confidential employee as a "non-management employee, who in the course of his or her duties has access to confidential information relating to the County's administration of the employer-employee relations." The Accountant-Auditor I/II who is assigned to support the County's payroll system (ACORN) has direct access to labor negotiating items prior to formal approval and develops programming changes and potential solutions within the ACORN application on a regular basis for items being negotiated with the various labor organizations. As a result, the Auditor-Controller has requested that this position be designated as Confidential to reflect this level of access and scope of responsibility.

Based upon the information above, the Personnel Department submits the recommended unit changes for your Board's review and approval. These recommendations have been reviewed with the Placer Public Employees Organization representative.

FISCAL IMPACT

Sheriff's Department:

The current salary grade for the Correctional Support Program Manager classification (GNRL 97 \$4,468 - \$5,431) most closely aligns with the first salary grade of the management schedule (MNGT 400 \$4,692 - \$5,704). The employee would be placed at the step with the closest dollar value which would be step 4, resulting in a salary, benefit and roll up cost increase of approximately \$672 monthly. There would be no additional base pay adjustment in the current fiscal year. The annual cost increase would be approximately \$8,040 in salary, benefit and rollup costs excluding merit increase eligibility. This increase would be partially offset by the annual overtime currently worked by this employee. The department will be able to absorb this amount within their current corrections budget. There is no impact to the General Fund.

Auditor-Controller:

Confidential compensation is an additional 2.5% of the designated employee's salary. The current incumbent is at Step 4 in Salary range 216, which will result in an additional cost of approximately \$632 per month for the remainder of this fiscal year including salary, benefit and roll up costs. Beginning in July 2011, the additional cost to the department will be approximately \$7,582 annually (based on Step 5 of the current salary range) including salary, benefit and roll up costs. These costs will be absorbed by the Auditor-Controller's department budget.

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

In the matter of: An ordinance amending the un-codified
Classified - Service Schedule of Classifications Ordinance
for the Sheriff's Department and the inclusion of one
Accountant Auditor I/II to the confidential unit in the Auditor's
Department.

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:

One Accountant Auditor I/II position in the Auditor's Department is hereby approved for inclusion in the
confidential unit, and;

That the un-codified Classified Service – Schedule of Classifications Ordinance are hereby amended as
follows: (Additions to ordinance shown in bold and underline, deletions shown with strike-through)

Ordinance # _____

Section 1. That the un-codified Classified Service – Schedule of Classifications Ordinance is hereby amended to read as follows:

JOB CODE	CLASSIFICATION TITLE	SALARY PLAN – APPENDIX	GRADE
16418	Correctional Support Program Manager	GNRE <u>MNGT</u>	<u>97 400</u>

Section 2. That this ordinance shall be effective January 15, 2011.

Section 3. That this ordinance is adopted as an un-codified ordinance.