



MEMORANDUM
OFFICE OF THE
COUNTY EXECUTIVE OFFICER
COUNTY OF PLACER

To: Honorable Board of Supervisors

From: David Boesch, County Executive Officer
By: Gretchen Nedved, Senior Management Analyst

Date: September 9, 2014

Subject: Introduction of Ordinance to Amend Salary Plan and Grade

ACTION REQUESTED

Introduction of an un-codified ordinance to amend the Unclassified Service – Schedule of Classifications Ordinance to change the Salary Plan and Grade for Film Office Program Manager from Unclassified Service (UNCL, U24), to Unclassified Management Service (MGMT, 420).

BACKGROUND

The position of Film Office Program Manager was established by un-codified Ordinance and adopted by the Board of Supervisors on July 13, 2013. The position was placed on the Unclassified Service Salary Plan at Grade U24.

Since creation of the position, staff from Personnel, County Counsel, and the County Executive Office have evaluated the level of duties and responsibilities required for the performance of the Film Office Program Manager. Based on the rigorous review process of all parties involved, it is recommended the unclassified Film Office Program Manager classification be amended and placed on the Management Salary Administration Plan at Grade 420 (MGMT, 420).

The Ordinance therefore removes the Film Office Program Manager from the Unclassified Salary Administration Plan and places the position on the Management Salary Administration Plan. There is not a matching Salary Plan between the two schedules, which causes a slight (0.5%) increase in the Film Office Program Manager salary in order to align with the proposed management salary grade.

FISCAL IMPACT

The action to amend the Schedule of Classifications results in an hourly salary increase for the classification of \$0.23 per hour, or \$478.40 annually. Additionally, the incumbent will be eligible for benefits based on the current management benefit plan. The cost of this position will continue to be funded by the Economic Development Division of the County Executive Office, where the position is allocated.

Attachment:
Ordinance

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

In the matter of: An ordinance amending the un-codified Allocations of Positions to Departments and the Unclassified Service - Schedule of Classifications, Salary Plan and Grade Ordinance

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.

Chair, 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 Ordinance and the un-codified Unclassified Service - Schedule of Classifications, Salary Plan and Grade Ordinance are hereby amended as follows:

Section 1. That the un-codified Unclassified Service – Schedule of Classifications, Salary Plan and Grade Ordinance is hereby amended and shall read as follows:

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN – APPENDIX	GRADE
<u>11751</u>	<u>Film Office Program Manager</u>	<u>UNCL-MGMT</u>	<u>U24-420</u>

Section 2. That this ordinance shall be effective October 23, 1014.

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