



PLACER COUNTY
PERSONNEL DEPARTMENT

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CIVIL SERVICE COMMISSION

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MEMORANDUM

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To: Board of Supervisors
From: Civil Service Commission
By: Lori Walsh, Personnel Director *LW*
Date: April 7, 2015
Subject: Adoption of an ordinance amending Placer County Code Section 3.08.720 related to the Public Agency Eligible List (PAEL).

ACTION REQUESTED:

Introduction of an ordinance, waive the first reading, amending Placer County Code Section 3.08.720 related to Public Agency Eligible List.

BACKGROUND:

In July 2005 the Civil Service Commission approved various changes and updates to the Placer County Code which were in direct response to the Board's request and the Countywide Workforce Planning Initiative. One of these changes was the creation of the County's Public Agency Eligible List (PAEL) program, which allowed employees of other public agencies operating under a merit system to apply for placement on a lateral transfer list so that they may be interviewed and considered for Placer County positions that were comparable to what they were currently performing. In order to allow for additional qualified employees of other agencies to be considered for appointments via the PAEL process, including individuals working in an extra help capacity; proposed changes to Chapter 3 are recommended in the attached ordinance.

The proposed changes maintain adherence to Merit System principles while allowing departments additional applicants/resources to consider when supplementing their eligible applicant pool, particularly when extra help assignments are needed. As is the current practice, appointments would still be based upon departmental needs, final selection/hiring interviews, adherence to current laws and regulations regarding extra help and retiree status, and would recognize applicants' prior completion of a formal examination and ranking process.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

It is recommended that your Board approve the attached ordinance amending Section 3.08.720 of the Placer County Code related to Public Agency Eligible List.

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

In the matter of: An ordinance amending Placer
County Code Section 3.08.720 related to the Public
Agency Eligible List (PAEL).

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:**

(Additions to ordinance shown in bold and underline, deletions shown with strike-through.)

Section 1. That Placer County Code Section 3.08.720 is hereby amended to read as follows:

3.08.720 Eligible lists.

- A. Eligible lists shall be established as a result of examinations open to all persons who lawfully may be appointed to any position in the classified service within the class for which examinations are held and who meet the minimum qualifications requisite to the performance of the duties of such position as prescribed by the specifications for the class.
- B. Transfer of Eligibility. Upon approval of the personnel director, the names of individuals in the classified or unclassified service of another public agency operating a civil service or merit system may be placed on lateral transfer/other agency eligible list(s) for the comparable classes in the Placer County classified service.

In each case, the following conditions must be met:

1. The classification in which Placer County employment is contemplated must possess the same or less minimum qualifications and be substantially similar in job assignment and responsibility;
2. Prior to the first day of employment, the individual must submit documentation from the other **qualifying** public agency confirming that:
 - a. The individual had been employed by the ~~other public~~ agency within one year prior to the date of his or her application to Placer County,
 - b. If classified, the individual held permanent status **at some point in his/her career with the agency in a comparable job assignment**,
 - c. If unclassified, the individual had been employed **by the agency in a qualifying assignment** for a minimum of six months,
 - d. The employment record of the individual has been satisfactory,
 - e. The individual has not been separated for cause,
 - f. The individual was appointed to the class from an eligible list resulting from a qualifying or competitive examination,
 - g. If not currently employed by the other agency, the individual is eligible for reinstatement to the prior agency;
3. The names of such individuals shall be placed on the lateral transfer/other agency eligible list and managed in accordance with Sections 3.08.170 (Definitions); 3.08.1090 (Separation and reinstatement) and 3.08.1150 (Reinstatement following resignation or voluntary demotion) of this article.

