



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 
Date: April 7, 2015
Subject: Recommendations from the Civil Service Commission in action taken at their March 9, 2015 meeting regarding the reclassification of positions in CDRA and Facility Services for the Community Development Technician series.

ACTION REQUESTED:

Introduction of an ordinance, waive the first reading, amending the un-codified Allocations of Positions to Departments ordinance modifying allocated positions in the departments of Community Development Resource Agency and Facility Services.

BACKGROUND:

At the request of the Community Development Resource Agency, the Personnel Department undertook a study of the Community Development Technician classification series to more accurately reflect the organizational changes that had been implemented since 2010 when individual departmental designations within the Agency related to building, engineering and surveying, and planning were changed from departments to divisions. During the same period as the 2010 reorganization, an Assistant Community Development Technician transferred to the Environmental Engineering division of the Facility Services department in order to provide support and perform permitting and development functions related to wastewater.

In support of Personnel Department staff recommendations, the Civil Service Commission approved revisions to the classification specifications for the Community Development Technician classifications and further recommended the non-competitive recruitment of the current incumbents.

The current incumbent in CDRA is working at a level higher than her current classification of Associate Community Development Technician and is performing duties ascribed to the Senior Community Development Technician classification, including, but not limited to, the following:

- Performs the more complex site plan review in support of planning; serves as a technical resource to staff and the public in the interpretation and application of permit guidelines.

- Compiles, reviews, and prepares California Environmental Quality Act (CEQA) documents for the plan review.
- Prepares correspondence and notifications providing and requesting information from customers related to application materials and permits.
- Serves as the liaison between the Agency and the public, providing information regarding the entire permit process, requirements and regulations.
- Makes independent decisions pertaining to state CEQA guidelines and timelines.
- Acts as the initial point of contact and primary technical support to the Environmental Coordinator position.

The current incumbent assigned to Facility Services Environmental Engineering performing wastewater functions is working at an equivalent level to that of an Associate Community Development Technician including, but not limited to, the following:

- Performs permitting process duties in the land use system, Accela, including assigning permit numbers.
- Makes mathematical calculations related to permit and associated fees.
- Bills for service charges that are exempt from property taxes.
- Performs parcel, permit and zoning research.
- Makes preliminary determinations regarding environmental review requirements and provides information to customers.
- Gathers and interprets wastewater information on maps.

FISCAL IMPACT

Reclassification of the CDRA classifications will result in a fiscal year 2014/2015 increased cost of \$987 which consists of \$922 in salaries and \$65 in associated benefits (PERS, OPEB, FICA) and Facility Services increased cost is \$1,232.59 which consists of \$788.76 in salaries and \$443.83 in associated benefits (PERS, OPEB, FICA) which will be absorbed by the Community Development Resource Agency and the Department of Facility Services.

RECOMMENDATION

It is recommended that your Board approve the attached un-codified ordinance amending the Allocations of Positions Ordinance to reflect the reclassification of the positions in CDRA and Facility Services.

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 Department Ordinance regarding Facility Services and Community Development Resource Agency.

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 the un-codified Allocation of Positions to Department Ordinance is hereby amended to read as follows:

COMMUNITY DEVELOPMENT RESOURCE AGENCY (CDRA)	(a) Administration	Community Development Technician – Assistant/Associate	9 8
		Community Development Technician – Senior	6 7

FACILITY SERVICES	(g) Environmental Utilities	Secretary-Entry Journey	2 1
		Community Development Technician Assistant/Associate	0 1

Section 2. That this ordinance shall be effective the first pay period, 30 days following adoption.

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