

# MEMORANDUM

**DATE:** January 5, 2015  
**TO:** Board of Supervisors  
**FROM:** Lori Walsh, Human Resources Director  
**SUBJECT:** Actions affecting the classification and allocation of positions to County Departments

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## **Action Requested**

1. Adopt an ordinance amending the un-codified Allocation of Positions to Departments Ordinance regarding a County Executive Office Information Technology position and several Sheriff's Office Jail Corrections and Detention positions.
2. Adopt an ordinance amending the un-codified Schedule of Classifications and Compensation Ordinance to abolish the unclassified classification of Occupational Trainee.

## **County Executive Office Background**

The Human Resources Department, in conjunction with the Information Technology Review Panel, conducted a classification review of an Information Technology Analyst II position assigned to the Communications Team of the County Executive's Office. The review and classification request has demonstrated to the Civil Services Commission that the duties performed are those ascribed to the Senior Information Technology Specialist classification and hereby submits the Civil Service Commission-approved reclassification for your Board's review and approval.

## **Fiscal Impact**

No fiscal impact.

## **Sheriff's Office Background**

The FY 2015-16 Final Budget included funding for 25 new Jail Corrections and Detention staff at the South Placer Jail (SPJ) to facilitate the opening of 180 previously constructed jail beds. As part of the additional 25 positions, the original staffing and operational plan for the additional beds to be opened at SPJ included one Sheriff's Lieutenant and two Sheriff's Sergeants. Since that time, based on a redesign of the original staffing and operational plan, staffing needs at SPJ have shifted.

As a result, the Sheriff's Office is requesting to delete one Sheriff's Lieutenant and two Sheriff's Sergeant allocations, and add one Correctional Lieutenant and two Correctional Sergeant allocations within the Jail Corrections and Detention Appropriation to better support the updated staffing and operational plan at SPJ.



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## **Fiscal Impact**

Funding is included in the Sheriff's Office FY 2015-16 Final Budget. There is no additional impact to the General Fund.

## **Occupational Trainee Background**

The unclassified classification of Occupational Trainee is an extra-help only employment classification used by the County to hire and re-train individuals for potential long-term employment in maintenance, food service, and social services occupations. This classification has not been used since March 2014. Moving forward, the County has identified an alternative classification that can provide similar vocational training.

## **Fiscal Impact**

No fiscal impact.

## **Recommendation**

It is recommended that your Board approve the attached uncoded ordinance(s).

# 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 regarding County Executive Office and Sheriff.

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:

<b>County Executive Office</b>		
<b>(a)</b>	<b>Administration</b>	
	Information Technology Analyst I/II	<del>2</del> <b>1</b>
	Information Technology Specialist - Senior	<del>1</del>

<b>Sheriff</b>		
<b>(c)</b>	<b>Jail Corrections and Detention</b>	
	Correctional Lieutenant	<del>0</del> <b>1</b>
	Correctional Sergeant	<del>8</del> <b>10</b>
	Sheriff's Lieutenant	<del>5</del> <b>4</b>
	Sheriff's Sergeant	<del>11</del> <b>9</b>

**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.

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

In the matter of: An ordinance amending the un-codified  
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.

\_\_\_\_\_  
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 Unclassified 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 Unclassified Service- Schedule of Classifications, Salary Plan and Grade Ordinance is hereby amended to read as follows:

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN — APPENDIX	GRADE
19113	Occupational Trainee	UNCL	U01

**Section 2.** That this ordinance shall become effective 30 days following adoption.

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