



**MEMORANDUM
HUMAN RESOURCES**

TO: Board of Supervisors DATE: August 9, 2016
FROM: Lori Walsh, Human Resources Director
SUBJECT: Bargaining Unit Change for Accounting Technicians in Auditor-Controller's Office

ACTION REQUESTED

Adopt an ordinance, introduced July 26, 2016, moving four (4) Accounting Technicians assigned to the Payroll Division of the Auditor-Controller's Office from the General Bargaining Unit to the Confidential Unit.

Background

The four (4) Accounting Technician positions assigned to the Payroll Division of the Auditor-Controller's Office are currently in the General Bargaining Unit represented by the Placer Public Employees Association. Due to their participation in employee relations matters, the Auditor-Controller seeks to designate the employees as "confidential" within the County's Employer-Employee Relations Policy, and move them from the General Bargaining Unit to the Confidential Unit.

Basis for Recommendation:

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 Accounting Technicians assigned to the Payroll Division of the Auditor-Controller's Office have direct access to information pertaining to collective bargaining negotiations and the processing of employee grievances. They can also assist with performing cost evaluation or project future costs on bargaining proposals. As a result, the Auditor-Controller has requested that these positions be designated as Confidential, consistent with the other employees in the Payroll Division, to reflect this level of access and scope of responsibility related to labor relations matters.

Based upon the information above, the Human Resources Department submits the recommended unit change to the Board for review. The change has been discussed with the Placer Public Employees' Organization, consistent with the provisions of the County's Employer-Employee Relations Policy.

FISCAL IMPACT

Confidential compensation is an additional 3.5% of the designated employee's base pay, which is included in the Auditor-Controller's Office FY 16/17 budget.

Attachment 1 – Ordinance

Attachment 1

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

In the matter of: An ordinance moving four Accounting Technician positions assigned to the Payroll Division of the Auditor-Controller's Office from the General Unit to the Confidential Unit

Ord. No: _____

Introduced: _____

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:

Section 1. Four (4) Accounting Technician positions in the Payroll Division of the Auditor-Controller's Office shall be moved from the General Bargaining Unit to the Confidential Unit; and

Section 2. This ordinance shall be effective the first day of the pay period following adoption.

Section 3. This ordinance is adopted as an un-codified ordinance.