

# Program Inventory

---

## ADMINISTRATIVE SERVICES

### **Administration Services**

Provides management and administrative support to the Administrative Services Department including:

- Budget, Clerical, Fiscal, Payroll, and Personnel Support.
- Acts as a liaison to other departments, outside agencies and the public.

### **Procurement Services**

Provides for all centralized County procurement activities including:

- Bids, Request for Proposals, Construction Projects, Contracts, and Blanket Purchase Orders.

Administers the County's Credit Card Program for small purchases including:

- Delegated purchasing authority items, travel, and training.

Manages the County's Surplus Program for the disposal of surplus personal property including:

- Sales, donations, e-waste and recycling.

### **Revenue Services**

Provides centralized billing and collection services to secure funds entitled to Placer County and other government agencies including:

- Court Fines and Fees
- Public Defender Fees
- Sheriff Booking and Incarceration Fees
- Transient Occupancy Tax

### **Information Technology**

Provides comprehensive information technology solutions and services including office automation, file sharing, application support, business analysis, project planning, operations and maintenance of enterprise level systems, help desk support, security services, disaster recovery services and administration of the County's Information Technology Strategic Plan.

### **Telecommunication Services**

Provides planning, development and logistical support of all countywide communication and data transport networks including telephone, two-way radio, network infrastructure, media services and cable television franchise agreements management.

### **Central Services**

Provides comprehensive business services to all county departments, government agencies, and non-profit organizations including offset and high speed digital printing, graphic design, interoffice mail, outgoing U.S. Mail processing, convenience copiers, paper inventory sales, and records management.

## AGRICULTURAL COMMISSIONER

### **Agriculture Enforcement**

- Prevent harmful invasive insect, weed, and disease pests from establishing in Placer County.
- Regulate Placer County's certified farmers' markets, certified producers and organic growers.

### **Pesticide Use Enforcement**

- Ensure that pesticides are used in a manner that is safe, legal, and protects the environment.

# Program Inventory

---

## **Weights and Measures**

- Inspect gasoline pumps, grocery store scales, propane dispensers and other devices to ensure consumers are fairly charged.

## **Wildlife Services**

- Assist citizens, businesses, schools, public agencies and farmers and ranchers with wildlife-related issues.

## **Agricultural Marketing**

- Promote sales of agricultural products produced by Placer County farmers and ranchers.

# ASSESSOR

## **Property Assessment**

- Change in ownership, new construction, permit and plan review.

## **Mapping / GIS (Geographic Information System)**

- Maintains assessor parcel maps; this includes mapping new parcels, assigning parcel numbers, legal descriptions, map production, property splits/combines, completes boundary maps for annexation and incorporation activity.

## **Exemptions**

- Exemptions are made available to property owners under programs outlined by the State Board of Equalization.

## **Appraisal (Proposition 13)**

- Revenue and Taxation Code Section 51 requires the Assessor to enroll either a property's factored base year value (established under Proposition 13) or its market value, whichever is lower as of the lien date. This is done through appraisal analysis of existing properties, new construction, transfers and construction in progress for both residential and commercial properties within Placer County.

## **Value Review Program (Proposition 8)**

- Under California Statute, (Proposition 8) Decline in Value, the Assessor has an obligation to recognize declines in market value and to temporarily reduce assessments, when warranted.

## **Business**

- Perform mandatory audits on a sample of business property assessments.

## **Standards, Public Service, and Training**

- Exercises extensive internal controls for consistency and quality.

## **Systems / Information Technology (IT)**

- The Systems staff works on internal projects to streamline appraisal processes by developing software tools. These tools benefit the public and staff by empowering them with more efficient programs to handle routine to complicated transactions in a timely and consistent manner.

## **Administrative / Executive**

- The Assessor and her staff are committed to proactively informing the public on assessment matters. They regularly attend homeowners meetings, city and town meetings, county fairs and other community events to answer questions and present overviews on such subjects as Proposition 13, declining property values, assessed values, understanding property tax law, property tax exemptions and exclusions, business property assessments, supplemental assessments and county finances and how property tax money is used.

# Program Inventory

---

## AUDITOR CONTROLLER

### General Accounting

- Audit, process and scan: (1) claims for payments submitted by County departments and Special Districts; (2) journal entries for the County and Special Districts.
- Ensure that bills are paid accurately and timely.

### Financial Reporting

- Maintain accounting records for the County and Special Districts with funds in the County Treasury.
- Prepare reports to the public, Board of Supervisors, State of California, County departments and Special Districts regarding operations and County financial position.
- Compile the Comprehensive Annual Financial Report of the County and financial statements for other governmental units for annual audits by external auditors.

### Internal Audits

- Perform independent appraisals, audits, reviews and evaluations of County activities for the County, Board of Supervisors and the public. This assists County management in delivering effective programs and functions and to safeguard County assets, and to meet financial reporting requirements.

### Payroll Services

- Provide timely and accurate preparation, distribution and reporting of payroll to County departments and Special Districts and to ensure compliance with external reporting requirements.

### Property Tax Services

- Calculate property tax rates, apply direct charges and process changes to the property tax roll.
- Maintain the tax allocation systems in order to accurately calculate and distribute property tax revenue to the County, cities, schools and Special Districts and to ensure compliance with external reporting requirements.

## CHILD SUPPORT SERVICES

### Customer Assistance

- Answer all Call Center questions promptly and knowledgably, including assistance to other child support agencies outside of Placer County.
- Resolve problems with child support cases as early as possible through confidential Ombudsperson assistance.
- Investigate and report on civil rights complaints regarding child support.

### Paternity Establishment

- Determine fatherhood for children born out of wedlock.

### Court Orders

- Establish and gain court orders for financial and medical support.
- File and serve court orders in real time using the 1058 Window Project videoconferencing while court is in session.

### Collections

- Collect and distribute support on current and past due cases.
- Assist parents requesting a modification to child support court orders, and those that qualify to pay a reduced amount (Compromise of Arrears).

# Program Inventory

---

## **Partnerships and Outreach**

- Partner with other governmental entities and private businesses such as hospitals and clinics to establish the Paternity Opportunity Program.
- Share information about community services and opportunities with parents, local organizations, and government entities.

## **COMMUNITY DEVELOPMENT RESOURCE AGENCY**

### **Administration**

- Perform administrative function for all CDRA divisions.
- Provide Environmental Coordination Services.
- Provide legislative support for CDRA issues.

### **Geographic Information Systems / Information Technology**

- Provide daily technical support to CDRA and other County Departments for Geographic Information Systems.
- Manage online permitting system.

### **Counter Services**

- Provide reception and customer services for assisting visitors to the building.
- Provide land development application and permitting services.
- Provide technical support for Building, Planning and Engineering and Surveying.
- Provide zoning technical assistance.
- Provide Public Works and Facility Service assistance programs.
- Administer the public records request program.

### **Code Enforcement Services**

- Provide enforcement, vehicle abatement, hazardous vegetation abatement, and community outreach programs.
- Conduct an administrative hearing program.

### **Building Services**

- Provide building plan check, construction permitting and inspection services, business license issuance, and the emergency damage assessment program.

### **Engineering and Surveying**

- Provide land development project review, surveying and mapping, plan check, construction inspection, grading permits, addressing and road naming, and transportation permits.
- Monitor/inspect surface mining activities.

### **Planning Services**

- Perform advance and current land use planning services.
- Oversee development and implementation of the Placer Legacy Open Space and Agricultural Conservation Program.

### **Biomass Program**

- Participate in County development of a Bio-Energy facility in Eastern Placer County and manage associated grants.
- Develop and implement biomass strategies.
- Community outreach program.

### **Water Resources and Hydro Power Services**

- Participate in the County Middle Fork Project team.
- Provide liaison, County coordination and strategy support for Placer County water resource programs.

# Program Inventory

---

## COUNTY CLERK RECORDER / ELECTIONS

### Clerk-Recorder

- Real Property Land Records
  - Provides for the preservation and continuity of permanent records
- Vital Records
  - Repository for birth, death and marriage vital records
- Marriages
  - Maintains the marriage vital records, issues marriage licenses, performs marriage ceremonies, and deputizes members of the public to perform marriage ceremonies.
- Filings / Registrations
  - Accepts documents for filing and public information / viewing. The filings include environmental impact reports, fictitious business name statements and various bonds and certifications.
- Passport Acceptance Agent
  - An authorized passport acceptance agent and accepts applications for new passports on behalf of the U.S. Department of State.

### Elections (Registrar of Voters)

- Conduct Elections
  - Conduct federal, state and local elections for Placer County.
- Voter Registration
  - Provides voter registration services to the voters of Placer County, maintains the voter registration database
- Voter Outreach
  - Committed to ensuring that all eligible voters have the opportunity to register to vote and to cast their ballots on election day
- Candidate Services
  - Provides election services to candidates for office and to various special districts throughout the County
- Form 700 Filing Officer
  - Responsible for performing filing officer duties related to the filing of Statements of Economic Interest (Form 700) forms

## COUNTY COUNSEL

### Transactional and General Government

- Provides legal advice to a wide variety of County departments and functions, from land use and planning to procurement of goods and services for County use, in order to insure legal compliance of County operations.

### Finance and Tax

- Provides legal services to the County Auditor, the Assessor and the Treasurer-Tax Collector regarding property tax assessment and collection, bond and assessment financing, as well as representation of the Assessor's Office at assessment appeals that challenge the value of property for property tax purposes.

### Personnel and Labor

- Representation of the Personnel Department, the Risk Management Division and County department management on state and federal legal principles of employer and employee relations.

# Program Inventory

---

## **Public Protection**

- Provides legal support to the Sheriff Office, its Corrections Division, the Probation Department, the District Attorney, the Indigent Defense Services Program administered by the County Executive Office and the Grand Jury.

## **Health Services and Adult Dependency**

- Provides on-going legal advice to Department/Division management on legal compliance with state and federal regulatory matters, such as HIPAA and privacy issues, the Affordable Care Act, service contracts, responses to records requests and other general requests for legal advice.

## **Juvenile Dependency**

- Provides legal support to juvenile dependency matters, from general legal advice, preparation of search and seizure warrants to hearings before the Placer County Juvenile Court and writ actions in the Court of Appeal.

## **Litigation**

- Provides legal defense of the County in all civil legal actions filed against the County, its departments and employees.

## **BOARD OF SUPERVISORS / COUNTY EXECUTIVE OFFICE**

### **Board of Supervisors (including Clerk of the Board)**

- County Governance, Policy Development and Priority-Setting
  - Transparently govern through public meetings and records, collaboration with stakeholders, and clear and helpful information.
  - Establish priorities and policies for County operations.
- Constituent Assistance
  - Assist, provide information and be directly accessible to citizens and community groups.
- Assessment Appeals
  - Allow property owners a fair and objective hearing with the Assessment Appeals Board.

### **County Executive/Administration**

- Budget and Finance
  - Optimize and allocate resources in the most effective manner through development of long term fiscal policies, the annual budget and application of sound financial practices.
- Service Coordination
  - Direct efficient operations in compliance with Board of Supervisors' policies, federal and state laws and mandates, and innovative business practices.

### **Risk Management and Labor Relations**

- Insurance
  - Minimize financial exposure to risk through the purchase of primary and excess insurance policies. Proactive claims management using data driven risk analysis.
  - Mitigate financial risk through contract risk transfer management.
- Labor Relations
  - Provide guidance and policy recommendations for successful and collaborative labor agreement negotiations with represented and unrepresented employee groups.
- Organizational Development
  - Empower high performing employees that are well trained and engaged in their jobs and communities.
- Workers Compensation
  - Promote worker health and safety through training and implementation of state labor code and OSHA regulations.

# Program Inventory

---

- Disability Management
  - Manage extended and long-term leaves of absences, facilitate organizational compliance with American with Disabilities Act (ADA) Department of Fair Employment and Housing (FEHA), Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA), manages interactive process, permanent accommodations annual monitoring.

## **Office of Emergency Services**

- Emergency Preparedness and Response
  - Ensure readiness for emergencies and disasters through interagency coordination and response plans.
- Fire Service Administration
  - Plan, direct, and manage county support of responses to wildland and structural fires and Emergency Medical Services.

## **Economic Development**

- Promotion and Marketing
  - Attract new and expanding business by promoting the outstanding lifestyle and business climate of Placer County.
- Business Assistance
  - Retain existing business within Placer County, expansion assistance, permit assistance, hiring assistance and job-seeker assistance.
- Special Projects
  - Promote film industry, tourism and other opportunities.

# DISTRICT ATTORNEY

## **General Criminal Case Determinations Program**

- Felony Unit
  - Responsible for handling prosecution of felony cases not otherwise assigned a specialized prosecution unit, such as the Family Protection Unit, Public Integrity Unit or DUI Unit.
- Public Integrity Unit
  - Investigates and prosecutes both criminal and civil cases of consumer fraud and environmental harm.
- Misdemeanor / Driving Under the Influence (DUI) Unit
  - Unit handles all stages of prosecution from case review and charging, through trial and sentencing. The Unit also handles post sentencing issues such as Violations of Probation and seeking ongoing restitution on behalf of victims.
- Family and Domestic Violence Protection Unit
  - Prosecutes the crime of domestic violence, and other related crimes such as stalking, crimes against children, and elder abuse. The Unit also prosecutes felony sex crimes committed against victims of all ages.

## **Investigations Program**

- Multi-Disciplinary Interview Center (MDIC) and Sexual Assault Response Team (SART)
  - Participates in Multi-Disciplinary Interview Center (MDIC) interviews, along with allied agencies.
  - Conducts Forensic interviews of child victims and participates on the Board which supports the MDIC and Sexual Assault Response Team (SART). A DAI is assigned to MDIC for all purposes related to MDIC and SART.
- Fingerprints
  - Compare latent fingerprints that have been lifted from a crime scene to a known suspect.

# Program Inventory

---

- Compare fingerprints from 969 PC prior convictions of defendants to their most recent arrest
- Assist other law enforcement agencies on blind fingerprint comparisons.
- Compare defendant's fingerprints to prevent mistaken identity.
- Dust for latent fingerprints and testify in court as an expert in fingerprints.
- Subpoena Services
  - Serve victim and witness subpoena.
  - Locate victim and witness.
  - Serve and locate victim and witness.
- Evidence
  - Book evidence from other police agencies at the request of Deputy District Attorneys.
- Officer Involved Fatal Incident (OIFI)
  - Conduct interviews, monitor interviews, attend autopsy, respond to crime scene, review police reports and conduct independent investigations.
- DA Investigator Expertise
  - Narcotics, gangs, working undercover, planning & preparing field operations, fingerprints, sexual assault cases, use of force, SWAT trained, forensic computer investigation, firearms expertise and range masters, child abduction, homicide and cold case investigation, and crimes associated with the US Postal Service
- DA Investigator Instruction / Teaching
  - Teach, speak or testify as an expert witness, as the topics relate to their expertise
- Child Abduction SB90
  - Enforcement of parental child abduction laws
- Allied Agency Participation
  - Conducts all types of narcotic enforcement throughout Placer County and the surrounding area
  - Responsible for all crimes related to the United States Postal Service and postal crimes being committed in Placer County.

## **Victim Services Program**

- Assists victims and witnesses of crime by providing information on victim's right and court processes, referring victims to local resources, and assisting in the California claims compensation and restitution process.

## FACILITY SERVICES

### **Building Maintenance**

- Building Maintenance and Operations
  - Operate and maintain buildings
  - Manage contracts
  - Perform regularly scheduled maintenance to preserve building conditions
  - Test and maintain fire systems
  - Maintain various access control systems to provide security
- Utilities and Energy Management in County Facilities
  - Monitor and track utility usage
  - Identify operational adjustments and modifications to assure energy efficiency
  - Develop energy projects with high potential for savings
  - Pursue energy programs and grants
- Custodial Services
  - Provide services and manage contracts to maintain facilities in a clean condition

# Program Inventory

---

- Facility Improvements
  - Perform various small construction projects, renovations, and equipment replacements, when determined to be the most efficient project delivery method

## Capital Projects

- Planning
  - Identify space, adjacency and facility requirements that support County Department facility needs for the delivery of services to the public.
  - Perform needs assessments, architectural programming, master planning, project scoping and cost modeling to determine current and future facility needs, as well as project viability.
  - Assess and recommend the most appropriate project delivery method for each individual project.
  - Perform project environmental studies and entitlements.
  - Perform hazardous materials investigations and abatement/remediation, as required.
- Design
  - Deliver cost effective and responsible design solutions for new facilities, renovations and tenant improvements that support delivery of County services to the public.
  - Provide and manage space planning, architectural and engineering design services, construction documentation, specifications and detailed cost estimates.
  - Manage the development of design and performance criteria and the proposal process for design/build delivery.
  - Design for safe, operationally efficient, accessible, and energy efficient public facilities.
- Construction
  - Manage the timely delivery of sustainable, responsibly designed and high quality civic facilities that serve the citizens of Placer County, through effective consultant and construction management utilizing the appropriate delivery method for the project.

## Environmental Engineering

- Garbage Collection and Recycling
  - Provide reliable and efficient garbage collection and recycling services to residents and businesses in order to cost effectively manage solid waste generated throughout unincorporated areas of Placer County.
  - Conserve natural resources through the recovery and sale of recyclables, reduce the quantity of wastes buried in landfills, provide safe disposal of hazardous wastes and comply with State mandated diversion goals by providing recycling and hazardous waste services to residents in Placer County and its cities, as well as the Town of Truckee.
- Closed Landfills
  - Protect public health and the environment by monitoring and maintaining four closed landfill sites located in Meadow Vista, Foresthill, Loomis and the Truckee area in compliance with State and Federal regulations
- Engineering Services for Sewer and Water Districts
  - Protect public health and the environment by providing reliable compliant sewer and water infrastructure through condition assessment, modeling, long-term planning, and design and management of sewer rehabilitation and capital projects to service current and future customers.

## Utilities

- Utilities Operation and Maintenance
  - Provide cost effective operation and maintenance of wastewater collection systems, treatment plants, and water distribution systems and infrastructure that protect public health and the environment in compliance with State and Federal regulations.
  - Provide maintenance related to fire suppression systems that protect life and property.

# Program Inventory

---

## **Museum Division**

- Museum Operations
  - Manage six Placer County museums to maintain the interest of patrons through regular updates to permanent exhibits and the presentation of special displays.
  - Expand the Division's audience by creating informal exhibits in non-traditional locations. Support other historical organizations and museums in the County, by sharing information and assisting with projects and events like the Heritage Trail.
  - Maintain and expand the robust volunteer program by offering opportunities for meaningful community service.
- Heritage Education
  - Using more than 150 volunteers, operate and expand the Living History, Gold Rush, and Community Education programs, which provide educational opportunities to all age groups.
  - Develop new and informative educational programs, like the popular Old Town and Auburn Cemetery walking tours.
  - Develop and maintain exhibits and displays that add to the understanding of Placer County's rich history.
- Historic Preservation
  - Implement the comprehensive collection policy, which defines the care required to preserve artifacts, documents and photographs that illustrate Placer County history.
  - Work with volunteers at the Archives and Collections Facility to aid both personal and professional researchers, who seek information through archived documents and photographs.
  - Encourage the preservation of historic buildings and sites in Placer County through both informal consultation, and the mandated review of projects in the land development processes.

## **Parks and Grounds Division**

- Parks and Grounds Operation and Maintenance
  - Operate and maintain a variety of County properties, including parks that provide citizens with recreational opportunities, and landscaped grounds that create an aesthetic experience.
  - Work with partners to protect public access to Lake Tahoe beaches, and operate the Bear River Campground, for the benefit of residents and tourists alike.
  - Support recreation providers, active and passive recreation participants, and community groups to help people enjoy safe leisure activities.
- Park Development
  - Participate in the preparation and review of Community Plans and other policy documents, which define and ensure the provision of public recreation facilities.
  - Review land development submittals and condition projects to implement established policies.
  - Manage the Park Dedication Fee program, which requires the collection and disbursement of mitigation funds to recreation projects that meet community needs.
- Open Space and Trails
  - Plan, construct and maintain a multipurpose trail system, which provides both transportation connections and passive recreational opportunities.
  - Support the Placer Legacy Program by providing input during real property acquisitions, and then developing and operating public access to conserved lands.
  - Partner with volunteers and vendors to provide stewardship of County open space, which offers recreation while protecting sensitive habitats.

# Program Inventory

---

## **Property Management Division**

- County Property Management
  - Provide comprehensive stewardship of the County's real property interests, including beaches at Lake Tahoe.
  - Maintain detailed property-specific records, and respond to questions from citizens, County departments, and other agencies.
  - Negotiate and manage the lease of County-owned buildings and property to private citizens, corporations, and public entities.
  - Develop and administer other agreements that permit the use of County property, including licenses, encroachment permits, and right of entry documents.
  - Generate revenue through the lease or sale of surplus properties, which are not required for County operations.
- Private Leasing
  - Operate a sophisticated leasing program to support County programs when existing facilities cannot accommodate required operations.
  - Work with client departments to identify and forecast needs, locate appropriate facility alternatives, and negotiate favorable lease agreements.
  - Manage the construction required for both new occupancies and tenant improvements, through close communication with the owner, architect, and contractor.
  - Provide all of the services embodied in lease management, including service request tracking, administration and billing, renegotiation, and the coordination required to return a property when the lease ends.
- Property Acquisition
  - Support a wide variety of County operations, programs, and initiatives through the acquisition of buildings, land, and open space.
  - Provide comprehensive site selection services, which quantify program requirements, identify available properties, analyze opportunities and constraints, and negotiate terms for the acquisition.

## FARM ADVISOR

### **4-H and Youth Development**

- Provide non-formal educational and preventative programs aimed at helping youth develop into mature into healthy, capable, and contributing citizens.

### **Master Gardeners**

- Volunteer service through workshops, community events, and manning the hot line.

### **Eat Local Program**

- Promote healthy eating by buying more locally grown produce.

### **Nutrition**

- Provide nutrition education and a weekly box of produce from a local farm to 90 Early Head Start families in Lincoln, Loomis, Auburn, and Kings Beach.

### **Horticulture and Small Farms Program**

- Provide training on-farm production and integrated pest management field days and workshops.

### **Livestock and Natural Resources**

- Provide multi-day Grazing and Multi-Species Grazing Academies.

# Program Inventory

---

## HEALTH AND HUMAN SERVICES

### **Adult System of Care**

- Mental Health services including outpatient and residential treatment, mental health treatment related to public safety realignment, mental health crisis intervention, and operation of a psychiatric health facility.
- Substance Use Disorder services including outpatient and residential treatment, drug court, and substance use disorder treatment related to public safety realignment.
- Older Adult services including In Home Supportive Services, Adult Protective Services, and Public Guardian.

### **Animal Services**

- Animal care and control including rabies prevention, protection from animal neglect and cruelty, reunification of lost animals with their owners, adoption and licensing.

### **Children System of Care**

- Child Welfare Services including investigations of abuse and neglect and Foster Care for children removed from their homes.
- Adoption and Guardianship Services.
- Intensive Community Based family support services, prevention services.
- Mental Health and Substance Use Disorder services .

### **Client Aid**

- Provide mandated financial, housing, food, medical and other assistance for programs delivered throughout the Department including Adoptions grants, Foster Care placements, CalWORKs grants, In Home Supportive Services provider payments, and General Relief payments and health care.

### **County Medical Clinic**

- Primary medical and behavioral health care to low income persons, immunizations.

### **Environmental Health**

- Preventative regulation and emergency response for public safety in retail food and tattoo facilities, wells and septic systems, pools and spas, public water supplies, hazardous materials and waste.

### **Housing**

- Provide rental assistance to very low income families.

### **Human Services**

- Provide employment services, financial assistance, health care coverage, food and nutrition assistance to low income individuals and families.

### **Public Health/Public Health Officer**

- Protect and improve the health of the community through education, promotion of healthy lifestyles, disease prevention and eliminating health disparities.
- Prepare and respond to public health disasters.

## LIBRARY

### **Community Support**

- Engage citizens to support Placer Library Services through Friends of the Library groups, Literacy Support Council, the Library Advisory Board and the Teen Advisory Boards and promote volunteerism by running a year round volunteer program in its Libraries.

# Program Inventory

---

## **Library Collection**

- Lend an up-to-date collection of books and materials reflective of community interests to library cardholders including access to a variety of E-resources, databases, the internet and wireless technology.

## **Events and Services**

- Work collaboratively with community partners and other governmental agencies to create Library programs that strengthen community literacy, the love of reading and life-long learning and provide open access to community space for hosted and public events that enrich, inform, empower and entertain.

## **Sparks Law Library**

- Offer legal resources including legal aide workshops and access to legal materials.

## **Placer Adult Literacy Services (PALS)**

- Connect adults who want to learn to read or improve their reading skills with one-on-one tutors who can help.

## PERSONNEL

### **Staffing and Hiring**

- Provide comprehensive personnel expertise and support to department managers and supervisors in an effort to hire the best possible employees and to retain a productive and efficient workforce through recruitment and testing and efforts that promote Placer County as an equal opportunity employer of choice in the job market.

### **Human Resource and Benefit Administration**

- Accurately process personnel transactions and leaves of absences consistent with industry best practices and regulatory compliance using human resource information systems. To administer the County's benefits to active employees and retirees in the most cost effective manner.

### **Workforce Productivity**

- Support organizational leadership in building and maintaining a productive workforce through effective performance management and staff development efforts.

### **Labor and Employee Relations**

- Be a collaborative partner in employee / employer relations between management and labor, including the development and maintenance of labor contracts, collective bargaining and resolution of employee matters.

## PROBATION

### **Administrative Services**

- Provides operational support to the department and each of the key divisions embedded throughout the organization.
  - Special Services
  - Clerical
  - Fiscal
  - Information Technology

### **Food Services**

- Insures all persons held in custody by Placer County law enforcement (adult or juvenile) are fed in accordance with federal and state mandates.

# Program Inventory

---

## **Juvenile Services**

- Delinquency / Crime Prevention Services
- Court Services
- Juvenile Alternative Dispositional Options
- Juvenile Detention Facility
- Juvenile Supervision Services

## **Adult Services**

- Court Services
- Pretrial Services
- Alternative Sentencing Programs
- Community Supervision

## **PUBLIC WORKS**

### **Road Maintenance**

- Maintain Pavements
- Traffic Control Devices (signing, striping and signals)
- Vegetation Management
- Roadside Drainage
- Maintain Bridges
- Snow Removal
- Issuing Transportation/Encroachment Permits

### **Engineering**

- Plan future transportation facilities, manage and design capital improvement projects on our roadways, environmental projects in the Tahoe basin as well as providing engineering services for other departments or entities.

### **Stormwater Permit Compliance**

- Educate and involve the public on the importance of protecting stormwater quality
- Monitor, regulate, and control public and private construction activities
- Monitor, regulate and insure maintenance of stormwater quality facilities after constructed
- Monitor and maintain various county facilities for stormwater compliance
- Actively seek out and address illegal stormwater releases to our local creeks and streams
- Conduct monitoring and report to the State on the ongoing health of our watersheds

### **Floodplain Management**

- Implement educational and program initiatives, and regulatory measures to minimize damages and financial losses due to floods.

### **Transit Services**

- Public Works operates transit services in the Tahoe Area under the name Tahoe Area Regional Transit (TART) and in Western Placer County under the name of Placer County Transit (PCT).

### **Fleet Services**

- Provide reliable, cost-effective vehicles
- Vehicle repair and maintenances services
- Fuel purchasing and distribution
- Fleet management and regulatory compliance

# Program Inventory

---

## SHERIFF-CORONER-MARSHAL

### Field Operations

- Patrol
- Community Services (School Resource Officers, Community Service Officers, Problem Oriented Policing)
- Investigations

### Support Services

- Civil
- Coroner
- Dispatch
- Evidence
- CCW Permits

### Corrections

- Auburn
- South Placer

## TREASURER-TAX COLLECTOR

### Treasurer

- Provide banking, investment services, and safekeeping of all moneys belonging to the County, school districts, and certain special districts in a manner that maintains the highest level of public trust. The Treasurer also assists the County, schools districts, and certain special districts with the issuance and selling of bonds, provides various debt-management and administration services, as well as other financial advisory and consulting services.

### Cash Management

- To monitor, analyze and manage cash flows and timely deposit of money into the Treasury, apportion investment earnings, and to identify funds available for investment by providing centralized banking, independent cash accounting, reporting, safekeeping, and the disbursement of moneys belonging to the County, school districts, and certain special districts in order to ensure availability and accountability of funds.

### Investments

- To generate investment income on money on deposit in the Treasury that is not required for immediate use in a manner that ensures the preservation of capital while meeting the cash-flow needs of depositors pursuant to investment policies and state laws.

### Bond

- To provide advisory, administrative and management services related to debt and financing needs of the County, school districts and certain special districts. As a member of the Finance Committee and the Bond Screening Committee and Treasurer for schools and special districts, analyze financial needs, make recommendations on financial alternatives, review financial proposals and lead the debt-issuance process, including document review and sale of bonds based upon Board approval.
- To provide ongoing debt administration for outstanding school, special district and County bond issues, including billing, current and delinquent collection of special assessments and community facility districts, fund accounting, bondholder payments, Internal Revenue Service arbitrage compliance, preparation and distribution of Municipal Securities Rule Making Board annual disclosure reports.

# Program Inventory

---

## **Tax Collector**

- To provide for current and delinquent billing, collection, and accounting of real and personal property taxes for all local taxing agencies in the County and to provide for the issuance of business licenses and snow-chain permits in the unincorporated area of the County consistent with the highest level of responsiveness and accountability to taxpayers of Placer County.

## **Billing, Collections and Controls**

- To provide billing, collection, processing, accounting and reporting of all current property-tax payments, including secured, unsecured, supplemental, and corrected tax bills. To assist taxpayers with the payment process through direct communication over the phone and at tax counter during regular business hours, as well as through electronic mediums 24/7.

## **Forced Collections**

- To provide for the collection of defaulted secured property taxes through tax-defaulted land sales, payment plans and defaulted unsecured taxes through liens, attachment of other assets, and other available means and the pursuit of collections through bankruptcy court in order to maintain low default levels and make ultimate collection of defaulted taxes in a manner that maximizes recovery of Teeter Plan Revenues, maintains low delinquency levels, and minimizes the number of parcels required to be offered for sale.

## **Business License Administration**

- To process applications and coordinate the issuance of business licenses and snow-chain permits with various state and county agencies in order to ensure business regulatory compliance and collect and account for business-license fees to offset business license administration costs.

## **mPower Placer**

- To provide property owners alternative financing for energy, water efficiency, and renewable power generation (such as solar) improvements to their home or business, to increase installations of these improvements thereby supporting job creation, reducing resource consumption, decreasing utility costs (increasing disposable income), and reducing greenhouse gas emissions to help meet regulatory compliance.

# VETERANS SERVICES

## **VA Compensation and VA non-Service Connected Pension**

- To assess eligibility for service connected compensation and non-service connected pension benefits.

## **College Fee Waiver Program**

- To assess eligibility and approve applications for children of disabled veterans for waivers of fees within University of California, California State University and California Community Colleges

## **Public Events**

- Continuing education of the public about veteran benefits

## **Advocacy**

- Testifying before Assembly and Senate Committees on Veterans issues. Developed tracking metrics to clearly show the very high return on investment to Placer County from the Veteran Service Office
- Working with other County Agencies to ensure Veterans needs are addressed. Working with Placer County Public Guardian to recover fees, part of the Veterans Treatment Court to help veterans get treatment instead of incarceration, refined Health and Human Services process to ensure veterans and their families have the opportunity to learn about possible Veteran Benefits.