



# COUNTY OF PLACER CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION  
DON NELSON, Chair  
RICK WARD, Vice Chair  
JOHN COSTA  
RON LE DOUX  
ANDRAE RANDOLPH

Monday – May 11, 2015

Lori Walsh, Personnel Director  
Kellie Craig, Executive Secretary

## AGENDA

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Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Executive Secretary. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Executive Secretary five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

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### MEETING LOCATION:

#### PLACER COUNTY CHILD SUPPORT SERVICES

1000 Sunset Blvd., Suite 200  
Rocklin, CA 95765  
916.660.4700

4:00 PM ROLL CALL

#### CLOSED SESSION – PURSUANT TO GOVERNMENT CODE

##### I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS

- A. Closed Session - Evaluation of performance of the Personnel Director and various Placer County employees pursuant to Government Code Section 54957.1 and pursuant to Placer County Chapter 3, Code Section 3.04.650.
- B. Closed Session – Existing Litigation. Conference with Legal Counsel pursuant to Government Code Section 54956.9.

Name of Case: County of Placer v. Placer County Civil Service Commission, Karin Bjork, Real Party in Interest. Placer County Superior Court No. SVC0035144.

4:30 PM OPEN SESSION

#### FLAG SALUTE

- I. REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.1.
- II. AGENDA APPROVAL
- III. Minutes of previous meeting – April 13, 2015
- IV. PUBLIC COMMENT: Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

**V. OLD BUSINESS - None**

**VI. NEW BUSINESS**

- A. Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code.
- B. Clerk Recorder/Elections – Classification Specification Revision request – Recorder/Elections Supervisor.

**VII. COMMUNICATIONS - Reports to the Commission are informational items only. (No action will be taken)**

- A. Provisional appointment - None
- B. Staff reports and correspondence
- C. Commissioner comments

**VIII. ADJOURNMENT**

**Civil Service Commission 2015 Meeting Schedule**

June 8, 2015 – (Tahoe)  
July 13, 2015  
August 10, 2015 – Tentative (Child Support)  
September 14, 2015  
October 13, 2015 (Tuesday) – Tentative (Tahoe)  
November 9, 2015  
December 14, 2015 – Tentative (Child Support)

**MEMORANDUM  
PERSONNEL DEPARTMENT  
COUNTY OF PLACER**

**To:** Civil Service Commission  
**From:** Lori Walsh, Personnel Director  
**Date:** **May 11, 2015**  
**Subject:** Review of Merit Increases for Eligible Classified County Employees

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During the closed session of your meeting, your Commission will review the performance evaluations of classified County employees pursuant to Subdivision (b) (1) of Government Code Section 54957. For those classified County employees determined to be eligible for a merit increase, the following motion is submitted for your consideration:

Motion to approve the classified merit awards set forth in the list dated **May 11, 2015** pursuant to Section 3.04.650 of the County Code.

**MEMORANDUM  
PERSONNEL DEPARTMENT  
COUNTY OF PLACER**

**To:** Civil Service Commission  
**From:** Lori Walsh, Personnel Director  
**By:** Jennifer Duvall, Senior Personnel Analyst   
**Date:** May 11, 2015  
**Subject:** **Classification Specification Revision Request – Recorder/Elections  
Supervisor**

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**Recommendation**

It is recommended the Civil Service Commission approve the proposed revisions to the Recorder/Elections Supervisor classification specification.

**Basis for Recommendation**

The Recorder/Elections Supervisor classification specification was approved in June 2002 and has not since been revised. This classification is only allocated to the Clerk-Recorder/Elections Department, and incumbents are assigned to the Clerk, Recording, or Elections functional area.

The department recently received approval to recruit and fill a vacant Recorder/Elections Supervisor in Elections. While preparing to open the recruitment, subject matter experts in the department reviewed the current classification specification and identified some areas where minor revisions were needed in order to update current language and to accurately reflect some of the unique responsibilities associated with each functional area. Of significance is the title change and the additional duties specific to assignments in the Clerk's Office. Previously those duties were either not reflected in the classification specification, or they were noted in the Recorder section. Redundancy of language between the various functional areas was also removed, with more generalized information pertaining to all areas added for clarity.

Additionally, it was noted that the minimum qualifications only require experience in legal recording, which may be a potential barrier for positions in the Clerk or Elections functional areas. As a result, the proposed changes expand on the experience requirement to include Clerk and Elections-related duties and also add one year of lead experience, which is consistent with other first-line supervisor classification specifications County wide.

It is anticipated that further review of other specifications in this classification series will occur and additional requests for revisions will be presented to your Commission in the coming months. Attached for the Commission's information and consideration is a copy of the proposed classification specification changes.

May 11, 2015

Classification Specification Revision Request – Recorder/Elections Supervisor

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The Placer Public Employee Organization and the Clerk-Recorder/Elections Department have reviewed this information and concur with the Personnel Department's recommendation.

cc: Ryan Ronco, Assistant Recorder/Registrar of Voters  
Lisa Cramer, Assistant County Clerk  
Chuck Thiel, Placer Public Employees Organization

PLACER COUNTY

June 2002

Revised May 2015

## CLERK/RECORDER/ELECTIONS SUPERVISOR

### **DEFINITION**

To supervise, plan, assign, review, evaluate and participate in the work of staff responsible for an assigned program area or work unit within the clerk, recorder, or elections or recording functions of the Clerk-Recorder/Election's Department; to ensure work quality and adherence to established policies and procedures; and to perform the more technical and complex tasks relative to assigned areas of responsibility.

### **DISTINGUISHING CHARACTERISTICS**

The Clerk/Recorder/Elections Supervisor is distinguished from the Senior Recorder/Elections Technician - Senior Specialist by performance of first-level supervisory duties and responsibilities within an assigned program area or work unit of the Clerk-Recorder/Election's Department. The Clerk/Recorder/Elections Supervisor class is distinguished from the Senior Recorder/Elections Supervisor - Senior class in that the latter is responsible for serving as a second-level supervisor within a program area and/or assumes substantive and significant programming responsibility within an assigned area of the Clerk-Recorder/Election's Department.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Senior Recorder/Elections Supervisor - Senior, Recording-Elections Manager, and/or higher level management staff.

Exercises direct supervision over technical and clerical staff.

### **EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:**

Plan, prioritize, assign, supervise, evaluate, review, and participate in the work of staff responsible for clerk, recording, or elections functions within an assigned program area of the Clerk-Recorder/Election's Department.

Establish schedules and methods within the unit for providing recording or elections services to customers and stakeholders in assigned functional area; identify resource needs; review needs with appropriate supervisory or management staff; allocate resources accordingly.

Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.

Assist in the implementation of goals and objectives; implement approved policies and procedures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

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Clerk/Recorder/Elections Supervisor (Page 2)

Perform the more technical and complex tasks associated with clerk services, recording, or elections of the work unit relative to assigned area of responsibility.

Prepare, maintain, and review memoranda, logs, files, analytical and statistical reports, or other documentation on operations and activities related to clerk services, recording, or elections.

Attend and participate in group meetings; stay abreast of new trends and innovations in the fields of clerk services, recording, or elections.

Review and analyze computer generated accounting reports; resolve cashiering errors and reprocess transaction as necessary.

Review and analyze various documents, records, and filings related to clerk services, recording, or elections and determine appropriate action based on applicable laws and regulations.

Monitor filings, registrations, and/or official records to be entered into automated system; oversee preparation of mail folders for assigned staff to process.

Research, analyze, and interpret related complex laws, rules, and regulations; and advise staff, management, and customers as to the application to clerk services, recording, or elections.

Respond to questions from members of the public and/or customers regarding clerk services, recording, or elections; resolve the more difficult or sensitive customer service issues; initiate security procedures when needed.

Participate in and/or supervise inventory of supplies, equipment, and forms related to clerk services, recording, or elections.

Operate equipment related to clerk services, recording, or elections, including, but not limited to: scanning machines, ballot sorting and printing equipment, voting equipment, video cameras, and other related equipment.

Perform related duties as required.

**In addition to the above:**

**When assigned to Clerk Services:**

Supervise, monitor, and participate in the daily operations and workflow of the Clerk's Office, including, but not limited to: the filing of fictitious business names; issuance of marriage licenses, birth and death certificates, and other miscellaneous filings; and the collection of fees.

Supervise, participate in, and train staff in the scanning and verification of Vital Records, Fictitious Business Records, Registrations, Fish and Wildlife Filings, and/or other related documents.

Supervise, participate in, and train staff to officiate marriage ceremonies, or deputize members of the public to officiate ceremonies, including same-sex marriages.

**When assigned to Recording:**

Supervise, monitor, and participate in the daily operations and workflow in the Recorder's Office, including but not limited to: the recording, examination, indexing, scanning, and custody of legal documents, including land titles and records; and the collection of fees.

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Clerk/Recorder/Elections Supervisor (Page 3)

Supervise, participate in, and train staff in the indexing and verification of official records and/or other related documents.

Record and transmit official records to computerized systems on a daily basis; prepare and analyze month-to-date and year-to-date system audits.

Review and analyze computer-generated indexing reports and make corrections as necessary; enter correct codes for page count, transfer tax, and the number of documents to be indexed; pay out appropriate accounts; and calculate documentary transfer tax.

Supervise, participate in, and train staff to process passport applications.

**When assigned to Elections functional area:**

Supervise, monitor, and participate in the daily operations and workflow of the Office of Elections, including, but not limited to: conducting federal, state, and local elections; conducting voter outreach and registering voters; and providing elections-related services for citizens, candidates, and public officials.

Supervise, participate in, and train staff to collect precinct information and survey polling locations.

Ensure the maintenance and administration of registration and elections documents including voter registration affidavits; changes of address; restored, inactive, and canceled registrations; confidential registrations and the removal of invalid registrations.

Instruct and train temporary and permanent employees in assigned election processes.

Direct the implementation of candidate workshops and voter outreach programs.

Develop, compile, and transmit statistical data covering related to absentee voting, petition verification, and voter registration, and the vote by mail program.

Direct the verification of signatures on election documents and petitions filed; ensure that irregularity in applications for vote by mail ballots absentee voting are reconciled.

Participate in the mapping and reapportionment of district lines.

Supervise staff in the sorting, mailing, and processing of out-of-county notices to appropriate counties.

Assist candidates, officeholders, and voters with questions and elections information.

Oversee the process of training election board members.

Supervise the collection of election information and cost data.

Oversee billing of election cost invoices and claims for payment and the collection of candidate and district election fees.

**When assigned to Recording functional area:**

Supervise and monitor the daily operations and workflow in the recording, examination and custody of legal documents including land and vital records, and the collection of fees.

Supervise and participate in the filing of fictitious business names, processing of passports, issuance of marriage licenses and death certificates and other miscellaneous filings; determine appropriate categories of action to be initiated based upon the content of the documents and applicable laws and regulations.

Research, analyze and interpret the more complex governmental codes and ordinances; advise staff, management and customers of the application to the recording and filing of records.

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Respond to questions from the public regarding actions taken as a result of legal documents; explain the application of the Government Code, or other statutes and regulations specifying actions to be taken as a result of the information provided; prepare correspondence to answer questions regarding actions taken based on information in the documents.

Monitor official records to be entered in to the system; oversee preparation of batches for assigned staff to index.

Supervise and participate in the indexing and verification of Official Records, Vital Records and Fictitious Business Records.

Review and resolve cashing errors made by assigned staff; void documents and re-cashier as necessary; enter the correct codes for page count, transfer tax and the number of documents to be indexed; pay out appropriate accounts; calculate documentary transfer tax.

Update and transmit official records to computerized systems on a daily basis; remove transmitted documents on a weekly basis; run month-to-date and year-to-date system audits.

Analyze computer-generated accounting and indexing reports.

Maintain logs, files and statistical information pertaining to documents processed.

Resolve difficult customer service situations; initiate security procedures when needed.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Operations, services and activities of the clerk, recording, or elections program area.
- Policies and procedures related to clerk services, recording, or elections.
- Principles of supervision, training and performance evaluation.
- Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.
- Principles and practices of complex record keeping and filing.
- Principles and practices of fiscal, statistical and administrative research and report preparation.
- Proper research and analysis practices.
- Principles and practices of customer service, public relations and phone etiquette.
- Mathematical principles.
- Pertinent Federal, State and local laws, ordinances, rules, codes, and regulations related to clerk services, recording, or elections.
- Principles and practices of a safe working environment.
- English usage, spelling, grammar and punctuation.
- Associated fees and costs of clerk, recording, or elections services provided.

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- Specialized computer systems and software applications related to clerk services, recording, or elections.

**In-addition-to-the-above:**

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**When assigned to Elections functional area:**

- ~~Organization and operating details of the County Elections Division.~~
- ~~Statutes and ordinances governing elections procedures including California Election Code and other codes or statutes related to voter registration, absentee voting and canvassing procedures.~~
- ~~Election procedures and the conduct of elections.~~
- ~~Principles of the National Voter Registration Act.~~
- ~~Specialized computer systems and applications used in the elections process.~~
- ~~Operating procedures of the polls and precinct desk.~~

**When assigned to Recording functional area:**

- ~~Functions, organization and procedures of the Clerk/Recorder office.~~
- ~~Rules, regulations, practices and ordinances governing the Clerk/Recorder office.~~
- ~~Categories of recorded documents.~~
- ~~Legal requirements for filing, processing or recording official documents including birth and death certificates, marriage licenses, fictitious business names, passports and other related official documents.~~
- ~~Key items of information contained in documents that require the initiation of subsequent actions.~~
- ~~Specific documents processed and the appropriate actions to be taken based upon the requirements of applicable statutes and regulations.~~
- ~~Indexing systems, and document and vital record retrieval systems.~~
- ~~Legal descriptions pertaining to property transfers or descriptions of real property.~~
- ~~Applicable sections of the Government Code, and rules or regulations pertaining to the transactions required by documents processed.~~
- ~~Fees and costs of services provided.~~

**Ability to:**

- On a continuous basis, sit at a desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use

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telephone and write or use a keyboard to communicate through written means; and lift light weight.

- Supervise, organize and review the work of lower level staff.
- Select, train and evaluate staff.
- Observe, identify and problem solve problems of operational and/or technical policy and procedures.
- Identify and interpret complex technical and numerical information.
- Understand the various documents and filings to be processed and analyzed in assigned area.
- Perform complex and specialized clerical work including maintenance of appropriate records and preparation of reports.
- Retrieve, store and remove information in a wide variety of manual and automated filing systems.
- Maintain security and confidentiality of restricted information.
- Respond to requests and inquiries from the general public.
- Analyze, interpret, and explain, and apply pertinent County policies, and procedures, codes, laws, and regulations related to clerk services, recording, or elections.
- Review and analyze various documents, records, and filings related to clerk services, recording, or elections and determine appropriate action based on applicable laws and regulations.
- Prepare clear and concise reports.
- Perform complex mathematical calculations.
- Operate office equipment including computers and supporting software applications.
- ~~Interpret and apply Federal, State and local laws, codes and regulations.~~
- Operate equipment related to clerk services, recording, or elections, including, but not limited to: scanning machines, ballot sorting and printing equipment, voting equipment, video cameras, and other related equipment.
- Plan and organize work to meet changing priorities and deadlines.
- Collect fees associated with clerk, recording, or elections services provided.
- Develop and recommend policies and procedures related to clerk services, recording, or elections.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Act quickly and calmly in emergency situations.
- Analyze situations quickly and objectively and determine proper course of action.

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- File and retrieve documents, maps, and other items related to clerk services, recording, or elections.
- Speak in front of groups of people to conduct training, perform ceremonies, or other functions related to clerk services, recording, or elections.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**In addition to the above:**

**When assigned to Elections functional area:**

- ~~Understand, interpret and explain election codes and procedures to the public.~~
- ~~Read, understand and apply provisions of the California Elections Code to specific situations.~~
- ~~Analyze voter file reports for incorporation into National Voter Registration Act, and state and federal reports and questionnaires.~~
- ~~Operate vote counting equipment.~~
- ~~Operate optical and bar code scanners.~~

**When Assigned to Recording functional area:**

- ~~Analyze and interpret the more complex laws, codes, rules and regulations and ordinances pertaining to recording.~~
- ~~Examine documents for recording requirements.~~
- ~~Research land and vital records.~~
- ~~Make copies on microfiche reader/printers, large books, computer images, paper copies and mylar maps.~~
- ~~Perform cashiering duties for recording documents, copies and services.~~
- ~~Identify and index grantor/grantee from legal documents.~~
- ~~File and retrieve documents, microfiche, files, books and maps.~~
- ~~Prepare and scan documents.~~
- ~~Interpret and apply the contents of federal, state and county codes and ordinances.~~

**Experience and Training**

- Any combination of experience and training would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

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**Experience:**

Four years increasingly responsible experience performing duties associated with clerk services, in legal recording, and/or elections, with at least one year of lead experience.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college course work in records management, paralegal services, legal document examination, or a related field.

**License or Certificate:**

May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.