



# COUNTY OF PLACER CIVIL SERVICE COMMISSION

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

Tuesday – October 13, 2015

Lori Walsh, Human Resources 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 Human Resources – Training Room

145 Fulweiler Avenue, Suite 200  
Auburn, CA 95603  
530.889.4060

4:00 PM ROLL CALL

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE

I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS

- A. Closed Session - Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

4:30 PM OPEN SESSION

FLAG SALUTE

- I. REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.
- II. AGENDA APPROVAL
- III. MINUTES OF PREVIOUS MEETING – September 21, 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. Request for approval of Work out of Class Pay pursuant to Placer County Code Section 3.08.510(C.)(5.) (c.) for employee(s) assigned to the department(s) of District Attorney and Health and Human Services.

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

- A. Provisional appointment – None
- B. Staff reports and correspondence
  - 1. ePerformance demonstration
- C. Commissioner comments

**VIII. ADJOURNMENT**

**Civil Service Commission 2015 Meeting Schedule**

- November 9, 2015 – Auburn (Human Resources Training Room)
- December 14, 2015 – Rocklin (Child Support Services)

**MEMORANDUM  
PERSONNEL DEPARTMENT  
COUNTY OF PLACER**

**To:** Civil Service Commission  
**From:** Lori Walsh, Personnel Director  
**Date:** October 13, 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 Government Code Section 54957.1. 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 **October 13, 2015** pursuant to Section 3.04.650 of the County Code.

**MEMORANDUM  
PERSONNEL DEPARTMENT  
COUNTY OF PLACER**

**To:** Civil Service Commission  
**Through:** Lori Walsh, Personnel Director  
**From:** Kellie Craig, Executive Secretary  
**Date:** October 13, 2015  
**Subject:** Work-Out-of-Class Pay

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We have received the following departmental request(s) for work-out-of-class pay extensions. Listed below are the department(s), employee name(s), and time period(s) requested. The Personnel Department has previously approved work-out-of-class pay and we are requesting the Civil Service Commission approve additional extension(s) as per Placer County Code 3.08.510 C.5.c. Supporting documentation has been attached to this memo.

<u>Department</u>	<u>Employee Name</u>	<u>Dates</u>	<u>Approximate</u>
District Attorney	Charlotte Baillie	10/30/15 – 04/29/16	180 days
Health & Human Services	Terri Koeckritz	10/15/15 – 04/15/16	180 days

**Recommendation:** It is recommended that the Civil Service Commission approve the above work-out-of-class pay extension(s) in recognition of the duties being performed.

cc: Scott Owens – District Attorney  
Jeff Brown – Health & Human Services

**WORK OUT OF CLASS AGREEMENT  
DEPARTMENT OF District Attorney**

**TO:** Lori Walsh, Personnel Director  
**FROM:** R. Scott Owens, District Attorney  
**DATE:** October 13, 2015  
**SUBJECT:** Request for Work Out of Class (WOC) Pay

**ACTION REQUESTED**

Employee's Name: Charlotte Baillie  
Current Classification: Deputy District Attorney IV  
WOC Classification: Deputy District Attorney Senior  
Initial WOC Effective Date: May 2, 2015; PP #24  
Requested Extension Effective Date: October 30, 2015; PP #10  
Approximate Number of Days: 180  
Approximate End Date (End of pp): April 29, 2016; PP #23  
Reason for WOC Request:

- Fill Behind Leave of Absence     Peak Workload/Special Project     Pending Reclassification/Reallocation  
 Fill Behind Retirement     No Request to Fill Vacancy     Request to CEO to Fill Vacancy  
 Fill Behind WOC     Temporary End WOC>80-Hours Leave     Restart WOC>80-Hours Leave

**BACKGROUND**

Proposition 47 passed in November 2014, changing sentences for low-level nonviolent crimes such as simple drug possession and petty theft from felonies to straight misdemeanors. The provisions of Proposition 47 have increased the workload for misdemeanor staff significantly. Therefore, it was necessary for the District Attorney's office to shift some of the experienced Attorney's to support the Misdemeanor unit, in order to balance the size of the units with the caseloads.

One of the units experiencing a significant increase in workload, due to the passing of Proposition 47, is the Family Protection unit. Charlotte Baillie has been in a work out of class assignment in the Family Protection unit, as a Senior Deputy District Attorney since May of 2015. Charlotte is filling the vacancy created when the Senior Deputy District Attorney in the Family Protection unit began a work out of class assignment as a Supervising Deputy District Attorney. We are requesting to extend Charlotte Baillie's work out of class for an additional 180 days to further continue addressing the workload needs in the Family Protection unit. The District Attorney's office anticipates there will be a vacancy in the Supervising Deputy District Attorney classification in the near future and anticipates to fill it permanently. When the work out of class assignment at the Supervising Deputy District Attorney level is ended, the work out of class assignment for the Senior Deputy District Attorney classification will also end.

**RECOMMENDATION**

It is therefore, recommended that Charlotte Baillie, Deputy District Attorney IV, be approved to continue to receive WOC pay as a Deputy District Attorney Senior, effective October 30, 2015, Pay Period # 10 through April 29, 2016, Pay Period # 23.

This request comes to your Commission as it has been determined that Ms. Baillie is performing duties similar to those assigned to the Deputy District Attorney Senior classification. Since Ms. Baillie has been working in this out of class assignment, her additional five percent pay will continue.

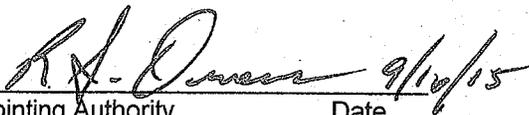
**AUTHORITY**

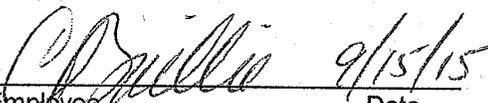
In line with the principle that an employee assigned to work in a position having discernibly higher job duties should receive higher pay, positions within the classified service may be applicable for work-out-of-class assignment. Individual employees maybe certified by the personnel department as being eligible for work-out-of-class pay when so assigned by the appointing authority or designate of that appointing authority. (3.08.510)

**PROVISIONS FOR WOC ASSIGNMENTS**

- For evaluation purposes, employee is rated on his or her current classification.
- Evaluation rating periods are not impacted by WOC assignments.
- Employee will continue to be eligible for merit increases as outlined in 3.04.650.
- Employee will continue to accrue seniority in his/her regular position/classification.
- Employee will continue to receive the benefit package associated with his/her regular position/classification.
- WOC compensation will not be considered or paid for assignments of two workdays or less or for training purposes.
- The Department must notify the Personnel Department when the WOC employee has a leave of absence that exceeds 10 ten working days since this results in ending WOC compensation. The Department must notify Personnel and submit the appropriate paperwork prior to continuing an employee in a WOC assignment upon his or her return from leave.
- Additional compensation for working out of class shall be no less than a minimum of five (5) percent or exceed a maximum of fifteen (15) percent.
- The Department is responsible for requesting WOC extensions anticipated to be beyond 180 days from the County Executive's Office using the Position Exception Form and process.
- Employee is not to begin the work out of class assignment until certified by the Personnel Department that the individual meets the minimum qualifications for the WOC assignment, the additional duties warrant WOC compensation, and that the WOC compensation requirements have been met.

*I have reviewed and understand the Department and Employee responsibilities with the requested WOC assignment and understand the provisions set forth above and specified in 3.08.510 of Placer County's Personnel Rules.*

  
\_\_\_\_\_  
Appointing Authority                      Date  
R. Scott Owens  
District Attorney

  
\_\_\_\_\_  
Employee                                      Date  
Charlotte Baillie  
Deputy District Attorney IV

  
\_\_\_\_\_  
Supervisor                                      Date  
Jeffrey Wood  
Supervising Deputy District Attorney

**WORK OUT OF CLASS AGREEMENT  
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**RECEIVED**  
SEP 22 2015

**TO:** Lori Walsh, Personnel Director  
**FROM:** Wesley G. Nicks, REHS, Animal Services Director  
**DATE:** September 25, 2015  
**SUBJECT:** Request for Work Out of Class (WOC) Pay

Placer County Personnel

**ACTION REQUESTED**

Employee's Name: Terri Koeckritz  
Current Classification: Animal Control Officer II  
WOC Classification: Animal Control Officer – Supervising  
Initial WOC Effective Date: April 18, 2015 – PP 23  
Requested Extension Effective Date: October 15, 2015 – PP 09  
Approximate Number of Days: 180  
Approximate End Date (End of pp): April 15, 2016 – PP 22  
Reason for WOC Request:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Fill Behind Leave of Absence | <input checked="" type="checkbox"/> Peak Workload/Special Project | <input type="checkbox"/> Pending Reclassification/Reallocation |
| <input type="checkbox"/> Fill Behind Retirement       | <input type="checkbox"/> No Request to Fill Vacancy               | <input type="checkbox"/> Request to CEO to Fill Vacancy        |
| <input type="checkbox"/> Fill Behind WOC              | <input type="checkbox"/> Temporary End WOC>80-Hours Leave         | <input type="checkbox"/> Restart WOC>80-Hours Leave            |

**BACKGROUND**

Animal Services currently has two Animal Control Officers (ACOs) assigned to the Truckee-Tahoe Regional Animal Shelter to provide daily field and shelter services to the Tahoe region. With only two Officers in that area a vacation day or leave of absence only leaves one officer to provide 24-hour field coverage and handle all emergencies. With the enactment of a 30-year lease operating agreement with the Town of Truckee, all shelter services and the field office is now operated jointly by both jurisdictions. This agreement has created the need to have a supervisor level position work with our partnering agency for the near term to develop the collaboration needed for a successful joint operation. The division has addressed the staff shortage and the need for a supervisor in the area by temporarily transferring Terri Koeckritz, an Animal Control Officer II, from Auburn to Tahoe and moving her into the vacant ACO Supervisor position as a WOC. Ms. Koeckritz is currently working under the direct supervision of the Senior Supervising Animal Control Officer in Auburn during her work out-of-class assignment to ensure that animal control and sheltering services to both Auburn and Tahoe are maintained while the Department continues to review its Tahoe animal services operation to see if permanently filling the ACO Supervisor position is warranted.

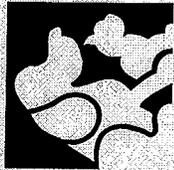
Ms. Koeckritz' prior work experience with Placer County Animal Services, and elsewhere, qualifies her for this assignment and meets the minimum qualifications for the classification.

**RECOMMENDATION**

It is therefore recommended that Terri Koeckritz, Animal Control Officer II, be approved to receive WOC pay in recognition of additional duties performed effective 10/15/2015 – PP 09. This WOC assignment will result in an approximate increase of 10%. Consistent with the guidelines presented under provisions for work out of class section in Chapter 3 of the County code, additional compensation for working out of class shall be no less than a minimum of five percent or exceed a maximum of fifteen (15) percent. The specific amount of the additional compensation will be determined by an analysis of the employee's current classification and the proposed work out of class classification and in no case will exceed the amount the employee would receive if promoted.



# Placer County Animal Services



Department of Health and Human Services  
 Animal Services Organization Chart  
 September 2015

**Auburn:**  
 Animal Services  
 530.866.5500

**Tahoe:**  
 Animal Services  
 530.546.1990

**Wesley Nicks, REHS – Division Director**  
 Environmental Health, Public Health, and Animal Services  
**Peggy Zarrillo – Division Assistant Director**  
 Environmental Health, Public Health, and Animal Services

**WOC/VACANT**  
**Anna Piland**  
 Animal Services Manager

