



# COUNTY OF PLACER CIVIL SERVICE COMMISSION

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

Monday – November 9, 2015

Lori Walsh, Human Resources Director  
Kellie Craig, Executive Secretary

## AGENDA

---

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.

---

### 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 – August 27, 2015  
October 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. Human Resources – Request placement in the Unclassified Service – Assistant Director of Human Resources.
- C. Probation – Request for Classification Specification Revisions – Senior Cook
- D. Equal Employment Opportunity Program (EEOP) - 2016
- E. 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 Health and Human Services and District Attorney.

**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**

- December 14, 2015 – Rocklin (Child Support Services)
- January 11, 2016 – Auburn – Human Resources Training Room



**PLACER COUNTY**  
**HUMAN RESOURCES DEPARTMENT**  
145 Fulweiler Avenue, Suite 200  
Auburn, California 95603-4578

**CIVIL SERVICE COMMISSION**  
John Costa  
Ron Le Doux  
Don Nelson  
Andrae Randolph  
Rick Ward

---

Lori Walsh, Human Resources Director  
Main Office: 530.889.4060  
FAX: 530.886.4626  
[www.placer.ca.gov](http://www.placer.ca.gov)

## **MEMORANDUM**

**TO:** Civil Service Commission  
**FROM:** Lori Walsh, Human Resources Director  
**DATE:** **November 9, 2015**  
**SUBJECT:** Review of Merit Increases for Eligible Classified County Employees

---

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 **November 9, 2015** pursuant to Section 3.04.650 of the County Code.



PLACER COUNTY  
HUMAN RESOURCES DEPARTMENT  
145 Fulweiler Avenue, Suite 200  
Auburn, California 95603-4578

CIVIL SERVICE COMMISSION  
John Costa  
Ron Le Doux  
Don Nelson  
Andrae Randolph  
Rick Ward

---

Lori Walsh, Human Resources Director  
Main Office: 530.889.4060  
FAX: 530.886.4626  
[www.placer.ca.gov](http://www.placer.ca.gov)

## MEMORANDUM

**TO:** Civil Service Commission  
**FROM:** Lori Walsh, Human Resources Director  
**DATE:** November 9, 2015  
**SUBJECT:** Request for Placement in the Unclassified Service – Assistant Director of Human Resources

---

### Recommendation

It is recommended that the Civil Service Commission confirm the recommendation to place the classification specification for Assistant Director of Human Resources into the Unclassified Service at the recommended salary plan of MNGT 479 (\$10,764-13,087/monthly).

### Basis for Recommendation

Based on your Commission's action at the August 27, 2015 meeting to support a Memorandum of Understanding with the County Executive Officer to support merging human resource functions of the Personnel Department and the County Executive Office into a new Department of Human Resources, the position of Human Resources Director position was submitted to the Board of Supervisors and approved by them at their September 15, 2015 meeting.

Also approved at the September 15, 2015 Board of Supervisors meeting was the approval to move forward with a Human Resources Department. With this model, County departments have a broader array of resources and tools within the same Department for managing the workforce including training, organizational development, performance management and leave functions, and processing of other administrative matters.

The role and independent authority of the Civil Service Commission consistent with the Civil Service Enabling Ordinance and the tenets of a merit based system continue under the revised organizational model. In addition, departments benefit from steady and consistent guidance regarding sometimes complicated employee-related matters. It is anticipated that the HR Department will add greater value to the County organization as a whole; improve administrative functions; and more closely align primary County cost drivers with County financial management and administration.

November 9, 2015

Page 2

Integral to the development of the combined Human Resources Department and consistent with the County's organizational structure and classification plan, the Assistant Director of Human Resources position is submitted for placement in the unclassified service.

As detailed in the attached classification specification, the Assistant Director would be responsible for assisting the Human Resources Director in the administration and coordination of the work of the Human Resources Department, acting for the Director in his/her absence or as designated, and performing related work as required.

The salary level identified for this position represents an appropriate relationship between the Department Head and Assistant Department Head classifications. The placement of this position into the unclassified service is consistent with other assistant department head classifications in the County's classification plan.

cc: David Boesch, County Executive Officer  
Holly Heinzen, Chief Assistant Executive Officer

## **ASSISTANT HUMAN RESOURCES DIRECTOR**

### **DEFINITION**

Under general direction, assists the Human Resources Director in the administration and coordination of the work of the Human Resources Department, acts for the Director in his/her absence or as designated, and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This single position class is the assistant department head, appointed by and serving at will to the Human Resources Director.

### **SUPERVISION RECEIVED AND EXERCISED**

This position reports to the Human Resources Director and exercises direct supervision over assigned managerial, supervisory, professional, technical and clerical staff.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

- Assists in the overall direction and management of the Human Resources Department including managing the administrative and fiscal operations of the Department.
- Assists in the establishment of overall objectives policy, procedures, projects, and coordination of various Human Resource programs that lead to the achievement of the Department's Mission.
- Oversees ongoing development and implementation of the Human Resources Information System and other technology advancements for the Department.
- Oversees Human Resources Department staff or participates directly in the labor negotiation process.
- Reviews and participates in the selection of departmental personnel, their orientation, training and evaluation and recommends their retention, assignment and promotion.
- Confers with and provides professional assistance to County management on personnel matters.
- Supervise and participate in the development and administration of the Department budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- Acts for the Human Resources Director in his/her absence.
- Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Experience and Training**

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

**Experience:** Five years of increasingly responsible experience in public sector human resources administration, including four years of administrative and management responsibility at the senior or executive leadership role.

**Training:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, public, or personnel administration or a related field. A bachelor's degree in a related field and equivalent years of experience may be substituted. A Masters in Human Resources, Business or Public Administration, Organizational Development or other related field preferred. Professional certification in Human Resources is desirable.

**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.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- All aspects of human resource administration including appropriate methods, procedures and technical expertise.
- Public sector collective bargaining/negotiations process.
- Principles and practices of public human resources administration;
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations regarding human resource management, EEO/Affirmative Action and the collective bargaining process.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration, talent acquisition and personnel management including principles and management of a civil service system.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Demonstrated experience implementing organization-wide change.
- Extensive experience with talent and leadership management.
- Strong consultative orientation.
- Effective team building skills.

Ability to:

- Supervise, train, and evaluate the work of professional, technical and clerical staff.
- Analyze and evaluate statistical data and reports related to human resource
- Interpret, apply, and explain County policies and state and federal legislation related to departmental services.

- Negotiate agreement between differing individuals and groups of individuals.
- Establish and evaluate policies, procedures and controls related to the County's employee and public services programs.
- Represent the County under diverse circumstances and prepare and deliver oral presentations to small and large groups.
- Effectively and persuasively communicate both orally and in writing.
- Make concise recommendations in objective consideration of legal and regulatory, as well as personal and organizational, factors.
- Ability to negotiate and manage dispute resolutions.
- High level of personal integrity and ethics.
- Strong interpersonal skills and ability to motivate others.
- Plan, direct and control the administration and operations of the Department.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know, interpret and apply laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules; and explain and interpret policy.
- On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means.
- Develop and implement department policies and procedures.
- Successfully develop, control and administer departmental budget and expenditures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.



PLACER COUNTY  
HUMAN RESOURCES DEPARTMENT  
145 Fulweiler Avenue, Suite 200  
Auburn, California 95603-4578

CIVIL SERVICE COMMISSION  
John Costa  
Ron Le Doux  
Don Nelson  
Andrae Randolph  
Rick Ward

Lori Walsh, Human Resources Director  
Main Office: 530.889.4060  
FAX: 530.886.4626  
www.placer.ca.gov

## MEMORANDUM

**To:** Civil Service Commission  
**From:** Lori Walsh, Human Resources Director  
**By:** Kathy Youngs, Personnel Analyst II *Kathy Youngs*  
**Date:** November 9, 2015  
**Subject:** Classification Specification Revision Request – Senior Cook

### Recommendation

It is recommended the Civil Service Commission approve the proposed revisions to the Senior Cook classification specification.

### Basis for Recommendation

The Senior Cook position used by the Probation department, Food Service division, was recently vacated by a long term employee serving in that classification. This vacancy provided Human Resources the opportunity to work with the Probation department to begin a recruitment to fill the position. While conducting a job analysis and reviewing the current classification specification of Senior Cook with subject matter experts, numerous minor wording modifications were identified throughout the classification specification that needed to be updated.

In addition to the minor wording modifications, it was determined that the requirement of "hiring and training personnel" in the Experience and Training section of the Minimum Qualifications may cause an artificial barrier to potential applicants. In analyzing the classification series and the concept of Senior-level classifications, the Senior Cook is the advanced journey level in the Cook series. Senior Cooks perform the full range of duties including acting in a lead capacity, training Cooks, and assisting with oversight and management of staff in the development of menus and other complex administrative tasks in the kitchen. The Food Services Supervisor, the next level in the series is responsible for the direct supervision of staff in the kitchen. Consequently, it has been determined that to qualify for a Senior Cook, prior supervisory experience is not required. Therefore, it is requested that the language be updated to read "Three years of responsible experience in preparing, cooking and serving meals in large quantities in a restaurant or institution. Experience must may include

November 9, 2015

Classification Specification Revision Request – Cook-Senior

Page 2

~~hiring and training personnel, plus ordering and maintaining an inventory of supplies and commodities.”~~

Additionally, revising the word from “must” to “may” does not impact the authenticity of the classification series and will eliminate any potential artificial barriers as we move forward to recruit and fill the Senior Cook position through a promotional recruitment.

Attached for the Commission’s information and consideration is a copy of the proposed classification specification changes and an organizational chart of the Food Service division. The Placer Public Employee Organization (PPEO) and the Probation Department have reviewed this information and concur with the recommended changes.

cc: Marshall Hopper, Chief Probation Officer  
Daniel Borca, Food Service Manager  
Chuck Thiel, Placer Public Employees Organization

## SENIOR COOK

### DEFINITION

To assist in the supervision of the kitchen and food preparation operation by acting in a lead capacity; to oversee and assist in development of menus, preparation of food, acquisition and control of food supplies; to ensure the timely delivery and serving of meals.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Cook series. Employees within this class are distinguished from the Cook by the performance of the full range of duties as assigned including to act in a lead capacity in the kitchen, to train cooks and to assist supervisory and management staff in development of menus and other administrative tasks. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Food Service Supervisor and/or the Food Services Manager. Exercises technical and functional supervision over technical staff.

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

Act in lead capacity over staff in all food service activities, including preparation, delivery, service and cleaning.

Maintain safety and sanitation standards within the work place; contact maintenance staff for any corrective action needed to ensure employee and staff safety.

Assist in the training, oversight and supervision and evaluation of new cooks and jail trustees and ensure meals are served on time.

Prepare, cook and serve a variety of food entrees for large numbers of people, including vegetables, meats, salads, soups and other foods and beverages; bake bread, cakes and pastries;

Receive instructions and independently determine amount of food to be prepared.

~~Carve meat; prepare, cook and serve vegetables, meats, salads, soups and other food and beverages; bake bread, cakes and pastries.~~

Clean kitchen and kitchen equipment.

Prepare oral, written and statistical reports including status of food inventories or suggested changes in operations to improve efficiency. ~~Prepare oral, written and statistical reports.~~

~~When assigned to the Central Kitchen, drive~~ Drive delivery van to deliver food to satellite facilities and oversee serving when necessary.

In the absence of the Food Services Supervisor or Manager, may be required to perform some of the duties of these positions.

## MINIMUM QUALIFICATIONS

### Knowledge of:

- Techniques of lead supervision and training.
- Formulas and methods of preparing and serving foods in large quantities.
- ~~Principles, procedures and equipment used in the storage, care, preparation, cooking and dispensing of food in large quantities. Procedures and equipment used in food storage.~~
- Kitchen sanitation and safety measures used in the operation, cleaning and care of utensils, equipment and work areas.
- Methods of adjusting standard recipes by reducing or increasing in proportion to current production needs.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Dietary standards for institutional food service.

### Ability to:

- Supervise the work of others in a lead capacity, organize shifts and perform the work of cooks as necessary.
- On an intermittent basis, sit while driving van; walk and stand to prepare meals at different work stations; bend, kneel, twist and squat to lift pots and move food to different locations; climb on stool to reach food stored; hand manipulation to cut and prepare food; and lift heavy weight.
- On an intermittent basis, identify ~~spices~~ ingredients for food preparation; interpret instructions and menus given by supervisor; know and understand how to clean and use kitchen equipment; ~~observe~~ oversee trustees at the work site; problem solve operational problems; remember cooking instructions; and explain work procedures to trustees.
- Prepare and oversee the preparation of a large volume operation; control food loss; and maintain sanitation measures.
- Read, understand and follow recipes.
- Prepare tasty foods and serve them attractively.
- Judge the quantity of food required and prepare it with ~~minimum of waste~~ minimal waste; control food loss.

PLACER COUNTY  
Cook, Senior (Page 3)

- Maintain sanitation and food safety measures.
- Keep records, including inventory.
- Understand and follow oral and written instructions.
- Work unusual and/or prolonged work schedules.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training**

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

**Experience:**

Three years of responsible experience in preparing, cooking and serving meals in large quantities in a restaurant or institution. Experience ~~must~~ may include ~~hiring and training personnel, plus ordering and maintaining an inventory of supplies and commodities.~~

**Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**License or Certificate:**

- Possession of, or ability to obtain, a valid driver's license. Proof of adequate vehicle insurance and medical clearances may also be required.
- Possession of, or ability to obtain, First Aid and CPR certificates.





PLACER COUNTY  
HUMAN RESOURCES DEPARTMENT  
145 Fulweiler Avenue, Suite 200  
Auburn, California 95603-4578

CIVIL SERVICE COMMISSION  
John Costa  
Ron Le Doux  
Don Nelson  
Andrae Randolph  
Rick Ward

Lori Walsh, Human Resources Director  
Main Office: 530.889.4060  
FAX: 530.886.4626  
www.placer.ca.gov

## MEMORANDUM

**TO:** Civil Service Commission  
**FROM:** Lori Walsh, Human Resources Director  
**BY:** Suzanne Holloway, Senior Personnel Analyst   
**DATE:** November 9, 2015  
**SUBJECT:** EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

### Recommendation:

It is recommended that the Civil Service Commission approve the attached Equal Employment Opportunity Program (EEOP) effective January 1, 2016 through December 31, 2016.

### Basis for Recommendation:

The County, through both the Civil Service Commission and the Board of Supervisors, is required each year to affirm the County's EEOP. The attached EEOP is recommended as an annual affirmation of the County's policy that is in compliance with State and Federal law.

As part of this year's review, the current EEOP was reviewed by Human Resources with input and feedback from County Counsel. The revisions recommended this year consist of the following:

- Updated language to reflect the newly organized Human Resources Department
- Inclusion of volunteers and non-paid interns to the list of covered employees in compliance with AB 1443
- Streamlined and consolidated language to increase clarity and understanding of the EEOP per the County Executive's directive.

With the attached amendments, this staff report requests your continued support and affirmation of the County's policy and program with regard to equal employment opportunity. For the purpose of clarity, you have been provided with both a clean copy and an add/delete version to identify specific changes/updates to the current document.

# Placer County Equal Employment Opportunity Program

## PROGRAM STATEMENT

Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment, discrimination and retaliation are prohibited and that all employees, and applicants, agents, contractors, and unpaid-interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race, color, ancestry, ~~religious-creed~~ religion, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including pregnancy, childbirth and related medical conditions), or any other classification protected by federal, state, or local laws ~~or ordinance~~.

~~The~~ An objective of Placer County's ~~nondiscrimination~~ Equal Employment Opportunity program ~~Program~~ is, wherever possible, to actively recruit and include for consideration for employment qualified applicants including, members of minority groups, women and persons with disabilities. All decisions of employment and promotions must be made solely on the individual's qualifications (merit) for the job in question.

The County ~~Personnel~~ Human Resources Director has been designated as the Equal Employment Opportunity Coordinator. Inquiries concerning the application of federal and state laws and regulations should be referred to the ~~Personnel~~ Human Resources Director (530) 889-4060, Placer County ~~Personnel~~ Human Resources Department.

To achieve equal employment opportunity, it is necessary that each person working for the County understands the importance of the program. Each individual is responsible to contribute toward the success of the program and he/she will be evaluated accordingly as to his/her performance.

Placer County will update and reaffirm this Equal Employment Opportunity Program statement annually:

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Chair, Civil Service Commission

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Chair, Board of Supervisors

### Policy Against Discrimination, Harassment and Retaliation Prohibited

Placer County Code section 3.08.110 delineates the procedures to be followed should an individual feel that he/she were treated in a manner which violated any constitutional or statutory right associated with County employment opportunities. This policy states in part, that "no person in the Civil Service System or seeking admission thereto shall be appointed, reduced or removed or in any way favored or discriminated against because of any constitutionally or statutorily protected right, or because of age, gender, gender identity and expression, race, sexual orientation, color, ancestry, religious creed, national origin, physical disability, mental disability, medical condition, marital status, military and veteran status, genetic information, pregnancy or childbirth except where specific age, gender or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient operation."

### Policy Against Discrimination, Harassment and Retaliation

It is the policy of the County of Placer that employees, agents, contractors, interns, and volunteers have a working environment free from any form of unlawful discrimination, harassment or retaliation. The work environment should be business-like and assure fair, courteous treatment for employees, job applicants, contractors, interns, volunteers, and the public we serve. ~~It is employee misconduct that can decrease work productivity, undermine the integrity of employment relationships, decrease morale and cause severe emotional and physical stress.~~

All employees should be informed of the discrimination ~~complaint~~ appeal process codified in Placer County Code § 3.08.110 - 3.08.130, and the process to submit a complaint pursuant to the County's policy against Workplace Discrimination, Harassment and Retaliation. Employees should also and be assured of their right to file an appeal or complaints without fear of reprisal. Employees, including supervisors and managers will be trained regarding behavior that constitutes discriminatory discrimination, harassment or retaliation. Employees will also understand the importance of reporting incidents promptly to assure ensure that further incidents do not occur.

The Board of Supervisors expects County department heads to convey to their employees strong disapproval of discriminatory, harassing or retaliatory behavior. All employees, including supervisors and managers, should be clearly informed regarding behavior that constitutes harassment, discrimination or retaliation of a protected class and the consequences of such actions. They should be aware that discriminatory discrimination, harassment or retaliation may be grounds for disciplinary action.

### Dissemination of Program

To ensure that all employees, applicants for employment and the public are aware of Placer County's official policy on Equal Employment Opportunity (EEO) and its commitment to nondiscrimination and all applicable Federal and State discrimination laws, ~~the~~ The following actions have been/will be taken to ensure effective internal and external communication about the Equal Employment Opportunity Program ("Program").

**Internal Dissemination**

1. ~~The Personnel Human Resources Director or his/her designee shall meet periodically with department heads and to discuss and disseminate information on the County's overall Equal Employment Opportunity Program, and facilitate implementation of the Program within the departments, and review the bi-annual workforce analysis.~~
2. ~~The Personnel Human Resources Director or his/her designee shall meet with department heads and their representatives in implementing the Equal Employment Opportunity Program in their respective departments and, The Personnel Director or his/her designee shall review the bi-annual workforce analysis with the department head.~~
- 3.2. ~~Placer County's policy on Equal Employment Opportunity Program Statement and the Federal and State notices required by state and federal law requirements will be posted conspicuously and prominently on department employee bulletin boards in each department, and at locations where they can be readily seen by employees and job applicants applications are received for employment. In addition, each Department will maintain a copy of the Program Statement and federal/state notices.~~
4. ~~All County departments, including Personnel Human Resources, shall have copies of the Equal Employment Opportunity Program and a copy of the Fair Employment and Housing Commission's Discrimination in Employment poster, in a conspicuous location.~~
- 5.3. ~~All employees shall be informed of the policy on County's Equal Employment Opportunity Program and the County's policy against Workplace Discrimination, Harassment and Retaliation, and receive a copy of the Equal Employment Opportunity Program Statement the Program Statement and Policy at the orientation of new employees.~~
6. ~~The phrase "Equal Opportunity Employer" will be included in all job announcements. Such announcements will be posted on department bulletin boards.~~
- 7.4. ~~All department heads and supervisors shall continue to receive changes in updates to the Equal Employment Opportunity Program through Personnel Human Resources and receive any related training.~~

Comment [SMC1]: Consolidated with #2.

Comment [SMC2]: Used language consistent with EEOC requirements

Comment [SMC3]: Consolidated with #4.

Formatted: No bullets or numbering, Tab stops: Not at 1"

**External Dissemination**

1. A copy of the County's Equal Employment Opportunity Program shall be supplied to an individual or organization upon request.
1. \_\_\_\_\_
2. \_\_\_\_\_
2. A copy of the Equal Employment Opportunity Program shall be supplied to an individual upon request.
2. The phrase "Equal Opportunity Employer" will be included in all job announcements and recruitment publications.

Formatted: Indent: Left: 0", First line: 0"

Formatted: Left

Formatted: Indent: Left: 0", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Tab after: 1" + Indent at: 1", Tab stops: 0.5", List tab + Not at 1"

8. ~~Such announcements will be posted on department bulletin boards.~~

3. ~~The phrase "Equal Opportunity Employer" will be included in all recruitment publications.~~

4. All purchase orders, leases and contracts covered by or subject to Executive Order 11246 (as amended) or its implementing rules and regulations will contain an appropriate equal employment opportunity nondiscrimination clause therein.

3.

5. The County will notify each labor union or representative with whom the County has a collective bargaining agreement, or other contract, or memorandum of understanding, of the County's Equal Employment Opportunity Program and commitment.

4.

5. Local organizations, including organizations promoting the employment of minorities, women and persons with disabilities shall be sent a link to access the County's online job bulletin board.

6. ~~copy of job announcements to be placed on bulletin boards.~~

Formatted: Left, Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 1"

Formatted: Left, Indent: Left: 0.5"

Formatted: Left, Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 1"

Formatted: Indent: Left: 0.5"

Formatted: Indent: Left: 0", Hanging: 0.5", No bullets or numbering, Tab stops: Not at 1"

Formatted: Tab stops: Not at 1"

Formatted: Indent: Left: 0", Hanging: 0.5", No bullets or numbering, Tab stops: Not at 1"

Formatted: Font: 12 pt

Formatted: Indent: Left: -0.5", Tab stops: Not at 1"

Formatted: Tab stops: Not at 1"

Formatted: Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 1"

Formatted: Justified, Indent: Left: 0", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 3 + Alignment: Left + Aligned at: 0.5" + Tab after: 1" + Indent at: 1", Tab stops: 0.5", List tab + Not at 1"

Formatted: Justified

### Delegation of Responsibilities

~~The successful implementation of this Equal Employment Opportunity Program shall require the understanding and support of County employees, especially supervisory and management employees, along with department heads. To ensure equal employment opportunity to all individuals, Placer County has designated the responsibilities associated with the Equal Employment Opportunity Program to various staffs follows. The following are the assigned functions and responsibilities:~~

### Board of Supervisors Responsibilities

Members of the Placer County Board of Supervisors pledge their support to ~~this~~ the County's Equal Employment Opportunity Program ("Program"), and in doing so, they agree to:

1. Provide, within budgetary limits, the necessary financial and staff support to effectively implement the Program.
2. Utilize available resources, both within the County and outside the County, where appropriate, to assist in the attainment of the Program's objectives.
3. Seek the support and cooperation of all County employees in achieving the Program's objectives.

**Civil Service Commission Responsibilities**

The Placer County Civil Service Commissioners pledge their support to this Equal Employment Opportunity Program, and in doing so, they agree to:

1. Establish rules for the classified service related to:
  - a) Recruitment
  - b) Examinations
  - c) Eligible Lists and Appointments
  - d) Position Classifications
  - e) Oral Board Panel Compositions
  - f) Wage and Salary Recommendations
  - ~~g) Employee Disciplinary and Grievance Process~~
  - ~~h) Work Week and Overtime~~
  - ~~i)g) Promotion, Demotion, Transfer, Reinstatement~~
  - ~~j)h) Leaves of Absence~~
  - ~~k) Sick Leave and Vacation~~
2. Review minimum qualifications of new and revised classes-classifications to assure try to eliminate that non job-related barriers which adversely impact minorities, women and persons with disabilitiespersons in a protected class are eliminated.
3. Use their best effort to Assure-ensure that employment in the classified service is based upon merit principles and that there is no employment discrimination in the classified service based on gender, gender identity and expression, sexual orientation, race, color, ancestry, religious-creedreligion, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), sex (including pregnancy, childbirth and related medical conditions), age (40 and over), military and/or veteran status, or-marital status, or any other classification protected by federal, state, or local law.
4. Be the final administrative level of appeal in the County's Discrimination Complaint Appeal Procedure as set forth in Placer County Code section 3.08.110, et seq.

Comment [SMC4]: Stricken items are outside scope of 3.08.050

**PersonnelHuman Resources Director Responsibilities**

As the County's Equal Employment Opportunity Coordinator, ~~†~~The County's PersonnelHuman Resources Director shall be the person primarily responsible for the implementation of the Equal Employment Opportunity Program ("Program"). Subject to direction from the Board of Supervisors, CEO, and the County Civil Service Commission, the PersonnelHuman Resources Director shall:

1. Be responsible for the policy direction, and implementation, and administration of the Program to ensure-facilitate attainment of equal employment opportunities in all County departments.
2. ~~Be responsible for administration of the Program as it relates to employment, training, recruitment, retention and promotion.~~

Formatted: Indent: Left: 0", First line: 0", Tab stops: Not at 1"

Formatted: Indent: Left: 0", First line: 0"

3.2. Develop policy statements, internal and external communications and specify the procedures to be used in the implementation and administration of this Program.

4.3. Ensure that employment standards for County positions are valid and job related.

5.4. Facilitate the dissemination of information concerning the County's Equal Employment Opportunity Program and the County's policy against Workplace Discrimination, Harassment and Retaliation to all County employees and inform them of the County's responsibilities and intentions with regard to equal employment opportunity.

6.5. Continue to work with the County Executive Officer to offer opportunities for training programs designed to facilitate career advancement and promotional opportunities for all employees including minorities, persons with disabilities, and women those in a protected class.

7.6. Review the Program annually and recommend revisions to the Board of Supervisors through and the Civil Service Commission, when necessary.

8.7. Be responsible for Manage the investigating investigation of complaints of alleged discrimination, harassment, and retaliation, and recommending corrective action as described in the County's Policy against Workplace Discrimination, Harassment, and Retaliation.

9.8. Establish recruitment programs to assure ensure that employment information is widely disseminated, including distribution dissemination to minority groups. The use of advertising, publications, web-based electronic networking systems, direct mailings, and other forms of communication and contact shall be utilized to ensure a large distribution which includes minority associations and groups supporting persons with disabilities so all persons are informed of County employment opportunities.

10.9. Continue to analyze testing procedures and all other aspects of the County's recruitment and selection processes, as well as job specifications, to try to eliminate ensure that non-job related barriers to hiring or promoting applicants/employees who are persons with disabilities, minority group members or women members of a protected class are eliminated.

Review positions prior to the need to fill in order to determine if there are positions in the department that (a) could be filled with County employees with disabilities or medical conditions that could reasonably be accommodated, or (b) whether there is a need for a special skill (e.g., language) or working conditions specific to each particular position that need to be considered prior to filling them. Coordinate items for modifications to existing class specifications or for recruitment to meet identified needs with the Human Resources Department.

11. Recommend, through the Civil Service Commission, appropriate Equal Employment Opportunity Program changes to the Board of Supervisors.

12. Continue to analyze and remove non-job related barriers in class specifications which discriminate against any protected group.

**Comment [SMC5]:** If we identify a protected class, we should include others, such as those with disabilities.

**Formatted:** Font: 12 pt

**Formatted:** List Paragraph, Indent: Left: 0", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Tab after: 1" + Indent at: 1", Tab stops: 0.5", List tab + Not at 1"

**Formatted:** Font: 12 pt

**Formatted:** List Paragraph, Indent: Left: 0", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Tab after: 1" + Indent at: 1", Tab stops: 0.5", List tab + Not at 1"

**Formatted:** List Paragraph, Left, No bullets or numbering, Tab stops: Not at 1"

**Formatted:** List Paragraph, Left, Indent: Left: 0", First line: 0", Tab stops: Not at 0.5"

**Formatted:** List Paragraph, Left, No bullets or numbering, Tab stops: Not at 1"

**Comment [SMC6]:** Moved up to consolidate.

10. \_\_\_\_\_

13. Counsel employees on promotional opportunities.

11. Conduct formal and informal orientation sessions with managerial and supervisory personnel to promote understanding of the County's Equal Employment Opportunity Program and emphasize that top management considers the Equal Employment Opportunity Program to be of major importance important, and a priority.

14-12. ~~Oversee the provision of mandatory training to all supervisors and managers to facilitate their understanding of focusing on the laws, policy, and impacts concerning protected classes and activities under Title VII and the Fair Employment and Housing ACT (FEHA), unlawful harassment, discrimination, retaliation, workplace violence and the Americans with Disability Act.state and federal law.~~

15. \_\_\_\_\_

16. Provide reasonable accommodation to persons with disabilities in the course of recruitment and examination. ~~Assure~~ Ensure that all testing locations are accessible to all applicants.

17-13. Assist in maintaining open lines of communication throughout the work force.

18-14. Assume any contingent responsibilities necessary to ensure effective implementation of the Equal Employment Opportunity Program.

19. Assist department heads and their designated representatives in implementing the Program in their respective departments.

20-15. Support the County Executive's Office, department heads and their designated representatives in conducting interactive process meetings for those applicants and employees in a protected class who request a reasonable accommodations for known disabilities.

24-16. Conduct biannual analyses of the County workforce in relation to the relevant labor market in order to identify any underutilization of protected classes. Where underutilization is identified, work with departments, the CEO's Office, and other local stakeholders to correct or reduce underutilization.

**Department Head Responsibilities**

Each department head shall be responsible for implementing the Equal Employment Opportunity Program ("Program") at the department level. The department head shall:

1. Use his/her best effort to ~~Ensure~~ ensure that employees and applicants for departmental positions are appointed, trained, assigned, promoted, and demoted on the basis of ability to perform the duties of the job.

2. Demand of themselves and their representatives a responsible and active role in realizing the objectives of the Program.

Formatted: List Paragraph, Indent: Left: 0", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Tab after: 1" + Indent at: 1", Tab stops: 0.5", List tab + Not at 1"

Formatted: No bullets or numbering, Tab stops: Not at 1"

Formatted: Indent: Left: 0", First line: 0", Tab stops: Not at 0.5"

Formatted: No bullets or numbering, Tab stops: Not at 1"

Formatted: Indent: Left: 0", Tab stops: 0.5", List tab + Not at 1"

Formatted: Indent: Left: 0", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Tab after: 1" + Indent at: 1", Tab stops: 0.5", List tab + Not at 1"

Formatted: Tab stops: Not at 1"

Formatted: Indent: Left: 0", First line: 0", Tab stops: Not at 1"

Formatted: Indent: Left: 0", First line: 0"

Comment [SMC7]: Can also be for religious beliefs.

3. Ensure that employees are aware of the objectives of the Program, and the County's policy against Workplace Discrimination, Harassment and Retaliation.
4. Cooperate with the Personnel Human Resources Department in developing valid and job-related employment standards, hiring and promotional strategies, and class specifications.
5. Provide reasonable accommodation which will enable a qualified person with a disability, or in another protected class, person to work.
6. Identify and work with the Personnel Human Resources Department and CEO's office, where applicable, to resolve any problem areas that are in conflict with the Program's objectives.
7. Review and, as necessary, revise hiring and promotional strategies to attract the best qualified applicants and employee applicants.
8. Assist the Personnel Department in recruitment for the various jobs within the department at all levels.

**Formatted:** No bullets or numbering, Tab stops: Not at 1"

**County Executive's Office**

County Executive Office staff assigned to oversee Risk Management and Disability Compliance functions shall provide support to the Personnel Director and department heads to investigate and ensure compliance with appropriate laws and regulations related to this policy, including:

1. Provide training for all employees during their regular working hours.
2. Oversee the provision of mandatory training to all supervisors and managers focusing on the laws, policy, and impacts concerning protected classes under Title VII and the Fair Employment and Housing ACT (FEHA), unlawful harassment, discrimination, retaliation, workplace violence and the Americans with Disability Act.
3. Assist department heads and their designated representatives in conducting interactive process meetings for those applicants and employees who request reasonable accommodations for known disabilities.

**Formatted:** No bullets or numbering, Tab stops: Not at 0.56"

**Formatted:** Indent: Left: 0", First line: 0", Tab stops: Not at 0.5"

**Formatted:** No bullets or numbering, Tab stops: Not at 0.56"

**Formatted:** Font: 12 pt.

**Formatted:** Normal, Justified, Indent: First line: 0", Tab stops: Not at 0.5"

**Formatted:** List Paragraph, Indent: Hanging: 0.5", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

**Formatted:** Font: 12 pt

**Formatted:** List Paragraph, Indent: Hanging: 0.5", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

**Formatted:** Font: 12 pt

**Formatted:** List Paragraph, Indent: Hanging: 0.5", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

**Formatted:** List Paragraph, Indent: Hanging: 0.5", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

**County Employee, Agent, Contractor, Intern, and Volunteer Responsibilities**

1. Understand and abide by the County's Equal Employment Opportunity Program, and the County's policy against Workplace Discrimination, Harassment and Retaliation and comply with its terms.
1. Respect the differences of others, act appropriately at work, and ensure avoid engaging in unlawful discrimination, harassment, and/or retaliation does not occur in the work environment.
2. Contribute to a harassment free environment by acting and behaving in an appropriate manner.

3. ~~Immediately~~ Promptly report any violations of the Program and/or the County's policy against Workplace Discrimination, Harassment and Retaliation that they personally observe or that is within their personal knowledge. ~~harassment, discrimination, and retaliation policy that they personally observe or have knowledge of.~~

Formatted: Font: 12 pt

Formatted: List Paragraph, Indent: Hanging: 0.5", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

4. Cooperate completely in any investigation of discrimination, harassment, and/or retaliation, and ~~shall~~ do not retaliate against complainants or witnesses.

Formatted: Font: 12 pt

Formatted: List Paragraph, Indent: Hanging: 0.5", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

5. County employees responsible for administering, monitoring, or overseeing the work of County agents, contractors, interns, or volunteers shall use their best effort to try to ensure that ~~they~~ the contractor, intern or volunteer does not violate County policy or the EEOP Program.

Formatted: Font: 12 pt

Formatted: Left, Indent: Left: 0.5", No bullets or numbering

Formatted: List Paragraph, Indent: Hanging: 0.5", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

#### Process

Formatted: Font: 12 pt

1. ~~Analyze and evaluate the outcome of recruitment, selection, testing, hiring and promotional practices to eliminate any discriminatory and non job related barriers. This requirement does not in any way preclude the preparation of interim reports from time to time.~~

2. ~~Analyze and identify where underutilization of women, persons with disabilities and minorities exists, determine the causes for such underutilization, and recommend corrective action to correct or reduce future underutilization. This analysis shall be done bi-annually by the County Personnel Director~~

3. ~~Become more involved in job analysis and development of items for upcoming selection processes. Provide specific job analysis of knowledge, skills and abilities pertinent to any positions for which a recruitment is being undertaken.~~

4. ~~Review class specifications used in the department which may have non-job related standards prior to requesting new examinations for respective classes.~~

5. ~~Review positions prior to the need to fill in order to determine if there are positions in the department that (a) could be filled with County employees with disabilities or medical conditions that could reasonably be accommodated, or (b) whether there is a need for a special skill (e.g., language) or working conditions specific to each particular position that need to be considered prior to filling them. Coordinate items for modifications to existing class specifications or for recruitment to meet identified needs with the Personnel Department.~~

6. ~~Discuss equal employment opportunity and the supervisory role on equal employment opportunity with management and supervisory staff.~~

7. ~~Develop department procedures for monitoring all new hires and promotions to determine if there is a pattern of non-selection of women, persons with disabilities or minorities who are the most qualified for the job as required by Federal and State laws in order to help promote future recruitment and outreach efforts.~~

~~8. Consult with the County Personnel Director for specific ideas and techniques relevant to individual department needs or help in utilizing any of the above techniques in the department.~~

Formatted: Justified, Indent: Left: 0", Hanging: 0.5"

#### Recruitment and Selection Procedures

Formatted: Normal, Indent: Left: 0", Hanging: 0.5"

~~Placer County will continue to make efforts to attract the most qualified applicants for employment in all classifications.~~

~~The County's recruitment program shall include, but not be limited to, the following:~~

#### Recruitment:

~~**Review** — The County shall continue its program of analyzing and reviewing recruitment procedures for each job classification to identify and to seek to eliminate any non job-related barriers which may impact applicants.~~

~~**Classification** — Class specifications shall be maintained by the Personnel Department, which shall include an ongoing assessment of duties and responsibilities to ensure the job relatedness of employment standards, knowledge, skills and abilities. The County shall continue, wherever possible, to structure classifications to ensure promotional opportunities for County employees.~~

~~All class specifications developed for County positions shall clearly define the duties and responsibilities of each job, and the employment standards shall be the minimum education and/or experience that is required to successfully perform the job.~~

~~**Job Announcements** — Job Announcements shall clearly define the duties and responsibilities of the position and employment standards required. Prior to recruitment, the job class specifications shall be reviewed to ensure that the requirements of the position are current. Particular attention shall be given to employment standards to be certain that the required education, experience and abilities are not in excess of the actual knowledge, skills and abilities needed to successfully perform the particular job.~~

~~**Advertising** — The County shall continue to advertise broadly all non-promotional openings for County employment in local and major circulation newspapers and/or websites, public sector publications, college placement centers and use minority and female media sources where appropriate. Effective advertising will be used to reach all segments of the population, including minority and women's organizations and organizations that support persons with disabilities.~~

~~**List of Organizations** — The County shall compile and maintain a reasonable list of minority, persons with disabilities, and women's organizations appropriate for advertising job announcements and shall send job announcements to such organizations on the list as are appropriate.~~

~~Departments that have information regarding names of career organizations in that department's occupational specialty shall provide the Personnel Department with~~

~~such names, including organizations which promote minority, persons with disabilities or women applicants.~~

~~**Outreach**—The County shall work with community groups, professional associations, and other agencies concerned with the employment of minorities, women, and persons with disabilities.~~

~~**Upward Mobility**—The best utilization of the skills and potential of the present County work force is one component involved in recruiting all segments of the community.~~

- ~~1. Every effort will be made to disseminate information regarding promotional opportunities to County employees.~~
- ~~2. County employees will be encouraged to apply for all promotional opportunities as they become available.~~
- ~~3. Women, persons with disabilities, and minority group employees, as well as other County employees, will be encouraged to participate in educational and training opportunities available in the community and take job-related courses.~~
- ~~4. County department heads and the County Executive's Office will notify employees of training and educational opportunities as information becomes available to them.~~

**Formatted:** Indent: Left: 0", Hanging: 0.5", No bullets or numbering, Tab stops: Not at 1"

**Formatted:** Tab stops: Not at 0.5"

**Formatted:** Indent: Left: 0", Hanging: 0.5", No bullets or numbering, Tab stops: Not at 1"

**Formatted:** Tab stops: Not at 0.5"

**Formatted:** Indent: Left: 0", Hanging: 0.5", No bullets or numbering, Tab stops: Not at 1"

**Formatted:** Tab stops: Not at 0.5"

**Formatted:** Indent: Left: 0", Hanging: 0.5", No bullets or numbering, Tab stops: Not at 1"

**Formatted:** Indent: Left: 0", Hanging: 0.5"

**Non-discrimination**

All employment announcements, advertisements and recruitment sources shall contain the phrase "Equal Opportunity Employer."

**Selection Procedures**

Selection procedures used by the County shall be evaluated on an ongoing basis to ensure the job relatedness of selection processes and to ensure that selection, appointment and related activities are conducted to provide and promote equal employment opportunity for all employees and applicants.

**Testing Methods**

- ~~1. **Oral and Performance Testing:** Oral examinations, when given, shall be structured to ensure that each candidate has been given an equal testing opportunity. Oral examinations shall be based on specific job related knowledge, skills and abilities as determined by a job analysis of the position. Performance examinations will be conducted, as deemed practical, in order that the candidate may demonstrate any special skills required for a position.~~
- ~~2. **Written Tests:** Written tests may be used to determine the ability to perform defined tasks. New and validated written tests shall be ordered, when possible, and shall be subject to continuing reliability and validation analysis.~~
- ~~3. **Education and Experience Evaluation:** Where a recruitment requires only an oral examination and where it is probable that the recruitment will result in a high number~~

**Formatted:** Justified, Indent: Left: 0", Hanging: 0.5"

**Formatted:** Normal, Indent: Left: 0", Hanging: 0.5"

**Formatted:** Indent: Left: 0", Hanging: 0.5", No bullets or numbering, Tab stops: Not at 1"

**Formatted:** Indent: Left: 0", Hanging: 0.5"

**Formatted:** Indent: Left: 0", Hanging: 0.5", No bullets or numbering, Tab stops: Not at 1"

**Formatted:** Indent: Left: 0", Hanging: 0.5"

**Formatted:** Indent: Left: 0", Hanging: 0.5", No bullets or numbering, Tab stops: Not at 1"

~~of applications, an appraisal screening will be conducted to determine a reasonable number of most qualified candidates based on their employment applications. Applicants will be evaluated against predetermined job-related appraisal criteria. Applicants shall receive a total score which will be used to determine their ranking within the applicant pool. The applicants within this pool determined to be the most qualified will then be invited to participate in the oral examination process for placement on the eligible list and/or actual filling of the vacant position.~~

- ~~4. **Ranking Candidates:** The method of ranking candidates for employment shall be relevant and uniformly applied and in accordance with the Placer County Civil Service Rules. The Personnel Department will certify to the requesting department, the top five (5) ranks of eligible candidates on open recruitments (when 5 or more candidates are deemed eligible).~~

#### **Training**

- ~~1. The County will continue to conduct training sessions for all personnel directly involved in the employment and selection process with a focus on relevant law and regulations and the application of these laws to day-to-day decisions on personnel matters.~~

#### **Program Evaluation**

~~The County of Placer maintains a centralized Personnel Human Resources Department which operates under the CEO and the rules set forth by the Civil Service Commission and will evaluate the effectiveness of its the County's Equal Employment Opportunity Program as follows:~~

- ~~1. Maintain a continuous ethnic composition analysis of all available data relating to the County workforce and, area population, and labor force statistics.~~
- ~~2. Conduct a bi-annual analysis of the County workforce in relation to the relevant labor market, which includes an explanation of any identified areas of underutilization and proposed actions and objectives to address or rectify the underutilization.~~
- ~~3. Maintain records of minority persons in a racial or ethnic minority, persons with disabilities, and women for equal employment opportunity evaluation purposes. These records will include applications, referrals, placements, transfers, promotions, and terminations.~~
- ~~4. Continue to review the testing and selection process with operating departments to ensure the job-relatedness of the process and exclusion of artificial barriers.~~
- ~~5. Recommend, through the Civil Service Commission, appropriate Equal Employment Opportunity Program changes to the Board of Supervisors, as appropriate.~~

#### **Medical Standards**

Formatted: Indent: Left: 0", Hanging: 0.5"

Formatted: Indent: Left: 0", Hanging: 0.5", No bullets or numbering, Tab stops: Not at 1"

Formatted: Indent: Hanging: 0.5"

Formatted: Normal, Indent: Left: 0", Hanging: 0.5"

Formatted: Normal, Indent: Left: 0", Hanging: 0.5", No bullets or numbering

Formatted: Indent: Left: 0", First line: 0"

Medical standards for each County classification have been developed that are job-related, consistent with business necessity, and in compliance with state and federal anti-discrimination law. The medical standards will:

3. Enhance the County's hiring practices by ensuring that the medical standards and examinations are job related and consistent with business necessity.

4. Eliminate barriers to employment of qualified applicants.

5. Assist in preventing injury to employees with disabilities or medical conditions through reasonable accommodation.

6. Assist department heads, their designated representatives, and the Disability Compliance unit of the CEO's Office in conducting interactive process meetings for these applicants and employees who request reasonable accommodations for known disabilities in cooperation with County Executive's Office staff.

### Performance Evaluation

The County uses an automated performance appraisal software program throughout the County to:

1. Provide a comprehensive, job related evaluation of performance.

2. Provide constructive feedback to employees on performance.

3. Provide a vehicle to evaluate promotions, demotions, transfers, and merit increases.

4. Establish performance objectives and provide for feedback on accomplishment of objectives.

Formatted: Indent: First line: 0", Tab stops: Not at 0.5"

Formatted: Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 1"

Formatted: Indent: First line: 0", Tab stops: Not at 0.5"

Formatted: Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 1"

Formatted: Indent: First line: 0", Tab stops: Not at 0.5"

Formatted: Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 1"

Formatted: Indent: Left: 0.5"

Formatted: Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 1"

Formatted: Indent: First line: 0", Tab stops: Not at 0.5"

Formatted: Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 1"

Formatted: Indent: First line: 0", Tab stops: Not at 0.5"

Formatted: Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 1"

Formatted: Indent: First line: 0", Tab stops: Not at 0.5"

Formatted: Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 1"

# Placer County Equal Employment Opportunity Program

## PROGRAM STATEMENT

Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment, discrimination and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race, color, ancestry, religion, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including pregnancy, childbirth and related medical conditions), or any other classification protected by federal, state, or local law.

An objective of Placer County's Equal Employment Opportunity Program is, wherever possible, to actively recruit and include for consideration for employment qualified applicants including, members of minority groups, women and persons with disabilities. All decisions of employment and promotions must be made solely on the individual's qualifications (merit) for the job in question.

The County Human Resources Director has been designated as the Equal Employment Opportunity Coordinator. Inquiries concerning the application of federal and state laws and regulations should be referred to the Human Resources Director (530) 889-4060, Placer County Human Resources Department.

To achieve equal employment opportunity, it is necessary that each person working for the County understands the importance of the program. Each individual is responsible to contribute toward the success of the program and he/she will be evaluated accordingly as to his/her performance.

Placer County will update and reaffirm this Equal Employment Opportunity Program statement annually:

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Chair, Civil Service Commission

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Chair, Board of Supervisors

## **Policy Against Discrimination, Harassment and Retaliation**

It is the policy of the County of Placer that employees, agents, contractors, interns, and volunteers have a working environment free from any form of unlawful discrimination, harassment or retaliation. The work environment should be business-like and assure fair, courteous treatment for employees, job applicants, contractors, interns, volunteers, and the public we serve.

All employees should be informed of the discrimination appeal process codified in Placer County Code § 3.08.110 - 3.08.130, and the process to submit a complaint pursuant to the County's policy against Workplace Discrimination, Harassment and Retaliation. Employees should also be assured of their right to file an appeal or complaint without fear of reprisal. Employees, including supervisors and managers will be trained regarding behavior that constitutes discrimination, harassment or retaliation. Employees will also understand the importance of reporting incidents promptly to ensure that further incidents do not occur.

The Board of Supervisors expects County department heads to convey to their employees strong disapproval of discriminatory, harassing or retaliatory behavior. All employees, including supervisors and managers, should be clearly informed regarding behavior that constitutes harassment, discrimination or retaliation of a protected class and the consequences of such actions. They should be aware that discrimination, harassment or retaliation may be grounds for disciplinary action.

### **Dissemination of Program**

The following actions have been/will be taken to ensure effective internal and external communication about the Equal Employment Opportunity Program ("Program").

#### **Internal Dissemination**

1. The Human Resources Director or his/her designee shall meet periodically with department heads to discuss and disseminate information on the County's Equal Employment Opportunity Program, facilitate implementation of the Program within the departments, and review the bi-annual workforce analysis.
2. Placer County's Equal Employment Opportunity Program Statement and the notices required by state and federal law will be posted conspicuously and prominently on employee bulletin boards in each department, and at locations where they can be readily seen by employees and job applicants. In addition, each Department will maintain a copy of the Program Statement and federal/state notices.
3. All employees shall be informed of the County's Equal Employment Opportunity Program and the County's policy against Workplace Discrimination, Harassment and Retaliation, and receive a copy of the Program Statement and Policy at the orientation of new employees.

4. All department heads and supervisors shall continue to receive updates to the Equal Employment Opportunity Program through Human Resources and receive any related training.

### **External Dissemination**

1. A copy of the County's Equal Employment Opportunity Program shall be supplied to an individual or organization upon request.
2. The phrase "Equal Opportunity Employer" will be included in all job announcements and recruitment publications.
3. All purchase orders, leases and contracts covered by or subject to Executive Order 11246 (as amended) or its implementing rules and regulations will contain an appropriate equal employment opportunity nondiscrimination clause therein.
4. The County will notify each labor union or representative with whom the County has a collective bargaining agreement, or other contract, or memorandum of understanding, of the County's Equal Employment Opportunity Program and commitment.
5. Local organizations, including organizations promoting the employment of minorities, women and persons with disabilities shall be sent a link to access the County's online job bulletin board.

### **Delegation of Responsibilities**

Placer County has designated the responsibilities associated with the Equal Employment Opportunity Program as follows.

### **Board of Supervisors Responsibilities**

Members of the Placer County Board of Supervisors pledge their support to the County's Equal Employment Opportunity Program ("Program"), and in doing so, they agree to:

1. Provide, within budgetary limits, the necessary financial and staff support to effectively implement the Program.
2. Utilize available resources, both within the County and outside the County, where appropriate, to assist in the attainment of the Program's objectives.
3. Seek the support and cooperation of all County employees in achieving the Program's objectives.

### **Civil Service Commission Responsibilities**

The Placer County Civil Service Commissioners pledge their support to this Equal Employment Opportunity Program, and in doing so, they agree to:

1. Establish rules for the classified service related to:
  - a) Recruitment
  - b) Examinations
  - c) Eligible Lists and Appointments
  - d) Position Classifications
  - e) Oral Board Panel Compositions
  - f) Wage and Salary Recommendations
  - g) Promotion, Demotion, Transfer, Reinstatement
  - h) Leaves of Absence
2. Review minimum qualifications of new and revised classifications to try to eliminate non job-related barriers which adversely impact persons in a protected class.
3. Use their best effort to ensure that employment in the classified service is based upon merit principles and that there is no employment discrimination in the classified service based on gender, gender identity and expression, sexual orientation, race, color, ancestry, religion, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), sex (including pregnancy, childbirth and related medical conditions), age (40 and over), military and/or veteran status, marital status, or any other classification protected by federal, state, or local law.
4. Be the final administrative level of appeal in the County's Discrimination Appeal Procedure as set forth in Placer County Code section 3.08.110, et seq.

### **Human Resources Director Responsibilities**

As the County's Equal Employment Opportunity Coordinator, the County's Human Resources Director shall be the person primarily responsible for the implementation of the Equal Employment Opportunity Program ("Program"). Subject to direction from the Board of Supervisors, CEO, and the County Civil Service Commission, the Human Resources Director shall:

1. Be responsible for the policy direction, implementation, and administration of the Program to facilitate attainment of equal employment opportunities in all County departments.
2. Develop policy statements, internal and external communications and specify the procedures to be used in the implementation and administration of this Program.
3. Ensure that employment standards for County positions are valid and job related.
4. Facilitate the dissemination of information concerning the County's Equal Employment Opportunity Program and the County's policy against Workplace Discrimination, Harassment and Retaliation to all County employees.
5. Offer opportunities for training programs designed to facilitate career advancement and promotional opportunities for all employees including those in a protected class.

6. Review the Program annually and recommend revisions to the Board of Supervisors and the Civil Service Commission, when necessary.
7. Manage the investigation of complaints of alleged discrimination, harassment, and retaliation, and recommend corrective action as described in the County's Policy against Workplace Discrimination, Harassment, and Retaliation.
8. Establish recruitment programs to ensure that employment information is widely disseminated.
9. Continue to analyze the County's recruitment and selection processes, as well as job specifications, to try to eliminate non-job related barriers to hiring or promoting applicants/employees who are members of a protected class.
10. Review positions prior to the need to fill in order to determine if there are positions in the department that (a) could be filled with County employees with disabilities or medical conditions that could reasonably be accommodated, or (b) whether there is a need for a special skill (e.g., language) or working conditions specific to each particular position that need to be considered prior to filling them. Coordinate items for modifications to existing class specifications or for recruitment to meet identified needs with the Human Resources Department.
11. Conduct formal and informal orientation sessions with managerial and supervisory personnel to promote understanding of the County's Equal Employment Opportunity Program and emphasize that top management considers the Equal Employment Opportunity Program to be important, and a priority.
12. Oversee the provision of training to all supervisors and managers to facilitate their understanding of protected classes and activities under state and federal law.
13. Provide reasonable accommodation to persons with disabilities in the course of recruitment and examination. Ensure that all testing locations are accessible to all applicants.
14. Assume any contingent responsibilities necessary to ensure effective implementation of the Equal Employment Opportunity Program.
15. Support department heads and their designated representatives in conducting interactive process meetings for those applicants and employees in a protected class who request a reasonable accommodation.
16. Conduct biannual analyses of the County workforce in relation to the relevant labor market in order to identify any underutilization of protected classes. Where underutilization is identified, work with departments, the CEO's Office, and other local stakeholders to correct or reduce underutilization.

## **Department Head Responsibilities**

Each department head shall be responsible for implementing the Equal Employment Opportunity Program ("Program") at the department level. The department head shall:

1. Use his/her best effort to ensure that employees and applicants for departmental positions are appointed, trained, assigned, promoted, and demoted on the basis of ability to perform the duties of the job.
2. Demand of themselves and their representatives a responsible and active role in realizing the objectives of the Program.
3. Ensure that employees are aware of the Program, and the County's policy against Workplace Discrimination, Harassment and Retaliation.
4. Cooperate with the Human Resources Department in developing valid and job-related employment standards, hiring and promotional strategies, and class specifications.
5. Provide reasonable accommodation which will enable a qualified person with a disability, or in another protected class, to work.
6. Identify and work with the Human Resources Department to resolve any problem areas that are in conflict with the Program's objectives.

## **County Employee, Agent, Contractor, Intern, and Volunteer Responsibilities**

1. Understand and abide by the County's Equal Employment Opportunity Program, and the County's policy against Workplace Discrimination, Harassment and Retaliation.
2. Respect the differences of others, act appropriately at work, and avoid engaging in unlawful discrimination, harassment, and/or retaliation in the work environment.
3. Promptly report any violations of the Program and/or the County's policy against Workplace Discrimination, Harassment and Retaliation that they personally observe or that is within their personal knowledge.
4. Cooperate completely in any investigation of discrimination, harassment, and/or retaliation, and do not retaliate against complainants or witnesses.
5. County employees responsible for administering, monitoring, or overseeing the work of County agents, contractors, interns, or volunteers shall use their best effort to try to ensure the contractor, intern or volunteer does not violate County policy or the Program.

## **Program Evaluation**

The Human Resources Department will evaluate the effectiveness of the County's Equal Employment Opportunity Program as follows:

1. Maintain a continuous ethnic composition analysis of all available data relating to the County workforce, area population, and labor force statistics.
2. Maintain records of persons in a racial or ethnic minority, persons with disabilities, and women for equal employment opportunity evaluation purposes. These records will include applications, referrals, placements, transfers, promotions, and terminations.
3. Enhance the County's hiring practices by ensuring that the medical standards and examinations are job related and consistent with business necessity.



PLACER COUNTY  
 HUMAN RESOURCES DEPARTMENT  
 145 Fulweiler Avenue, Suite 200  
 Auburn, California 95603-4578

CIVIL SERVICE COMMISSION  
 John Costa  
 Ron Le Doux  
 Don Nelson  
 Andrae Randolph  
 Rick Ward

Lori Walsh, Human Resources Director  
 Main Office: 530.889.4060  
 FAX: 530.886.4626  
 www.placer.ca.gov

**MEMORANDUM**

**TO:** Civil Service Commission  
**FROM:** Lori Walsh, Human Resources Director  
**BY:** Kellie Craig, Executive Secretary  
**DATE:** November 9, 2015  
**SUBJECT:** Work Out of Class Pay

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	Jennifer Miskewycz	11/30/15 – 01/30/16	60 days
Health & Human Services	Christina Rhodes	11/27/15 – 05/27/16	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:** Jeff Brown – Health & Human Services  
 Scott Owens – District Attorney

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

**TO:** Lori Walsh, Personnel Director  
**FROM:** R. Scott Owens, District Attorney  
**DATE:** November 9, 2015  
**SUBJECT:** Request for Work Out of Class (WOC) Pay

---

**ACTION REQUESTED**

Employee's Name: Jennifer Miszkewycz  
Current Classification: Deputy District Attorney Senior  
WOC Classification: Deputy District Attorney Supervisor  
Initial WOC Effective Date: May 30, 2015; PP #26  
Requested Extension Effective Date: November 30, 2015; PP #13  
Approximate Number of Days: 60  
Approximate End Date (End of pp): January 30, 2016; PP #17  
Reason for WOC Request:

- |                                                            |                                                           |                                                                |
|------------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Fill Behind Leave of Absence      | <input type="checkbox"/> Peak Workload/Special Project    | <input type="checkbox"/> Pending Reclassification/Reallocation |
| <input checked="" 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**

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 Misdemeanor unit. Jennifer Miszkewycz has been in a work out of class assignment in the Misdemeanor unit, as a Supervising Deputy District Attorney since June of 2015. Jennifer is filling the vacancy created when the Supervising Deputy District Attorney retired. We are requesting to extend Jennifer's work out of class for an additional 60 days to further continue addressing the workload needs in the Misdemeanor unit. The District Attorney's office anticipates filling the Supervising Deputy District Attorney classification by the approximate requested end date January 30, 2016.

**RECOMMENDATION**

It is therefore, recommended that Jennifer Miszkewycz, Deputy District Attorney Senior, be approved to continue to receive WOC pay as a Deputy District Attorney Supervisor, effective November 30, 2015, Pay Period # 13 through January 30, 2016, Pay Period # 17.

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

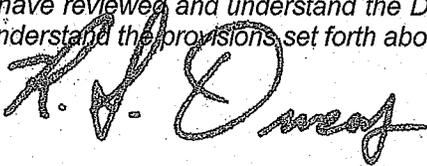
**AUTHORITY**

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 may be 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)

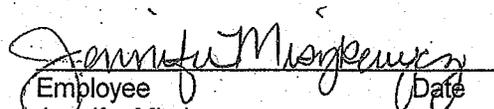
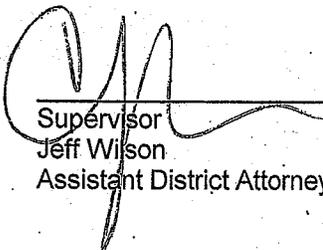
**PROVISIONS FOR WOC ASSIGNMENTS**

- 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  
Jennifer Miskewycz                      11/2/15  
Deputy District Attorney Senior  
\_\_\_\_\_  
Supervisor                                      Date  
Jeff Wilson                                      11-2-15  
Assistant District Attorney

**WORK OUT OF CLASS AGREEMENT  
DEPARTMENT OF HHS**

**TO:** Lori Walsh, Human Resources Director  
**FROM:** Dr. Robert Oldham, Health Officer and Director of Public Health Division  
**DATE:** November 9, 2015  
**SUBJECT:** Request for Work Out of Class (WOC) Pay

---

**ACTION REQUESTED**

Employee's Name: Christina Rhodes, B.S., P.H.M.  
Current Classification: Public Health Microbiologist  
WOC Classification: Senior Public Health Microbiologist  
Initial WOC Effective Date: May 30, 2015  
Requested Extension Effective Date: November 27, 2015  
Approximate Number of Days: 180  
Approximate End Date (End of pp): May 27, 2016  
Reason for WOC Request:

- |                                                       |                                                           |                                                                    |
|-------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Fill Behind Leave of Absence | <input 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 checked="" 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**

Ms. Rhodes began her work out of class assignment as a Senior Public Health Microbiologist on May 30, 2015 when the Client Services Program Supervisor retired and the Senior Public Health Microbiologist was placed in a work out of class assignment as a Client Services Program Supervisor over the Public Health Lab. On October 2, 2015 the Senior Public Health Microbiologist who was working out of class at the supervisory level resigned her position, which resulted in vacancies at both the supervisory and senior levels. The Public Health Division is requesting the extension of Ms. Rhodes' work out of class assignment as we recruit to fill both the Senior Public Health Microbiologist and Client Services Program Supervisor positions.

A Senior Public Health Microbiologist is needed to train, lead, and coordinate the work of Public Health Laboratory staff engaged in performing microbiological testing; to exercise technical and functional supervision over professional staff, provide direct supervision over technical and clerical staff members. This position requires performance of the most difficult and complex professional laboratory work. Furthermore, the Senior Public Health Microbiologist strongly supports the Placer County Public Health Laboratory in its function to test for all high risk Environmental and Human Clinical Bioterrorism agents.

Ms. Christina Rhodes is a certified Public Health Microbiologist who has worked in the Placer County Public Health Laboratory for many years and has the experience to lead the lab staff until a permanent hire is made.

**RECOMMENDATION**

It is therefore recommended that Ms. Christina Rhodes, Public Health Microbiologist, continue to work out of class as a Senior Public Health Microbiologist and be approved to receive WOC pay as a Senior Public Health Microbiologist, effective November 27, 2015. This WOC assignment will result in an approximate increase of 5 %. 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



**County of Placer Public Health Laboratory - October 2015**

**Musau WaKabongo, Ph.D., PHM, HCLD (ABB)**

**Laboratory Director**

**Allocation - 34152**

**Supervisor/Laboratory Bioterrorism**

**Response Coordinator**

**Allocation: 32593 - VACANT**

**Beth Friend, BA**  
Senior Administrative Clerk

**Allocation: 32603**

**Extra Help Microbiologist**

Vacant

**Training**

Sharlet Elms, BS., PHM – Trainer –  
**Extra Help**

**Senior Public Health Microbiologist:**

Allocation: 34134 - VACANT

**Public Health Microbiologists:**

- Christina Rhodes, B.S., PHM (Allocation: 32594)
- WOC as Senior Public Health Micro – Main LAB
- Harmeet Kaur, Ph.D., PHM (Allocation: 32633)
- WOC as Senior Public Health Micro – BT LAB

**Laboratory Technicians**

- Sue Jacinto – allocation: 32655)
- Debra Rhoades - allocation: 32587)
- Stephanie Stilwell - allocation: 32582)