COUNTY OF Placer

CIVIL SERVICE COMMISSION

COMMISSIONERS
John Costa - Vice Chair
Ron Le Doux
Don Nelson
Andrae Randolph – Chair
Rick Ward

Monday, May 8, 2017

AGENDA

145 Fulweiler Avenue, Suite 200
Auburn, California 95603

Lori Walsh, Human Resources Director
Paula Hood, Commission Clerk
Main Office: 530.889.4067
www.placer.ca.gov

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
Large Conference Room, 1st floor
145 Fulweiler Avenue, Suite 100, Auburn CA 95603 -- 530.889.4060

4:00 PM **OPEN SESSION**

Roll Call

Flag Salute

I. Agenda Approval

II. Approval of Minutes from previous meeting – April 10, 2017

III. 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.

IV. New Business

A. Request for approval of Work out of Class pay pursuant to Placer County Code Section 3.08.510(C)(5)(c) for two employees assigned to the District Attorney's Office.

B. Request to approve the proposed revisions to the classification specification of Planner Assistant/Planner Associate as requested by the Air Pollution Control District.

C. Request for approval of:

1. Reclassification of an Account Clerk - Senior to the classification of Accounting Technician in the Department of Public Works and Facilities, and the non-competitive promotion of the current incumbent pursuant to County Code section 3.08.480.

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

A. Provisional Appointments – (1) Library

B. Staff Reports and Correspondence

1. Staff updates
   - Nicole Lopez - Wellness Program Overview
   - Introduction of new HR team members

C. Commissioner Comments

CLOSED SESSION

I. **PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS**

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

OPEN SESSION

VI. Report of action taken in closed session pursuant to Government Code Section 54957.1.

VII. Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code.

VIII. Adjournment

<u>Civil Service Commission – Upcoming Regular Meeting</u>

- Monday, June 12th – Auburn – Human Resources Department

COUNTY OF Placer
HUMAN RESOURCES

MEMORANDUM

DATE: May 8, 2017

TO: Civil Service Commission

FROM: Lori Walsh, Director of Human Resources

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.

Department	Employee Name	Dates	Approximate
District Attorney	Mary Green	05/27/2017-11/24/2017	180 days
District Attorney	Lauren Featherstone	05/13/2017-11/10/2017	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: R. Scott Owens – District Attorney

COUNTY OF Placer

TO: Lori Walsh, Human Resources Director

FROM: R. Scott Owens, District Attorney

DATE: April 12, 2017

SUBJECT: Request for Work Out of Class (WOC) Pay

ACTION REQUESTED

Employee ID:	51234672
Current Classification:	District Attorney Investigator
WOC Classification:	"In recognition of additional duties"
Initial WOC Effective Date:	November 26, 2016 PP 13
Requested Extension Eff. Date:	May 27, 2017 PP 26
Expiration Date of WOC:	November 24, 2017 PP 12

REASON FOR WOC

Fill Behind a: ☐ Leave of Absence ☐ Retirement ☐ Resignation ☐ WOC

Other: ☒ Peak Workload/Special Project ☐ Pending Reclassification / Reallocation
☐ Other : <Describe Here>

PLAN TO END TEMPORARY WOC

☐ Request Submitted to Fill Vacancy ☐ Completion of Peak Workload / Special Project
☐ Return of Incumbent from LOA ☐ Other <Describe Here>

BACKGROUND

The District Attorney's Office requests to extend a current Work out of Class assignment for a DA Investigator to continue to fill a critical role in the Placer County Multidisciplinary Interview Center. The Investigator in this position is responsible for the administration, coordination and the daily operation of the Placer County Multidisciplinary Interview Center. Some of the primary duties include: conducts the forensic interviews of children and developmentally delayed adults and any follow-up interview as needed, takes referrals and schedule interviews from law enforcement and Social Service caseworkers. She participates in the pre and post interview meetings with the District Attorney, law enforcement officer, social service caseworker, victim services advocate and mental health professionals. Allowing the DA Investigator to work at this level is critical to meet ongoing programmatic and personnel oversight requirements of the unit. It is requested that this WOC assignment continue until the position is filled.

RECOMMENDATION

It is therefore recommended that this employee be approved to receive WOC pay. Consistent with the guidelines presented under the Placer County Code section 3.08.510, and the PPEO and PCDSA MOUs, additional compensation for WOC pay shall be no less than a minimum of five percent (5%) or exceed a maximum of fifteen percent (15%). The specific amount of the additional compensation will be determined by an analysis of the employee's current classification and the proposed WOC classification and in no case will exceed the amount the employee would receive if promoted to the WOC classification.

AUTHORITY

In line with the principle that an employee assigned higher level work or assigned to work in a position having discernibly higher job duties should receive higher pay, positions within the classified service may be eligible for WOC assignments. Individual employees may be certified by the Human Resources Department as being eligible for WOC pay when so assigned by the appointing authority or designee of that appointing authority (PCC sec. 3.08.510, PPEO and PCDSA MOUs).

PROVISIONS FOR WOC ASSIGNMENTS

- In consideration for the temporary nature of the WOC assignment and the fact that appointment has not been made to the WOC classification, the following guidelines apply:
  - For evaluation purposes, employee is rated in 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 PCC section 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 for two workdays or less or for training purposes.
- The department must notify the Human Resources Department when the WOC employee has a leave of absence that exceeds ten (10) working days since this will result in ending WOC compensation. The department must then notify Human Resources and submit the appropriate paperwork prior to continuing the employee in a WOC assignment upon his/her return from leave.
- Additional compensation for WOC shall be no less than a minimum of five percent (5%) or exceed a maximum of fifteen percent (15%). Salary amount will be rounded down to the nearest whole percentage as determined by Human Resources.
- Additional compensation will be reported as pensionable special compensation if it meets the criteria defined by CalPERS.
- While this WOC request is for a period of time not to exceed 180 days, it may end earlier as determined by the appointing authority.
- Employee is not to begin the WOC assignment until the Human Resources Department certifies the individual is eligible for WOC pay.
- The requesting department is responsible for sharing this WOC request and the provisions set forth for a WOC assignment with the employee.

Information verified by HR

Updated 1/2017

COUNTY OF Placer

TO: Lori Walsh, Human Resources Director

FROM: R. Scott Owens, District Attorney

DATE: April 12, 2017

SUBJECT: Request for Work Out of Class (WOC) Pay

ACTION REQUESTED

Employee ID:	5123382
Current Classification:	Administrative Services Officer
WOC Classification:	Administrative Services Officer Senior
Initial WOC Effective Date:	May 14, 2016 PP 24
Requested Extension Eff. Date:	May 13, 2017 PP 25
Expiration Date of WOC:	November 10, 2017 PP 11

REASON FOR WOC

Fill Behind a: ☐ Leave of Absence ☒ Retirement ☐ Resignation ☐ WOC

Other: ☐ Peak Workload/Special Project ☐ Pending Reclassification / Reallocation
☐ Other : <Describe Here>

PLAN TO END TEMPORARY WOC

☒ Request Submitted to Fill Vacancy ☐ Completion of Peak Workload / Special Project
☐ Return of Incumbent from LOA ☐ Other <Describe Here>

BACKGROUND

The District Attorney's Office requests to extend a current Work out of Class assignment to fill a critical vacancy in The Administrative Fiscal unit which occurred in February 2016. The current Senior Administrative Services Officer recently announced her retirement. We have requested to begin a new recruitment to initiate the process to fill the Senior Administrative Services Officer position.

It is requested that this WOC assignment continue until the Senior Administrative Services Officer position is filled. The higher level duties assigned to this position include monitoring the departmental budget, as well as tracking and monitoring revenue and expenditures, approve payments, verify payroll data, produce financial reports, and grant management of the nine (9) State and Federal Grants currently award to the District Attorney's Office. Additionally, to assist with the supervisory needs of the Administrative Fiscal unit.

RECOMMENDATION

It is therefore recommended that this employee be approved to receive WOC pay. Consistent with the guidelines presented under the Placer County Code section 3.08.510, and the PPEO and PCDSA MOUs, additional compensation for WOC pay shall be no less than a minimum of five percent (5%) or exceed a maximum of fifteen percent (15%). The specific amount of the additional compensation will be determined by an analysis of the employee's current classification and the proposed WOC classification and in no case will exceed the amount the employee would receive if promoted to the WOC classification.

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- The requesting department is responsible for sharing this WOC request and the provisions set forth for a WOC assignment with the employee.

Information verified by HR

Updated 1/2017

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: Laura Carucci, Human Resources Analyst
Date: May 8, 2017
Subject: Request for Classification Specification Revision – Planner Assistant/Associate

Recommendation

It is recommended that the Civil Service Commission approve the proposed revisions to the Planner Assistant/Planner Associate classification specification.

Background

The Air Pollution Control District (APCD) was originally established as a County department in 1992 and was originally referred to as Air Pollution Control Services. At that time, Planners were not allocated to the department. In 1995 the department was renamed to the Air Pollution Control District in order to recognize its status as a separate district within the County subject to an additional governing board, as well as the County Board of Supervisors.

In 2002 the Senior Planner classification specification was updated to reflect use in the District at the District's request and approved by the Civil Service Commission on July 8, 2002. Historically the District had assigned one of the allocated Air Pollution Control Specialist I/II positions to an air quality planning assignment. However, with increasing workload demands related to the County's growth, as well as the increasing awareness of the impact of development and transportation emission on air quality, it was determined that a higher level of knowledge, skills and abilities similar to those ascribed to the professional planner series were necessitated for air quality planning. Therefore, the department proposed modifications to the existing Senior Planner classification to allow more targeted recruitment efforts as well as provide an opportunity to promote professional staff development. At that time, no Assistant Planners or Associate Planners were allocated to the department, so changes were only made to the Senior Planner class specification. Sometime between 2002 and 2005 the APCD added

an Associate Planner allocation, however, no class specification updates were requested. Since that time, the inconsistency had not been noticed and therefore, the request is coming before your Commission at this time.

Basis for Recommendation

In March 2017, it was brought to the attention of the Human Resources Department that an inconsistency existed within the Planner class specification series. The Air Pollution Control District noted that while department specific language was included on the Planner Senior classification specification, similar language did not exist on the Planner Assistant/Planner Associate classification specification. At the request of APCD, department specific language has been added to the Planner Assistant/Planner Associate classification specification in order to reflect the unique requirements associated with positions assigned to APCD and to aid in the department's upcoming recruitment efforts.

The proposed class specification updates will more accurately reflect the unique duties and responsibilities assigned to positions assigned to the Air Pollution Control District, which will in turn allow the APCD to recruit potential applicants more effectively. Attached for the Commission's information and consideration is a copy of the proposed revisions to this classification specification and the District's organizational chart.

The Air Pollution Control District and the Placer Public Employees Organization have reviewed this information and support and concur with the Human Resources Department's recommendations.

Attachments:

Attachment 1: Job specification
Attachment 2: Organizational Chart

cc: Erick White, APCD
A.J. Nunez, APCD
James Britton, Business Representative, IUOE Stationary Engineers Local 39

PLACER COUNTY
September 1995
Revised November 1996
Revised November 2001
Revised May 2017

ASSISTANT PLANNER
ASSOCIATE PLANNER

DEFINITION

To perform professional planning duties in the preparation and review of plans and other documents relating to land use, environmental protection, economic development, environmental compliance and related topics; to administer applicable local ordinances and State and Federal statutes; and to assist the public in understanding and complying with adopted plans and regulations.

DISTINGUISHING CHARACTERISTICS

Assistant Planner: This is the entry level class in the Planner series. This class is distinguished from the journey by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgement on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Associate Planner: This is the full journey level class within the Planner series. This class is distinguished from the Assistant Planner by the assignment of the full range of duties. 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 within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

This class is distinguished from the Senior Planner in that the latter exercises technical and functional supervision over less experienced professional planning, technical and clerical staff and performs the full range of duties as assigned including oversight of a variety of complex planning projects.

SUPERVISION RECEIVED AND EXERCISED

ASSISTANT PLANNER

As assigned, receives general supervision from ~~the Director of Planning, Assistant Director of Planning, Principal Planner or Supervising Planner~~ higher level management staff. May receive technical and functional supervision from other professional or management personnel.

ASSOCIATE PLANNER

As assigned, receives direction from ~~the Director of Planning, Assistant Director of Planning, Principal Planner or Supervising Planner~~ higher level management staff. May receive functional supervision from other professional or management personnel.

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

When assigned, evaluate public and private development project applications for variances, conditional use permits, subdivision approval, design review, lot line adjustments, etc. for conformance to zoning, environmental and other legal requirements; process applications from submittal through construction, making recommendations regarding conditions, approval or denial; conduct field review as necessary to assure compliance with approval conditions; and review and approve building and sign permits and business licenses.

Participate in the production of major planning documents such as the County General Plan, community plans, environmental documents and specialized plans such as area specific plans, air and water quality plans, environmental compliance and related topics.

Conduct environmental assessment of public and private projects prior to project review; make recommendations regarding mitigation measures or negative declarations; and review environmental impact reports.

Assist the public with information at the public counter and by telephone regarding applicable statutes, regulations and procedures.

Coordinate with other County Departments and public agencies; meet with applicants as necessary and correspond with applicants and/or their representatives regarding project status; and write staff reports and make presentations of findings and recommendations at public hearings and to public bodies.

Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.

Perform related duties as assigned.

When assigned to the Air Pollution Control District:

Review and prepare comments on land use environmental documents forwarded from federal, state, and local agencies.

Monitor the performance of land use development mitigation measures.

Develop air quality plans required by the federal and state ambient air quality standards.

Update and maintain emission inventories.

Prepare research and technological analyses for air quality rules and regulations.

Coordinate research, administrative and technological activities to support District environmental review, incentive grant, air quality planning, and regulatory development programs.

KNOWLEDGE, SKILLS, AND ABILITIES

ASSISTANT PLANNER

Knowledge of:

- Principles and practices of land use planning and development.
- Principles and practices of environmental planning and administration of environmental policies.
- Modern office procedures, methods and computer equipment.
- English usage, spelling, grammar and punctuation.
- Arithmetic, basic statistics and mathematical calculations.

In addition to the above, when assigned to the Air Pollution Control District:

- Principles and practices of computer models to quantify air quality impacts from land use projects.
- Principles and practices of governmental air quality planning development.
- State and federal air quality statutes and legislation, and air district rules and regulations.
- Point and area emission source inventory determinations and reporting procedures.

Ability to:

- On a continuous basis sit at desk for long periods of time; intermittently stand at counter for long periods of time; twist and reach office equipment; write and use keyboard to communicate through written means; and occasionally lift moderate weight.
- On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe planning activities and problem solve when appropriate; understand, interpret and explain applicable ordinances and statutes and Department policies and procedures; visually differentiate between colors on land use maps.

- Compile, analyze and evaluate technical, statistical and economic information; read and interpret maps and legal property descriptions.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Obtain information through interviews and dialogue; work fairly and courteously with the public; work effectively with interruption.
- Analyze situations quickly and objectively and determine proper course of action.
- Use a computer, calculator, typewriter, telephone, dictation machine, facsimile machine, photocopy machine and microfilm reader printer.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

In addition to the above, when assigned to the Air Pollution Control District:

- Conduct modeling analysis to estimate land use project's related air pollution emissions.
- Collect, analyze and interpret air quality data pertaining to air quality planning.
- Review land use permit applications and identify potential emission sources and environmental review requirements.
- Prepare comments/recommendations in the review of air quality analysis prepared for land use projects.

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:

One year of experience involving public contact is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban, regional or environmental planning, -or a related field.

License or Certificate

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

ASSOCIATE PLANNER

In addition to the qualifications for Assistant Planner:

Knowledge of:

- All applicable local ordinances and State and Federal statutes.
- Operation, policies and procedures of the County Planning Department and/or ~~-~~Air Pollution Control District.

In addition to the above, when assigned to the Air Pollution Control District:

- Operation, policies, and procedures of the District's CEQA review program.
- Operation, policies, and procedures of the District's incentive programs.
- Principles and practices of emission inventory development.
- Principles and practices of air monitoring data analysis for planning purposes.
- Principles and practices of air pollution dispersion modeling technologies and applications.

Ability to:

- Independently compile, analyze and evaluate technical, statistical and economic information; read and interpret maps and legal property descriptions; read and interpret applicable laws and regulations.

In addition to the above, when assigned to the Air Pollution Control District:

- Oversee the CEQA review program.
- Oversee the incentive grant program.
- Update and maintain the District's emission inventory.
- Coordinate research, technological, and administrative activities necessary for air quality planning programs.

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:

Two years of planning experience performing duties similar to those of an Assistant Planner in Placer County.

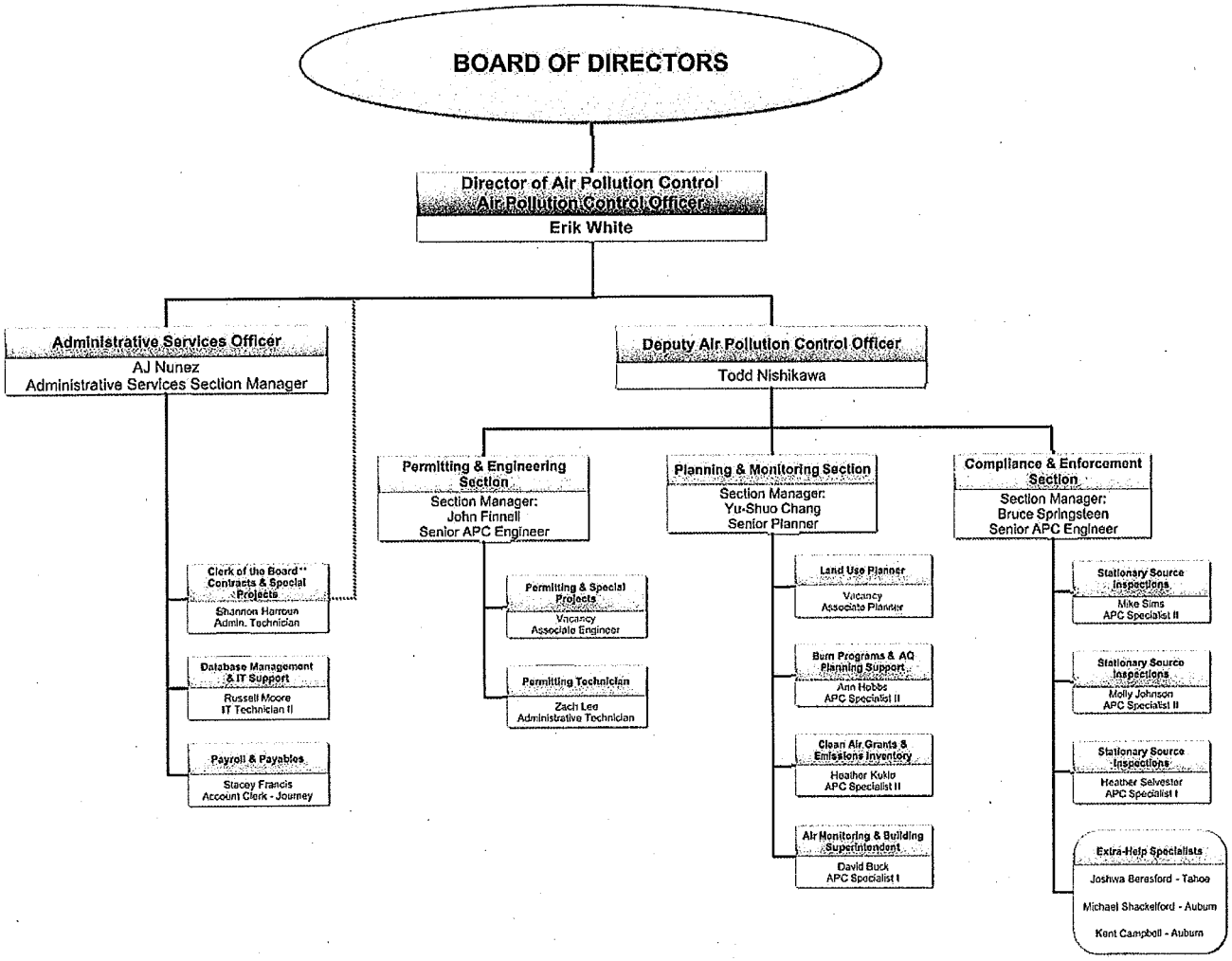
Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban or regional planning, or a related field.

License or Certificate

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

Placer County Air Pollution Control District
Organization Chart



** The "Clerk of the Board" function reports to the Director

Rounded Rectangle denotes
Contract, MOU, or Extra-help Support

Effective Date: February 2, 2017

COUNTY OF Placer

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

COMMISSIONERS
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Main Office: 530.889.4067
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MEMORANDUM

To: Civil Service Commission
From: Lori Walsh, Human Resources Director
By: Laura Carucci, Human Resources Analyst
Date: May 8, 2017
Subject: Senior Account Clerk – Reclassification Request and Non-Competitive Promotion

Recommendation

It is recommended the Civil Service Commission approve:

- The reclassification of an Account Clerk – Senior GNRL Grade 58 ($3,483.26-$4,233.94 monthly) to the classification of Accounting Technician GNRL Grade 73 ($3,939-$4,789.06 monthly) and the non-competitive promotion of the current incumbent pursuant to County Code section 3.08.480.

Background

At the request of the Department of Public Works and Facilities (DPWF), Human Resources (HR) conducted a classification review of the Account Clerk – Senior position in DPWF's Fleet Services Division. HR met with the incumbent and reviewed the Position Inventory Questionnaire (PIQ) completed by the incumbent. While the incumbent has been in this position for many years, the position has grown to include higher level technical and paraprofessional duties as new systems and requirements have been added to the Fleet Services Division.

Basis for Recommendation

A review of the PIQ and information obtained through the desk audit, a discussion with the incumbent's supervisor, and further discussion between HR management staff, confirmed that the duties and tasks performed by the incumbent are consistent with the classification of Accounting Technician.

Typical duties of the Account Clerk – Senior include performing difficult and complex clerical accounting, financial and statistical recordkeeping work. It has been determined that the incumbent has been assigned higher level duties and responsibilities including, but not limited to:

- Responsible for management of technical level accounting functions for the Fleet Services program including management of Voyager Fleet Commander and several other software programs.
- Reconciliation of Fleet services accounting.
- Compile driver reports in Voyager and provide them to departments, which involves answering department questions and independently conducting necessary follow up to solve accounting and/or billing problems as they arise. This requires research and problem solving as the type of question/error is varying and typically involves interfacing with staff at Voyager Fleet Commander.
- Compile, analyze, and review data for the monthly Fleet Billing report.
- Perform maintenance of journals and independently resolve any problems that arise during department review of journal entries.
- Responsible for resolution of any accounting problems/errors that arise during department level audits. As well as independently assessing priority of these problems/errors as they come in.
- Compile CNG (natural gas fuel) billing information, on a monthly basis, which involves gathering miles and checking mileage rates. Send billing and services notices out to departments once information is compiled.
- May answer billing related questions from vendors, if times allows, before referring them to DPWF Administration.

Pursuant to County Code 3.08.520, the employee impacted by this reclassification has been notified of the recommendation and the action to move the request forward to the Civil Service Commission at today's date.

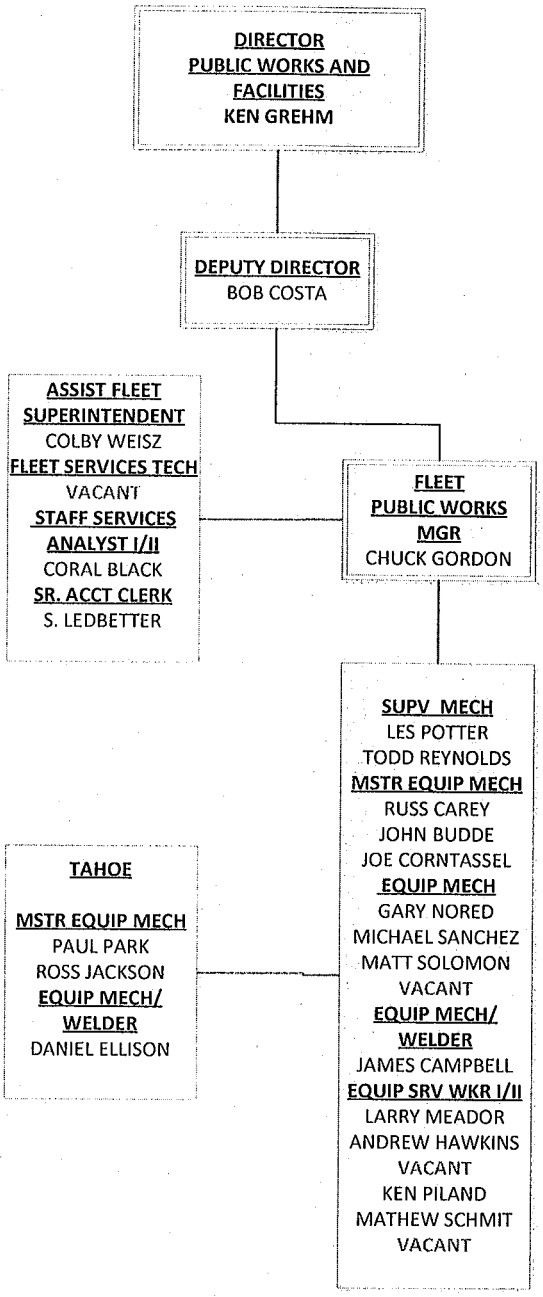
Pursuant to County Code 3.08.480, it has been verified that the incumbent meets the minimum qualifications of the proposed classification and has been assigned and performing the duties successfully for not less than one year. Therefore, it is requested that the incumbent be non-competitively promoted to the classification of Accounting Technician.

Attached for your review is the request from the Department of Public Works and Facilities, the organizational chart for the Placer County DPWF, the completed position inventory questionnaire and the classification specifications Account Clerk – Senior and Accounting Technician. The Business Agent for Local 39, County Executive Office, and the DPWF have reviewed this information and concur with the recommendation described above.

Attachments:

Attachment 1 – DPWF Org Chart
Attachment 2 – Department Memo
Attachment 3 – Position Inventory Questionnaire
Attachment 4 – Classification Specifications

cc: Ken Grehm, Director
Bob Costa, Deputy Director
James Britton, Business Representative, IUOE Stationary Engineers Local 39
Bryan Hacker, Management Analyst


DIRECTOR
PUBLIC WORKS AND
FACILITIES
KEN GREHM
DEPUTY DIRECTOR
BOB COSTA
ASSIST FLEET
SUPERINTENDENT
COLBY WEISZ
FLEET SERVICES TECH
VACANT
STAFF SERVICES
ANALYST I/II
CORAL BLACK
SR. ACCT CLERK
S. LEDBETTER
FLEET
PUBLIC WORKS
MGR
CHUCK GORDON
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MSTR EQUIP MECH
RUSS CAREY
JOHN BUDDE
JOE CORNTASSEL
EQUIP MECH
GARY NORED
MICHAEL SANCHEZ
MATT SOLOMON
VACANT
EQUIP MECH/
WELDER
JAMES CAMPBELL
EQUIP SRV WKR I/II
LARRY MEADOR
ANDREW HAWKINS
VACANT
KEN PILAND
MATHEW SCHMIT
VACANT
TAHOE
MSTR EQUIP MECH
PAUL PARK
ROSS JACKSON
EQUIP MECH/
WELDER
DANIEL ELLISON

MEMORANDUM

DEPARTMENT OF PUBLIC WORKS AND FACILITIES
County of Placer

TO: Human Resources

Date: March 3, 2017

FROM: Kim Hughes, Public Works and Facilities

SUBJECT: **Request to study and reclassify the Senior Account Clerk – Fleet Division**

Public Works and Facilities is requesting a study and evaluation to warrant the reclassification of one Senior Account Clerk in our Fleet Services Division. Susan Ledbetter has completed a position inventory questionnaire and her job assignments have been reviewed by the department with a desk audit. The desk audit justified further review and the department is moving forward with the recommendation to have Human Resources initialize another desk audit for confirmation.

Currently this position is allocated to the Fleet Division of Public Works and Facilities. The assigned duties upon review should be considered out of the scope of work for the current classification. This position has been progressively assigned more technical accounting duties as the new systems and requirements for Fleet Services become apparent which include:

- Reconciliation of Fleet accounting. (budget $9.0 million)
- Monitoring department expenses other than Public Works in regards to fleet expenditures.
- Responsible for identifying and correcting accounting errors related to other departments in addition to Fleet.
- PAS inquiries and interpretations and corrections.
- Maintenance and reconciliation of county wide specific fleet software program (FLEET FOCUS)
- Maintenance of Fleet access data bases, understand OCAs, PCAs, and appropriations.
- Responsible for maintenance and reconciliation of Fleet accounts payable, reimbursement claims, labor and parts inventory and fuel reconciliations.
- Provides back up for Staff Services Analyst II (supervisor)

The position provides advanced journey level support including duties associated with a higher level position as designated below:

- Prepare and maintain computerized financial spreadsheets for ledgers, statistical records; prepare reports from spreadsheets summarizing information and financial records.
- Classify receipts and expenditures and record them to the appropriate accounts.
- Balance financial information system controls; balance Accounts Receivable ($500K monthly) and balance various other statistical and financial transactions with source documents and controls.
- Compile statistical data and prepare reports or summaries for submission to other departments in the County or outside agencies.

Although the position interacts with other personnel and various county employees on a continuous basis, there are no supervisory responsibilities associated with the position at this time. Previously, the incumbent was responsible for supervising an Account Clerk Journey. Occasionally, the position provides direction to student interns.

The initial analysis was completed to insure that the employee is performing not just the technical aspects of the position but the sub-professional finance, fiscal recordkeeping, independent judgment, and functional skills required. The following should be taken into consideration when reviewing the job skills required for the reclassification:

- Knowledge, skills and abilities required
- Significant duties and responsibilities
- Degree of difficulty involved
- Nature of judgment required
- Level and purpose of contacts

The position requires specialized knowledge of specific tasks and duties related to Fleet operations and the department believes that the Accounting Technician position is consistent with the assigned duties identified in the job specifications.

With the initial review of Susan's assignments, the request to analyze the position further does appear to be appropriate and is recommended for approval. The Position Inventory Questionnaire is attached for final evaluation and determination. In addition, attached is the organizational chart reflecting the current tiers of the Fleet Services Division.

cc: Ken Grehm, Director
Bob Costa, Deputy Director

PLACER COUNTY
POSITION INVENTORY QUESTIONNAIRE

SECTION I – EMPLOYEE INFORMATION

Name: Susan Ledbetter	**Official Work Title: Senior Account Clerk**
Working Title: Accounting Technician	**Department/Division: DPWF-Fleet Services**
Work Address: 11448 F Avenue	**Work Phone Number: 530-745-7536**
How long have you been with the organization: 17yrs 9 mths	**How long have you been in your position: 10 years**
Your Supervisor's Name: Chuck Gordon	**Supervisor's Title: Public Works Manager**
Supervisor's Work Phone Number: 530-745-7536	**Your Supervisor's Manager: Bob Costa**
Title: Deputy Director Public Works	**Work Phone Number: 530-745-7524**

SECTION II – POSITION INFORMATION

1. MAIN FOCUS OF YOUR JOB

Two or three sentences describing the main focus of your job.

Perform a variety of complex and technical accounting functions which include the maintenance and reporting of financial accounting data with minimal supervision needed.
Provide statistical data and reports to management and departments which require specialized knowledge.

2. LIST OF DUTIES

A duty is a major responsibility assigned to a position; a duty could include many tasks. List a majority of most significant duties assigned to your position.

Assign a **percentage of time** (either % of time **and/or** hours/day, week, month, year) you spend performing that area of responsibility then indicate whether the duty is of **minor, average, or critical.** Think in terms of an entire year so that you capture all of your duties. Because you will be looking at a year, the time may add up to more than 100% and that is fine!

DO THIS!

1. Receives, opens, time stamps, and distributes incoming mail

3. Calculates, verifies, and posts billing amounts

5. Maintains accurate records on the flow of input information, output records, machine operations, operator assignments, and staff time

DON'T DO THIS

2. Assists in handling mail

4. Prepares final billings

6. Keeps records

	Essential Functions	Frequency (% of time)	Importance
2.1	Manage and maintain over 800 fuel cards in our Assetworks Fleet system, Voyager Fleet Commander and Orpak fuel system. Analyze reports from Assetworks and Voyager Fleet Commander to ensure proper control and adherence to County policy. Conduct thorough audits of card inventory and use. Run driver reports in Voyager which are sent to departments and must adhere to strict Auditor rules and regulations. Maintain and input all Sheriff Voyager cards in our Orpak system allowing them to fuel at the County service station.	40%	Critical
2.2	Compile, analyze and review data for the monthly Fleet Billing Report which requires analysis throughout the month. Proactively locate errors and calculate corrections. Run complex month end billing using Fleet Reports, Access and PAS. Perform month end balancing between PAS and Fleet. Create billing reports in Adobe Acrobat and send to departments.	30%	Critical
2.3	Collect, calculate and input CNG spreadsheets which track CNG fuel use for TART and PCT busses. This involves collecting accurate mileages, labor costs and fuel costs.	5%	Critical
2.4	Process all invoices and Accounts Payable documents in a timely manner. This includes researching in PAS and occasionally checking BPOS and contacting Procurement. Answer inquiries from vendors regarding payment and track payments using the PAS system.	10%	Average
2.5	Prepare, verify and audit Fleet employee timesheets. Resolve timesheet discrepancies. Compile overtime report for management.	10%	Average
2.6	Maintain and supervise journals which require analyzing, researching and summarizing of data and providing backup to departments.	10%	Average
2.7	Respond to complex billing questions which require troubleshooting and calculations to resolve for all departments.	25%	Average

2.8	Maintain and review accounting procedures.	5%	Average

3. KNOWLEDGE / SKILLS / ABILITIES

Every job requires some combination of knowledge, skill, and/or ability (KSA) to perform assigned duties. This section is provided to separate what you know from what you do.

Definition
A knowledge is a body of information drawn upon to perform a duty.
A skill is a physical dexterity or coordination required to perform a duty.
An ability is an observable behavior or aptitude related to a duty.

Examples
Knowledge of modern office procedures, systems and equipment.
Skill in operating heavy equipment including a back hoe.
Ability to analyze and prepare technical reports.

Also, please note whether the KSA is **required** before a person starts the job or whether it can be **learned** on the job.

Knowledge of	Required/Learned
Working knowledge of analytic spreadsheets, accounting/finance software and equipment such as Microsoft Excel, Access, PAS and a 10 key calculator.	Learned
Accounting and bookkeeping principles, practices and procedures	Learned
Modern office procedures	Required
Skill in	**Required/Learned**
Skill to operate a personal computer, calculator and related office equipment.	Required

Ability to	Required/Learned
Prepare and interpret financial transactions and reports.	Learned
Perform complex arithmetic calculations accurately.	Learned
Analyze data and draw logical conclusions.	Learned
Communicate effectively and maintain cooperative working relationships.	Required

4. REQUIRED LICENSES OR CERTIFICATES

Please list any licenses or certificates from a board of licensure or governmental agency you are required to have to perform assigned duties.

Driver's license

5. REQUIRED LAW, CODE, AND/OR ORDINANCE DOCUMENTS

List any law, code, rule or ordinance documents you use in the performance of assigned duties (you do not need to list all of them but rather broad categories)

PAM

6. BUDGET RESPONSIBILITY

Budget: Do you have any duties and responsibilities in the organization budget process (e.g., plan, model, prepare, review, monitor, approve, etc.)?

___x **YES** ___**NO**

List any responsibility for budgets you are assigned. Please note the scope of the budget (specific program, division, department), the kind of responsibility (typing, compiling, forecasting, analyzing), and the frequency of your involvement (daily, monthly, annually).

Compiling data for use in budget calculations.

Amount of operating budget for which you are responsible, if any $ _____

Project budgets: Do you have any capital budget responsibilities (e.g. plan, prepare, monitor, approve, etc)?

__ **YES** _x__**NO**

If yes, please list the project and describe your role/duties and size of budget:

Name of Project	Your Role/Duties	Project $ Amount

7. EQUIPMENT AND TOOLS

List any equipment or tools your use in the performance of assigned duties. Including the amount of time (either % of time or hours/day, week, month) spent using the equipment or tool. We will assume everyone uses computers, phones, Microsoft Office. List any software specific to your job or any tools. You can place them in categories, i.e. hand tools.

Equipment or tool	Frequency
Assetworks Fleet software	8 hours per day
Voyager Fleet Commander fuel card software	2 hours per day
Orpak fuel system	1 hour per day

8. VEHICLES

List any vehicles you use in the performance of assigned duties (this would be anything over 1 ton)

9. WORK PRODUCTS

List the main work products you produce in your job (typed letter, payroll, arrested criminals, monitor office operations). Describe how and by whom these products are reviewed.

Payroll is initially reviewed by me, Chuck Gordon and DPWF-Admin. Voyager cards are constantly reviewed and audited by me and then by the Auditor's office. Fleet monthly billing requires me to regularly analyze and review data. Cynthia Taylor approves the MI and then the Auditor's office reviews it as well.

What are your work products used for? List how and by whom these products are used.

Timesheets are used by all Fleet employees to account for their time Voyager cards are used by most County employees to obtain fuel at our service station and outside stations for their County vehicles. Fleet monthly billing is used by all County departments to review their charges for the month

10. CONTACTS

List groups (e.g. citizens, board of directors, council, vendors, another department within the agency) whom you have regular contact either in person or on the telephone. Please list the reason for the contact and how frequently the contact occurs.

A. Inside the organization	Frequency
Joyce Evans-DPWF-Payroll	Frequently
Dena Beyer-DPWF-MI, Journals and Claims	Periodically
Emily Bardakjian-DPWF-Accounts Payable	Frequently
KJ Sandher-Auditor-Motorpool Interface Dennis Christmon-Auditor-MI technical problems	Monthly

B. Outside the organization.	Frequency
Voyager Fleet Commander-fuel card issues	Daily
PG&E-Natural Gas division-CNG issues	Periodically
Various vendors-payment and vehicle issues	Daily

11. DECISION MAKING

List some examples of decisions or commitments you make regularly and independently in the performance of assigned duties.

When to contact the Auditor if the MI PAS file does not run or has issues. Also when to audit Voyager card system, run inventory and transaction reports.

List some examples of recommendations or problems you take to your supervisor for advice or resolution.

When procedures we have in place do not appear to be effective and need to be modified. Advise management of inconsistencies in billing report and vehicle usage.

12. ENVIRONMENTAL

Describe the work environment you typically work in (office, outdoors, traffic, park).

Office and vehicle shops

13. SUPERVISION EXERCISED

A. Supervision/direction given: Do you directly supervise employees? (Direct supervision includes providing input on employee hiring/firing, conducting performance evaluations, implementing discipline, approving time off, etc)

___ YES **___NO**

Indicate the total number of employees supervised directly: _____

B. Supervision/direction given: Do you perform "Lead" duties? (Lead duties generally include training and providing ongoing guidance to staff, assigning and monitoring work, and assisting in providing information to the supervisor in areas such as employee selection, performance evaluations, and coverage schedules. Lead workers are typically not responsible for hiring/firing, corrective action, or preparing performance evaluations though they provide input for the evaluations.)

_x_YES **___NO**

Indicate the total number of employees you provide lead direction to: Not applicable at this time

C. Who do you supervise?

Please list the name and job title of any employees you exercise supervision over (whether direct or lead) and whether they are a full time employee or part time/temporary employee.

Employee's Name	Job Title	FTE	PT/TEMP
Currently vacant	Account Clerk		
Currently vacant	Intern		

D. What kind of supervision do you exercise? Check the appropriate statement.

	Please check the statements that apply to you.
x	Train others in assigned duties
x	Assign work to other employees
x	Review the work of other employees
	Provide information on employee evaluations
	Conduct employee performance evaluations
	Recommend disciplinary action for employees
	Formally discipline employees
	Recommend hiring and firing of employees
	Hire and fire employees

E. Any additional supervisory responsibility not covered above?

14. PHYSICAL REQUIREMENTS

A. Check the frequency and number of hours a day you are required to do the following specific types of activities and provide an example of the task you perform.

ACTIVITY	FREQUENCY		NUMBER OF HOURS A DAY					EXAMPLES OF TASKS
	CONTINUOUS	INTERMITTENT	0	1-2	3-4	5-6	7-8	
1. Sitting	x						x	Computer
2. Walking		x	x					Shops, Roads and Transit
3. Standing		x	x					Assist customers
4. Bending		x	x					Files
5. Squatting		x	x					Files
6. Climbing		x	x					Stairs
7. Kneeling		x	x					Files
8. Twisting		x	x					At desk

B. Hand manipulation required? _x_ **NO** ___ **YES (Check 1, 2, 3, 4)**

TASK	RIGHT	YES	NO	LEFT	YES	NO
1. Simple grasping?						
2. Power grasping?						
3. Pushing and pulling?						
4. Fine manipulation?						

C1. Does the job require you to reach or work above the shoulder?

YES ___ **NO** _x_ **Frequency** ___

C2. Reaching at or below shoulder level?

YES ___ **NO** _x_ **Frequency** ___

C3. Does the job require use of your feet to operate foot control for repetitive movement?

YES ___ **NO** _x_ **Frequency** ___

D. Are there special visual or auditory requirements? __x_NO ___YES (Describe)

E. Lifting or Carrying – check the appropriate weight and number of times a day you lift the weight.

WEIGHT	NUMBER OF TIMES A DAY				
	0	1-2	3-7	8-19	20+
10 LBS OR LESS		x			
11 TO 25 LBS	x				
25 TO 50 LBS	x				
51 TO 75 LBS	x				
76 TO 100 LBS	x				
OVER 100 LBS	x				

15. MENTAL REQUIREMENTS

Please check any of the following mental processes you use in the performance of your duties and provide an example.

ACTIVITY	FREQUENCY		NUMBER OF HOURS A DAY					EXAMPLES OF TASKS
	CONTINUOUS	INTERMITTENT	0	1-2	3-4	5-6	7-8	
1. Analyzing	x				x			Fleet Billing
2. Identifying	x				x			Accounting inconsistencies
3. Interpreting	x			x				Data
4. Knowing	x			x				PAS
5. Observing	x			x				Office protocol
6. Problem Solving	x				x			In Assetworks fleet software
7. Remembering	x			x				Changes in protocol
8. Understanding	x		x					New tasks
9. Explaining	x				x			Department charges

16. ADDITIONAL INFORMATION

List any information regarding your position that you feel is important for the consultants to have.

I believe that the information presented in this questionnaire represents the assigned duties and responsibilities of my position.

Susan Ledbetter 9/15/16

Incumbent's Signature Date

SECTION III – SUPERVISOR COMMENTS

Supervisor's Name: Coral Black
Title: Staff Services Analyst I
Department: DPWF - Fleet Services

1. Do you believe the employee has described his or her job accurately? ✓ YES ___ NO

   If not, what changes would you make to the questionnaire to describe the job more accurately?

2. If you were going to hire a new employee for this position, what knowledge, skills, and abilities would you require of applicants?

   Knowledge of Accounting & Finance, along with modern office procedures; the ability to analyze & prepare spreadsheets & reports.

3. What experience and/or education would most likely provide an applicant with the above knowledge, skills, and abilities?

   Several years of accounting/office experience &/or AA Degree.

4. What kind of supervision does the position receive? How often do you review the employee's work? How do you normally provide this position with assignments?

   Minimal supervision needed as Susan is very knowledgeable. Review and results only when I am working with data (6mths - Annually) I assign additional work as I need done.

5. Are there any required licenses or certificates for this position?

   N/A –

Coral Black 1/10/17

Supervisor's Signature Date

SECTION IV – MANAGER COMMENTS

I believe the employee and supervisor have accurately described the position in this questionnaire.

✓ YES ___ NO

I would suggest the following modifications to more accurately describe the position.

SUSAN IS INVALUABLE TO THIS OPERATION!!
Please process this - the coming years her value is beyond estimation

Manager's Signature 1/30/17 Date

Placer County Human Resources Department

Close
Print

Account Clerk - Senior (#12404)

$20.10-$24.43 hourly / $3,483.26-$4,233.94 monthly / $41,799.06-$50,807.33 yearly

Email Me when a Job Opens for the above position(s)

DEFINITION

To perform the most difficult and complex clerical accounting, financial and statistical recordkeeping work; to perform work requiring specialized accounting knowledge, abilities, skills and experience; and may provide technical and functional supervision of Account Clerks and other clerical personnel.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Account Clerk series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series requiring specialized knowledge, abilities, skills and experience and may provide technical and functional lead supervision over Account Clerk classes. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel.

Exercises technical and functional supervision over Account Clerk and clerical positions.

EXAMPLES OF ESSENTIAL DUTIES

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

- Perform and/or supervise the maintenance of journals and subsidiary ledgers, general ledgers, tax billing, accounts receivable and payable and similar accounting records, requiring specialized technical, functional or programmatic knowledge.
- Personally perform the most technical, complex clerical recordkeeping transactions and may supervise other personnel providing supporting bookkeeping or recordkeeping work.
- Prepare and maintain computerized financial spreadsheets on a personal computer for ledgers, trusts and statistical records; prepare reports from spreadsheets summarizing

information and financial records.

- Assist in the interpretation of County, State and Federal regulations concerning financial and statistical transactions and reports; prepare financial and statistical reports for submission to State and Federal agencies.
- Prepare periodic statements and analyses of statistical and financial records related to area of assignment.
- Conduct accounting and statistical studies and compute cost and revenue estimates.
- Classify and post expenditures, revenues, or authorizations to the appropriate budgetary or ledger accounts; maintain records of postings; and reconcile to financial reports.
- Keep ledger accounts and collection accounts, balance accounts; review, identify and correct irregularities.
- Receive financial or statistical documents; screen for accuracy and adherence to legal and procedural requirements; carry out proper steps to ensure or authorize payments; deliver documents, post to records, check and balance totals.
- Make computations and changes to financial and statistical data, apply standard formulas or predetermined guides; assemble financial and statistical data from a variety of sources and prepare or assist in preparing financial and statistical reports.
- Contact other governmental agencies, private agencies and County employees to obtain information for and clarify financial or statistical records and transactions.
- Prepare complex financial or statistical reports and summaries independently; recommend improvements in financial recordkeeping procedures and systems.
- Prepare budget estimates; prepare trial balances, recapitulations, balance sheets and complex statistical and financial reports.
- Meet with the public to obtain data, interpret information and answer questions; prepare correspondence to answer questions, request information or provide explanations.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- 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: Two years of responsible journey level experience performing duties similar to an Account Clerk – Journey with Placer County.

Training: Equivalent to the completion of the twelfth grade. Additional specialized training in bookkeeping, accounting or a related field 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:

- Principles and practices of bookkeeping and statistical recordkeeping.
- Common word processing and spreadsheet software used on a personal computer.
- Modern office practices and procedures.

- Arithmetic calculations related to statistical recordkeeping.
- Laws, ordinances, rules and regulations affecting accounting and assigned areas of responsibility in Placer County.
- Principles and techniques of supervision and training.

Ability to:

- On a continuous basis, sit at desk and/or stand at counter for long periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift light weight.
- Intermittently, review documents related to Department operations; observe, identify and problem-solve office operations and procedures; understand, interpret and explain Department policies and procedures; explain operations and problem solve office issues for the public and with staff.
- Plan, assign, review and coordinate the work of others.
- Perform complex and varied statistical and financial recordkeeping, requiring specialized technical, functional or programmatic knowledge.
- Prepare complex financial reports and statements in accordance with predetermined requirements.
- Operate a 10-key adding machine by touch.
- Review financial or statistical documents; screen for accuracy and adherence to legal and procedural requirements; carry out proper steps to ensure or authorize payments and delivery, post to records, check and balance totals.
- Apply accounting, financial and statistical recordkeeping principles to the maintenance of statistical, accounting, financial and payroll transactions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.

CLASS: 12404 **EST: 9/2/1995** **REV:**

Placer County Human Resources Department

Close
Print

Accounting Technician (#12406)

$22.73-$27.63 hourly / $3,939.95-$4,789.06 monthly / $47,279.44-$57,468.74 yearly

Email Me when a Job Opens for the above position(s)

DEFINITION

To perform and supervise technical, sub-professional, accounting, finance and fiscal recordkeeping; and to prepare and review financial and statistical records.

DISTINGUISHING CHARACTERISTICS

This is the full journey level technical accounting class. Employees within this class are distinguished from the Account Clerk series by the performance of work that typically requires specialized college-level training in accounting and finance rather than bookkeeping, by performing a broad range of duties as assigned and typically including responsibility for a program area of accounting and/or supervision of Account Clerks. 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.

This class is distinguished from the Accountant–Auditor series in that the latter is a professional level, requiring completion of a Bachelor's Degree in accounting or a closely related field.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel.

May exercise supervision over Account Clerk classifications or general clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES

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

- Perform and/or supervise the maintenance of journals and subsidiary ledgers, general ledgers, tax billing, accounts receivable and payable and similar accounting records.
- Personally perform technical, complex accounting and financial transactions and may supervise other personnel performing supporting bookkeeping, finance, or recordkeeping work.
- Prepare and maintain computerized financial spreadsheets on a personal computer for ledgers, trusts and statistical records; prepare reports from spreadsheets summarizing

information and financial records.

- Classify receipts and expenditures and record them to the appropriate accounts, funds, trusts, etc.; reconcile ledgers and accounts.
- Balance financial information system controls; balance and post cash receipts, payments and registers; and balance various other statistical and financial transactions with source documents and controls.
- Plan, organize and supervise the work of Account Clerks and other clerical personnel.
- Perform tax default processing and collections.
- Compile statistical data and prepare reports or summaries for submission to other departments in the County or outside agencies.
- Interpret and apply County, State and Federal regulations concerning financial and statistical transactions and reports; prepare financial and statistical reports for submission to State and Federal agencies.
- Meet with the public to obtain data, interpret information and answer questions; prepare correspondence independently to answer questions, request information, or provide explanations.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- 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: Two years of responsible journey level experience performing duties similar to an Account Clerk – Journey with Placer County.

Training: Equivalent to the completion of the twelfth grade supplemented by college level coursework in accounting or a related field.

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and procedures of accounting and finance, and their application to governmental financial transactions.
- The application and operation of common word processing and spreadsheet software used on personal computers.
- Modern office procedures, practices, systems and equipment as applied to accounting and financial recordkeeping operations.
- Laws, ordinances, rules and regulations affecting accounting and assigned areas of responsibility in Placer County.
- Principles and techniques of supervision and training.

Ability to:

- On a continuous basis, sit at a desk and/or stand at a counter for long periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift light weight.
- Intermittently, review documents related to Department operations; observe, identify and solve problems of office operations and procedures; understand, interpret and explain Department policies and procedures; explain operations and problem solve office issues for the public and with staff.
- Plan, assign and supervise the work of others.
- Perform complex and varied accounting and financial recordkeeping.
- Operate a 10-key adding machine by touch.
- Prepare complex financial reports and statements.
- Apply accounting principles to the maintenance of accounting, financial and payroll transactions.
- Establish and maintain effective working relationships with the public and fellow employees of the County.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate effectively in writing and speaking.

CLASS: 12406 **EST: 9/2/1995** **REV:**

COUNTY OF Placer
HUMAN RESOURCES

MEMORANDUM

DATE: May 8, 2017

TO: Civil Service Commission

FROM: Lori Walsh, Human Resources Director

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. For those classified County employees determined to be eligible for a merit increase, the following motion is submitted for your consideration:

Motion to approve the classified merit awards set forth in the list dated May 8, 2017, pursuant to Section 3.04.650 of the County Code.