Public Participation Procedures
In order to protect public health and the safety of our Placer County citizens, attendance for the Civil Service Commission will be offered as a completely virtual Zoom meeting webinar. The Human Resources Department will be closed to public attendance.

Join from a PC, Mac, iPad, iPhone, or Android
https://zoom.us/j/93275655596

Join by Telephone
Dial: 669-900-6833 OR 877-853-5247 (Toll Free)
Webinar ID: 932 7565 5596

In compliance with Governor Newsom’s Executive Order N-29-20-EO on telephone meetings, the public’s participation will be supported through web or phone participation for attendees. When Public Comment is opened, participants may “raise hand” to be called upon to give their public comment.

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2. Those who are calling in via phone may dial *9 to raise their hand once Public Comment is opened. The Clerk will read out the caller’s phone number and they will be notified that they are unmuted. The Clerk will then direct them to state their name for the record and give their comment.

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OPEN SESSION
Call to Order | 3:30PM
Roll Call | Judy McKeig
Flag Salute

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.

1. Approval of Agenda | Regular Meeting, May 11, 2020

2. Approval of Minutes | Regular Meeting, March 9, 2020

3. Approval of Minutes | Special Meeting, April 17, 2020

4. Work Out-of-Class Pay | Department of Health and Human Services, Human Services Division
   Presenter: Courtney Thomas, Human Resources Analyst II
   a. Approve a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for employee 51231461 in the Department of Health and Human Services, Human Services Division from 06/06/2020 for approximately 365 days.
   b. Approve a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for employee 51233001 in the Department of Health and Human Services, Human Services Division from 06/06/2020 for approximately 365 days.

5. Retroactive Work Out-of-Class Pay | District Attorney
   Presenter: Michelle Beauchamp, Assistant Director of Human Resources
   a. Determine whether retroactive work out-of-class pay as a Supervising Deputy District Attorney be granted for employee 51232249, a Senior Deputy District Attorney in the District Attorney Department, beginning 02/02/2019, and approve a six-month extension beginning 04/25/2020 and ending 10/23/2020.
   b. Determine whether retroactive work out-of-class pay as a Supervising Deputy District Attorney be granted for employee 51231996, a Senior Deputy District Attorney in the District Attorney Department, beginning 02/02/2019, and approve a six-month extension beginning 04/25/2020 and ending 10/23/2020.

6. Classification Specification Revisions | Multiple Departments
   Presenter: Lindsay Killian, Human Resources Analyst
   Approve the proposed revisions to the classification specifications for Central Services Worker, Central Services Technician, Senior Central Services Technician, Central Services Supervisor, and Central Services Manager.

7. Request for Reclassification | Department of Public Works
   Presenter: Lindsay Killian, Human Resources Analyst
   a. Approve the reclassification of one Administrative Clerk – Senior position, GNRL 49 ($3,482.27 - $4,348.93 monthly), to the classification of Administrative Secretary, GNRL 64 ($3,929.47 - $4,907.07 monthly).
b. Approve the non-competitive promotion of the incumbent pursuant to County Code section 3.08.480.

8. Placer County Charter Review Committee Recommendations
Discuss the Charter Review Committee’s April 17, 2020 presentation to the Civil Service Commission and consider providing a response to the Board of Supervisors on the recommendations of the Charter Review Committee.

9. Communications
Reports to the Commission are informational only. No action will be taken.
   a. Provisional Appointments: Yes
   b. Staff Reports and Correspondence: Kate Sampson
   c. Commissioner Comments

10. Classified Employees Merit Increases
    Approve merit increases for classified employees pursuant to Placer County Code Section 3.04.650 (progression in steps).

11. Adjournment to the following upcoming meetings

    **Regular Meeting Calendar 2020**
    Second Monday of the Month - 3:30PM
    Human Resources Department, 1st Floor Conference Room
    145 Fulweiler Avenue, Suite 200, Auburn, CA 95603
    OR
    Zoom Virtual Meeting with public participation instructions on agenda

    Monday, June 8, 2020
    Monday, July 13, 2020
    Monday, August 10, 2020
    Monday, September 14, 2020
    Monday, October 12, 2020 - Tuesday, October 13, 2020
    Monday, November 9, 2020
    Monday, December 14, 2020
MEETING LOCATION:
Placer County Human Resources Department
145 Fulweiler Avenue, 1st Floor Conference Room
Auburn, CA 95603
(530) 889-4060

OPEN SESSION
Call to Order | 3:33PM
Roll Call | Judy McKeig
Present | Randolph, Ward, Bennett, Costa, Le Doux
Flag Salute | Led by Commissioner Bennett

Public Comment: None
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.

1. Approval of Agenda | Regular Meeting, March 9, 2020
   Motion: Le Doux/Costa/Unanimous vote 5:0
   Ayes: Randolph, Ward, Bennett, Costa, Le Doux
   No public comment

2. Approval of Minutes | Regular Meeting, February 10, 2020
   Motion: Bennett/Le Doux/Unanimous vote 5:0
   Ayes: Randolph, Ward, Bennett, Costa, Le Doux
   No public comment

3. Work Out-of-Class Pay | Department of Public Works
   Presenter: Laura Carucci, Human Resources Analyst II
   Attendee: Kim Hughes, Staff Services Manager, Department of Public Works
Approve a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for employee 51235601 in the Department of Public Works from 3/14/2020 for approximately 180 days.

Motion: Ward/Le Doux/Unanimous vote 5:0
Ayes: Randolph, Ward, Bennett, Costa, Le Doux

The department is requesting an extension of the current work out-of-class assignment for an Administrative Clerk Senior in the Environmental Engineering Division. This is the second time an extension has been submitted. The department is working with Human Resources (HR) to determine if the position is appropriately classified. A decision is anticipated within a few of months and will be either a position reclassification, or the employee no longer being assigned additional duties.

No public comment. The Commission inquired when the first extension began and when the second extension will end, which is September 2019 and September 2020 respectively. The Commission asked about the number of employees in the department and Ms. Hughes stated the department has approximately 400 employees including extra help. She further noted a desk audit is scheduled and expects a decision from HR within the next few months.

4. Receive an Update on the current Placer County Charter Review Committee’s Scope of Study
   Presenters: Jane Christenson, Assistant County Executive Officer; David Butler, Charter Review Committee Chair; Loretta Walker, Charter Review Committee Vice Chair
   Ms. Beauchamp, Assistant Director of Human Resources, advised the Committee this item will be continued to a future meeting.

5. Communications
   Reports to the Commission are informational only. No action will be taken.
   a. Provisional Appointments: None
   b. Staff Reports and Correspondence: Kate Sampson Michelle Beauchamp
   i. Heidi Kemytsky has been promoted to Senior Human Resources Analyst effective 3/14/20 behind Jennifer Duvall who has moved to Leave Management and Retirement Division.
   ii. Placer County’s in-person training for AB 1234 and AB 1825 on 4/2/20 may be rescheduled due to COVID-19 concerns and HR will advise participants once a determination is made. Commissioner Costa noted the online course for AB 1234 hosted by the FPPC was user friendly. Wendy Brodnick, HR Manager, advised the Learning and Development team can now register participants for its online AB 1825 course, and will work with Ms. McKeig to register the Commissioners who so request.
   c. Commissioner Comments: None

CLOSED SESSION
6. §54957 - Public Employee Performance Evaluations
   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.

OPEN SESSION
   Closed Session Report
Ms. Beauchamp noted nothing to report in closed session pursuant to Government Code Section 54957.1.

7. **Classified Employees Merit Increases**
   Approve merit increases for classified employees pursuant to Placer County Code Section 3.04.650 (progression in steps).
   Motion:  Le Doux/Costa/Unanimous vote 5:0
   Ayes:    Randolph, Ward, Bennett, Costa, Le Doux
   No public comment

8. **Adjournment to the following upcoming meetings**
   Motion:  Bennett/Costa/Unanimous vote 5:0
   Ayes:    Randolph, Ward, Bennett, Costa, Le Doux

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**Regular Meeting Calendar 2020**

Human Resources Department, 1st Floor Conference Room
145 Fulweiler Avenue, Suite 200, Auburn, CA 95603
3:30PM
- Monday, April 13, 2020
- Monday, May 11, 2020
- Monday, June 8, 2020
- Monday, July 13, 2020
- Monday, August 10, 2020
- Monday, September 14, 2020
- Monday, October 12, 2020 - Tuesday, October 13, 2020
- Monday, November 9, 2020
- Monday, December 14, 2020

_______________________________  _______________________________
Andraé Randolph, Chair        Judy McKeig, Commission Clerk
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 Commission Clerk. 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 Commission Clerk 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.

Public Participation Procedures

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Please click the link below to join the webinar:
https://zoom.us/j/91098191033

Or Telephone:
Dial: +1 669-900-6833 or 877-853-5247 (Toll Free)
Webinar ID: 910 9819 1033

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OPEN SESSION
Call to Order | 12:04PM
Roll Call | Judy McKeig

1. Approval of Agenda | Special Meeting, April 17, 2020
   Motion:   Le Doux/Costa/Unanimous vote 5:0
   Roll Call - Ayes:  Randolph, Ward, Bennett, Costa, Le Doux
   No public comment

2. Receive an Update on the Placer County Charter Review Committee’s Recommendations to the Board of Supervisors
   Presenters: Jane Christenson, Assistant County Executive Officer; David Butler, Charter Review Committee Chair; Loretta Walker, Charter Review Committee Vice Chair
   Attachment:  Charter Review Committee Process Highlights Presentation

   Ms. Christenson outlined the role of the Charter Review Committee (CRC) which convenes every five years and recommends possible amendments to the Board of Supervisors (BOS). Ms. Christenson introduced CRC Chair, David Butler, and CRC Vice Chair, Loretta Walker. Mr. Butler explained the CRC’s process identifying issues that may inhibit Placer County’s governance in current and future operations. The CRC will submit their recommendations to the BOS in the coming weeks, who will determine if any will be submitted to voters on the November 2020 ballot. Mr. Butler discussed the four items this CRC will recommend to the BOS: 1) the role of the Civil Service Commission (CSC), 2) BOS approval of department directors, 3) purchasing bid thresholds, and 4) residency requirements for elected officials.

   The CRC recommends moving the administrative functions of the CSC to the Human Resources Department (HRD) for items such as classification studies, compensation reviews, and work out-of-class extensions. This is typical in other counties and the CRC believes will provide a quicker turnaround time, reduce administrative cost, and alleviate personnel time to prepare routine items for CSC meetings. The CRC recognizes the value of the CSC as a hearing body for the appeals process and proposes leaving that function with the CSC. The next steps for the CRC are to host a public meeting on April 28, 2020, and subsequently prepare their final report for presentation to the BOS in May.

   Commissioners discussed whether the County would experience savings from the proposed change and the appeal function of the Commission. While the CRC recommendation is conceptual and does not include detailed plans, Ms. Sampson noted that estimated savings would be anticipated.

   Commissioners offered support for changes that accelerate completion of items with less cost as a benefit to the County. They also underscored the importance of the CSC’s appellate functions and whether short-term savings may result in greater long-term expense, in the event that the proposed changes generate more appeals or legal actions. Commissioners questioned how merit increases might be addressed and suggested that the CSC continue to review performance evaluations to provide oversight and perception of independence,
especially in the public employment environment. The CRC members shared their interest in leveraging the skills sets of the County’s professional staff.

Commissioners expressed interest in a more detailed transition plan. Ms. Walker reiterated that the proposal is conceptual and does not include a full analysis of the anticipated savings or costs. The BOS will need to consider these issues when determining whether to support advancing the recommendation to Placer County voters.

The CSC posed questions regarding the CRC process, including opportunities for departments and public to provide input, consideration of issues, and identifying recommendations. The CSC Chairman directed that a discussion be scheduled at the next regular meeting to consider a formal response to the CRC recommendation. Mr. Wright noted there are no legal issues with the item as it is a question of policy, but there should be legal review of any language forwarded to the voters. Mr. Wright suggested it would be fruitful to have specific details on the proposed changes for the CSC to discuss at the next meeting. Ms. Christenson noted the CRC will likely take their recommendations to the BOS at the May 19, 2020 meeting.

No public comment.

3. Communications

Reports to the Commission are informational only. No action will be taken.

a. Staff Reports and Correspondence: Kate Sampson
   i. Offered thanks to the CSC for accommodating today’s meeting virtually and noted HRD is conducting business as best possible. It is likely the May meeting will be in the same virtual format and to please retain the date on calendars.

b. Commissioner Comments
   i. Ward: none
   ii. Bennett: none
   iii. Le Doux: none
   iv. Costa: noted thanks to Judy McKeig
   v. Andrae: offered thanks to all and noted the CA Supreme Court recently held their first hearing virtually

4. Adjournment to the following upcoming meetings

Motion: Le Doux/Costa/Unanimous vote 5:0
Roll Call - Ayes: Randolph, Ward, Bennett, Costa, Le Doux

No public comment

Regular Meeting Calendar 2020
Second Monday of the Month - 3:30PM
Human Resources Department, 1st Floor Conference Room
145 Fulweiler Avenue, Suite 200, Auburn, CA 95603
OR
Zoom Virtual Meeting with public participation instructions on agenda
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Monday, December 14, 2020

_________________________________   __________________________________
Andraé Randolph, Chair      Judy McKeig, Commission Clerk
DATE: May 11, 2020

TO: Civil Service Commission

FROM: Kate Sampson, Director of Human Resources

BY: Courtney Thomas, Human Resources Analyst II

SUBJECT: Work-Out-of-Class Pay | Department of Health and Human Services, Human Services Division

_____________________________________________________________________________________

The Human Resources Department has received the following departmental requests for two work-out-of-class pay extensions. Listed below is the department, employee ID numbers, and time periods requested. The Human Resources Department has previously approved work-out-of-class pay, and we are requesting the Civil Service Commission approve an additional pay extension as per Placer County Code 3.08.510 (C)(5)(c). Supporting documentation has been attached to this memo.

<table>
<thead>
<tr>
<th>Department</th>
<th>Employee ID</th>
<th>Dates</th>
<th>Approximate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Human Services,</td>
<td>51231461</td>
<td>06/06/2020-06/05/2021</td>
<td>365 days</td>
</tr>
<tr>
<td>Human Services Division</td>
<td>51233001</td>
<td>06/06/2020-06/05/2021</td>
<td>365 days</td>
</tr>
</tbody>
</table>

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

cc: Jeffrey Brown, Director of Health and Human Services
TO: Kate Sampson, Human Resources Director
FROM: Jeffrey Brown, MPH, MSW, Director of Health and Human Services
DATE: May 11, 2020
SUBJECT: Request for Work Out of Class (WOC) Pay

ACTION REQUESTED

Employee ID: 51231461
Current Classification: Software Application Support Specialist
WOC Classification: IT Specialist
Initial WOC Effective Date: December 7, 2019 PP 14
Requested Extension Eff. Date: June 6, 2020 PP 1
Expiration Date of WOC: June 5, 2021 PP 1

REASON FOR WOC

☐ Leave of Absence ☐ Retirement ☐ Resignation ☐ WOC
☐ Peak Workload/Special Project ☐ Pending Reclassification / Reallocation
☒ Other: Technical Assistance to CalSAWS statewide data system

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 Human Services Division of the Department of Health and Human Services wishes to extend the work-out-of-class assignment for a Software Application Support Specialist (SASS) as an I.T. Specialist through June 5, 2021. The term of the requested work-out-of-class assignment for employee 51231461 accommodates the “go-live” timeline of the CalSAWS project.

All fifty-eight California counties are pursuing the formation of a new consortium, California Statewide Automated Welfare System (CalSAWS), which will combine all 58 counties under one health and human services public assistance system. Placer County has joined the consortium and has committed to assisting in its build and in converting data from our previous system, CalWIN. In order to support the CalSAWS project, the CalSAWS Section Directors interviewed candidates for a variety of positions. Employee 51231461 was offered the limited term position of Data Conversion Analyst and Placer County Health and Human Services is in favor of this employee continuing to work in this assignment. The lending of this Placer County employee to the CalSAWS consortium will prove a mutually beneficial arrangement. It will allow us to more effectively
Request for Work Out of Class (WOC) Pay

Object and propose changes when programming will not work for our business processes. We will be an intricate part of the decision making, and when issues rise to the director level, ours will be well informed and able to speak with authority on matters, having been briefed by staff on the inside. Placer County Human Resources reviewed the specifications and duties of the CalSAWS position and recommended that the Placer County equivalent is I.T. Specialist. The was reviewed by the IT Review Panel on October 10, 2019 and received their concurrence. This employee’s continued assignment on this project will help ensure a smooth conversion and transfer process for Placer County to the new system.

The IT Specialist is responsible for a wide variety of complex duties including:

- Contribute to design, development and/or review of work products and deliverables including: Conversion Results Report, CalACES master Conversion Plan, and CalWIN/CalSAWS master Conversion Plan
- Assisting the Contractor Conversion Team in analysis of source files, extraction, and identification of data exceptions with the mapping of legacy data to the CalSAWS database structure, examining processes, forms, reports and operations needs of the project, and completing the transaction workflow documents
- Participating in converted data testing, validating converted data transactions
- Identifying data elements, their functions, formats and medium needed for conversion
- Assisting the Contractor Conversion Team in mapping the legacy data to the new database structure
- Assisting with the conversion readiness review including execution of test scripts to verify accuracy of data, system set-up and reports
- Documenting all process and procedures. Assist in the risk and issue identification, resolution escalation and tracking.

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:

CT 4/23/2020_____ Information verified by HR

Updated 2/2019

Page 2 of 3
Request for Work Out of Class (WOC) Pay

- 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.

Signature: [Signature]

Email: jbrown@placer.ca.gov

CT 4/23/2020 Information verified by HR

Updated 2/2019

Page 2 of 3
TO: Kate Sampson, Human Resources Director
FROM: Jeffrey Brown, MPH, MSW, Director of Health and Human Services
DATE: May 11, 2020
SUBJECT: Request for Work Out of Class (WOC) Pay

#992

ACTION REQUESTED

<table>
<thead>
<tr>
<th>Employee ID:</th>
<th>51233001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Classification:</td>
<td>Eligibility Specialist - Senior</td>
</tr>
<tr>
<td>WOC Classification:</td>
<td>Software Application Support Specialist</td>
</tr>
<tr>
<td>Initial WOC Effective Date:</td>
<td>December 7, 2019 Pay Period 14 FY 19/20</td>
</tr>
<tr>
<td>Requested Extension Eff. Date:</td>
<td>June 6, 2020 Pay Period 1</td>
</tr>
<tr>
<td>Expiration Date of WOC:</td>
<td>June 5, 2021 Pay Period 1</td>
</tr>
</tbody>
</table>

REASON FOR WOC

- [ ] Leave of Absence
- [ ] Retirement
- [x] Resignation
- [ ] WOC
- [ ] Peak Workload/Special Project
- [ ] Pending Reclassification / Reallocation
- [ ] Other

PLAN TO END TEMPORARY WOC

- [ ] Request Submitted to Fill Vacancy
- [ ] Completion of Peak Workload / Special Project
- [ ] Return of Incumbent from LOA
- [ ] Other:

BACKGROUND

The Human Services Division of the Department of Health and Human Services wished to extend the work-out-of-class assignment for an Eligibility Specialist Senior in as a Software Application Specialist (SASS) through June 5, 2021. The term of the requested work-out-of-class assignment extension for employee 51233001 accommodates the "go-live" timeline of the CalSAWS project.

The SASS classification was established and approved by the Civil Service Commission, in order to reflect the work assigned to employees responsible for supporting department specific software applications. In the Human Service Division, the main software applications are CalWIN and CalHEERs. These systems are used to determine applicants' and recipients' eligibility and are used to facilitate benefit issuance to eligible Placer County residents. This group of specialized staff also provide support for ACCESS CalWIN, the IVR website for end user accounts, MyBenefitsCalWIN, the online access website for applications and benefit inquiry, EPPIC, the system that is used for Electronic Benefit Transfer of cash and food assistance benefits (EBT), and MEDS, the Medi-Cal Eligibility Data System.
Request for Work Out of Class (WOC) Pay

At the present time, local help desk support has been impacted with one of the five staff members taking a work-out-of-class assignment as an I.T. Specialist in support of the CalSAWS project for the transition of the CalWIN system to the new Statewide CalSAWS system. Critical support to over 240 end-users will decline because of the staffing shortage were this position to remain vacated. Duties performed include assisting users with trouble shooting application related problems, developing and preparing reports, modifying user profiles, resetting passwords, participating on workgroups, and acting as the county liaison with the CalWIN consortia and with the state application vendor and support staff. Therefore, it is requested that this work-out-of-class assignment be approved through June 5, 2021, or until the work-out-of-class assignment for the prior SASS ends and she returns to her position.

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.

CT 4/23/2020 Information verified by HR Updated 2/2019

Page 2 of 3
Request for Work Out of Class (WOC) Pay

- 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.

Signature: [Signature Image]

Email: jbrown@placer.ca.gov

CT 4/23/2020_____ Information verified by HR

Updated 2/2019
TO: Kate Sampson, Human Resources Director
FROM: Michelle Beauchamp, Assistant Human Resources Director
DATE: April 13, 2020
SUBJECT: Request for Work Out of Class (WOC) Pay

ACTION REQUESTED

Employee ID: 51232249
Current Classification: Senior Deputy District Attorney
WOC Classification: Supervising Deputy District Attorney
Initial WOC Effective Date: February 2, 2019 (FY 2018-19 PP 18)
Requested Extension Eff. Date: April 25, 2020 (FY 2019-20 PP 24)
Expiration Date of WOC: October 23, 2020 (FY 2020-21 PP 10)

REASON FOR WOC

☐ Leave of Absence ☐ Retirement ☐ Resignation ☐ WOC
☐ Peak Workload/Special Project ☐ Pending Reclassification / Reallocation
☒ Other: As noted in background below.

PLAN TO END TEMPORARY WOC

☐ Request Submitted to Fill Vacancy ☐ Completion of Peak Workload / Special Project
☐ Return of Incumbent from LOA ☒ Other: Unclassified Appointment as noted below.

BACKGROUND

During the interim period following the mid-term retirement of the District Attorney on December 29, 2019 and pending the appointment of a candidate to complete the remaining term, appointments to unclassified positions, promotions, disciplinary actions, hires, and other personnel actions are being reviewed by the Human Resources Department (HRD). As a result of this review, the HRD identified the underfill of two Supervising Deputy District Attorney positions with Senior Deputy District Attorneys (DDAs). Although requests for position exceptions are usually routed to the HRD for completion of a duty review (in this case to identify where the higher-level duties will be performed since the supervisor classification would be filled with a senior/lead), this request was not submitted to HRD. Instead, the request was received by the County Executive Office (CEO) on January 25, 2019 and approved by the CEO on February 7, 2019.
Request for Work Out of Class (WOC) Pay

Although the exception request noted the intent to "promote these candidates to Senior DDA and work them out of class as supervisor," the District Attorney Office did not submit documentation to initiate temporary work-out-of-class assignments for the two new senior DDAs. The explanation for promoting the employees to Senior DDA followed by the Supervising DDA work-out-of-class assignment is, "... under any analysis, they are the two top candidates for the Senior DDA position. If they take a supervisor position now, they will lose the opportunity to promote to the senior DDA position. This is important because the supervisor position is an at-will position. If they at any point are demoted they return to their DDA IV position and not to a senior DDA position...."

It is important to note that the CEO, HRD, and Workday Support Organization are partnering to identify a business process (BP) in Workday that will automate the position exception process. It is anticipated that the BP will begin with HR to ensure that a review of duties is completed. Upon HR approval, the BP will route the CEO for budget review and approval. Requesting departments will be able to monitor and track their exception requests through the Workday BP.

Although HRD may have recommended a different approach in this case, the impacted employees have been performing the duties of a Supervising DDA since February 2, 2019. Therefore, consistent with the guidelines in Chapter 3.08.510 "that an employee assigned higher level work or is assigned to work in a position having discernibly higher job duties should receive higher pay," the HRD respectfully recommends approval of work-out-of-class pay retroactive to February 2, 2019. Furthermore, with the appointment of a new District Attorney on April 7, 2020, the HRD recommends a six-month extension of this temporary work-out-of-class assignment to support continuity of service and allow for the new department head to assess the management structure.

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.

MB

Information verified by HR

Updated 2/2019
Request for Work Out of Class (WOC) Pay

- 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.
TO: Kate Sampson, Human Resources Director
FROM: Michelle Beauchamp, Assistant Human Resources Director
DATE: April 13, 2020
SUBJECT: Request for Work Out of Class (WOC) Pay

ACTION REQUESTED

Employee ID: 51231996
Current Classification: Senior Deputy District Attorney
WOC Classification: Supervising Deputy District Attorney
Initial WOC Effective Date: February 2, 2019 (FY 2018-19 PP 18)
Requested Extension Eff. Date: April 25, 2020 (FY 2019-20 PP 24)
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☐ Leave of Absence ☐ Retirement ☐ Resignation ☐ WOC
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PLAN TO END TEMPORARY WOC

☐ Request Submitted to Fill Vacancy ☐ Completion of Peak Workload / Special Project
☐ Return of Incumbent from LOA ☒ Other: Unclassified Appointment as noted below.

BACKGROUND

During the interim period following the mid-term retirement of the District Attorney on December 29, 2019 and pending the appointment of a candidate to complete the remaining term, appointments to unclassified positions, promotions, disciplinary actions, hires, and other personnel actions are being reviewed by the Human Resources Department (HRD). As a result of this review, the HRD identified the underfill of two Supervising Deputy District Attorney positions with Senior Deputy District Attorneys (DDAs). Although requests for position exceptions are usually routed to the HRD for completion of a duty review (in this case to identify where the higher-level duties will be performed since the supervisor classification would be filled with a senior/lead), this request was not submitted to HRD. Instead, the request was received by the County Executive Office (CEO) on January 25, 2019 and approved by the CEO on February 7, 2019.

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Request for Work Out of Class (WOC) Pay

to Senior DDA followed by the Supervising DDA work-out-of-class assignment is, "... under any analysis, they are the two top candidates for the Senior DDA position. If they take a supervisor position now, they will lose the opportunity to promote to the senior DDA position. This is important because the supervisor position is an at-will position. If they at any point are demoted they return to their DDA IV position and not to a senior DDA position...."

It is important to note that the CEO, HRD, and Workday Support Organization are partnering to identify a business process (BP) in Workday that will automate the position exception process. It is anticipated that the BP will begin with HR to ensure that a review of duties is completed. Upon HR approval, the BP will route the CEO for budget review and approval. Requesting departments will be able to monitor and track their exception requests through the Workday BP.

Although HRD may have recommended a different approach in this case, the impacted employees have been performing the duties of a Supervising DDA since February 2, 2019. Therefore, consistent with the guidelines in Chapter 3.08.510 "that an employee assigned higher level work or is assigned to work in a position having discernibly higher job duties should receive higher pay," the HRD respectfully recommends approval of work-out-of-class pay retroactive to February 2, 2019. Furthermore, with the appointment of a new District Attorney on April 7, 2020, the HRD recommends a six-month extension of this temporary work-out-of-class assignment to support continuity of service and allow for the new department head to assess the management structure.

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.
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  - 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.

MKB
Updated 2/2019
Request for Work Out of Class (WOC) Pay

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- 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.

Signature: [Signature]
Michelle Beauchamp (May 4, 2020)

Email: mbeauchamp@placer.ca.gov

Information verified by HR

Page 3 of 3

Updated 2/2019
MEMORANDUM

DATE: May 11, 2020
TO: Civil Service Commission
FROM: Kate Sampson, Director of Human Resources
BY: Lindsay Killian, Human Resources Analyst
SUBJECT: Request for Classification Specification Revisions – Central Services Worker, Central Services Technician, Senior Central Services Technician, Central Services Supervisor, Central Services Manager

Recommendation

The Human Resources Department recommends that the Civil Service Commission approve the proposed revisions to the classification specifications for Central Services Worker, Central Services Technician, Senior Central Services Technician, Central Services Supervisor, and Central Services Manager.

Background

In July 2019, the Central Services Division of the County Executive Office updated its name to Document Solutions Division to more clearly represent the wide variety of services and solutions provided. As such, it is necessary to update all classification specifications affected by this change.

Basis for Recommendation

Human Resources has worked closely with the Document Solutions Division of the County Executive Office and subject matter experts to thoroughly review each of the classification specifications. Since these specifications were most recently updated in March 2019, they are largely still current and accurate, and only a few minor changes are recommended to align specifications with current job requirements. The majority of changes recommended relate to updating references to the former division name.

Human Resources also reached out to the Health and Human Services Department since two Central Services Worker allocations currently exist within the Human Services Division. Management staff have reviewed the proposed updates and are in support of the recommendations.
Pursuant to County Code section 3.08.520, the employees impacted by the classification specification changes have been notified of this recommendation and the action to move the request forward to the Civil Service Commission at today’s meeting. The Business Agent for IUOE Stationary Engineers Local 39 has also reviewed the draft classification specifications and is in support of the recommended changes.

Attached for your review and consideration are copies of the classification specifications with the proposed updates noted, as well as an organizational chart for the Document Solutions Division of the County Executive Office.

Attachments

1. Classification specification for Central Services Worker
2. Classification specification for Central Services Technician
3. Classification specification for Senior Central Services Technician
4. Classification specification for Central Services Supervisor
5. Classification specification for Central Services Manager
6. Organizational chart for the Document Solutions Division of the County Executive Office

cc: Jane Christensen, Assistant County Executive Officer
    Mirinda Glick, Central Services Manager
    James Britton, Business Agent for IUOE Stationary Engineers Local 39
CENTRAL SERVICES DOCUMENT SOLUTIONS WORKER

DEFINITION
To operate and maintain duplicating, bindery, and postage equipment; receive and distribute internal and outside mail and supplies to County departments; operate light trucks or vans for delivery of mail and supplies; and operate a forklift.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from higher-level supervisory or management staff and technical and functional supervision from the Senior Central Services Document Solutions Technician.

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

Perform a wide variety of duties related to the services of the Central Services Document Solutions Division.

Operate and maintain duplicating equipment, high speed copying equipment, and automated mail processing and mail manifest equipment.

Operate bindery equipment, including folders, collators, electric staplers, spiral binders, paper drills, paper cutters, and shrink-wrap equipment.

Pick up and deliver intra-office and inter-office mail, as well as outside mail conveyed by U.S. Mail and private package delivery companies.

Operate postage equipment, including calculating the proper postage amount.

Operate light trucks or vans and a forklift as assigned.

Receive, sort, and deliver materials and supplies; count and maintain warehouse inventory.

Review inventory counts, print jobs, and other work product for accuracy and quality control purposes.

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

Answer questions from County staff regarding Central Services Document Solutions operations.

Pick up, sort, and store records management files.

Perform related duties as assigned.

WORKING CONDITIONS
PLACER COUNTY

Central Services

Document Solutions Worker (Page 2)

Work is typically performed in an indoor office and/or warehouse environment with moderate to loud noise levels and controlled temperature conditions. Position requires travel to and from other locations in a variety of outdoor weather conditions and includes loading/unloading materials and supplies of moderate weight.

MINIMUM QUALIFICATIONS

Knowledge of:

- Office methods, procedures, and equipment.
- Safe driving techniques.
- Procedures for maintaining inventory records.
- Methods for the care and operation of common duplicating, bindery, and postage equipment.

Ability to:

- On a continuous basis, know and understand operations, procedures, and observe safety rules. Intermittently analyze problem equipment; interpret work orders; remember procedures and operational requirements of equipment; and explain jobs to others.
- Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel, and twist when operating equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift moderate weight.
- Operate, adjust, and maintain duplicating, bindery, and postage equipment.
- Safely operate an automobile, light truck or van, and forklift.
- Keep accurate records.

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 performing duplicating, binding, and mail processing procedures is desirable.

  **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:
- 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.

Length of Probation:
- All permanent appointments from open eligible lists to positions in the classified service shall serve a probationary period of twelve (12) months or two thousand eighty (2,080) hours, whichever is more.

Bargaining Unit:
- General
CENTRAL SERVICES DOCUMENT SOLUTIONS TECHNICIAN

DEFINITION
To operate a variety of printing presses and other specialized equipment; perform complex and varied printing assignments; and perform complex Central Services Document Solutions operations.

DISTINGUISHING CHARACTERISTICS
This is the journey level class in the Central Services Document Solutions Worker series. This class is distinguished from the Central Services Document Solutions Worker class by the performance of the more technical or complex duties assigned, including operation of the more advanced printing equipment and procedures used. 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 Senior Central Services Document Solutions Technician in that the latter is a lead position, providing technical and functional supervision.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from higher-level supervisory or management staff and technical and functional supervision from the Senior Central Services Document Solutions Technician.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:
Operate, maintain, and set up a variety of printing presses. Adjust paper feeds and guides for various types, weights, and sizes of paper stock; prepare offset printing plates; ink and adjust rollers; regulate ink and repellant flow; and operate and adjust a full range of duplicating equipment in the reproduction of multicolor printing. Maintain accurate count and maintain warehouse inventory; and maintain accurate production records; maintain digital and hard copy filing systems for printing jobs of all County departments. Review inventory counts, print jobs, and other work product for accuracy and quality control purposes. Provide thorough customer assistance and consultation in the area of job preparation and estimating, including creative ideas, paper/ink/toner selection, cost saving strategies, and suggestions. Process a variety of masters and digital files for printing operations.
Preflight job files to ensure accuracy and print quality.
Operate the full range of equipment used in Central Services Document Solutions operations, including desktop publishing and high-speed copying equipment, folding, collating, electric stapling, paper cutting, binding, and paper drilling, as well as offset plate makers, automated mail processing and mail manifest equipment, forklift, etc.
Perform maintenance and troubleshoot equipment malfunctions and problems.
Assist in training assigned personnel on the use of equipment.
Build and maintain positive working relationships with coworkers, other County employees, and the public using principles of good customer service.
Perform related duties as assigned.

WORKING CONDITIONS

Work is typically performed in an indoor office and/or warehouse environment with moderate to loud noise levels and controlled temperature conditions. Position requires travel to and from other locations in a variety of outdoor weather conditions and includes loading/unloading materials and supplies of moderate weight.

MINIMUM QUALIFICATIONS

Knowledge of:

• Procedures and operations of the print shop, bindery, and mail room.
• The operation, adjustment, and maintenance of the full range of printing, mail services, and related equipment, including printing presses, high speed copying equipment, and automated mail processing and mail manifest equipment.
• The operation of personal computer systems and various types of software used in desktop publishing.
• File maintenance, typesetting, and mechanical preparation, pre-press printing functions, cost estimating, and copy editing activities.
• Modern printing methods and techniques, including the proper use of inks, toners, chemicals, and other materials used in reproduction work.
• Principles and practices of work safety.
• Principles and practices of effective customer service.
• Principles and practices of maintaining confidentiality of information.

Ability to:

• On a continuous basis, know and understand operations and observe safety rules. Intermittently analyze equipment problems; analyze and interpret work orders; operate complex printing equipment; and explain jobs to others.
• Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel, and twist when performing operation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift moderate weight.

• Safely operate an automobile, light truck or van, and forklift.

• Make major adjustments and perform maintenance procedures for duplicating machines.

• Perform a wide range of complex printing and bindery work.

• Recognize issues of a confidential nature and handle appropriately.

• Establish and maintain effective working relationships with those contacted in the course of work.

• Carry out oral and written directions with minimal supervision.

• Communicate clearly and concisely, both orally and in writing.

• To learn and familiarize self with County requirements used in duplicating and printing of various types of materials.

**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 increasingly responsible experience in the operation and maintenance of a variety of printing, desktop publishing, graphic design, bindery, and/or mail processing equipment.

  **Training:**

  Equivalent to the completion of the twelfth grade. Additional specialized training in graphic arts, 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.

**Length of Probation:**

• All permanent appointments from open eligible lists to positions in the classified service shall serve a probationary period of twelve (12) months or two thousand eighty (2,080) hours, whichever is more.

**Bargaining Unit:**

• General
SENIOR CENTRAL-SERVICES DOCUMENT SOLUTIONS TECHNICIAN

DEFINITION
To operate a variety of printing presses and other specialized equipment; perform the most complex and varied printing assignments; and perform the most complex Central Services Document Solutions operations.

DISTINGUISHING CHARACTERISTICS
This is the advanced journey level class in the Central Services Document Solutions Worker series. This class is distinguished from other classes within the series by the level of responsibility assumed, the complexity of duties assigned, the independence of action taken, and the nature of the public contact required. Employees in this job class perform the most technical or complex duties assigned, including operation of the most advanced printing equipment and procedures used.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from assigned supervisory or management staff. Exercises technical and functional supervision over technical and clerical positions.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:
Assign and coordinate work performed within printing, binding, and mail work units; ensure production and quality standards are maintained; schedule and prioritize workload.

Maintain accurate Count and maintain warehouse inventory; and maintain accurate production records; maintain digital and hard copy filing systems for printing jobs of all County departments.

Review inventory counts, print jobs, and other work product for accuracy and quality control purposes.

Operate, maintain, and set up a variety of printing presses.

Adjust paper feeds and guides for various types, weights, and sizes of paper stock; prepare offset printing plates; ink and adjust rollers; regulate ink and repellant flow; and operate and adjust a full range of duplicating equipment in the reproduction of multicolor printing.

Process a variety of masters and digital files for printing operations.

Preflight job files to ensure accuracy and print quality.

Operate the full range of equipment used in Central Services Document Solutions operations, including desktop publishing and high speed copying equipment, folding,
collating, electric stapling, paper cutting, binding, and paper drilling, as well as offset plate makers, automated mail processing and mail manifest equipment, forklift, etc. 
Perform maintenance and troubleshoot equipment malfunctions and problems.
Train assigned personnel on the use of equipment.
Provide thorough customer assistance and consultation in the area of job preparation and estimating, including creative ideas, paper/ink/toner selection, cost saving strategies, and suggestions.
Maintain confidentiality of sensitive material routinely encountered as part of work assignments.
Build and maintain positive working relationships with coworkers, other County employees, and the public using principles of good customer service.
Perform related duties as assigned.

WORKING CONDITIONS
Work is typically performed in an indoor office and/or warehouse environment with moderate to loud noise levels and controlled temperature conditions. Position requires travel to and from other locations in a variety of outdoor weather conditions and includes loading/unloading materials and supplies of moderate weight.

MINIMUM QUALIFICATIONS

Knowledge of:

- Procedures and techniques for scheduling work-flow and priorities.
- Procedures and operations of the print shop, bindery, and mail room.
- The operation of personal computer systems and various types of software used in desktop publishing.
- The operation, adjustment, and maintenance of the full range of printing, mail services, and related equipment, including printing presses, high speed copying equipment, and automated mail processing and mail manifest equipment.
- Modern printing methods and techniques, including the proper use of inks, toners, chemicals, and other materials used in reproduction work.
- Principles and practices of work safety.
- Principles and practices of effective customer service.
- Principles and practices of maintaining confidentiality of information.
Ability to:

- On a continuous basis, know and understand operations and observe safety rules. Intermittently analyze equipment problems; analyze and interpret work orders; operate complex printing equipment; and explain jobs to others.
- Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel, and twist when performing operation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift moderate weight.
- Coordinate, organize, and direct the work of others.
- Train personnel in the operation and maintenance of tools and equipment used in offset printing, binding, and mail processing.
- Safely operate an automobile, light truck or van, and forklift.
- Make major adjustments and perform maintenance procedures for duplicating machines.
- Perform a wide range of complex printing and bindery work.
- Provide oral and written directions to others.
- Recognize issues of a confidential nature and handle appropriately.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

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 experience operating printing equipment in a position similar to a Central Services Document Solutions Technician for Placer County.

  Training:
  Equivalent to the completion of the twelfth grade. Additional specialized training in graphic arts 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.

Length of Probation:

- All permanent appointments from open eligible lists to positions in the classified service shall serve a probationary period of twelve (12) months or two thousand eighty (2,080) hours, whichever is more.
Bargaining Unit:
  • General
CENTRAL SERVICES DOCUMENT SOLUTIONS SUPERVISOR

DEFINITION
To plan, organize, direct, schedule, and supervise Central Services Document Solutions operations within the County; to provide staff assistance to management staff; to coordinate the county records management program; and to perform a variety of technical tasks relative to the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS
This is a single-position classification that performs full, first-line supervisory responsibilities which include planning, assigning, and evaluating the work of subordinates in the Central Services Document Solutions Division.

This class is distinguished from the Central Services Document Solutions Manager in that the latter provides full functional management responsibility for the entire Central Services Document Solutions function in Administrative Services, the County Executive Office, whereas this classification is responsible for the day-to-day supervision of an assigned work unit within a department.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from higher-level staff.

Exercises direct supervision over technical, accounting, and other assigned personnel.

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

Recommend and implement unit goals and objectives; establish schedules and methods for the Central Services Document Solutions Division; draft for approval and implement policies and procedures.

Plan, prioritize, assign, supervise, and review the work of staff involved in Central Services Document Solutions operations and the county records management program.

Evaluate operations and activities of the work unit; recommend improvements and modifications to streamline processes; prepare various reports on operations and activities; and prepare and maintain other reports and records.

Supervise, monitor, and participate in the daily operations and workflow of the Central Services Document Solutions Division, including printing services, mail/courier services, centralized paper and forms inventory, forms management, and recycling and document destruction.
Monitor production status and project completion using printing software applications; follow up with appropriate staff when deadlines change or are not met.

Recommend, implement, and maintain the countywide records retention policy and assist in the development and maintenance of department-specific retention schedules.

Recommend, organize, and implement the countywide records management program in accordance with the countywide records retention policy.

Direct, oversee, and participate in records management work activities, projects, and programs; monitor work-flow; review and evaluate work products, methods, and procedures.

Establish methods for transfer, storage, reproduction, and disposal of documents.

Coordinate storage and retrieval of inactive county records; monitor records transactions performed by vendor and related monthly charges.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, materials and supplies as needed; monitor and control expenditures.

Participate in the selection of staff; direct training and staff development in coordination with higher level staff; prepare first-line supervisory performance evaluations; recommend discipline; implement discipline procedures as directed.

Supervise training activities of assigned work unit or section; train lead staff; ensure that new personnel are trained in the systems and procedures related to program functions including operation of systems used; troubleshoot problems and respond to questions and inquiries from other department staff.

Analyze software application issues and resolve or refer as appropriate; consult with vendors regarding program equipment and techniques; coordinate vendor purchases; assist in systems analysis and make recommendations for efficiency.

Assure that subordinate staff understand and comply with all policies and procedures of the Central Services Document Solutions Division.

Provide technical assistance on special projects for department and County management personnel.

Represent the Central Services Document Solutions Division to outside agencies and organizations as directed by higher level management staff; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research, collect data, and prepare statistical, technical and/or administrative reports as required; prepare written correspondence; participate in the preparation of procedural manuals for Central Services Document Solutions staff.

Assist staff with difficult situations, both on the phone and in person.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary.

Build and maintain positive working relationships with co-workers, other County employees, and the public using principles of good customer service.
Provide back-up support to higher-level staff as required.
Perform related duties as assigned.

**WORKING CONDITIONS**

*Work is typically performed in an indoor office and/or warehouse environment with moderate to loud noise levels and controlled temperature conditions. Position requires travel to and from other locations in a variety of outdoor weather conditions.*

**MINIMUM QUALIFICATIONS**

**Knowledge of:**
- Principles and practices of centralized printing operations, including the methods, tools, and equipment used in offset printing.
- Modern methods, techniques, and equipment used in centralized print shop and mailroom environments.
- Word processing, database, spreadsheet, and other related software applications.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of leadership, motivation, and conflict resolution.
- Principles and practices of work safety.
- Principles and practices of records management related to local government.
- Techniques and practices of records inventory.
- Budgeting procedures and techniques.
- Organization and procedural analysis pertaining to records management.
- U.S. postal regulations and rates.
- Alphabetical and numerical filing methods.
- Pertinent local, state and federal laws, ordinances, and rules related to area of assignment.
- English usage, spelling, punctuation, and grammar.
- Basic arithmetic and mathematical calculations.
- Principles and practices of customer service and public contact.

**Ability to:**
- Organize, implement, and direct the operations and activities of the Central Services Document Solutions Division.
- Plan, assign, supervise, and evaluate the work of assigned staff.
• Develop and provide staff training as needed; prepare program documentation for staff training materials.

• Interpret and apply pertinent County and department policies, procedures, rules, and regulations.

• Assist in the development and monitoring of an assigned program budget.

• Draft and recommend policies and procedures related to assigned operations.

• Prepare and maintain accurate and complete records.

• Effectively prioritize assigned tasks and assign reasonable priorities to each task.

• Analyze problems, identify alternative solutions, and project consequences of proposed actions.

• Operate equipment and software applications used in centralized print shop and mailroom environments.

• Train assigned staff in the operation and maintenance of tools and equipment used in centralized print shop and mailroom environments.

• Communicate clearly and concisely, both orally and in writing.

• Gain cooperation through discussion and persuasion.

• Establish and maintain effective working relationships with those contacted in the course of work.

• 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 and problem solve operational and technical policies and procedures.

• On a continuous basis, sit at desk/console for long periods of time. Intermittently twist and reach office equipment; walk to obtain printer materials from printer; write or use keyboard to communicate through written means; verbally give instructions to officers in the field; lift moderate weight.

**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 increasingly responsible experience performing a broad range of duties in a printing, mail service, or records management environment, including one year of supervisory or lead responsibility.

Training:
Equivalent to the completion of the twelfth grade supplemented by college coursework in public administration, business administration, 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.

Length of Probation:
• All permanent appointments from open eligible lists to positions in the classified service shall serve a probationary period of twelve (12) months or two thousand eighty (2,080) hours, whichever is more.

Bargaining Unit:
• General
CENTRAL SERVICES DOCUMENT SOLUTIONS MANAGER

DEFINITION
To plan, organize, direct and manage the activities of the Central Services Document Solutions Division within the Administrative Services Department—County Executive Office, including printing services, mail/courier services, paper/forms inventory, forms management, recycling, and document destruction; to coordinate Central Services Document Solutions activities with other divisions and departments; and to provide staff assistance to the Director of Administrative Services/Assistant County Executive Officer or his/her designee.

DISTINGUISHING CHARACTERISTICS
The Manager level recognizes positions that provide full line and functional management responsibility for a division or program area within a department.

SUPERVISION RECEIVED AND EXERCISED
Receives administrative direction from the Director of Administrative Services, or the Assistant Director of Administrative Services higher-level management staff.
Exercises direct supervision over technical and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:
Develop and implement Central Services Document Solutions Division goals, objectives, policies, and procedures.
Plan, organize, and direct Central Services Document Solutions activities including in-plant offset lithographic printing operations; centralized quick-copy services using xerographic equipment; copy machines located in County departments; mail/courier services for County departments; centralized paper and forms inventory; forms management; recycling by County departments; and documents destruction.
Direct, oversee, and participate in the development of the Central Services Document Solutions Division work plan; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.
Maintain an effective safety program for employees supervised, including formal and informal training and meetings.
Prepare the Central Services Document Solutions budget; assist in budget implementation; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as
directed; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

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

Represent the Division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Perform related duties as assigned.

**WORKING CONDITIONS**

*Work is typically performed in an indoor office and/or warehouse environment with moderate to loud noise levels and controlled temperature conditions.*

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of centralized printing operations, including the methods, tools, and equipment used in offset printing.
- Principles of effective shop management and scheduling of work flow processes.
- Modern methods, techniques, and equipment used in centralized print shop and mailroom environments.
- Principles of effective forms design.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Pertinent local, state and federal rules, regulations, and laws.
- Modern office procedures, methods, and computer equipment.
- Principles and practices of policy development and implementation.
- Principles and practices of organizational analysis and management.
- Principles and practices of work safety.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.

**Ability to:**

- Organize and direct the operations of the Central Services Document Solutions Division.
• On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know 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 desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; bend, squat, climb, kneel, and twist when operating equipment; and lift moderate weight; perform simple grasping, pushing, pulling, and fine manipulation; use telephone and communicate through written means.

• Perform the most complex work of the Division.

• Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

• Gain cooperation through discussion and persuasion.

• Interpret and apply County and Department policies, procedures, rules, and regulations.

• Prepare and administer a budget.

• Supervise, train, and evaluate personnel.

• Establish and maintain effective working relationships with those contacted in the course of work.

• Communicate clearly and concisely, both orally and in writing.

**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 performing a broad range of duties which result in a practical knowledge of printing and mail services, including two years of supervisory or lead responsibility.

  **Training:**
  
  Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, business administration, print shop management, 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.
Length of Probation:
- All permanent appointments from open eligible lists to positions in the classified service shall serve a probationary period of twelve (12) months or two thousand eighty (2,080) hours, whichever is more.

Bargaining Unit:
- Management
DATE: May 11, 2020

TO: Civil Service Commission

FROM: Kate Sampson, Director of Human Resources

BY: Lindsay Killian, Human Resources Analyst

SUBJECT: Request for Reclassification – Public Works

Recommendation

The Human Resources Department recommends the Civil Service Commission approve:

a. The reclassification of one Administrative Clerk – Senior position, GNRL 49 ($3,482.27 - $4,348.93 monthly), to the classification of Administrative Secretary, GNRL 64 ($3,929.47 - $4,907.07 monthly).

b. The non-competitive promotion of the incumbent pursuant to County Code section 3.08.480.

Background

At the request of the Public Works Department, the Human Resources Department conducted a classification review of an Administrative Clerk – Senior position to determine if the duties being performed are within the scope of the current classification specification. The department reported that, due to the dissolution of the Department of Public Works and Facilities into two separate entities in early 2019, workload for this position has significantly changed in the area of support to higher level management staff.

Basis for Recommendation

After a thorough review and analysis of the position information submitted by the incumbent and department management staff, a desk audit at the incumbent’s worksite, and a comparison of the scope of this position relative to other classifications within the county, it has been determined that this position would be most appropriately classified as an Administrative Secretary. Typical duties performed by this position include:

- Performing secretarial and administrative duties of a complex, responsible, and confidential nature for management personnel.
• Providing administrative support to the Deputy Director and other management personnel.
• Performing administrative projects for the Deputy Director and other management personnel.
• Drafting, routing, and tracking contracts.
• Proofing and editing bid packets, legislative commentary, and correspondence with other government agencies, consultants, and contractors.
• Submitting requisitions for purchase orders and projects.
• Reviewing and editing Board memoranda.
• Preparing Board memo packet information for bi-weekly meetings.
• Reviewing and editing documents and letters.
• Screening calls, visitors, and mail.
• Coordinating and scheduling interviews and new hire set up.
• Scheduling and office management.
• Coordinating and making travel arrangements.

Pursuant to County Code section 3.08.520, the employee impacted by the reclassification has been notified of this recommendation and the action to move the request forward to the Civil Service Commission at today’s meeting. Pursuant to County Code 3.08.480 (C), the employee impacted by this reclassification has been determined to meet the minimum qualifications of the proposed classification and has been performing the higher level duties for a minimum of one year.

The Department of Public Works and the County Executive Office have had the opportunity to review the findings of this study and concur with the recommendations described above.

**Attachments**

1. Department of Public Works organizational chart

**cc:** Ken Grehm, Director of Public Works, Department of Public Works
Vanessa Lieberman, Senior Management Analyst, County Executive Office
James Britton, Business Representative, IUOE Stationary Engineers, Local 39
DATE: May 11, 2020
TO: Civil Service Commission
FROM: Kate Sampson, Director of Human Resources
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 ?????, pursuant to Section 3.04.650 of the County Code.
## Classified Staff Merit Increases Presented to Civil Service Commission on May 11, 2020

<table>
<thead>
<tr>
<th>Name</th>
<th>Classification</th>
<th>Current Salary</th>
<th>At Increase</th>
<th>% Increase</th>
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## Classified Staff Merit Increases Presented to Civil Service Commission on May 11, 2020

<table>
<thead>
<tr>
<th>Name</th>
<th>Classification</th>
<th>Current Salary</th>
<th>At Increase</th>
<th>% Increase</th>
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