CIVIL SERVICE COMMISSION
REGULAR MEETING
AGENDA

Monday June 8, 2020
3:30 PM

COMMISSIONERS
Rick Ward, Vice Chair
Deborah Bennett
Harry Hull
Ronald Le Doux
John Costa

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
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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OPEN SESSION
Call to Order | 3:30PM
Roll Call | Judy McKeig
Administration of the Oath of Office of Commissioner Harry Hull | William Wright

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, June 8, 2020
2. Approval of Minutes | Regular Meeting, May 11, 2020
3. Re-election of Officers for 2020
   Presenter: Kate Sampson, Human Resources Director
   The Human Resources Department recommends the Civil Service Commission re-elect its officers for calendar year 2020.
4. Work Out-of-Class Pay | Child Support Services
   Presenter: Heidi Kerntysky, Senior Human Resources Analyst
   Approve a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for employee 51235226 for approximately 180 days in the Child Support Services Department.
5. Work Out-of-Class Pay | Health and Human Services Department, Human Services Division
   Presenter: Courtney Thomas, Human Resources Analyst II
   Approve a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for employee 51233214 and employee 51234002 for approximately 180 days in the Health and Human Services Department, Human Services Division.
6. Work Out-of-Class Pay | Human Resources Department
   Presenter: Lindsay Killian, Human Resources Analyst II
   Approve a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for employee 51231985 for approximately 180 days in the Human Resources Department.
7. Retroactive Work Out-of-Class Pay | Community Development Resource Agency
   Presenter: Laura Carucci, Human Resources Analyst II
   Determine whether retroactive work out-of-class pay be granted for one Building Inspector II in the Community Development Resource Agency beginning March 28, 2020 and ending April 24, 2020.
8. Classification Specification Revision | Capital improvements Manager | Department of Facilities Management
   Presenter: Laura Carucci, Human Resources Analyst II
   Approve the proposed revisions to the classification specification of Capital Improvements Manager.
9. **Classification and Compensation Study| Administrative Legal Clerk | Countywide**  
   Presenter: Kathy Youngs, Senior Human Resources Analyst  
   Approve:  
   a. The proposed revisions to the classification specifications for Administrative Legal Supervisor, Senior Administrative Legal Clerk, and Administrative Legal Clerk Entry/Journey;  
   b. The reclassification of four Administrative Legal Clerk Journey positions to the classification of Senior Administrative Legal Clerk and the administrative placement of the incumbents; and  
   c. The reclassification of two Administrative Legal Clerk Journey positions (one filled/one vacant) to the classification of Administrative Clerk Journey.

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

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

12. **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, 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
Public Participation Procedures

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OPEN SESSION
Call to Order | 3:30PM
Roll Call | Judy McKeig
Flag Salute | Led by Commissioner Ward

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, May 11, 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, March 9, 2020
   Motion: Le Doux/Bennett/Unanimous vote 5:0
   Ayes: Randolph, Ward, Bennett, Costa, Le Doux
   No public comment

3. Approval of Minutes | Special Meeting, April 17, 2020
   Motion: Le Doux/Costa/Unanimous vote 5:0
   Ayes: Randolph, Ward, Bennett, Costa, Le Doux
   No public comment

4. Work Out-of-Class Pay | Department of Health and Human Services, Human Services Division
   Presenter: Courtney Thomas, Human Resources Analyst II
   Attendee: Greg Geisler, Health and Human Services Assistant Program Director
   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.
   Motion: Le Doux/Bennett/Unanimous vote 5:0
   Ayes: Randolph, Ward, Bennett, Costa, Le Doux

The Health and Human Services Department requests work out-of-class pay extensions for two employees in the Human Services Division. The first employee (item 4.a.) is a Software Application Support Specialist working out-of-class as an IT Specialist on the new California Statewide Automated Welfare System (CalSAWS) that combines all 58 counties under one system. The second employee (item 4.b.) is an Eligibility Specialist Senior working out-of-class as a Software Application Support Specialist, filing behind the first employee. The extension requests are longer than the typical 180 days to accommodate the go live timeline of the CalSAWS project. No public comment. No Commission comment.
5. **Retroactive Work Out-of-Class Pay | District Attorney**

**Presenter:** Michelle Beauchamp, Assistant Director of Human Resources

**Attendee:** Jennifer Miszkewycz, Assistant District Attorney

- **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.

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

- **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.

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

Both employees were promoted to Senior Deputy District Attorneys in February 2019 and subsequently began working out-of-class as Supervising Deputy District Attorneys. The department did not initiate the temporary work out-of-class positions in the payroll system and the employees have been performing higher level duties since February 2, 2019. HRD became aware of the oversight during a review of the department’s personnel actions after the mid-term retirement of the previous District Attorney in December 2019 and prior to the April 2020 appointment of the new District Attorney, Morgan Gire. HRD is also recommending a six-month extension for both employees’ temporary work out-of-class assignments to provide continuity of service and afford Mr. Gire the opportunity to assess his department’s management structure.

The Commission discussed alternative approaches, retroactive pay, and solutions to ensure a similar situation does not occur in the future. HRD may have suggested the incumbents work in the senior position for an initial period or promote directly to the supervising position. A new approval workflow is being developed in the Workday payroll system to prevent this situation recurring. The Commission voted on items 5.a. and 5.b. separately. No public comment.

6. **Classification Specification Revisions | Multiple Departments**

**Presenter:** Lindsay Killian, Human Resources Analyst

**Attendee:** Mirinda Glick, Central Services Manager

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.

**Motion:** Le Doux/Costa/Unanimous vote 5:0

**Ayes:** Randolph, Ward, Bennett, Costa, Le Doux

The Central Services Division of the County Executive Office (CEO) updated its name in July 2019 to the Document Solutions Division to better convey the variety of services provided. HRD recommends updating classification specifications for the series to reflect the name change with minor job duties updates. The incumbents, IUOE Stationary Engineers Local 39, and CEO concur. The changes were also reviewed and approved by the Health & Human Services Department, Human Services Division who have two central services workers. No public comment. No Commission comment.
7. **Request for Reclassification | Department of Public Works**

   **Presenter:** Lindsay Killian, Human Resources Analyst  
   **Attendee:** Kevin Bell, Deputy Director of Public Works

   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.

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

Following the 2019 split of the Department of Public Works and Facilities (DPWF) into two separate departments, the Department of Public Works (DPW) requested HRD review an Administrative Clerk – Senior position as the workload has shifted and the position now supports higher level management. Following analysis of the position information and a desk audit, HRD determined the position should be reclassified to an Administrative Secretary and further recommends the incumbent, who has been performing the duties for the last year, be non-competitively promoted. The department, incumbent, IUOE Stationary Engineers Local 39, and CEO concur. No public comment. No Commission comment.

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.

Ms. Sampson provided a summary of Charter Review Committee’s (CRC) process. After the CRC’s presentation at the April 17, 2020 CSC meeting, the CRC convened on April 28, 2020, and are preparing their final report to present to the Board of Supervisors (BOS) on May 19, 2020. At the April CSC meeting, the Commission requested a May agenda item to consider providing a response to the BOS. Ms. Sampson provided a chart titled “Authorities for Administrative Actions by the Civil Service Commission” which is on file with the Clerk. Ms. Sampson clarified it is her understanding the initial approval for routine administrative items would rest with either the CEO or HR Director while the CSC would retain full appeal authority. Depending on the item, employees may appeal or file a grievance, either of which would be heard by the CSC. Ms. Sampson explained the CRC’s proposal will include four different recommendations for the BOS to consider, and if the BOS supports any for placement on the ballot then specific language would be drafted.

The Commission noted difficulty commenting without seeing specific language or detail but offered support for changes that improve efficiency of operations and provide protections for employees. The Commission discussed how often they would likely convene if only called for appeal hearings. The Commission further noted HRD has day-to-day participation with routine items coming before the CSC and could process those efficiently but believes there is value in the CSC reviewing department actions to ensure fair documentation. The Commission recognizes the BOS will determine the next steps and the ultimate decision lies with the voters. No public comment.
9. Communications

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

a. Provisional Appointments: one provisional appointment for a Client Services Counselor
b. Staff Reports and Correspondence: Kate Sampson
   i. Noted appreciation to the Commission for accommodating the virtual environment for meetings. Placer County is contemplating phasing in staffing and onsite business operations with more information in the coming weeks. HRD continues to operate well remotely.
   ii. The Learning & Development team had to rapidly transition all training to an online format and anticipates the online AB1825 Sexual Harassment training will be available prior to the next CSC meeting.

c. Commissioner Comments
   i. Le Doux - none
   ii. Ward - thanks to HRD and staff
   iii. Bennett - discussed voter process for the CRC’s recommendation
   iv. Costa - none
   v. Randolph - thanks to HRD and staff

10. 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/Bennett/Unanimous vote 5:0
Ayes: Randolph, Ward, Bennett, Costa, Le Doux
Public Comment: none

11. Adjournment to the following upcoming meetings

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

Regular Meeting Calendar 2020
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   Monday, October 12, 2020 - Tuesday, October 13, 2020
   Monday, November 9, 2020
   Monday, December 14, 2020

__________________________  ____________________________
Chair         Judy McKeig, Commission Clerk
Recommendation
The Human Resources Department recommends the Civil Service Commission (Commission) re-elect its officers for calendar year 2020.

On December 9, 2019, the Commission elected Andraé Randolph as Chair and Rick Ward as Vice-Chair. With the expiration of Commissioner Randolph’s term on May 19, 2020 and subsequent appointment of Commissioner Hull, staff recommends the Commission re-elect Officers for 2020.

For reference, following is historical information regarding the Commission’s past officers:

<table>
<thead>
<tr>
<th>Year</th>
<th>Chair</th>
<th>Vice-chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Andraé Randolph</td>
<td>Rick Ward</td>
</tr>
<tr>
<td>2019</td>
<td>Andraé Randolph</td>
<td>John Costa</td>
</tr>
<tr>
<td>2018</td>
<td>Andraé Randolph</td>
<td>John Costa</td>
</tr>
<tr>
<td>2017</td>
<td>Andraé Randolph</td>
<td>John Costa</td>
</tr>
<tr>
<td>2016</td>
<td>Rick Ward</td>
<td>Andraé Randolph</td>
</tr>
<tr>
<td>2015</td>
<td>Donald Nelson</td>
<td>Rick Ward</td>
</tr>
<tr>
<td>2014</td>
<td>Donald Nelson</td>
<td>Rick Ward</td>
</tr>
<tr>
<td>2013</td>
<td>Ron LeDoux</td>
<td>Donald Nelson</td>
</tr>
<tr>
<td>2012</td>
<td>John Costa</td>
<td>Ron LeDoux</td>
</tr>
<tr>
<td>2011</td>
<td>Rex Clark</td>
<td>John Costa</td>
</tr>
<tr>
<td>2010</td>
<td>Don Nelson</td>
<td>Rex Clark</td>
</tr>
</tbody>
</table>
MEMORANDUM

DATE: June 8, 2020

TO: Civil Service Commission

FROM: Kate Sampson, Director of Human Resources

BY: Valeriya Bachinsky, Human Resources Analyst II

SUBJECT: Work-Out-of-Class Pay | Child Support Services

The Human Resources Department has received the following departmental request for a work-out-of-class pay extension. Listed below is the department, employee ID number, 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>Child Support Services</td>
<td>51235226</td>
<td>07/10/2020 – 01/16/21</td>
<td>180 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: Laura Van Buskirk, Director of Child Support Services
TO: Kate Sampson, Human Resources Director

FROM: Laura Van Buskirk, Director

DATE: May 12, 2020

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

ACTION REQUESTED

Employee ID: 51235226
Current Classification: Child Support Specialist II
WOC Classification: Child Support Specialist Senior
Initial WOC Effective Date: July 20, 2019, Pay Period 4
Requested Extension Eff. Date: July 10, 2020, Pay Period 3
Expiration Date of WOC: January 16, 2021, Pay Period 17

REASON FOR WOC

☐ 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

An extension of the work out of class (WOC) assignment for employee 51235226 is being requested to provide the Department of Child Support Services (CSS) with the necessary support to meet the requirements of state and federal mandated programs. The WOC assignment is integral to the success of the new training class that began in January 2020, but was postponed in late March due to the COVID-19 pandemic when a majority of CSS employees began telecommuting. Once training resumes, this WOC will be needed to plan and deliver new employee training, and to review all work produced by the newly hired specialists, which includes case opening, drafting legal documents, computing system entries, processing mail, conducting customer interviews, collections, and enforcement actions. The training program is six (6) months in total, and this timeframe has been extended six (6) weeks due to COVID-19. Because this WOC continues to be critical to the program during the new hire training, CSS would like to continue utilizing employee 51235226 in this capacity for 180 days more.
Request for Work Out of Class (WOC) Pay

A Child Support Specialist Senior helps with technical and training activities of CSS to support Federal and State Family Code section 17206 & 17306; 45CFR 302.39 & 303.20. These duties include developing, recommending, and implementing procedures and policies regarding customer service, training delivery and mentoring of department personnel and interaction with program issues.

Employee 51235226 is qualified for this position. She brings over three (3) years of experience as a Child Support Specialist. Additionally, she has trained and mentored staff in the Child Support Program, and the Customer Service Unit, following the goals and vision of the Department.

The Department believes this WOC solution will be the best provisional resolution to maintain the continuity of the program. This candidate has knowledge of the statewide system, training, and regulatory requirements.

RECOMMENDATION

It is therefore recommended that this employee be approved to continue 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.
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]
Email: laura.vanbuskirk@pldcss.ca.gov

Signature: Valeriya Bachinsky
Valeriya Bachinsky (May 28, 2010 10:23 PST)
Email: vbachinsky@placer.ca.gov

Information verified by HR

Updated 2/2019

Page 2 of 2
Position Control Organization Chart

FY 2019-20

Total Allocations: 65
Funded Positions: 47

Director of Child Support Services

Executive Secretary

Supervising Attorney

Assistant Director

Senior Child Support Attorney

Child Support Attorney I/IV

District Attorney Investigator (MOU)

Administrative & Fiscal Officer I/II

Information Technology Specialist

Staff Services Analyst (Administrative)

Program Manager

Staff Services Analyst (Program)

Child Support Supervisor

Senior Child Support Specialist

Child Support Specialist I/III

Administrative Technician

Information Technology Technician I/II

Administrative Clerk - Journey

Senior Administrative Clerk

FORMATTING LEGEND
Dotted border = the entire classification is vacant.
Dash-dot border = no allocation, MOU with District Attorney.
DATE: June 8, 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 | 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 number, 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.

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<tbody>
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<td>Health and Human Services</td>
<td>51233214</td>
<td>07/04/2020 - 01/01/2021</td>
<td>180 days</td>
</tr>
<tr>
<td>Human Services Division</td>
<td>51234002</td>
<td>07/18/2020 – 01/15/2021</td>
<td>180 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: Jeff 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 18, 2020  
SUBJECT: Request for Work Out of Class (WOC) Pay

ACTION REQUESTED

Employee ID: 51233214  
Current Classification: Eligibility Specialist Senior  
WOC Classification: Eligibility Supervisor  
Initial WOC Effective Date: January 6, 2020 PP 16  
Requested Extension Eff. Date: July 4, 2020 PP3  
Expiration Date of WOC: January 1, 2021 PP15

REASON FOR WOC

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

Other: ☐ 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 <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 an Eligibility Specialist Senior as an Eligibility Supervisor through January 1, 2021. The term of the requested work-out-of-class assignment extension for employee #51233214 accommodates the leave of absence for the current Eligibility Supervisor.

This assignment is to fill behind a vacancy created by the leave of absence of the incumbent in the position of Auburn MediCal Supervisor. This position is responsible for supervising a unit of MediCal Eligibility Specialists, who determine initial and ongoing eligibility for customers in need of healthcare benefits. This position is critical to Medi-Cal intake and continuing operations and ensuring adequate supervision of this unit. Filling the position will ensure clear and consistent supervision of, and stability in leadership in this critical division program until the current supervisor can return to duty.
Request for Work Out of Class (WOC) Pay

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.

_CT5/22/2020____ Information verified by HR

Updated 2/2019

Page 2 of 2
TO: Kate Sampson, Human Resources Director
FROM: Jeffrey Brown, MPH, MSW, Director of Health and Human Services
DATE: May 19, 2020
SUBJECT: Request for Work Out of Class (WOC) Pay

ACTION REQUESTED

Employee ID: 51234002
Current Classification: Eligibility Specialist II
WOC Classification: Eligibility Specialist Senior
Initial WOC Effective Date: January 18, 2020 PP 17
Requested Extension Eff. Date: July 18, 2020 PP4
Expiration Date of WOC: January 15, 2021 PP16

REASON FOR WOC

Fill Behind a: ☒ Leave of Absence □ Retirement □ Resignation ☒ WOC
Other: □ 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 <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 and Eligibility Specialist II as an Eligibility Specialist Senior through January 15, 2021. The term of the requested work-out-of-class assignment extension for employee #51234002 accommodates the fill behind assignment timeline for the Eligibility Specialist Senior.

This assignment is to fill behind a vacancy created by the incumbent Eligibility Specialist Senior in the MediCal unit stepping into a work-out-of-class assignment as the Eligibility Supervisor of said unit. This position is responsible for providing lead support to a unit of MediCal Eligibility Specialists, who determine ongoing eligibility for customers in need of healthcare benefits. This position is critical to MediCal intake operations and ensuring adequate supervision of this unit in a critical division program until the current Eligibility Specialist Senior can return to duty. Therefore, it is requested that this work-out-of-class assignment be approved through January 15, 2021, or until the work-out-of-class assignment for the prior Eligibility Specialist Senior ends and she returns to her position.
Request for Work Out of Class (WOC) Pay

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.

__CT 5/22/2020___ Information verified by HR

Updated 2/2019
The Human Resources Department has received the following departmental request for a work-out-of-class pay extension. Listed below is the department, employee ID number, 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>Human Resources Department</td>
<td>51231985</td>
<td>07/04/2020 - 01/01/2021</td>
<td>180 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.
TO: Kate Sampson, Human Resources Director
FROM: Casey High, Administrative and Fiscal Officer
DATE: June 8, 2020
SUBJECT: Request for Extension of Work Out of Class (WOC) Pay

ACTION REQUESTED
Employee ID: 51231985
Current Classification: Administrative Technician
WOC Classification: Information Technology Specialist
Initial WOC Effective Date: December 9, 2017
Requested Extension Eff. Date: July 4, 2020
Expiration Date of WOC: January 1, 2021

REASON FOR WOC
☐ Leave of Absence ☐ Retirement ☐ Resignation ☐ WOC
☐ 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 Human Resources Department wishes to extend the work-out-of-class assignment as an Information Technology Specialist through January 1, 2021. The term of the requested work-out-of-class assignment extension will accommodate additional post-implementation support.

The Auditor-Controller's Office and the Human Resources (HR) Department are leading the replacement project of the County's current human resource and payroll system with a new cloud-based application, Workday. During this time, the position will be dedicated to post-implementation project support including working onsite with the Workday Support Organization. The employee's expertise has proven beneficial to both departments as we work through the enhancement lists and improve HCM business processes. The duties and responsibilities assigned have evolved to the extent that they are those ascribed to the Information Technology Specialist classification.
Request for Work Out of Class (WOC) Pay

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

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  - 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.
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- 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
01/2020

Updated 1/2017

Page 2 of 2
DATE: June 8, 2020
TO: Civil Service Commission
FROM: Kate Sampson, Director of Human Resources
BY: Laura Carucci, Human Resources Analyst II
SUBJECT: Request for Retroactive Work-Out-of-Class Pay

Recommendation

It is recommended that the Civil Service Commission determine whether retroactive work out-of-class pay be granted for one Building Inspector II in the Community Development Resource Agency (CDRA) for the time period of March 28, 2020 through April 24, 2020.

Basis for Recommendation

Due to peak workload and the immediate need to fill behind a retirement, the department assigned higher-level duties to this employee, including the responsibility to provide technical and functional supervision to the online permitting team. Additional duties include providing plan review coordination, providing training to the plan check staff and the public on the recently developed online plan check process, and responding to customer inquiries. The employee began performing these additional duties effective March 28, 2020.

On May 11, 2020, the department submitted the work out of class request form to Human Resources for employee #51235342. Due to an administrative oversight, the documentation was not provided to department staff or Human Resources (HR) in a timely fashion. It is HR’s practice to process work-out-of-class assignments with an effective date beginning the pay period in which the information is transacted in the Workday payroll system. Therefore, the work-out-of-class assignment was processed by HR with an effective date of April 25, 2020. If approved, this retroactive request will cover the period from March 28, 2020, through April 24, 2020.

Attachments

1. Department Memo
2. Organizational Chart
DATE: May 14, 2020

TO: Kate Sampson, Human Resources Director

FROM: Timothy Wegner, Deputy Director of Building Services

SUBJECT: Retroactive Work-Out-Of-Class Pay

This memo seeks approval to retroactively authorize employee #51235342 temporary work-out-of-class (WOC) pay, as a Building Inspector – Senior from March 28, 2020 through April 24, 2020.

A formal memo requesting WOC pay was approved by Steve Pedretti CDRA Agency Director, on May 12, 2020. With the current office closures because of the COVID-19 pandemic, and the determination construction is an essential service, the Building Services Division’s normal daily operations shifted to a more extensive online presence to keep the construction economy going. With plan check staff telecommuting to complete online and electronic plan review, and a vacant Building Inspector - Senior assigned to plan check, the business needs of the division required an inspector to facilitate the technical and functional aspects of online permitting and plan check; including but not limited to, plan review coordination, technical and functional supervision, education and training of technical, clerical, plan check staff, and the public with newly developed online and electronic plan check processes as well as resolving customer inquiries about the process.

This employee has been technically and functionally leading the online permitting team due to the recent retirement and the change in business needs since the COVID-19 office closure. This employee has been key in implementing the necessary Accela program upgrades that allows for assigning and monitoring the plan review of our outside consultants. This has all been done while personally taking on more complex plan reviews. This employee has consistently demonstrated the ability to lead a team, analyze situations, and objectively apply solutions that better serve the public.

This request was not submitted in a timely fashion to CDRA’s department liaison resulting in an administrative oversight and, therefore, the transaction was not processed in the Workday System. This was due to the immediate increase in demand for online and electronic plan review, the shifting of full workstations to be moved and set up remotely, and the everchanging landscape of Building Services since the COVID-19 closure.
MEMORANDUM

DATE: June 8, 2020
TO: Civil Service Commission
FROM: Kate Sampson, Director of Human Resources
BY: Laura Carucci, Human Resources Analyst II
SUBJECT: Class Specification Updates for Capital Improvements Manager

Recommendation:
It is recommended that the Civil Service Commission approve the proposed revisions to the classification specification of Capital Improvements Manager.

Background:
In advance of initiating a recruitment, the Facilities Management Department requested that Human Resources (HR) review and update the Capital Improvements Manager classification specification which was last updated in 2001. This single position classification was recently vacated by a long-term incumbent.

Minor revisions throughout the classification specification include an update to the department name, as well as adding language related to the responsibility for preparing capital project budgets and knowledge of applicable software programs. In addition, the experience section of the minimum qualifications was updated to remove language that appeared to be redundant and referenced an outdated classification (Associate Architect). As proposed, the minimum qualifications still require two years of supervisory experience; however, the reference to specific classification titles is recommended to be removed.

Attached for the Commission’s review and consideration is a copy of the proposed classification specification, as well as a department organizational chart. This request has been reviewed and is supported by the County Executive Office.

Attachments:
1. Capital Improvements Manager classification specification
2. Facilities Management Department organizational chart
CAPITAL IMPROVEMENTS MANAGER

DEFINITION
To plan, organize, direct and manage the activities of the Capital Improvements Division within the Facilities Management Department including major architectural and capital facilities activities; to coordinate Capital Improvements Division activities with other divisions and departments; and to provide highly complex staff assistance to executive management staff, the Assistant Director of Facility Services.

DISTINGUISHING CHARACTERISTICS
The Manager level recognizes positions that provide full line and functional management responsibility for a division or program area within a department. This class is distinguished from the Senior Architect in that the latter provides technical and functional supervision over assigned staff, whereas this class has full management responsibility for all activities in the division. Such responsibilities include, but are not limited to, the development of division goals, policies, and procedures; the preparation of the division and capital projects budgets; and the appointment, evaluation, and discipline of employees.

SUPERVISION RECEIVED AND EXERCISED
Receives administrative direction from the Director and/or Assistant Director of Facilities Management.
Exercises direct supervision over professional and technical personnel.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:
Perform project management duties on a variety of capital improvement projects.
Develop and implement Division goals, objectives, policies and procedures.
Plan, organize and direct Capital Improvements Division activities including the planning, design and construction of capital improvement projects.
Direct, oversee and participate in the development of the Capital Improvements Division work plan, assign work activities, projects and programs, monitor work-flow, review and evaluate work products, methods and procedures.
Prepare the Capital Improvements Division budget and capital projects budgets; assist in budget preparation; 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 Division.
PLACER COUNTY
Capital Improvements Manager

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.

MINIMUM QUALIFICATIONS

Knowledge of:
- Architectural and engineering principles as applied to public facilities and capital improvement projects including planning, design development, specifications, cost estimates and construction.
- Principles and practices of administrative, financial and space analysis.
- 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.
- Applicable software programs including construction management software, database programs, and architectural drafting and/or 3D modeling software.
- Principles and practices of policy development.
- Principles and practices of organizational analysis and management.
- Budgeting procedures and techniques
- Principles and practices of supervision, training and personnel management.

Ability to:
- Organize and direct Capital Improvements Division operations.
- 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 a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and to communicate through written means.
- Perform the most complex work of the Division.
PLACER COUNTY
Capital Improvements Manager

- 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.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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

  **Experience:**
  Five years of increasingly responsible experience in capital improvements management or comparable architectural experience, including two years at the level of supervisory responsibility, or two years supervisory experience equivalent to Senior Project Manager or Associate Architect with Placer County.

  **Training:**
  Equivalent to a Bachelor's degree from an accredited college or university with major course work in architecture, civil engineering, construction management or a related field.

License or Certificate
- Possession of a certificate of registration as a licensed Architect issued by California Board of Architectural Examiners is desirable.
- 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.

**Working Conditions**

Work is typically performed in an indoor office environment with controlled temperature conditions. Position may require travel to and from other locations in a variety of outdoor weather conditions and lifting various materials and supplies.
Length of Probation:

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

Bargaining Unit:
Management
Date: 03.27.2020
MEMORANDUM

DATE: June 8, 2020
TO: Civil Service Commission
FROM: Kate Sampson, Director of Human Resources
BY: Kathy Youngs, Senior Human Resources Analyst
SUBJECT: Recommendations from Classification and Compensation Study – Administrative Legal Clerk

Recommendation

The Human Resources Department recommends the Civil Service Commission approve:

a. The proposed revisions to the classification specifications for Administrative Legal Supervisor, Senior Administrative Legal Clerk, and Administrative Legal Clerk Entry/Journey;

b. The reclassification of four Administrative Legal Clerk Journey positions to the classification of Senior Administrative Legal Clerk and the administrative placement of the incumbents; and

c. The reclassification of two Administrative Legal Clerk Journey positions (one filled/one vacant) to the classification of Administrative Clerk Journey.

Background

In compliance with the current Memorandum of Understanding (MOU) between the County of Placer and the Placer Public Employees Organization (PPEO), and at the request of the Sheriff’s Office, Human Resources contracted with Bryce Consulting to conduct a classification study of the Administrative Legal Clerk series. The current class specifications have not been updated for content in over twenty (20) years. In addition, a market survey of current salary and special pays was conducted.

The classification study encompassed a total of eighty-nine (89) positions allocated to the Probation Department, District Attorney’s Office, Health and Human Services Department and the Sheriff’s Office.
Basis for Recommendation

Per classification industry standards, allocation factors are used to measure job requirements of individual positions. These factors are compared to measure the similarities and differences among positions. The following allocation factors were used to develop the classification plan in this study:

- Duties and responsibilities assigned;
- Decision making;
- Scope and complexity;
- Contact with others required by the job;
- Supervision received and exercised;
- Knowledge, skills and abilities required to perform the essential duties;
- Consequence of error.

Because classification analysis is based on the work currently assigned and performed for each position, the following factors were not considered when making recommendations:

- Duties performed occasionally or those not considered essential or critical;
- Volume of work;
- Employee job performance;
- Personality/interpersonal skills;
- Efficiency at performing job tasks;
- Personal qualifications exceeding current job duty requirements;
- Longevity/history with the County;
- Prior work experience or assignments that were at a higher level.

Methodology

The classification study was conducted using the following process:

- Employee orientations (kick-off meetings) with Bryce consultant staff, HR, and employees in the Administrative Legal Clerk classification series were held for employees to hear the study process, receive and walk through the Position Inventory Questionnaire (PIQ), and ask questions.
- PIQs were distributed to study participants for completion.
- Upon employees’ completion of the PIQ, supervisory and management staff reviewed the questionnaires for accuracy and provided additional comments.
- The consultant conducted a preliminary analysis of the submitted PIQs and completed interviews with the majority of employees. The purpose of these interviews was to gain clarification and additional information regarding each position.
Based on the information obtained through the questionnaires and interviews, the consultant analyzed the results and compared the duties to the current class specification.

Incumbents were provided an opportunity to review and comment on the recommendation for their position prior to finalization.

Each study participant who provided comments to their initial allocation recommendation received a written response from the consultant documenting the follow-up analysis and any changes made to the initial recommendations.

One desk audit was conducted by the consultant at the request of the union.

The consultant made final recommendations for each position, as well as updates to the classification specifications based upon the information obtained from incumbents.

Results and Recommendations

Based on the consultant’s analysis and feedback received from incumbents and management, updates to the classification specifications for Administrative Legal Clerk Entry/Journey, Senior Administrative Legal Clerk and Administrative Legal Supervisor are recommended to more accurately reflect the duties assigned and in alignment with current language and terminology.

Recommended allocation outcomes include the following:

<table>
<thead>
<tr>
<th># of positions with no change</th>
<th>83</th>
</tr>
</thead>
<tbody>
<tr>
<td># of position changes</td>
<td>6</td>
</tr>
<tr>
<td># of upgrades</td>
<td>4</td>
</tr>
<tr>
<td># of downgrades</td>
<td>2 (1 filled/1 vacant)</td>
</tr>
</tbody>
</table>

Overall, the consultant determined that the majority of positions allocated to the Administrative Legal Clerk series are appropriately classified. There were no recommended changes to positions in the Probation Department, District Attorney’s Office or Health and Human Services Department. The consultant recommended changes to six (6) positions in the Corrections Division of the Sheriff’s Office as discussed below.

The consultant found that four (4) positions allocated to the Court Liaison Unit are assigned and performing higher level duties including ensuring that all inmates are scheduled for arraignment within 48 hours of arrest, interpreting minute orders and processing sentence calculations for both County and State inmates. The complexity of the duties and the consequence of error associated
with these duties are consistent with duties assigned to the senior level classification. Therefore, the reclassification of four (4) Court Liaison positions from Administrative Legal Clerk Journey, to the classification of Senior Administrative Legal Clerk was recommended.

Additionally, the consultant found that two (2) positions allocated to the Commissary Unit are assigned and performing duties that are inconsistent with the Administrative Legal Clerk Journey classification and are less complex than other positions in the series. The incumbents coordinate deliveries from an offsite provider, enter loss of commissary paperwork and send out reports, order inmate manifests, coordinate commissary deliveries, and receive and respond to inmate questions regarding commissary supplies. Additionally, the incumbents balance and approve weekly sales invoices, process inmate credits and charges to accounts, and compute projections for current and future sales. The consultant determined that the preponderance of duties performed in these positions are most consistent with the Administrative Clerk Journey classification. Therefore, it was recommended that the two (2) Commissary Unit positions be reclassified from Administrative Legal Clerk Journey to the classification of Administrative Clerk Journey.

It should be noted that at the onset of the study, both positions were filled (one is now vacant); and, during the allocation review process both incumbents indicated they felt that their duties were more closely aligned with the duties in the Account Clerk classification. After the consultant reviewed the information submitted in the PIQs and additional feedback forms, interviewed the remaining incumbent and performed a desk audit, it was determined that the preponderance of the duties assigned are general clerical and routine secretarial duties, with some routine accounting duties. The duties assigned to these positions do not rise to the level of an Account Clerk. Specifically, an Account Clerk is expected to perform difficult and responsible clerical work involving financial recordkeeping and statistical records; review and reconcile financial and budget reports with source documents, invoices, purchase orders and other materials; process financial and statistical documents, such as purchase orders, payroll time reports and statistical reports; and receive and reconcile revenues and disbursements.

Employee Review
As provided by the Placer County Code, Chapter 3, Section 3.08.520, each study participant had the opportunity to review both the study’s initial and final recommendations for their position; and, they have been notified that final recommendations will be heard by your Commission at today’s meeting. Each participant was also provided the opportunity to be heard by the Human Resources Director and/or to appeal the recommendation of their position to your Commission before the action becomes final.

One (1) request to appeal was received by the stated deadline. The appellant was the incumbent in the position that is recommended to be reclassified to the Administrative Clerk Journey. On May 15, 2020, the appellant met with the Human Resources Director, the Business
Agent for PPEO/Stationary Local 39, and the HR class study project manager to discuss the consultant’s findings. Although the appellant contended that she still felt the position was at the Account Clerk level, it was confirmed in the meeting that the duties assigned and being performed are not consistent with those of an Account Clerk and that the consultant’s recommendation to reclassify the position to an Administrative Clerk Journey is appropriate. On May 20, 2020, Human Resources received notification from the Business Agent for PPEO/Stationary Local 39, that the employee had decided to withdraw the appeal based on the clarifying information provided during the meeting.

Market Compensation Study
As agreed in the MOU, a compensation study was also conducted to ensure the County’s salary is consistent and competitive with the market. For survey purposes, the benchmark classification is the Administrative Legal Clerk Journey as the journey level in a series typically results in the most consistent survey data. The Consultant surveyed ten (10) counties: El Dorado, Nevada, Sacramento, San Joaquin, San Luis Obispo, Santa Cruz, Solano, Sonoma, Stanislas, and Yolo.

It was determined that Placer County is 1.70% below the market mean for maximum base salary and 0.07% below market for total compensation which includes the maximum base salary plus the cash benefits, including bilingual pay, certification/education pay, and shift differential pay. This determination is considered within appropriate competitive market range. Therefore, based on these results, no change to the salary/special pays is recommended. It should be noted that employees in this classification series will receive a 2% general wage increase effective pay date July 3, 2020, per the current PPEO MOU.

Attached to this memo are the proposed updates to the classification specifications for Administrative Legal Clerk Entry/Journey, Administrative Legal Clerk Senior and Administrative Legal Supervisor; the consultant’s report, including a full allocation list and compensation survey data; and, the list of impacted positions listed by employee number.

The Human Resources Department, Probation Department, District Attorney’s Office, Health and Human Services Department, Sheriff’s Office, County Executive’s Office, and the Business Agent for PPEO/Stationary Local 39 have all reviewed and support the recommended changes and updates described in this report.

Attachments

1. Draft classification specifications
2. Bryce Consulting Report - with Appendices A and C
3. List of impacted classifications/employee numbers
ADMINISTRATIVE LEGAL SUPERVISOR

DEFINITION

To plan, organize, direct, and supervise the performance of specialized and responsible general and legal administrative, clerical, and document processing operations within an assigned legal department, division, program, or unit; and to perform a variety of specialized technical tasks relative to assigned area(s) of responsibility.

DISTINGUISHING CHARACTERISTICS

The Supervisor level recognizes positions that perform full, first-line supervisory responsibilities including planning, assigning, and evaluating the work of subordinates and is responsible for assigned programs or unit service areas within a division or department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from management staff.
Exercises direct supervision over assigned lower level technical and/or clerical staff.

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

Recommend and assist in the implementation of unit goals and objectives; establish schedules and methods for office operations; prepare and implement legal office policies and procedures.

Plan, prioritize, assign, supervise, and review the work of assigned staff; prepare and monitor rotation schedules of assigned support staff.

Evaluate operations and activities of assigned programs or units; recommend improvements and modifications; ensure compliance with appropriate statutes, laws, and regulations; confer with legal staff and other stakeholders regarding the application of appropriate laws, codes, and regulations.

Perform specialized research and analysis related to assigned service area; appear in court to provide information on behalf of the department as required.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for office equipment and staff; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; participate in the initial stages of the Internal Affairs process as needed; implement discipline procedures.
Monitor and supervise the processing and serving preparation of criminal legal documents; securely maintain confidential files; serve as custodian of records for assigned programs or units; ensure security of access to restricted unit telecommunications systems. Prepare and submit a variety of written reports, statistical analyses, and other related documents related to assigned program or unit operations and activities; prepare data and respond to regulatory audits.

Serve as liaison with Federal, State, and local government regarding assigned program unit specialty area; ensure procedures comply with legislative and regulatory changes; represent assigned programs or units to outside agencies, vendors, and organizations; participate in local community and professional groups and committees related to assigned program or unit service area; provide technical assistance and feedback to other agencies as needed. Interpret, apply, and explain policies and procedures related to area of assignment; respond to individuals requesting services related to area of assignment.

Perform the most complex work of the Unit; answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

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.

**WORKING CONDITIONS**

Work is typically performed in an indoor office environment and controlled temperature conditions. Tasks may involve extended periods of time at a keyboard or workstation. Positions may require traveling to and from other locations in a variety of outdoor weather conditions and lifting materials and supplies of light weight. Incumbents may work odd or unusual hours including nights, weekends, holidays and/or overtime and in proximity to, or have contact with inmates or defendants. Incumbents may be subject to periods of facility lockdown.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of legal office management.
- Principles and practices of computer hardware and software including word processing, spreadsheets, and database packages.
- Principles of supervision, leadership, training, and performance evaluations.
- Principles and practices of record keeping and record management.
- Principles of budget monitoring, basic accounting, and auditing processes.
- English usage, spelling, grammar, and punctuation.
- Pertinent local, State, and Federal laws, ordinances, and rules pertaining to assigned program or unit service areas.
- Basic criminal justice procedures and record keeping.
**PLACER COUNTY**
Administrative Legal Supervisor (Page 3)

- Principles and practices of work safety.

**Ability to:**
- Organize, implement, and direct legal office operations/activities.
- Analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures.
- Sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; and write or use a keyboard to communicate through written means; and lift light weight.
- Supervise, train, motivate, and evaluate assigned staff.
- Analyze, interpret, and explain pertinent policies and procedures, codes, laws, and regulations.
- Assist in the development and monitoring of an assigned program budget.
- Interpret, explain, and apply operating policy, rules, and procedures of assigned function within a legal department.
- Develop and recommend policies and procedures related to assigned legal office operations.
- Maintain confidentiality.
- Use modern office equipment and computers.
- 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 legal administrative, secretarial, or clerical experience; with at least one year of lead experience.

  **Training:**
  Equivalent to the completion of the twelfth grade preferably supplemented by college course work in paralegal, business, 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.
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
DEFINITION

To perform a variety of the more specialized and responsible general and legal administrative, clerical, and document processing functions for assigned program or project within a legal department; to support law enforcement with a variety of administrative tasks; and to act as a shift supervisor and participate in employee training, evaluation and discipline when assigned to the Sheriff's Office.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Administrative Legal Clerk series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, the complexity of duties assigned, independence of action taken, 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 including performing technical clerical duties which require specialized knowledge related to area of assignment within a legal department and/or providing technical and functional supervision over assigned legal clerical staff. When assigned to the Sheriff's Office, as a shift supervisor, employees perform direct supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from management personnel, and may receive functional or technical supervision from higher level secretarial personnel. Exercises technical and functional supervision over legal clerical personnel. May exercise direct supervision over clerical staff when assigned to the Sheriff's Office.

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

Relieve supervisor or other department staff of administrative legal support service functions; utilize independent judgment and initiative.  
Plan, prioritize and review the work of staff assigned to a variety of general and legal administrative, clerical and document processing functions.  
Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.  
Participate in evaluating the activities of staff, recommending improvements and modifications.  
Provide and coordinate staff training; work with employees to correct deficiencies.  
Act as interdepartmental liaison relating to administrative or project support functions for the office and for compliance with County regulations and practices relating to those functions.
Act as shift supervisor when assigned to the Sheriff's Office; participate in employee training and evaluations and implement discipline.

Perform complex legal clerical duties related to a programmatic area of assignment.

Review complex legal documents, arrest or incident records, probation reports, and files to identify inaccurate, inconsistent, and unclear information; notify appropriate staff to resolve issue.

Interpret, apply and explain policies and procedures related to area of assignment; respond to individuals requesting services related to area of assignment.

Prepare correspondence and supporting documentation relating to area of assignment; maintain accurate records and files of program activities.

Prepare, interpret and maintain comprehensive inmate and parole criminal cases for inmates; develop inmate arraignment calendar; and perform sentence calculations.

Respond to public inquiries from the public and outside law enforcement agencies, both on the telephone and in person, and refer to appropriate staff member for more specific information as appropriate; exhibit familiarity with functions of the County.

Operate and access automated criminal justice telecommunication information systems and subsystems.

Act as information source to inquiries not requiring the supervisor's attention and otherwise assist in representing the department by telephone and in person; compose correspondence as required.

Collect legal information from a variety of documents pertinent to assigned department or functional area of responsibility; compile data for reports; prepare routine reports as required.

Maintain and monitor records and files; follow up on due dates; perform other monitoring functions to ensure timely completion of work.

May perform secretarial duties as necessary; type, proofread and edit correspondence, reports, proposals and contracts.

Operate and access automated criminal justice telecommunication information systems and subsystems.

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.

**WORKING CONDITIONS**

Work is typically performed in an indoor office environment and controlled temperature conditions. Tasks may involve extended periods of time at a keyboard or workstation. Positions may require traveling to and from other locations in a variety of outdoor weather conditions and lifting materials and supplies of light weight. Incumbents may work odd or unusual hours including nights, weekends, holidays and/or overtime and in proximity to, or have contact with inmates or defendants. Incumbents may be subject to periods of facility lockdown.

**MINIMUM QUALIFICATIONS**

Knowledge of:

- Principles and practices of advanced legal clerical work.
PLACER COUNTY
Senior Administrative Legal Clerk (Page 3)

- Legal terminology and forms.
- Principles and practices of legal document processing.
- English usage, spelling, grammar, and punctuation.
- Principles and practices of computer hardware and software including word processing, spreadsheets and database packages.
- Principles and practices of filing and record keeping.
- Modern office methods, practices, procedures and computer equipment.

- Filing and legal record keeping systems
- Legal clerical procedures of area to which assigned.
- Pertinent laws, codes and regulations.
- Business letter and report writing.

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.
- Understand the organization and operations of the County and of outside agencies as necessary to assume assigned responsibilities.
- Provide technical and functional supervision and direct supervision when serving as shift supervisor. Act as shift supervisor.
- Supervise, train and evaluate assigned shift personnel.
- Organize duties and determine priorities in order to meet assigned deadlines.
- Interpret, explain and apply operating policy, rules and procedures of assigned function within a legal department as well as pertinent laws, codes and regulations.
- Perform the more complex legal clerical work.
- Retrieve, store and purge information in a wide variety of manual and automated filing systems, and maintain security and confidentiality of restricted information.
- Establish and maintain basic financial records; calculate mathematical computations.
- Compile and maintain extensive legal records and files.
Type accurately at a speed of 45 words per minute.

Use modern office equipment and computers.

Maintain confidentiality.

Operate a variety of office machines and computer equipment.

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 likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible legal clerical experience.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

May need to possess a valid driver's license as required by the position.

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
ADMINISTRATIVE LEGAL CLERK – ENTRY/JOURNEY

DEFINITION
To perform a wide variety of general and legal administrative, clerical and routine secretarial document processing duties related to the legal function and department assigned; to serve as initial contact to the public; and to support law enforcement with a variety of administrative tasks.

DISTINGUISHING CHARACTERISTICS
Administrative Legal Clerk – Entry: This is the entry level class in the Administrative Legal Clerk series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Administrative Legal Clerk – Entry class is distinguished from the journey level by the performance of less than the full range of duties assigned to the journey level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Administrative Legal Clerk – Journey: This is the full journey level class in the Administrative Legal Clerk series and is distinguished from the Administrative Legal Clerk – Entry level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the Administrative Legal Clerk – Entry level.

SUPERVISION RECEIVED AND EXERCISED

Administrative Legal Clerk – Entry
Receives immediate supervision from management or supervisory positions, and may receive functional and technical supervision from clerical and secretarial personnel.

Administrative Legal Clerk – Journey
Receives general supervision from management or supervisory positions, and may receive functional and technical supervision from clerical and secretarial personnel.

EXAMPLES OF ESSENTIAL DUTIES – Essential duties may include, but are not limited to, the following:
Perform general and legal clerical duties related to assigned functional area and department including compiling data for, summarizing and maintaining a variety of statistical logs, reports, records, lists and files.
Review legal documents, arrests or incident records, probation reports, Coroner reports, citations, and files to identify inaccurate, inconsistent, and unclear information; notify appropriate staff to resolve issue. 
Process records requests; maintain and purge records and files consistent with department policies. 
Receive and log inmate property; release property to inmates and/or family members consistent with department policies. 
Enter, modify and cancel warrants. 
Fingerprint the public, arrestees, and inmates; register sex, arson and gang offenders. 

Type, proofread and process a variety of documents including general and legal correspondence, memos, and statistical charts from rough draft, Dictaphone recordings or verbal instruction. 
Act as a receptionist; answer the telephone and wait on the general public and other law enforcement agencies, receive and respond to giving requests for information on regarding department and assigned program policies and procedures in accordance with legal requirements governing release of information. 
Issue, receive, type and process various legal applications, and other forms; process bookings and other jail related documents; transmit recorded information to State of California and other states. 
Collect and process fees and charges; process bail and permits. 
Schedule appointments as assigned. 
Perform a wide variety of clerical work including filing, billing, checking and recording information on records. 
Sort and file legal and general documents and records, maintaining alphabetical, index, and cross-reference files. 
Maintain a variety of statistical records; check and tabulate statistical data; prepare routine statistical reports. 
Operate standard office equipment including word processing applications as assigned, may perform duties on computer spreadsheet programs; operate stand alone computer software programs or equipment as related to the legal obligation assigned. 
Compile data, summarize and maintain a variety of statistical logs, reports, records, lists and files. 
Operate and access automated criminal justice telecommunication information systems and subsystems. 
Screen for entrance/exit for visitors to and from secured areas. 
Enter, modify and retrieve data into local, state and national computer systems. 
Conduct record searches in a centralized data base. 
May be subpoenaed to testify in court. Provide information to law enforcement agencies, courts, attorneys and the public in accordance with legal requirements governing release of information. 

Receive, sort and distribute incoming and outgoing mail and packages. 
May act as secretary as necessary. 
Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
When assigned to the jail, may process inmates into custody while on duty in the County Jail. Perform related duties as assigned.

**WORKING CONDITIONS**

Work is typically performed in an indoor office environment and controlled temperature conditions. Tasks may involve extended periods of time at a keyboard or workstation. Positions may require traveling to and from other locations in a variety of outdoor weather conditions and lifting materials and supplies of light weight. Incumbents may work odd or unusual hours including nights, weekends, holidays and/or overtime and in proximity to inmates or defendants. Incumbents may be subject to periods of facility lockdown.

**MINIMUM QUALIFICATIONS**

**ADMINISTRATIVE LEGAL CLERK – ENTRY**

Knowledge of:

- Principles and practices of customer service and reception.
- English usage, spelling, grammar, and punctuation.
- Mathematical calculations.
- Principles and practices of computer hardware and software including word processing, spreadsheets and database packages
- Office methods and equipment including filing and record keeping and computer systems.

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 or use keyboard to communicate through written means; perform simple grasping and fine manipulations; 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 to the public and staff.
- Work various shifts which include nights, weekends and holidays as assigned.
- Learn the organization, procedures and operating details of the County department to which assigned.
- Learn how to use word processing equipment.
PLACER COUNTY
Administrative Legal Clerk - Entry/Journey (Page 4)

- Perform routine legal clerical work including maintenance of appropriate records and preparation of reports.
- Verify and check files and data.
- Learn how to use a spreadsheet and database program on the computer.
- Understand and carry out both oral and written directions.
- Perform routine mathematical calculations.
- Maintain confidentiality.
- Deal tactfully and professionally with a variety of individuals.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate a variety of office equipment such as a calculator and typewriter. Use modern office equipment and computers.
- Type accurately at a speed of 45 words per minute.

Experience and Training

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

  **Experience:**
  
  Two years of clerical experience.

  **Training:**
  
  Equivalent to the completion of the twelfth grade.

**ADMINISTRATIVE LEGAL CLERK – JOURNEY**

In addition to the requirements for Administrative Legal Clerk – Entry:

**Knowledge of:**

- Organization, procedures and operating details of the County department to which assigned.
- Principles and practices of legal document processing.
- Legal terminology and forms.

**Ability to:**

- Independently perform legal clerical work.
- Interpret legal and reporting codes and statutes applicable to management of records.
- Use computer word processing equipment.
• Retrieve, store and purge information in a wide variety of manual and automated filing systems, and maintain security and confidentiality of restricted information.
• Ensure thoroughness and accuracy when completing tasks.
• Type accurately at a speed of 45 words per minute.
• Use a spreadsheet and data base program on the computer.

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

  Experience:
  Two years of experience performing duties comparable to that of an Administrative Legal Clerk – Entry for Placer County.

  Training:
  Equivalent to the completion of the twelfth grade.

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
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SECTION I - INTRODUCTION

Bryce Consulting was retained by the County of Placer to conduct a classification study involving 89 positions allocated to the classifications of Administrative Legal Clerk – Entry, Administrative Legal Clerk – Journey, Administrative Legal Clerk – Senior and Administrative Legal Supervisor. This report presents the classification study results and recommendations and includes:

- Section I  Introduction
- Section II  Classification Conceptual Framework
- Section III  Classification Plan Recommendations
- Section IV  Compensation Study

STUDY OBJECTIVES

In conducting the study, Bryce Consulting had the following objectives:

- To systematically describe in the classification plan the kinds of work currently performed by employees and the level of responsibility and difficulty of that work.
- To make allocation recommendations for each position based on the duties and responsibilities assigned.
- To recommend new or revised class specifications, if warranted.
- To allow for a review process that permits each employee to review the draft classification recommendation and to submit concerns directly to the consultant.
- To collect salary and special pay to determine how the County compares to the identified labor market.
STUDY METHODOLOGY
To achieve the above objectives, the following tasks occurred:

- Employee orientations were held where employees were invited to hear the study process, receive and walk through the Position Inventory Questionnaire (PIQ), and ask questions.

- Position Inventory Questionnaires (PIQ) were distributed to employees to complete regarding their current position.

- Upon independent completion of the questionnaire by the employees, management personnel reviewed the questionnaires for accuracy and provided additional comments. The consultant then conducted a preliminary analysis of the information provided by the employees and management.

- The consultant conducted interviews with the majority of the employees. The purpose of these interviews was to gain clarification and additional information regarding each position.

- Based on the information obtained through the questionnaires and interviews, the consultant analyzed the results and compared the duties to the current class specification to determine the appropriateness.

- Incumbents were provided an opportunity to review and comment on the recommendation for their position prior to finalization.

- The consultant collected salary and special pay information from the County’s identified labor market.

- Bryce developed a draft report of the findings and recommendations which was reviewed by the Human Resources staff prior to finalization.
SECTION II - CONCEPTUAL FRAMEWORK

This section of the report presents a conceptual framework for the classification plan. The classification analysis as applied to positions within the County used sound principles of job evaluation and job analyses, focusing on the level and type of work as determined through the use of established allocation factors and class concepts.

The classifications emerging from the analysis represent a carefully designed classification structure tailored to the particular needs of the County. Within these job classes are positions that require a full range of knowledge, skills, and abilities to successfully accomplish a wide array of assignments. The class concepts as outlined in the following pages accommodate these diverse needs and requirements in a manner that encourages the highest degree of management flexibility possible. Finally, the proposed classifications emphasize the duties performed and responsibility exercised as documented through the job analysis process. This section elaborates upon these and other classification concepts used to build the proposed classification plan. The concepts addressed include the following:

- **Classification Levels**
- **Class Series**
- **Allocation Factors**

CLASSIFICATION LEVELS

Position classification represents the grouping of jobs within the County into a systematic classification structure based on the interrelationship of the duties performed, nature and level of responsibilities and other work-related requirements of the jobs. Within the overall classification plan it is possible to generally categorize each classification according to the following possible levels:

- **Class Level**
  - Entry
  - Journey
  - Advanced Journey
  - Supervisor

The levels within a job family reflect the organization and should be tailored to that organization's needs and priorities. The following subsections generally define the responsibilities to be assumed at each class level identified.
Entry level classes are designed to provide an on-the-job training opportunity to an employee who has limited directly related work experience and is not yet prepared to perform the full range of work assigned to the journey level class.

Journey level classes are designed to recognize those positions which require the incumbent to perform a broad range of tasks usually under general supervision. A journey level position is fully trained in the scope of duties associated with this level.

Advanced Journey level classes possess a specialized technical or functional expertise. They typically are assigned significant responsibilities above the journey level, possess specialized knowledge, abilities, skills, and experience, and often exercise independent judgment in the performance of their duties. Advanced journey level classes may provide technical, functional or lead supervision over lower level positions.

The Supervisor level class recognizes full, first-line supervisory positions that plan, assign, and evaluate the work of subordinates and are responsible for a program area within a work unit or department.

ALLOCATION FACTORS
Allocation factors are standards that are used to measure job requirements of individual positions. These factors can be compared in order to measure the similarities and differences among positions. The allocation factors used to develop the Classification Plan are:

- Decision Making
- Scope and Complexity
- Contact with Others Required by the Job
- Supervision Exercised and Received
- Knowledge, Skills and Abilities

These criteria are briefly defined below:

Decision Making
This standard consists of (a) the decision making responsibility and degree of independence or latitude that is inherent in the position and (b) the impact of the decisions.

Scope and Complexity
This standard defines the breadth and difficulty of the assigned function or program responsibility inherent in the classification.
Contact with Others Required by the Job
This standard measures (a) the types of contacts and (b) the purpose of the contacts.

Supervision Received and Exercised
This standard describes the level of supervision received from others and the nature of supervision provided to other workers. It relates to the independence of action inherent in a position.

Knowledge, Skills and Abilities
This standard defines the knowledge, skills and abilities necessary to perform assigned responsibilities.

These allocation factors have been carefully and consistently applied during the analysis of each position included in the scope of the study. They are then compared with the same elements to positions that involve similar kinds of work. Not all factors will be as pertinent to all positions and each factor is analyzed in accordance with the importance of that particular factor to the kind of job under study. Positions are classified according to the nature and kind of duties assigned to the position. The assignment of additional duties of a similar nature to a position does not justify a higher classification. Redistributing work or adding employees, not reclassifying existing positions, properly solves problems of excessive workload.
SECTION III - CLASSIFICATION PLAN ALLOCATIONS

This section presents the classification plan and includes the allocation of positions to recommended classes.

ALLOCATION OF POSITIONS TO CLASSES

Each position included in the scope of the study has been allocated to an appropriate class within the recommended classification plan. While the majority of the positions are appropriately classified, a few positions have been found to be misclassified. An allocation list is provided in Appendix A with the specific findings and recommendations for those position found to be misclassified detailed on the following pages. It should be noted that there were a few employees that did not provide Position Inventory Questionnaires. In the absence of information pertaining to their duties, no recommendation regarding classification can be made. With respect to the positions that were determined to be misclassified, no new classifications are recommended but rather those positions determined to be misclassified are recommended for allocation to existing County classifications. Additionally, minor revisions to the job descriptions have been recommended and are contained in Appendix B.

CONCEPT OF ADMINISTRATIVE LEGAL CLERK

The Administrative Legal Clerk series is responsible for performing a wide variety of general and legal clerical and routine secretarial duties related to the legal function and department assigned. The series consists of an entry, journey and advanced journey level with the entry level learning to perform the duties, the journey performing the full scope of work, and the advanced journey level serving as a lead and/or performing the more complex duties assigned to the series. For positions within the Sheriff’s Office, the Senior may serve as a shift supervisor. According to the job description, the Administrative Legal Clerk – Entry and Journey may be responsible for:

- Performing general and legal clerical duties related to assigned functional area and department including compiling data for, summarizing and maintaining a variety of statistical logs, reports, records, lists and files.
- Typing, proofreading and processing a variety of documents including general and legal correspondence, memos, and statistical charts from rough draft, Dictaphone recordings or verbal instruction.
- Acting as a receptionist; answering the telephone and waiting on the general public, giving information on department and assigned program policies and procedures.
• Issuing, receiving, typing and processing various legal applications, and other forms; processing bookings and other jail related documents; transmitting recorded information to State.
• Collecting and processing fees and charges.
• Scheduling appointments as assigned.
• Performing a wide variety of clerical work including filing, billing, checking and recording information on records.
• Sorting and filing legal and general documents and records, maintaining alphabetical, index, and cross-reference files.
• Maintaining a variety of statistical records; checking and tabulating statistical data; preparing routine statistical reports.
• Compiling data, summarizing and maintaining a variety of statistical logs, reports, records, lists and files.
• Operating and accessing automated criminal justice telecommunication information systems and subsystems.
• Entering, modifying and retrieving data into local, state and national computer systems.
• Conducting record searches in a centralized data base.
• Providing information to law enforcement agencies, courts, attorneys and the public in accordance with legal requirements governing release of information.
• When assigned to the jail, may process inmates into custody while on duty in the County Jail.

The Administrative Legal Clerk – Senior may be responsible for:

• Relieving supervisor or other department staff of administrative legal support service functions; utilizing independent judgment and initiative.
• Acting as interdepartmental liaison relating to administrative or project support functions for the office and for compliance with County regulations and practices relating to those functions.
• Acting as shift supervisor when assigned to the Sheriff's Office; participating in employee training, evaluations and discipline.
• Performing complex legal clerical duties related to a programmatic area of assignment.
• Interpreting, applying and explaining policies and procedures related to area of assignment; responding to individuals requesting services related to area of assignment.
• Preparing correspondence and supporting documentation relating to area of assignment; maintaining accurate records and files of program activities.
• Responding to public inquiries, both on the telephone and in person, and referring to appropriate staff member for more specific information as appropriate; exhibiting familiarity with functions of the County.

• Acting as information source to inquiries not requiring the supervisor’s attention and otherwise assist in representing the department by telephone and in person; composing correspondence as required.

• Collecting legal information from a variety of documents pertinent to assigned department or functional area of responsibility; compiling data for reports; preparing routine reports as required.

• Maintaining and monitoring records and files; following up on due dates; performing other monitoring functions to ensure timely completion of work.

• May perform secretarial duties as necessary; typing, proofreading and editing correspondence, reports, proposals and contracts.

Name: Elisa Evans and Lindsey Siebert
Current Classification: Administrative Legal Clerk – Journey
Recommended Classification: Administrative Clerk - Journey

The positions are assigned to the Corrections Division of the Sheriff’s Office and are responsible for coordinating the commissary services. Duties include:

• Coordinating delivery from an offsite provider, entering loss of commissary paperwork and sending out reports, ordering inmate order manifests, coordinating commissary delivery and receiving and responding to inmate questions regarding commissary supplies.

• Performing accounting duties including balancing and approving weekly sales invoices, processing inmate credits and charges to accounts, and computing projections for current and future sales.

• Estimating sales and revenues and making purchases.

• Purchasing and collecting goods for the Inmate Welfare Fund program and distributing them accordingly.

• Assisting with and serving as liaison for jail programs such as Affordable Care Act, educating inmates regarding health care insurance, and soliciting donations.

• Serving as backup for accounting staff as it relates to bank reconciliations, invoice processing, deposits and banking.
Neither of the positions perform duties consistent with those listed in the Administrative Legal Clerk – Journey classification as there are minimal legal clerical duties within their scopes of responsibility. It should be noted that when the employees originally submitted their request for classification review, they felt the positions should be reclassified to the Account Clerk series. The Account Clerk series is responsible for performing difficult and responsible clerical work including financial recordkeeping and statistical records including the review and reconciliation of financial and budget reports, invoices, purchase orders and other materials. Duties includes:

- Performing clerical accounting or bookkeeping work associated with the maintenance of journals and subsidiary ledgers, tax billing and collections, general ledgers, accounts receivable, fiscal controls and similar financial records.
- Preparing periodic statements and analyses of statistical and financial records related to area of assignment.
- May process time records and prepare payroll and related records.
- Assisting in the conduct of accounting and statistical studies and compute cost and revenue estimates.
- Classifying and posting expenditures, revenues or authorizations to the appropriate budgetary or ledger accounts; maintaining records of postings; and reconciling to financial reports.
- Keeping ledger accounts; balancing accounts; reviewing, identifying and correcting irregularities; assisting with collections of delinquent accounts.
- Receiving financial or statistical documents; screening for accuracy and adherence to legal and procedural requirements; carrying out proper steps to ensure or authorize payments and delivery; posting to records, checking and balancing totals.
- Making computations and changes to financial and statistical data, applying standard formulas or predetermined guides; assembling financial and statistical data from a variety of sources and preparing or assisting in preparing financial and statistical reports.

While the positions perform some duties listed in the Account Clerk class specification as it relates to purchasing and serving as back up to accounting staff, it is a relatively small percentage of time and the least complex duties assigned to Account Clerk. As such, it is recommended that both positions be reclassified to Administrative Clerk – Journey. Administrative Clerk – Journey is an existing County classification responsible for performing a wide variety of general clerical and routine secretarial duties including routine accounting duties. According to the job description, positions may be responsible for:
• Typing, proofreading and processing a variety of documents and forms including general correspondence, memos, and statistical charts from rough draft, recordings or verbal instruction.

• Acting as a receptionist; answering the telephone and waiting on the general public, giving information on department and assigned program policies and procedures.

• Issuing, receiving, typing and processing various applications, permits and other forms; registering participants in County sponsored programs.

• Processing bills and collecting fees, permits and licenses; recording payments and sending delinquent notices as necessary.

• Operating standard office equipment including word processing applications as assigned; may perform duties on computer spreadsheet programs; operating stand alone, computer software programs as related to assigned area.

• Scheduling inspections and/or other appointments as assigned.

• Attending meetings for the purpose of making notes; prepare and distribute meeting summaries.

• Performing a wide variety of clerical work including filing, billing, and checking and recording information on records.

• Sorting and filing documents and records, maintaining alphabetical, index, and cross-reference files.

• Maintaining a variety of statistical records; check and tabulate statistical data; prepare routine statistical reports.

• Receiving, sorting and distributing incoming and outgoing mail.

Name: Ursula Thomas, Sara Myles, Dena Proctor, Elizabeth Baldi-Lambert

Current Classification: Administrative Legal Clerk - Journey

Recommended Classification: Administrative Legal Clerk - Senior

The positions are within the Corrections Division of the Sheriff’s Office and are responsible for serving as Court Liaison, ensuring that all inmates are scheduled for arraignment within 48 hours of arrest. Additionally, the positions are responsible for sentence calculations for both County and State inmates. Duties include:

• Developing and maintaining in custody arraignment calendar which involves reviewing each file to ensure information regarding charges match, assigning court dates, entering information into a spreadsheet with inmate details, and distributing to the court, District
Attorney, arresting agency, and other counties. If the inmate is not arraigned within 48 hours, they will have to be released.

- Performing releases for inmates that have been sentenced. This includes pulling information regarding the inmate to ensure that they are supposed to be released and have no additional warrants.
- Updating minute orders received by the courts which can involve a court event, updating service credit changes, alternative sentencing, transfer or release.
- Processing service calculations and program credits which involves receiving court orders that specify how many days an inmate needs to serve and how many credits the inmate has received and then processing based on a calculation provided by the District Attorney’s Office.
- Preparing AB109 report which pertains to realignment where State prisoners are housed in County jail. The incumbents have to maintain a list of those under local jurisdiction and those under State jurisdiction. Additionally, staff are processing service calculations for State inmates which utilizes a different formula that the County.

The duties performed by the positions assigned court liaison duties are at a level higher than other positions in the Administrative Legal Clerk – Journey. The complexity of the duties including the interpretation of minute order and the processing of service calculations rise to the level of the Senior. Additionally, the consequence associated with ensuring inmates are arraigned within the required timeline and the consequence for misunderstanding a minute order are consistent with an advanced journey level classification. It is therefore recommended that the positions be reclassified to Administrative Legal Clerk – Senior.
SECTION IV – SALARY AND SPECIAL PAY STUDY

In addition to conducting a classification study of positions, a salary and special pay study was conducted to ensure the County’s salary is consistent and competitive with the market. The benchmark classification for survey purposes is the Administrative Legal Clerk – Journey as the journey level in a series typically results in the most stable survey data. Table 1 provides the labor market agencies as identified by the County.

**TABLE 1**

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<td>Yolo County</td>
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Per the County, the consultants collected and compared the following data elements:

- Minimum and maximum base salary
- Bilingual Pay
- Certification/Education Pay
- Shift Differential

Appendix C contains the detailed datasheet. Overall, the County is 1.70% below the market mean for maximum base salary and 0.07% below market for total cash which includes the maximum base salary plus the above listed cash benefits.
APPENDIX B
REVISED CLASS SPECIFICATIONS
APPENDIX C
COMPENSATION SURVEY DATA
<table>
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<th>Classification Recommendation</th>
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**DISTRICT ATTORNEY'S OFFICE**

**HHS**

**PROBATION DEPARTMENT**
## Appendix A

### Placer County

#### Administrative Legal Clerk - Allocation List

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#### SHERIFF'S OFFICE

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## Appendix A

### Placer County

**Administrative Legal Clerk - Allocation List**

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# Placer County
## Administrative Legal Clerk - Allocation List

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**Labor Market Mean**: $4,423  
**% Placer County is Above or Below Mean**: -1.70%  
**# Of Comparable Matches**: 10

*Data effective as of 11.2019*
## Administrative Legal Clerk Series Classification Study
### June 8, 2020

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DATE: June 8, 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 June 8, 2020, pursuant to Section 3.04.650 of the County Code.
## Classified Staff Merit Increases Presented to Civil Service Commission on June 8, 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 June 8, 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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<tr>
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