CIVIL SERVICE COMMISSION
SPECIAL MEETING
AGENDA

Tuesday, June 18, 2019
3:30 PM

COMMISSIONERS
Andrae Randolph, Chair
John Costa, Vice Chair
Ron Le Doux
Rick Ward
District 5 Seat Vacant

COMMISSIONERS

Andrae Randolph, Chair
John Costa, Vice Chair
Ron Le Doux
Rick Ward
District 5 Seat Vacant

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 an accommodation. Requests received after such time will be accommodated only if time permits.

SPECIAL MEETING LOCATION:

Placer County Department of Child Support Services
1000 Sunset Boulevard, Suite 200
Rocklin, CA 95765
(866) 901-3212

OPEN SESSION

Call to Order: 3:30PM
Roll Call
Flag Salute

1. Approval of Agenda: Special Meeting, June 18, 2019

2. Approval of Minutes: Regular Meeting, May 13, 2019

3. 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.

4. Old Business: None
5. **New Business:**
   a. **Request for Retroactive Work Out of Class Pay - County Counsel’s Office**
      Presenter: Amy Pearson, Human Resources Analyst
      Approve retroactive work out of class (WOC) pay in County Counsel’s Office for employee #01192210, as an Administrative Services Officer (ASO), effective December 8, 2018 through April 9, 2019.
   b. **Probationary Period Extension Request - Placer County Sheriff’s Office**
      Presenter: Lindsay Killian, Human Resources Analyst
      Approve a request from the Sheriff’s Office to extend the probationary period of employee #51234068, a Sheriff’s Sergeant, for approximately six (6) months pursuant to section 3.08.1050(b)(2) of the Placer County Code.

6. **Communications**
   Reports to the Commission are informational only. No action will be taken.
   a. Provisional Appointments: None
   b. Staff Reports and Correspondence:
      i. District 5 Commissioner Nomination: Kate Sampson
   c. Commissioner Comments

**CLOSED SESSION**

7. **§54957 - Public Employee Performance Evaluations**
   a. Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

**OPEN SESSION**


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

10. Adjournment

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**Civil Service Commission - Upcoming Regular Meeting**

Monday, July 8, 2019 at 3:30 PM
Human Resources Department
145 Fulweiler Avenue, Suite 200
Auburn, CA 95603
530-889-4060
CIVIL SERVICE COMMISSION
MEETING MINUTES

Monday, May 13, 2019 - 3:30 PM

COMMISSIONERS
Andrae Randolph, District 1 Nominee, Chair
Ron Le Doux, District 2 Nominee
Rick Ward, District 3 Nominee
John Costa, District 4 Nominee, Vice Chair
District 5 Nominee - Vacant

145 Fulweiler Avenue
Suite 200
Auburn, California 95603

Kate Sampson, Director of Human Resources
Judy McKeig, Commission Clerk
Main Office: (530) 889-4060
www.placer.ca.gov

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MEETING LOCATION:

Placer County Department of Child Support Services
1000 Sunset Boulevard, Suite 200
Rocklin, CA 95765
(866) 901-3212

OPEN SESSION

Call to Order: 3:30 PM - Andrae Randolph, Chair
Roll Call: Judy McKeig, Commission Clerk
Members Present: Andrae Randolph, John Costa, Ron Le Doux, Rick Ward
Members Absent: None
Vacancies: District 5 Nominee
Flag Salute: Led by Commissioner Ward

I. Agenda Approval: May 13, 2019
Motion: Le Doux/Costa/Unanimous vote 4:0
Ayes: Randolph, Le Doux, Ward, Costa

II. Approval of Minutes from previous Regular Meeting: April 8, 2019
Commissioner Randolph approved the minutes with no changes.

III. 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.

IV. Old Business: None.
V. New Business

A. Request the Civil Service Commission approve a Work-Out-of-Class pay extension pursuant to Placer County Code Section 3.08.510(C)(5)(c) for one employee assigned to the County Executive Office.

Presenter: Lindsay Killian, Human Resources Analyst
Attendee: Jane Christenson, Assistant County Executive Officer

Ms. Killian provided a report outlining the County Executive Office’s request for a 180-day Work-Out-Of-Class extension for the current Central Services Supervisor as the Central Services Manager, effective May 25, 2019. No Commission discussion. No public comment.

Motion: Le Doux/Ward/Unanimous vote 4:0
Ayes: Randolph, Le Doux, Ward, Costa

B. Request the Civil Service Commission take the following action on the Creation of the Public Health Epidemiologist – Trainee Classification Specification and Request for Revisions to the Public Health Epidemiologist Classification Specification:

1. Confirm the recommendation to place the classification specification of Public Health Epidemiologist – Trainee into the Unclassified service at UNCL Grade U16 ($3,750.07 - $4,558.23 monthly).

2. Approve the proposed revisions to the classification specification of Public Health Epidemiologist.

Presenter: Courtney Thomas, Human Resources Analyst
Attendee: Dr. Robert Oldham, Health Officer

Ms. Thomas provided a report outlining the Department of Health and Human Services’ requests. Creating the Public Health Epidemiologist – Trainee position will allow Placer County to hire recent graduates with little to no experience in an at-will position for approximately 12 months. The California Department of Public Health will reimburse some of the costs associated with hiring a Trainee through their Investigation Service Fellowship Program (Cal-EIS). After completing the training period, the incumbent may promote to permanent employment through a competitive recruitment process. The recommendation to revise the Minimum Qualifications for the Public Health Epidemiologist position included requiring a master’s degree and one year of service, with minor updates to the Definition, Distinguishing Characteristics, and Supervision Received and Exercised. Commission discussion included but was not limited to, number of trainee positions, promotions, fellowship funds and reimbursement. No public comment.

1. Confirm the recommendation to place the classification specification of Public Health Epidemiologist – Trainee into the Unclassified service at UNCL Grade U16 ($3,750.07 - $4,558.23 monthly).

   Motion: Ward/Le Doux/Unanimous vote 4:0
   Ayes: Randolph, Le Doux, Ward, Costa

2. Approve the proposed revisions to the classification specification of Public Health Epidemiologist.

   Motion: Le Doux/Ward/Unanimous vote 4:0
   Ayes: Randolph, Le Doux, Ward, Costa
C. Request the Civil Service Commission determine whether a non-competitive promotion should be granted for one employee in the District Attorney Office (DAO) from the classification of Deputy District Attorney II, PROF Grade 250 ($8,226.50 – $9,999.44 monthly) to Deputy District Attorney III PROF Grade 258 ($9,069.81- $11,024.43 monthly) effective retroactively to March 2, 2019.

Presenter: Heidi Kernytsky, Human Resources Analyst
Attendee: Jennifer Miszkewycz, Assistant District Attorney
Ms. Kernytsky provided a report recommending retroactive pay for one Deputy District Attorney III for the period of March 2, 2019 through March 29, 2019. The incumbent was eligible and assigned the duties, however a paperwork delay meant the retroactive pay was processed with a later date of March 30, 2019. Commission discussion included but was not limited to, confirming approximately one month of back pay. No public comment.
Motion: Le Doux/Costa/Unanimous vote 4:0
Ayes: Randolph, Le Doux, Ward, Costa

D. Request the Civil Service Commission take the following actions on the County Executive Office Request for Reclassification:
1. Approve the reclassification of two Budget Analyst positions, MNGT Grade 427 ($7,082.40 - $8,607.73 monthly) to the classification of Management Analyst II, MNGT Grade 422 ($6,735.73 - $8,190.00 monthly).
2. Administratively place the two incumbents into the new classification pursuant to County Code section 3.08.480 (C).
3. Abolish the classification of Budget Analyst.

Presenter: Kathy Youngs, Sr. Human Resources Analyst
Attendee: Jane Christenson, Assistant County Executive Officer
Ms. Youngs provided a report outlining the request for reclassification. The Budget Analyst position was created in 2004. The position is unique to the County Executive Office, as is the Management Analyst series which offers promotional opportunities. A comparison review of the Budget Analyst and Management Analyst II classifications shows many duplicate duties. To streamline workflow and service provided to County Departments, the current County Executive Office administration would like to reclassify the two employees in the Budget Analyst position to the broader Management Analyst II classification. Both employees meet the minimum qualifications of the Management Analyst II classification and reportedly do not oppose the reclassification. The Human Resources Department intends to work with CEO staff to further update the specifications of the Management Analyst series and return to the Commission at a future date for consideration. Commission discussion included but was not limited to, organization chart, number of positions allocated to the Management Analyst II classification, underfilled positions, pay grade comparison, and promotional opportunities. No public comment.

1. Approve the reclassification of two Budget Analyst positions, MNGT Grade 427 ($7,082.40 - $8,607.73 monthly) to the classification of Management Analyst II, MNGT Grade 422 ($6,735.73 - $8,190.00 monthly).
Motion: Le Doux/Costa/Unanimous vote 4:0
Ayes: Randolph, Le Doux, Ward, Costa
2. Administratively place the two incumbents into the new classification pursuant to County Code section 3.08.480 (C).
   Motion: Costa/Le Doux Unanimous vote 4:0
   Ayes: Randolph, Le Doux, Ward, Costa

3. Abolish the classification of Budget Analyst.
   Motion: Ward/Le Doux/Unanimous vote 4:0
   Ayes: Randolph, Le Doux, Ward, Costa

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

A. Provisional Appointments - None

B. Staff Reports and Correspondence
   i. Staff Updates – Presenter: Kate Sampson, Director of Human Resources
      a. Formally introduced Judy McKeig, new Commission Clerk and Executive Secretary.
      b. Provided an update on the vacant Commissioner position. District 5 Supervisor, Cindy Gustafson, will nominate an applicant to the Board of Supervisors for approval. One application has been received to date. As there is the possibility of a lack of quorum for the June CSC meeting, it is requested Commissioners advise the Clerk of their availability as soon as possible.
   ii. Youth in Government Day – Presenter: Heidi Kernytsky, Human Resources Analyst
      The County hosted its inaugural Youth in Government Day on May 8, 2019 to coincide with Public Service Week. The event included students from Placer High School in Auburn, with five County departments participating: Auditor-Controller, Department of Public Works, Sheriff’s Department, HHS-Animal Services and the Community Development Resource Agency. Follow up feedback is ongoing, but the event was reportedly a resounding success. Ensuing events will include multiple schools and different departments, with details under determination. Goals include building the event to a formal two-week summer intern program and engagement with the Board of Supervisors and Civil Service Commission. A promotional video of the event created by the Communications Division and available on the Placer County Facebook page was played for attendees. Kate Sampson offered congratulations to the HR team especially Heidi Kernytsky who coordinated the event.

C. Commissioner Comments
   i. Le Doux: Great job regarding Youth in Government Day
   ii. Costa: Very impressed regarding Youth in Government day and plans to expand
   iii. Ward: Good job regarding Youth in Government Day
   iv. Randolph: Loved Youth in Government Day, also appreciated HR staff attention to detail in reports and items coming before the Commission

CLOSED SESSION – 4:15PM

VII. §54957 - Public Employee Performance Evaluations
OPEN SESSION – 4:22PM

VIII. Report of action taken in closed session pursuant to Government Code Section 54957.1.
Nothing to report.

IX. Approval of merit increases for classified employees pursuant to Placer County Code Section 3.04.650 (progression in steps).
Motion: Le Doux/Costa/Unanimous vote 4:0
Ayes: Randolph, Le Doux, Ward, Costa

X. Adjournment: 4:23PM
Motion: Costa/Le Doux/Unanimous vote 4:0
Ayes: Randolph, Le Doux, Ward, Costa

Civil Service Commission – Upcoming Regular Meeting

Monday, June 10, 2019 at 3:30 PM
1000 Sunset Boulevard, Suite 200
Rocklin, CA 95765
(866) 901-3212

PLACER COUNTY CIVIL SERVICE COMMISSION

________________________________________  _____________________________________
Andrae Randolph, Chair                         Judy McKeig, Commission Clerk
To: Civil Service Commission  
From: Kate Sampson, Director of Human Resources  
By: Amy Pearson, Human Resources Analyst  
Date: June 18, 2019  
Subject: Request for Retroactive Work Out of Class Pay - County Counsel's Office

Recommendation

Approve retroactive work out of class (WOC) pay in County Counsel's Office for employee #01192210, as an Administrative Services Officer (ASO), effective December 8, 2018 through April 9, 2019.

Basis for Recommendation

On April 9, 2019, the Human Resources Department (HR) received a WOC request from the County Counsel's Office for employee #01192210, who, due to the incumbent being out on an approved leave of absence, was assigned to perform the higher-level duties of an ASO. However, due to turnover at the Executive level in the County Counsel office, the paperwork to transact this WOC assignment was overlooked. As soon as the new Executive staff was made aware that the higher-level duties had been assigned to, and successfully performed by employee #01192210, the WOC paperwork was immediately submitted to HR. As you know, it is HR's practice to process WOC transactions at the beginning of the pay period in which the paperwork was received, therefore, the WOC paperwork was processed to be effective March 30, 2019.

If approved, the WOC pay will retroactively cover the period from December 8, 2018 through March 29, 2019.

Attachment: Department Request Memorandum  
Department Organization Chart

cc: Karin Schwab, Interim County Counsel  
Brett Holt, Chief Deputy County Counsel
TO:    Kate Sampson, Human Resources Director
FROM:  Karin Schwab, Interim County Counsel
DATE:  April 9, 2019
SUBJECT: Request for Work Out of Class (WOC) Pay

ACTION REQUESTED

Employee ID:  01192210
Current Classification:  Staff Analyst II
WOC Classification:  Administrative Services Officer
Initial WOC Effective Date:  December 8, 2018
Requested Extension Eff. Date:  June 6, 2019
Expiration Date of WOC:  December 3, 2019

REASON FOR WOC

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

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

PLAN TO END TEMPORARY WOC

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

BACKGROUND

The office of County Counsel is formally requesting that employee 01192210, Staff Services Analyst II, receive retroactive work out of class (WOC) pay as an Administrative Services Officer (ASO) for the period of December 8, 2018 through April 9, 2019.

The current ASO incumbent has been on an approved leave of absence since December 5, 2018. Effective December 8, 2018, employee 01192210 has been assigned and successfully performing the duties of an ASO including budget development and submission, preparing and reviewing state mandated claims, assisting with the cost plan preparation and inquiries, Workday Financials, Payroll and Human Resources lead project analyst, departmental billing, and a myriad of the other personnel and administrative tasks integral to running the office. The employee meets the minimum qualifications
Request for Work Out of Class (WOC) Pay

and is uniquely qualified for this WOC assignment as she has 6 years of experience in the office of County Counsel 5 years of which have been as a Staff Services Analyst.

The delay in submitting this WOC paperwork was due to an unfortunate administrative oversight, and therefore it is requested that your Commission approve the retroactive WOC pay for this employee from December 8, 2018 through April 9, 2019. The office of County Counsel has put procedures in place to avoid similar issues in the future.

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.

Information verified by HR

Updated 2/2019
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.

Information verified by HR  Updated 2/2019
COUNTY COUNSEL

Country Counsel

Chief Deputy Counsel

- Supervising Dep Co Co
  - Senior Dep Co Co
    - Dep Co Co III
      - Dep Co Co I
    - Dep Co Co I
  - Dep Co Co IV
    - Dep Co Co I
    - Dep Co Co I

- Supervising Dep Co Co
  - Senior Dep Co Co
    - Dep Co Co III
    - Dep Co Co II
    - Dep Co Co II

- Supervising Dep Co Co - Vacant
  - Dep Co Co IV
    - Account Clerk Entry

- Civil Legal Secretary II
  - Civil Legal Secretary II
  - Civil Legal Secretary II

- Supervising Civil Legal Secretary
  - SSA II
  - SR Civil Legal Secretary
  - SR Civil Legal Secretary
DATE: June 18, 2019
TO: Civil Service Commission
FROM: Kate Sampson, Human Resources Director
BY: Lindsay Killian, Human Resources Analyst
SUBJECT: Sheriff’s Office – Probationary Period Extension Request

Recommendation:

It is recommended that the Civil Service Commission approve a request from the Sheriff’s Office to extend the probationary period of employee #51234068, a Sheriff’s Sergeant, for approximately six (6) months pursuant to section 3.08.1050(b)(2) of the Placer County Code.

Basis for Recommendation:

This employee was promoted to Sheriff’s Sergeant effective November 24, 2018, at which time the employee began serving a six (6) month probationary period. Due to staffing and operational needs, the Sergeant was reassigned from Patrol to Corrections effective May 11, 2019, which resulted in a major assignment and work location change for the employee. The employee has spent the majority of the probationary period training and performing Sergeant job duties in a field/patrol setting and has not served in a jail/corrections assignment since 2017. There are a number of complexities and legal liabilities associated with performing Sergeant-level job duties in a corrections environment, and the employee’s performance has not yet been evaluated in this setting. Upon successful completion of the probationary period, the employee will remain assigned to the Corrections Division until such time as the operational needs of the Sheriff’s Office change.

Due to this major change in assignment and the planned long-term nature of the new assignment, the Sheriff’s Office is requesting to extend the employee’s probationary period for an additional six (6) months in order to afford the department an opportunity to evaluate the individual’s knowledge, skills, and abilities in this new capacity.

cc: Jeff Swearingen, Captain
    Troy Minton-Sander, Captain
    Mark Giacomini, Administrative Services Manager
To: Kate Sampson, Human Resources Director

Date: May 20, 2019

From: Wayne Woo, Undersheriff

Subject: Request to Extend Probationary Period

Our office is requesting an extension of probation for Isaiah Tchobanoff, Sheriff's Sergeant, under Chapter 3.08.1050(B2). Sergeant Tchobanoff's probation is scheduled to end May 24, 2019, six months after his promotion date of November 24, 2018.

Due to staffing and operational needs, Sergeant Tchobanoff was reassigned from the Patrol Division to the Corrections Division effective 5/11/19; this resulted in a major assignment and work location change. Sergeant Tchobanoff has spent the majority of the current probationary period in the field within the Patrol Division and has not served in a jail assignment since 2017. Due to the complexities and legal liabilities associated with Corrections, our Agency would like extend Sergeant Tchobanoff’s probation for an additional six (6) months in order to evaluate his job performance as a Sheriff's Sergeant without any major assignment changes.

Upon successfully completing the extended probationary period, Sergeant Tchobanoff will remain in the Corrections Division until operational needs change. Given the planned long-term nature of this assignment, it is imperative that Sergeant Tchobanoff be evaluated for the job duties and skills of a Sergeant within the Corrections Division.

Thank you for your consideration in this matter.

Cc: File

WW/nh

[RECEIVED]
MAY 21 2019
Placer County Human Resources
DATE: June 18, 2019

TO: Civil Service Commission

FROM: Kate Sampson, Human Resources Director

SUBJECT: Review of Merit Increases for Eligible Classified County Employees

During the closed session of your meeting, your Commission will review the performance evaluations of classified County employees pursuant to Government Code Section 54957. For those classified County employees determined to be eligible for a merit increase, the following motion is submitted for your consideration:

Motion to approve the classified merit awards set forth in the list dated June 18, 2019, pursuant to Section 3.04.650 of the County Code.