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.

MEETING LOCATION:

Placer County Human Resources Department
145 Fulweiler Avenue, 1st Floor Conference Room
Auburn, CA 95603
(530) 889-4060

OPEN SESSION

Call to Order: 3:30PM
Roll Call
Flag Salute
Administration of the Oath of Office of Incoming Commissioner, Deborah Bennett

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, July 8, 2019
2. Approval of Minutes: Special Meeting, June 18, 2019
3. **Work Out-of-Class Pay Extension - Health and Human Services, Public Health Division**  
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 Health and Human Services, Public Health Division.

4. **Work out of Class Pay Extension - County Executive Office**  
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 County Executive Office.

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

**CLOSED SESSION**

6. **§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**

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

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

8. **Adjournment**

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**Civil Service Commission - Upcoming Regular Meeting**

Monday, August 12, 2019 at 3:30 PM  
Human Resources Department  
145 Fulweiler Avenue, Suite 200  
Auburn, CA 95603  
530-889-4060
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, Andrae Randolph, Chair
Roll Call Judy McKeig, Clerk to the Commission
Present Andrae Randolph, John Costa, Ron Le Doux, Rick Ward
Absent None
Vacancies District 5 Nominee
Flag Salute Led by Commissioner Ward

1. Approval of Agenda: Special Meeting, June 18, 2019
Motion: Le Doux/Costa/Unanimous vote 4:0
Ayes: Randolph, Costa, Le Doux, Ward

2. Approval of Minutes: Regular Meeting, May 13, 2019
Commissioner Randolph approved the minutes with no changes.

3. 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.

4. Old Business: None

5. New Business:
a. Request for Retroactive Work Out of Class Pay - County Counsel’s Office

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.

Presenter: Amy Pearson, Human Resources Analyst
Attendee: Brett Holt, Chief Deputy County Counsel

Ms. Pearson provided a revised staff memo which is on file with the Commission Clerk. The revised memo amends the range of the WOC pay. The correct range is from December 8, 2018 through March 29, 2019. Ms. Pearson stated the primary reason for the paperwork not being submitted in time was due to staff turnover at the Executive level in the County Counsel Office. Newly appointed staff were not aware the paperwork had not been submitted which was corrected upon discovery. Ms. Pearson re-iterated an incorrect ending date was listed on the original staff memo and clarified the new ending date is March 29, 2019 and not April 9, 2019. Commission questions included but were not limited to, why the error was not discovered sooner and whether the staff member is still working out of class. Mr. Holt outlined additional reasons including recruitment and staff training delays. No public comment.

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

b. Probationary Period Extension Request - Placer County Sheriff’s Office

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.

Presenter: Lindsay Killian, Human Resources Analyst
Attendee: Josh Barnhart, Sheriff’s Lieutenant

Ms. Killian explained the employee was promoted to Sheriff’s Sergeant in November 2018 but was reassigned from Patrol to Corrections during their six-month probationary period. This resulted in significant changes to their duties as well as a change in work location. The department has had insufficient time to evaluate the employee’s proficiency in the new position and is requesting a six-month extension. The department intends for the employee’s position with Corrections to be long term. Ms. Killian read Placer County Code Chapter 3.08.1050(b)(2) which states the reasons allowing the Civil Service Commission to extend an employee’s probationary period for up to one year. Commission questions included but were not limited to, whether the employee was present for this meeting and if they have any objections to the extension. Lt. Barnhart stated no to both. The Commission also questioned if they return to Corrections for two years when promoting to Sergeant and Lt. Barnhart confirmed this.

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

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
Ms. Sampson stated that District 5 Supervisor, Cindy Gustafson, is expected to submit a name for Board vote at the June 25, 2019 meeting. As soon as the Agenda is released, we will forward to the Commissioners with information on the candidate. It is hoped the new Commissioner will be able to attend the July 8, 2019 CSC meeting.

c. Commissioner Comments:
   i. Le Doux: Happy to be here
   ii. Costa: None
   iii. Ward: None
   iv. Randolph: None

CLOSED SESSION: 3:42PM

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: 3:51pm


9. 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, Costa, Le Doux, Ward

10. Adjournment: 3:52PM to the next Regularly Scheduled Meeting
    Motion: Costa/Le Doux/Unanimous vote 4:0
    Ayes: Randolph, Costa, Le Doux, Ward

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

PLACER COUNTY CIVIL SERVICE COMMISSION

_________________________________   __________________________________
Andrae Randolph, Chair      Judy McKeig, Commission Clerk
DATE: July 8, 2019

TO: Civil Service Commission

FROM: Kate Sampson, Director of Human Resources

SUBJECT: Work-Out-of-Class Pay

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 period requested. The Human Resources Department has previously approved work-out-of-class pay and we are requesting the Civil Service Commission approve an additional extension as per Placer County Code 3.08.510 (C)(5)(c). Supporting documentation has been attached to this memo.

<table>
<thead>
<tr>
<th>Department</th>
<th>Employee ID</th>
<th>Dates</th>
<th>Approximate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Human Services-</td>
<td>01167950</td>
<td>7/18/2019 – 1/14/2020</td>
<td>180 days</td>
</tr>
<tr>
<td>Public Health Division</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

cc: Jeffrey Brown - Health and Human Services
TO: Kate Sampson, Director of Human Resources
FROM: Jeffrey Brown, MPH, MSW, Director of Health and Human Services
DATE: July 8, 2019
SUBJECT: Request for Extension of Work Out of Class (WOC) Pay

ACTION REQUESTED

Employee ID: 01167950
Current Classification: Client Services Practitioner-Senior
WOC Classification: Client Services Program Supervisor
Initial WOC Effective Date: 1/19/2019 (PP17)
Requested Extension Eff. Date: 7/18/2019 (PP3)
Expiration Date of WOC: 1/14/2020 (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

BACKGROUND

The Public Health Division is requesting extension of the WOC assignment for employee 01167950 as a Client Service Program Supervisor. The Whole Person Care (WPC) Program has approximately 14 full-time and five extra-help/temporary staff, including Client Services Practitioner-Senior, Client Services Practitioner, Public Health Nurse, Client Services Counselor, and Client Services Assistant. In addition, employees in this position regularly collaborate with community partners, such as: Adult System of Care, The Gathering Inn, Advocates for Mentally Ill Housing, Placer County Sheriff, Placer County Probation, Roseville Police Department, Roseville Housing, Chapa-De Indian Health, and many others. There is currently only one Client Service Program Supervisor and the workload for that individual is more than what could be reasonably expected for one person to successfully navigate. The addition of a WOC Client Service Program Supervisor has helped balance the workload and help the program be more successful in reaching desired outcomes. The WPC program is a pilot program, and it is still unclear to what extent ongoing funding for this program will be available past the end of the pilot in 2020. Extending this WOC assignment for up to an additional 180
Request for Extension of Work Out of Class (WOC) Pay

days will allow time to determine whether ongoing funding might be available to support a second Client Services Program Supervisor for the WPC Program.

RECOMMENDATION

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

AUTHORITY

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

PROVISIONS FOR WOC ASSIGNMENTS

- In consideration for the temporary nature of the WOC assignment and the fact that appointment has not been made to the WOC classification, the following guidelines apply:
  - For evaluation purposes, employee is rated in his or her current classification.
  - Evaluation rating periods are not impacted by WOC assignments.
  - Employee will continue to be eligible for merit increases as outlined in PCC section 3.04.650.
  - Employee will continue to accrue seniority in his/her regular position/classification.
  - Employee will continue to receive the benefit package associated with his/her regular position/classification.
- WOC compensation will not be considered or paid for assignments for two workdays or less or for training purposes.
- The department must notify the Human Resources Department when the WOC employee has a leave of absence that exceeds ten (10) working days since this will result in ending WOC compensation. The department must then notify Human Resources and submit the appropriate paperwork prior to continuing the employee in a WOC assignment upon his/her return from leave.
- Additional compensation for WOC shall be no less than a minimum of five percent (5%) or exceed a maximum of fifteen percent (15%). Salary amount will be rounded down to the nearest whole percentage as determined by Human Resources.
- Additional compensation will be reported as pensionable special compensation if it meets the criteria defined by CalPERS.
- While this WOC request is for a period of time not to exceed 180 days, it may end earlier as determined by the appointing authority.
- Employee is not to begin the WOC assignment until the Human Resources Department certifies the individual is eligible for WOC pay.
- The requesting department is responsible for sharing this WOC request and the provisions set forth for a WOC assignment with the employee.

Information verified by HR

Updated 1/2017

Page 2 of 2
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 period requested. The Human Resources Department has previously approved work-out-of-class pay and we are requesting the Civil Service Commission approve an additional 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>
<tr>
<td>County Executive Office</td>
<td>51234000</td>
<td>8/3/2019 – 1/31/2020</td>
<td>180 days</td>
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</tbody>
</table>

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

cc: Jane Christenson – County Executive Office
TO: Kate Sampson, Human Resources Director
FROM: Jane Christenson, Assistant County Executive Officer
DATE: June 25, 2019
SUBJECT: Request for Work Out of Class (WOC) Pay

ACTION REQUESTED

Employee ID: 51234000
Current Classification: Administrative and Fiscal Operations Manager
WOC Classification: Principal Management Analyst
Initial WOC Effective Date: February 2, 2019, PP 18 FY 18/19
Requested Extension Eff. Date: August 3, 2019, PP 4 FY 19/20
Expiration Date of WOC: January 31, 2020, PP17 FY 19/20

REASON FOR WOC

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

☐ Other: ☐ Peak Workload/Special Project ☐ Pending Reclassification / Reallocation ☐ Other: Recognition of additional duties

PLAN TO END TEMPORARY WOC

☐ Request to Fill Vacancy ☐ Completion of Peak Workload / Special Project
☐ Return of Incumbent from LOA ☐ Other

BACKGROUND

This work out of class extension is being requested due to the additional duties and responsibilities that this employee has assumed after the transfer of a Deputy CEO to another department. The Deputy was responsible for providing and maintaining fiscal, budgetary and management information on a department-wide basis, and served as an advisor to the County Executive Officer/management team on a variety of complex budget, financial and related functions.

This employee will direct, coordinate and manage the preparation of Placer County’s Proposed and Final Budgets; develop justifications for budgetary recommendations; coordinate the finalization of budgets to ensure the timely submission of budgets to the Board of Supervisors as required. In addition this employee will analyze complex and diverse financial information and make policy recommendations, and participate in programs and projects that cross functional areas and provide highly complex administrative assistance to the County Executive Officer.
Request for Work Out of Class (WOC) Pay

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.
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- Employee is not to begin the WOC assignment until the Human Resources Department certifies the individual is eligible for WOC pay.
- The requesting department is responsible for sharing this WOC request and the provisions set forth for a WOC assignment with the employee.

Information verified by HR

Updated 1/2017
DATE:       July 8, 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 July 8, 2019, pursuant to Section 3.04.650 of the County Code.