CIVIL SERVICE COMMISSION
REGULAR MEETING
AGENDA

Monday, August 12, 2019
3:30 PM

COMMISSIONERS
Andrae Randolph, Chair
John Costa, Vice Chair
Deborah Bennett
Ron Le Doux
Rick Ward

145 Fulweiler Avenue, Suite 200
Auburn, California 95603
www.placer.ca.gov

Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the 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

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, August 12, 2019

2. Approval of Minutes | Regular Meeting, July 8, 2019

   The Commission convened on July 22, 2019 for a disciplinary hearing; the hearing was continued.
4. **Retroactive Work Out-of-Class Pay | County Executive Office, Economic Development Division**  
   Presenter: Lindsay Killian, Human Resources Analyst  
   Request retroactive work out-of-class pay in recognition of additional duties performed for one Economic Development Specialist in the County Executive Office beginning March 30, 2019.

5. **Work Out-of-Class Pay Extension | Child Support Services**  
   Presenter: Heidi Kernytsky, Human Resources Analyst II  
   Request approval of a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for one employee in Child Support Services.

6. **Work Out-of-Class Pay Extension | District Attorney’s Office**  
   Presenter: Heidi Kernytsky, Human Resources Analyst II  
   Request approval of a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for one employee in the District Attorney’s Office.

7. **Work Out-of-Class Pay Extension | Health and Human Services, Public Health Division**  
   Presenter: Courtney Thomas, Human Resources Analyst  
   Request approval of a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for one employee in the Health and Human Services, Public Health Division.

8. **Health and Human Services | Health Educator Classification Study**  
   Presenter: Courtney Thomas, Human Resources Analyst  
   It is recommended that the Civil Service Commission take the following action pertaining to the classification study of Health Educator:

   a. Approve the creation of a new Health Education Program Coordinator – I classification, with the recommended Salary Grade of PROF 206 ($4,809.83 - $5,846.36 monthly);  
   b. Approve the proposed revisions to the classification specification of Health Educator, including a title change to Health Education Program Coordinator – II, with the recommended Salary Grade change from GNRL 100 ($5,302.93 - $6,445.76 monthly) to PROF 214 ($5,302.93 - $6,445.76 monthly);  
   c. Approve the creation of a new Health Education Program Coordinator – Senior classification, with the recommended Salary Grade of PROF 222 ($5,846.53 - $7,106.49 monthly);  
   d. Approve the creation of a new Communicable Disease Specialist classification, with the recommended Salary Grade of GNRL 76 ($4,362.63 – $5,302.96 monthly); and  
   e. Approve the reclassification of two positions in the Health Educator classification to Communicable Disease Specialist.
9. **Probation Department | Request for Reclassification**  
   Presenter: Heidi Kemytsky, Human Resources Analyst II  
   It is recommended that the Civil Service Commission approve:

   a. The proposed revisions to the Probation Manager classification specification;  
   b. The reclassification of one Assistant Juvenile Detention Facility (JDF) Superintendent position, MGTS Grade S30 ($8,112.00 - $10,029.07 monthly) to the classification of Probation Manager, MGTS Grade S30 ($8,112.00 - $10,029.07 monthly);  
   c. The administrative placement of the incumbent into the Probation Manager classification pursuant to County Code section 3.08.480 (C);  
   d. Abolishment of the classification of Assistant JDF Superintendent.

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

CLOSED SESSION

11. §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

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

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

14. **Adjournment to the following upcoming meetings**

   **Upcoming Closed Session Disciplinary Hearing**  
   Tuesday, August 13, 2019 - Wednesday, August 14, 2019  
   Human Resources Department, 1st Floor Conference Room  
   145 Fulweiler Avenue, Suite 200  
   Auburn, CA 95603

   **Upcoming Regular Meeting**  
   Monday, September 9, 2019 at 3:30 PM  
   Human Resources Department, 1st Floor Conference Room  
   145 Fulweiler Avenue, Suite 200  
   Auburn, CA 95603
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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
Present: Andraé Randolph, John Costa, Ron Le Doux, Rick Ward
Deborah Bennett (seated after Administration of Oath of Office)

Flag Salute: Led by Commissioner Ward

Administration of the Oath of Office of Incoming Commissioner, Deborah Bennett
The Oath of Office was administered by William Wright, and Commissioner Bennett was counted as present.

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, July 8, 2019
Motion: Le Doux/Costa/Unanimous vote 5:0
Ayes: Randolph, Costa, Bennett, Le Doux, Ward
2. **Approval of Minutes: Special Meeting, June 18, 2019**
   
   Commissioner Randolph approved the minutes with no changes.

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.
   
   Presenter: Courtney Thomas, Human Resources Analyst
   
   Attendee: Dr. Robert Oldham, Health Officer, HHS-Public Health
   
   Motion: Le Doux/Costa/Unanimous vote 5:0
   
   Ayes: Randolph, Costa, Bennett, Le Doux, Ward

   Ms. Thomas provided an outline of the WOC extension request for an employee in the Whole Person Care (WPC) Program within the Public Health Division of HHS. The employee is currently a Client Services Practitioner-Senior who is working out of class as a Client Services Program Supervisor. The WPC Program has one Client Services Program Supervisor whose workload is beyond the capacity of one person. The WOC began in January 2019 and this is the first time an extension has been requested. The extension request is for 180 days. The WPC Program is a grant funded pilot program, and it is unknown to what extent funding will be available after the end of the pilot in 2020. The WOC extension will provide time to determine whether funding will be available to support a second Client Services Program Supervisor. Commission discussion included but was not limited to, the nature of work of the Whole Person Care Program such as homeless liaison, crisis intervention, housing services, medical transportation, and disability applications; the agencies the program partners with such as The Gathering Inn and Roseville Police Department; and the current class of the employee. No public comment.

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.
   
   Presenter: Lindsay Killian, Human Resources Analyst
   
   Attendee: Jane Christenson, Assistant CEO
   
   Motion: Ward/Le Doux/Unanimous vote 5:0
   
   Ayes: Randolph, Costa, Bennett, Le Doux, Ward

   Ms. Killian provided an overview of the WOC extension request. The employee is currently an Administrative and Fiscal Operations Manager (classified position) who has been working out of class since January 2019 as a Principal Management Analyst (unclassified position). The employee assumed some of the fiscal- and budget-related duties and responsibilities of a former Deputy County Executive Officer (CEO) who transferred to another County department. This is the first time an extension has been requested. The CEO office is currently recruiting for a Finance and Budget Operations Manager who will assume these duties and it is anticipated the vacancy will be filled by the end of the 180-day extension. Ms. Killian noted an error in the department organization chart provided for this extension request, specifically that the two Budget Analyst positions should be shown as Management Analysts. Commission discussion included but was not limited to whether the vacant Deputy CEO position will be filled, and the open until filled recruitment timeline of the Finance and Budget Operations Manager. No public comment.
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
         1. Jon Hamed, Senior Analyst, announced the retirement of Dawn McCollum, Personnel Analyst, after 26 years of service with Placer County. Ms. McCollum announced her retirement in May but chose to remain with the County through the implementation of Workday and has done an outstanding job. She started as a typist in Health and Human Services (HHS) in 1993 and transferred to HR in 2006. Ms. McCollum also served as the Clerk to the Commission. Ms. Amy Pearson, Personnel Analyst, will be changing assignment and training as Ms. McCollum’s replacement. Ms. McCollum extended a warm welcome to Commissioner Bennett and offered thanks to Mr. Wright for his guidance, and to all her colleagues. Commissioner Randolph thanked Ms. McCollum for her service.
      2. Suzanne Holloway, Personnel Services Manager, announced the recruitment for a Personnel Analyst to replace Ms. Pearson, and introduced Katelynn Mahaney, currently an Administrative Technician who will be working out of class as a Personnel Analyst to take on Ms. Pearson’s duties. Ms. Mahaney joined HHS in 2013 as an Eligibility Specialist and worked to senior level in 2015. She transferred to HR in 2017 and has provided support for the services division, recruitment, job analysis, and statistics. She has several degrees including an associate’s in arts, and a bachelor’s in child development, along with several certificates.
   c. Commissioner Comments
      i. Le Doux: extended a welcome to Deborah and noted it is great to have a female Commissioner back on the CSC.
      ii. Costa: extended a thank you to Ms. McCollum and wished her good luck.
      iii. Ward: echoed other sentiments, thank you to Dawn, and welcome to Deborah.
      iv. Bennett: noted she is grateful for the opportunity, hoped to add to the CSC, and agreed it is important to have diverse representation.
      v. Randolph: thanked everyone for all their hard work, greatly appreciated.

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 no 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).
   Motion: Le Doux/Costa/Unanimous vote 5:0
   Ayes: Randolph, Costa, Bennett, Le Doux, Ward

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

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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

_________________________________   __________________________________
Andraé Randolph, Chair      Judy McKeig, Commission Clerk
DATE: August 12, 2019
TO: Civil Service Commission
FROM: Kate Sampson, Director of Human Resources
BY: Lindsay Killlian, Human Resources Analyst
SUBJECT: Request for Retroactive Work-Out-of-Class Pay

Recommendation

It is recommended that the Civil Service Commission approve retroactive work-out-of-class pay in recognition of additional duties performed for one Economic Development Specialist in the County Executive Office beginning March 30, 2019.

Basis for Recommendation

On July 19, 2019, the Human Resources Department received a request from the CEO’s Office to process a retroactive WOC in recognition of additional duties performed for employee #51232067.

The Economic Development Division is currently operating with limited staffing due to the resignation of the division’s Senior Management Analyst in March 2019 and the Administrative Aide – II in July 2019. Since that time, it has been necessary for this employee to assume additional duties until permanent hires are made to fill the division’s vacancies. The additional duties include the maintenance of web pages and social media for all Economic Development, Film Office, and Business Resource Center (BRC) programs; training and design for the implementation of the BRC’s new On-Base database system; providing data analytics and reporting for the BRC; and overseeing the work of various temporary employees who staff the BRC.

Due to turnover within the division and ongoing recruitment efforts, the CEO’s Office submitted the WOC paperwork after the additional duties had already been assumed by the employee. As you are aware, it is the practice of the HR Department to process WOC transactions effective at the beginning of the pay period in which the paperwork is received; therefore, the WOC in recognition will be processed with an effective date of July 6, 2019. The department is requesting
that the Civil Service Commission approve this WOC retroactively dating back to March 30, 2019, to appropriately compensate the employee who has been performing these duties since that time. The HR Department continues to work closely with the CEO’s Office to fill vacant positions within this division.

cc: Jane Christenson - County Executive Office
TO: Kate Sampson, Human Resources Director
FROM: Jane Christenson, Assistant County Executive Officer
DATE: June 15, 2019
SUBJECT: Request for Work Out of Class (WOC) Pay

ACTION REQUESTED
Employee ID: 51232067
Current Classification: Economic Development Specialist
WOC Classification: In Recognition of Additional Duties
Initial WOC Effective Date: March 30, 2019, PP 22 FY 18/19
Requested Extension Eff. Date: n/a
Expiration Date of WOC: September 27, 2019, PP 8 FY 19/20

REASON FOR WOC
☐ Leave of Absence ☐ Transfer ☒ Resignation ☐ WOC
☐ 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 is being requested due to the additional duties and responsibilities that an Economic Development Specialist has assumed after the resignation of the division’s Management Analyst Senior in March 2019 and the Administrative Aide II in July 2019. This employee has assumed some additional job duties and responsibilities previously performed by both positions, including the maintenance of web pages and social media for all programs for Economic Development, the Film Office, and the Business Resource Center. The employee has worked on the training and design process for the implementation of the new OnBase database system for the Business Resource Center and has been responsible for data analytics and reporting for the Business Resource Center. This employee has also been responsible for overseeing the work of the various temp agency employees working at the Business Resource Center.

Interviews are currently being conducted to fill two vacancies within the division, and until the County Executive Office is able to permanently fill these vacancies, we are requesting to compensate this employee for the additional duties performed.
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.
- 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
DATE: August 12, 2019
TO: Civil Service Commission
FROM: Kate Sampson, Director of Human Resources
BY: Heidi Kemytsky, Human Resources Analyst II
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 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>51231584</td>
<td>09/7/2019 – 03/07/2020</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: Tami Uhler, Assistant Director, Child Support Services
TO:          Kate Sampson, Human Resources Director
FROM:       Tami Uhler, Assistant Director
DATE:       July 24, 2019
SUBJECT:    Request for Work Out of Class (WOC) Pay

ACTION REQUESTED

Employee ID:  51231584
Current Classification:  Child Support Specialist Senior
WOC Classification:  Staff Services Analyst I
Initial WOC Effective Date:  March 16, 2019, pay period 21
Requested Extension Eff. Date:  September 7, 2019, pay period 8
Expiration Date of WOC:  March 8, 2020, pay period 21

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

A Staff Services Analyst (SSA) is on a leave of absence (LOA) and the SSA duties are required to be completed during the LOA in order for the program’s employees to continue providing service to customers. Temporarily reassigning SSA duties during the LOA to employee 51231584 ensures these duties are completed as required to keep the program operating efficiently.

Employee 51231584 has a Bachelor's degree from an accredited university and has worked for the department for over 13 years which meets the minimum qualifications for an SSA.
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.

Information verified by HR

Updated 2/2019

Page 2 of 2
July 31, 2019

Total Allocations: 65
Funded Positions: 47
Filled Positions: 41

FORMATTING LEGEND
Dotted border = the entire classification is vacant.
Dash-dot border = no allocation, MOU with District Attorney.
MEMORANDUM

DATE: August 12, 2019

TO: Civil Service Commission

FROM: Kate Sampson, Director of Human Resources

BY: Heidi Kemytsky, Human Resources Analyst II

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 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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<thead>
<tr>
<th>Department</th>
<th>Employee ID</th>
<th>Dates</th>
<th>Approximate</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Attorney’s Office</td>
<td>51232862</td>
<td>8/17/2019-2/11/2020</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: R. Scott Owens, District Attorney
WORK OUT OF CLASS AGREEMENT
DISTRICT ATTORNEY'S OFFICE

TO: Kate Sampson, Human Resources Director
FROM: R. Scott Owens, District Attorney
DATE: July 17, 2019
SUBJECT: Request for Work Out of Class (WOC) Pay

ACTION REQUESTED

Employee ID: 51232862
Current Classification: District Attorney Investigator
WOC Classification: In Recognition of Additional Duties
Initial WOC Effective Date: 08/20/2017
Requested Extension Eff. Date: 08/17/2019
Expiration Date of WOC: 02/11/2020

REASON FOR WOC

☐ 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 District Attorney's Office is requesting to extend a current Work out of Class assignment for one of our District Attorney Investigators. This Investigator is fulfilling additional duties required in the Tri-County Narcotic Drug Enforcement Team (TRIDENT). TRIDENT is in charge of investigating major drug trafficking organizations, and receives oversight from an executive council comprised of ranking members of the law enforcement community, including: Sheriff's Office, Chiefs of Police, Captains and the Placer County Chief Assistant District Attorney. This Investigator was chosen by the executive council to lead this task force, and act as the Task Force Commander. Under the supervision of the District Attorney's Chief Investigator, and in conjunction with the TRIDENT executive board, this employee is responsible for the administration and supervision of the TRIDENT task force. This employee plans, directs, manages and coordinates the administrative functions of the task force including budgeting, purchasing, reporting assigning cases and handling all personnel matters related to the task force that consists of five to ten local law enforcement officers. He also provides coordination, training, and specialized operational support for local, state and federal law enforcement agencies. We are requesting to extend this work out of class until completion of the special project.
Request for Work Out of Class (WOC) Pay

RECOMMENDATION

It is therefore recommended that this employee have WOC pay extended, effective August 17, 2019 Pay Period #6. 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:
  o For evaluation purposes, employee is rated in his or her current classification.
  o Evaluation rating periods are not impacted by WOC assignments.
  o Employee will continue to be eligible for merit increases as outlined in PCC section 3.04.650.
  o Employee will continue to accrue seniority in his/her regular position/classification.
  o 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
DATE:     August 12, 2019
TO:       Civil Service Commission
FROM:     Kate Sampson, Director of Human Resources
BY:       Courtney Thomas, Human Resources Analyst
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 pay extension as per Placer County Code 3.08.510 (C)(5)(c). Supporting documentation has been attached to this memo.

<table>
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<tr>
<th>Department</th>
<th>Employee ID</th>
<th>Dates</th>
<th>Approximate</th>
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<tbody>
<tr>
<td>Health and Human Services -</td>
<td>51234785</td>
<td>08/29/2019 – 02/25/2020</td>
<td>180 days</td>
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<td>Public Health Division</td>
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**Recommendation:** It is recommended that the Civil Service Commission approve the above work-out-of-class pay in recognition of the additional duties being performed.

cc: Jeffrey Brown – Health and Human Services
TO: Kate Sampson, Director of Human Resources
FROM: Jeffrey Brown, MPH, MSW, Director of Health and Human Services
DATE: August 12, 2019
SUBJECT: Request for Work Out of Class (WOC) Pay

ACTION REQUESTED
Employee ID: 51234785
Current Classification: Client Services Assistant
WOC Classification: Health Educator
Initial WOC Effective Date: 3/2/2019 (PP20)
Expiration Date of WOC: 2/25/2020 (PP19)

REASON FOR WOC
☐ Leave of Absence ☐ Retirement ☐ Resignation ☐ WOC
☐ Other: ☐ Peak Workload/Special Project ☐ Pending Reclassification / Reallocation
☒ Other: Filling behind a vacant position

PLAN TO END TEMPORARY WOC
☐ Request Submitted to Fill Vacancy ☐ Completion of Peak Workload / Special Project
☐ Return of Incumbent from LOA ☒ Other – Recruitment will be conducted after Health Educator class study is completed summer/fall 2019.

BACKGROUND
The Public Health Division is requesting for the WOC Health Educator assignment for employee 51234785 to be extended for 180 days beyond the current expiration date of 8/29/19. This employee is coordinating the Tobacco Control Program, and has done so successfully since beginning this WOC assignment. She has improved the program’s breadth of services, and has helped for the Tobacco Control Program to be a prominent resource for communities seeking to reduce the presence of tobacco. Additionally, this position is fully funded by grant dollars which must be spent in a timely manner. This WOC extension is being requested because the Health Educator class study is in the process of being finalized and the Public Health Division would prefer to recruit and fill this position with the updated classification specifications anticipated with the completion of the study. As soon as the class study is completed, the Public Health Division plans to conduct a recruitment to permanently fill the Tobacco Control Program Coordinator position.
Request for Work Out of Class (WOC) Pay

RECOMMENDATION
It is therefore recommended that the WOC Health Educator assignment for employee 51234785, effective March 2, 2019, be extended for 180 days. We do not anticipate that the full 180 days will be needed as a recruitment to permanently fill this Health Educator position will be conducted as soon as the class study is completed.

Consistent with the guidelines presented under the Placer County Code section 3.08.510, and the PPEO and PCDSA MOUs, additional compensation for working out of class shall be no less than a minimum of five percent (5%) or exceed a maximum of fifteen (15%) percent. 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
Recommendation:

It is recommended that the Civil Service Commission take the following action pertaining to the classification study of Health Educator:

a. Approve the creation of a new Health Education Program Coordinator – I classification, with the recommended Salary Grade of PROF 206 ($4,809.83 - $5,846.36 monthly);

b. Approve the proposed revisions to the classification specification of Health Educator, including a title change to Health Education Program Coordinator – II, with the recommended Salary Grade change from GNRL 100 ($5,302.93 - $6,445.76 monthly) to PROF 214 ($5,302.93 - $6,445.76 monthly);

c. Approve the creation of a new Health Education Program Coordinator – Senior classification, with the recommended Salary Grade of PROF 222 ($5,846.53 - $7,106.49 monthly);

d. Approve the creation of a new Communicable Disease Specialist classification, with the recommended Salary Grade of GNRL 76 ($4,362.63 - $5,302.96 monthly); and

e. Approve the reclassification of two positions in the Health Educator classification to Communicable Disease Specialist.

Background:

At the request of the Department of Health and Human Services (HHS), the Human Resources (HR) Department initiated a classification study of ten Health Educator positions assigned to the HHS Department. This classification was established in September 1995, and since that
time, there have been no revisions to the classification specification or studies of the duties typically performed by employees in this classification conducted.

The goal of the study was to recognize the scope and level of responsibility; provide an improved basis for recruitment, assessment, and selection; and identify the appropriate classification structure for the Health Educator classification across the department. In addition to there being a need to review and update the classification because there had not been a review since 1995 when it was established, there has been difficulty recruiting individuals who possess health education experience. The current minimum qualifications (MQs) allow individuals with an education background that may not have any training or experience in public health be eligible to participate in a recruitment process, which has not been meeting the needs of the department. Further, the County wanted to ensure that current incumbents in the Health Educator classification were working within the scope of their designated classification.

The classification review identified a need to update the Health Educator classification specification and create a series to include an entry, journey and advanced journey level, as well as the creation of a new classification for positions assigned to the Communicable Disease Control Program.

**Basis for Recommendation:**

Study Process

At the initiation of the classification study, management staff within HHS were invited to attend an orientation session. During the orientation session, managers were advised of the purpose of the study, classification study process and associated timelines.

Over the next several months, HR staff conducted the review and analysis of the designated positions using the following process:

- **Orientation sessions** were held with affected employees (study participants) to discuss the classification study process, review the Position Inventory Questionnaires (PIQs) and answer any questions as part of the project initiation and kick off.

- **Study participants** completed and submitted PIQs which were reviewed by their immediate supervisors as well as management staff, then submitted to the HR for review and analysis.

- **HR staff** met with all study participants. Follow up questions or issues regarding information contained in the PIQs were discussed with the study participants and/or their supervisors/managers either in person or over the phone.

- **Based on the information contained in the PIQs and feedback received during the follow up meetings with study participants and supervisory/management staff,** draft classification specifications and allocation recommendations were developed.
HR staff met with management personnel from HHS to review allocation recommendations, which included an overview of the study results, classification concepts, draft class specifications, and criteria considered in making allocation recommendations.

HR discussed the final recommendations as well as any associated budgetary/fiscal implications of these recommendations with the CEO’s office.

All study participants, as well as the business representative for IUOE Stationary Engineers Local 39, were notified of HR’s initial allocation recommendation with a formal notice and provided with a copy of the draft classification specification recommended for their position. Per County code, each employee was given the opportunity to review and comment on the recommendations.

The majority of study participants acknowledged the findings and recommendations, and minor updates to class specifications were forwarded to HR for review and consideration. All appropriate changes were made, and a follow up response was provided to each employee who suggested updates.

The employees who were recommended to be reclassified as Communicable Disease Specialists provided feedback to the draft class specification and their representative requested to meet and confer. The feedback provided to employees was incorporated into the class specification where appropriate, and the meet and confer process was concluded in July 2019.

Final allocation notices and revised classification specifications incorporating appropriate changes were sent to all study participants and the business representative for IUOE Stationary Engineers Local 39. The final notices also included study participants’ appeal rights. No appeals were submitted to HR prior to the deadline of July 19, 2019.

Results & Recommendations

Following the review and analysis by the HR Department, it became apparent that the duties assigned to the Communicable Disease Program are not consistent with the duties ascribed to the Health Educator classification and are more consistent with para-professional level classifications in the County. Therefore, the creation of a Communicable Disease Specialist classification is recommended. The proposed classification of Communicable Disease Specialist is intended to provide technical and functional support to professional or supervisory/management staff in the Public Health Division by monitoring, analyzing, investigating, and reporting communicable diseases, as well as by providing information on disease prevention, control, and treatment. Creating a new classification for this program will more accurately reflect the duties assigned to these positions and assist with recruitment efforts. Two Health Educators are currently assigned to the Communicable Disease function and are recommended to be reclassified to the proposed classification of Communicable Disease Specialist.
Updates to the Health Educator classification are recommended for clarification and to more accurately reflect the duties assigned. Additionally, it is recommended to retitle the classification to Health Education Program Coordinator and create a classification series of entry, journey and advanced journey level to be consistent with industry standards and improve recruitment efforts. The proposed entry level classification will allow the department to hire candidates that may have limited or no directly related work experience and to assign more routine duties. The entry and journey level classifications have also been updated to require a Bachelor's Degree in public health or a closely related field to more accurately reflect the major course work needed in order to perform the essential functions of the job. The proposed advanced journey level classification is intended to provide technical and functional lead supervision over assigned professional, technical and clerical staff, as well as contractors, volunteers and student interns, and performs the most difficult and responsible types of duties assigned within the series. Due to the additional scope and level of duties assigned to the advanced journey level, a Master’s Degree in public health or a closely related field is required, which is consistent with the majority other agencies in the labor market and industry standards.

Additionally, the current Health Educator classification (proposed to be retitled to Health Education Program Coordinator) is in the General unit and is recommended for placement in the Professional unit due to the specialized nature of work performed, scope of responsibility, and the MQs required. According to Section 3.08.170 of the Placer County Code:

“Professional employee” means:

1. Any employee engaged in work:
   a. Predominantly intellectual and varied in character as opposed to routine mental, manual, mechanical, or physical work;
   b. Involving the consistent exercise of discretion and judgment in its performance;
   c. Of such character that the output produced or the result accomplished cannot be standardized in relation to a given period of time;
   d. Requiring knowledge of an advanced type in a field of science or learning customarily acquired by a long course of specialized intellectual instruction and study in an institution of higher learning or a hospital as distinguished from a general academic education or from an apprenticeship or from training in the performance or routine mental, manual or physical processes; or

2. Any employee who:
   a. Has completed the courses of specialized intellectual instruction and study in subsection (1)(d) of this definition;
   b. Is performing related work under the supervision of a professional person to qualify himself or herself to become a professional employee as defined in subsection (1)(d) of this definition.
Furthermore, in Article I of the Placer Employee Relations Policy, “Professional Employee means an employee engaged in work requiring specialized knowledge and skills attained through compilation of a recognized course of instruction, including, but not limited to, attorneys, physicians registered nurses, engineers, architects, teachers, and various types of physical, chemical and biological scientists.”

Employee Review

As provided by Chapter 3, Section 3.08.520, each study participant has had an opportunity to review both the study’s initial and final recommendation for his/her position and has been notified of the final recommendation and the action to move the request forward to the Civil Service Commission at today’s date with the opportunity to appeal the recommendation to your Commission specifically for his/her position. No requests to appeal were received by the stated deadline.

Attached for your review and approval are the proposed allocation recommendations and classification specifications. The Human Resources Department, HHS Department and Division Directors, County Executive’s Office and the business representative for IUOE Stationary Engineers Local 39 have all reviewed and are in support of the recommended changes and updates.

Attachments:

A. Health Education Program Coordinator I/II classification specification
B. Health Education Program Coordinator – Senior classification specification
C. Communicable Disease Specialist classification specification
D. Proposed Allocation Recommendations
E. Proposed Organizational Chart for the Public Health Division

cc: Jeffrey S. Brown, MPH, MSW, Director of Health and Human Services  
    Dr. Robert Oldham, M.D., Health Officer  
    Joe Arsenith, Acting Deputy Director of Health and Human Services  
    Bekki Riggan, Deputy County Executive Officer  
    Joel Joyce, Management Analyst, County Executive Office  
    Gary Winegar, Business Representative, IUOE Stationary Engineers Local 39
HEALTH EDUCATION PROGRAM COORDINATOR – I / II

DEFINITION

Under general supervision, to develop, and implement and evaluate educational activities for the public community and County public health staff on topics related to specific public health programs; and the development and implementation of strategies to improve the health of individuals and communities.

DISTINGUISHING CHARACTERISTICS

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

Health Education Program Coordinator – II: This is the full journey level class in the Health Education Program Coordinator series. This class is distinguished from the Health Education Program Coordinator – I by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

This class is distinguished from the Health Education Program Coordinator – Senior in that the latter may exercise technical and functional lead supervision over assigned professional, technical and clerical staff and performs work requiring specialized skills and a higher level of independent judgment.

SUPERVISION RECEIVED AND EXERCISED

Health Education Program Coordinator – I

Receives immediate supervision from assigned supervisory/management staff and may receive technical and functional lead supervision from a Health Education Program Coordinator - Senior.
HEALTH EDUCATION PROGRAM COORDINATOR – II

Receives general supervision from professional or assigned supervisory/management staff and may receive technical and functional lead supervision from a Health Education Program Coordinator – Senior.

May exercise technical and functional supervision over technical and clerical staff, as well as contractors, volunteers and student interns.

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

- Plan, organize and implement educational activities related to specific public health programs.
- Represent the Department of Health and Medical Services Human Services Department and advise community organizations about health education topics and techniques. Confer with various civic community groups and schools to encourage interest and activities that promote education about public health issues; and organize and arrange for discussion groups on health problems related topics.
- Review publications and other educational materials for appropriate use in health education of various groups and populations; and maintain and distribute health education materials to public health County staff and the general public community.
- Interface and coordinate with other public health County staff and the community regarding public health education techniques and activities. Prepare visual aids, graphics and display materials for outreach.
- Conduct needs assessments and prepare reports and recommendations on community public health matters and Department program development; and evaluate and report on health education services and programs.
- Identify and implement methods for publicizing public health services through various media.
- Participate in health education programs, health fairs, community events, conferences and meetings; provide consultation and guidance to participants; make presentations to community and youth groups; and facilitate community coalitions and advisory committees.
- Develop outreach plans; assess the health education needs of the community or various target populations; research and develop policies and procedures; and write grant proposals.
- Monitor and evaluate a health program budget.
- Interpret and analyze new or updated regulations to identify needed program changes. 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 work station. Position may require travel to and from other locations in a variety of outdoor weather conditions and lifting materials and supplies of moderate weight.

MINIMUM QUALIFICATIONS

HEALTH EDUCATION PROGRAM COORDINATOR – I

Knowledge of:

- Basic principles and practices of public health, especially as related to the functions of official and voluntary organizations at Federal, State and local levels government agencies and community groups.
- Basic principles and practices of public health education including an understanding of the theory of human behavior, the process of education, motivation and group work and the relationship of cultural patterns to human behavior.
- Basic societal structure and organization, including the effects of economic forces.
- Basic methods and effectiveness of various mass communication media and outreach strategies.
- Basic research methodology and statistical interpretation, including the use of surveys and questionnaires.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Principles and practices of work safety.
- Differing cultural, religious, economic and social groups and their relationships to the delivery and acceptance of health care services.
- Computer systems and software, including word processing, spreadsheet and presentation applications.

Ability to:

- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures.
- On an intermittent basis, sit at desk for long periods of time; intermittently walk, stand, bend, twist and reach while preparing for and conducting educational presentations.
- 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 moderate weight.
- Learn to prepare, coordinate and implement effective educational work plans.
Learn to prepare and/or effectively present articles, brochures, speeches and workshops.

Learn to arrange and conduct public meetings.

Work with various cultural and ethnic groups in a tactful and effective manner.

Obtain information through interviews; and deal fairly and courteously with the public.

Analyze situations quickly and objectively and determine course of action.

Gather, analyze and evaluate data and information in order to reason logically, draw valid conclusions, take appropriate actions and/or make appropriate recommendations.

Work unusual or prolonged work schedules particularly as related to evening or week-end presentations.

Use general office equipment, such as a computer, calculator, typewriter, telephone, general office machines, postage meter and photocopy machine, etc.

Type at a speed necessary for successful job performance.

Communicate clearly and concisely, both orally and in writing.

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

Learn to understand, interpret and apply federal, state and local laws, rules and regulations.

Learn to analyze budgets, grants and various proposals.

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:

No experience required.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public health, nursing, environmental health, social work, psychology, education or a closely 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 open 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:

- Professional

HEALTH EDUCATION PROGRAM COORDINATOR – II

In addition to the qualifications for Health Education Program Coordinator – I:

Knowledge of:

- Principles and practices of public health, especially as related to the functions of official and voluntary organizations at Federal, State and local levels, government agencies and community groups.
- Principles and practices of public health education including an understanding of the theory of human behavior, the process of education, motivation and group work and the relationship of cultural patterns to human behavior.
- Societal structure and organization, including the effects of economic forces.
- Methods and effectiveness of various mass communication media and outreach strategies.
- Research methodology and statistical interpretation, including the use of surveys and questionnaires.

Ability to:

- Prepare, coordinate and implement effective educational work plans.
- Prepare and/or effectively present articles, brochures, speeches and workshops.
- Arrange and conduct public meetings.
- Analyze budgets, grants and various proposals.

Experience and Training:

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

Experience:

Two years of responsible public health information or public health education experience performing duties similar to a Health Education Program Coordinator - I.
Training:
Equivalent to a bachelor's degree from an accredited college or university with major course work in public health, nursing, environmental health, social work, psychology, education or a closely related field. A Master's degree in public health is desirable.

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

Length of Probation:
- All permanent appointments from open eligible lists to open 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:
- Professional
HEALTH EDUCATION PROGRAM COORDINATOR - SENIOR

DEFINITION
To develop, implement and evaluate educational activities for the public and County staff on topics related to specific public health programs of a complex and specialized nature utilizing a high level of competence and independent judgment; and to provide technical and function supervision over professional, technical and clerical staff engaged in public health educational activities.

DISTINGUISHING CHARACTERISTICS
This is the advanced journey level class in the Health Education Program Coordinator series. Positions at this level are distinguished from other classes within the series by the level of supervision exercised, complexity and sensitivity of duties assigned, independence of action taken, by the amount of time spent performing the more complex duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series including acting in a lead capacity, and providing expertise and training for multiple program areas.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from assigned supervisory/management staff.

May exercise technical and functional lead supervision over assigned professional, technical and clerical staff, as well as contractors, volunteers and student interns.

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

Plan, organize and implement educational activities related to specific public health programs.
Represent the Department of Health and Human Services and advise community organizations about health education topics and techniques.
Confer with various community groups and schools to encourage interest and activities that promote education about public health issues; and organize and arrange for discussion groups on health related topics.
Review publications and other educational materials for appropriate use in health education of various groups and populations; maintain and distribute health education materials to County staff and the community.
Interface and coordinate with other County staff and the community regarding public health education techniques and activities.
Prepare visual aids, graphics and display materials for outreach.
Conduct needs assessments and prepare reports and recommendations on public health matters and program development; and evaluate and report on health education services and programs.
Identify and implement methods for publicizing public health services through various media.

Provide leadership in program evaluation activities.

Oversee, train and review the work of lower level Health Education Program Coordinators and related professional, technical and clerical staff engaged in public health education programs.

Oversee health promotion and education teams and manage and track progress on projects.

Provide input into selection decisions, performance evaluations and disciplinary actions as appropriate.

Assist in the formulation or revision of program policies and practices, and implement strategies to improve the health of the community.

Participate in health education programs, health fairs, community events, conferences and meetings; provide consultation and guidance to participants; make presentations to community and youth groups; and facilitate community coalitions and advisory committees.

Develop outreach plans; assess the health education needs of the community or various target populations; research and develop policies and procedures; and write grant proposals.

Monitor and evaluate health education program budgets.

Interpret analytical data, compile data and present on findings related to the health education programs.

Oversee public health activities including grant writing and strategic planning.

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. Position may require travel to and from other locations in a variety of outdoor weather conditions and lifting materials and supplies of moderate weight.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of public health, especially as related to government agencies and community groups.
- Principles and practices of public health education including an understanding of the theory of human behavior, the process of education, motivation and group work and the relationship of cultural patterns to human behavior.
- Societal structure and organization, including the effects of economic forces.
- Methods and effectiveness of various mass communication media and outreach strategies.
Research methodology and statistical interpretation, including the use of surveys and questionnaires.

- English usage, grammar, spelling, vocabulary, and punctuation.
- Principles and practices of training, assigning reviewing and evaluating work of professional, technical and clerical staff.
- Principles and practices of work safety.
- Differing cultural, religious, economic and social groups and their relationships to the delivery and acceptance of health care services.
- Computer systems and software, including word processing, spreadsheet and presentation applications.

**Ability to:**

- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures.
- On an intermittent basis, sit at desk for long periods of time; intermittently walk, stand, bend, twist and reach while preparing for and conducting educational presentations.
- 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 moderate weight.
- Prepare, coordinate and implement effective educational work plans.
- Prepare and/or effectively present articles, brochures, speeches and workshops.
- Arrange and conduct public meetings.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Obtain information through interviews; and deal fairly and courteously with the public.
- Analyze situations quickly and objectively and determine course of action.
- Gather, analyze and evaluate data and information in order to reason logically, draw valid conclusions, take appropriate actions and/or make appropriate recommendations.
- Train, assign, direct, prioritize and evaluate the work of professional, technical and clerical staff.
- Work unusual or prolonged work schedules particularly as related to evening or weekend presentations.
- Use general office equipment, such as a computer, calculator, telephone, photocopy machine, etc.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- Understand, interpret and apply federal, state and local laws, rules and regulations.
• Analyze budgets, grants and various proposals.

**Experience and Training**

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

**Experience:**

Three years of responsible public health information or public health education experience performing duties similar to a Health Education Program Coordinator with at least one year of experience at the journey level.

**Training:**

A Master's degree from an accredited college or university with major coursework in public health or a closely related field.

**License or Certificate:**

• Must possess and maintain a Certified Health Education Specialist certification (CHES) issued by the National Commission for Health Education Credentialing (NCHEC) by the completion of the probationary period.

• 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 open 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:**

• Professional
COMMUNICABLE DISEASE SPECIALIST

DEFINITION

To monitor, analyze, investigate and report communicable diseases; collect, analyze and disseminate data regarding communicable diseases; and provide information on disease prevention, control and treatment to community members and healthcare providers. The work involves obtaining and utilizing specific information of a confidential and sensitive nature.

DISTINGUISHING CHARACTERISTICS

This is a journey para-professional level classification assigned to the Public Health Division’s Communicable Disease Program in the Department of Health and Human Services. Employees at this level may independently perform specialized and technical duties related to communicable disease prevention, investigation and control activities. Employees receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned professional or supervisory staff.

May exercise technical and functional supervision over clerical staff.

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

Review and interpret incoming laboratory reports and confidential morbidity reports to determine if reported information is consistent with case definitions for reportable diseases.

Interpret, explain and enforce federal, state and local statutes, policies and regulations pertaining to the investigation of communicable disease contacts.

Respond to requests from the general public.

Review and maintain accurate case records and compile statistical data.

Document reportable cases using appropriate computer applications.

Investigate and research reported cases of communicable disease, including HIV or AIDS, sexually transmitted diseases (STDs), tuberculosis (TB) and vaccine preventable diseases; conduct inspections as needed.

Recommend and initiate procedures for isolation/quarantine of contacts in order to limit the spread of communicable disease.

Contact physicians or other providers to obtain or clarify information and confirm diagnoses of reportable diseases; and disease reporting requirements.

Conduct interviews to determine location of known contacts and to trace other persons who may be sources or affected by acute communicable diseases.
Confer with and provide recommendations to County staff, healthcare providers and members of the community on communicable disease control principles. Interview and counsel contacts, encouraging compliance to public health laws and observance of recommended health practices. Conduct informational and educational presentations on the prevention of communicable diseases using a variety of media platforms. Attend and participate in staff meetings, training seminars and response teams on communicable diseases and other related topics; serve as a liaison between the Public Health Division and various community groups and regulatory agencies as it relates to communicable disease. 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 work station. Position may require travel to and from other locations in a variety of outdoor weather conditions and lifting materials and supplies of light weight.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of communicable disease prevention and investigation.
- Principles and practices of work safety, especially as related to communicable diseases.
- Differing cultural, religious, economic and social groups and their relationships to the delivery and acceptance of health care services.
- Risk factors, symptoms, communicability, transmission, diagnosis, and treatment of infectious diseases.
- Best practices, methodology and theories of behavior change used in health education, health promotion or disease prevention.
- Strategies and techniques for disease prevention and communicable disease control.
- Laws and regulations pertaining to surveillance, reporting, and control of infectious and communicable diseases, medical records (including privacy and security of protected health information), and other related public health matters.
- Methods and practices for conducting medical case investigations and disease outbreak investigations.
- Interview techniques for communicable disease cases and contacts.

**Ability to:**

- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, medical records, reports and special projects; identify and
interpret technical and numerical information; observe and problem solve operational and technical policies and procedures.

- On an intermittent basis, sit at desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while retrieving and/or returning files; perform simple grasping and fine manipulation; use telephone and use a keyboard to communicate through written means, review information and enter/retrieve data; see and read characters on computer screen; and lift light weight.

- Arrange, conduct and participate in group meetings related to communicable disease prevention and investigation.

- Work independently on assignments.

- Work with various cultural and ethnic groups in a tactful and effective manner.

- Obtain confidential and sensitive information through interviews; and deal fairly and courteously with the public.

- Analyze situations quickly and objectively and determine course of action.

- Use general office equipment, such as a computer, calculator, telephone, photocopy machine, etc.

- Organize, prioritize and coordinate communicable disease work activities.

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

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

- Understand, interpret and apply federal, state and local laws, rules and regulations.

**Experience and Training**

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

**Experience:**

Two years of experience working with the general public which requires interviewing and obtaining confidential or personal information. Experience working in a public health setting is preferred.

**Training:**

Equivalent to completion of an Associate’s degree from an accredited college or university with major course work in healthcare, health science or a closely 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 open 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
### ATTACHMENT D

#### Health Educator Study - Allocation Recommendations

<table>
<thead>
<tr>
<th>Position Number</th>
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DATE: August 12, 2019
TO: Civil Service Commission
FROM: Kate Sampson, Director of Human Resources
BY: Heidi Kemytsky, Human Resources Analyst II
SUBJECT: Request for Reclassification – Probation Department

Recommendation

It is recommended that the Civil Service Commission approve:

a. The proposed revisions to the Probation Manager classification specification;
b. The reclassification of one Assistant Juvenile Detention Facility (JDF) Superintendent position, MGTS Grade S30 ($8,112.00 - $10,029.07 monthly) to the classification of Probation Manager, MGTS Grade S30 ($8,112.00 - $10,029.07 monthly);
c. The administrative placement of the incumbent into the Probation Manager classification pursuant to County Code section 3.08.480 (C);
d. Abolishment of the classification of Assistant JDF Superintendent.

Background

At the request of the Chief Probation Officer, the Human Resources Department (HRD) conducted a review of two management classifications allocated exclusively to the Probation Department - Assistant (JDF) Superintendent and Probation Manager. The Assistant (JDF) Superintendent is responsible for managing and overseeing the juvenile detention facility (Institution Division) only, whereas the Probation Manager classification is responsible to manage and provide oversight to all other major divisions in the Probation Department. If approved, these changes will offer executive management the flexibility to rotate the Probation Managers throughout the department, including the juvenile detention facility, providing additional career development and cross-training for staff and succession planning for the future.
Basis for Recommendation

After a thorough review of the position information submitted by the current Assistant JDF Superintendent incumbent, an in-depth comparison and analysis of the duties assigned to the Assistant JDF Superintendent and Probation Manager classifications, and discussions with executive management in the Probation Department, as well as with staff in the Probation Manager classification, it was determined that the duties required of the Assistant JDF Superintendent are substantially similar to those of a Probation Manager. Based on the information obtained, it has been determined that the Probation Manager classification specification should be revised to include duties assigned to the Assistant JDF Superintendent that were not already described in the Probation Manager classification specification.

Typical duties assigned to both the Assistant JDF Superintendent and Probation Manager classifications include, but are not limited to, the following:

- Develop and implement divisional goals, objectives, policies, and procedures.
- Direct, oversee, and participate in the development of the probation work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Prepare assigned budget; assist in budget implementation; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Review and approve pre-sentence and diversion reports for the Courts as prepared by staff; liaison with the courts; appear and testify in court.
- Undertake special assignments as directed by administration, including acting as rangemaster, training officer, and public information officer.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action to resolve complaints.
- 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.
- Research and prepare technical and administrative reports; prepare written correspondence.
Typical duties assigned to the Assistant JDF Superintendent which are recommended to be added to the Probation Manager classification specification include the following:

- Direct daily operations of the juvenile facility through subordinate supervisory staff.
- Ensure compliance with federal, state and local laws and regulations; ensure compliance with Board of State and Community Corrections (BSCC) requirements; may audit or coordinate with outside auditors; ensure timely completion of mandated reports.
- Plan, organize, and direct institutional activities and programs, coordinate activities with department of education, health services, food services, and other service providers.
- Assist in developing security, care, treatment and custody programs and direct subordinate staff engaged in carrying out such programs; assist in screening of juveniles to be assigned to camps, ranches and schools; consult with staff on the behavior, attitude, and individual problems of youth in the juvenile facility.

All incumbents in the classification of Probation Manager have been notified of the proposed changes to the classification specification and are aware that the revisions are before your commission today. All incumbents have reviewed and are in concurrence with the proposed changes.

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

The Probation Department and the CEO’s Office have had the opportunity to review the findings of the HRD analysis and concur with the recommendations described above.

Attachments:
A. Probation Manager revised classification specification
B. Assistant JDF Superintendent classification specification
C. Probation Department organization chart

cc: Marshall Hopper, Chief Probation Officer
    David McManus, Assistant Chief Probation Officer
    Joseph Netemeyer, Assistant Chief Probation Officer
PROBATION MANAGER

DEFINITION
To plan, organize, direct, and manage the activities of a major division within the Probation Department including investigation or supervision of juveniles or adult probation cases and programs; to coordinate probation activities with other divisions and departments; and to provide highly complex staff assistance to the Assistant Chief Probation Officer(s).

DISTINGUISHING CHARACTERISTICS
This is the first level management class in the probation series and reports to the Assistant Chief Probation Officer(s). Positions at this level may have responsibility for services such as adult and/or juvenile probation services in the courts, field, juvenile facility (24 hour/7 day/week operation), institution, or special services. Positions in this class are distinguished from the next lower level class of Supervising Deputy Probation Officer by providing full line and functional management responsibility for a division or program area within the department.

SUPERVISION RECEIVED AND EXERCISED
Receives administrative direction from the Assistant Chief Probation Officer(s) and/or the Chief Probation Officer.
Exercises direct supervision over supervisory, professional, technical, and clerical probation personnel.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:
Develop and implement divisional goals, objectives, policies, and procedures.
Direct, oversee, and participate in the development of the Probation Department work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
Direct daily operations of the institution/juvenile facility through subordinate supervisory staff.
Prepare assigned budget; assist in budget implementation; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
Recommend the appointment of staff personnel; provide or coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

Advise and assist staff on complex cases and special problems; act in a consulting capacity by providing instruction and guidance in interviewing, evaluation of information, case work techniques, methods and procedures of investigation, and field supervision; review case files and make recommendations for increased effectiveness.

Ensure compliance with federal, state and local laws and regulations; ensure compliance with Board of State and Community Corrections (BSCC) requirements; may audit or coordinate with outside auditors; ensure timely completion of mandated reports.

Undertake special assignments as directed by administration, including acting as rangemaster, training officer, and public information officer.

Plan, organize, and direct institutional activities and programs, coordinate activities with department of education, health services, food services, and other service providers.

Assist in developing security, care, treatment and custody programs and direct subordinate staff engaged in carrying out such programs; assist in screening of juveniles to be assigned to camps, ranches and schools; consult with staff on the behavior, attitude, and individual problems of youth in the juvenile facility.

Participate as a member of the management team in planning, organizing, and standardizing of Departmental policies and procedures.

Review and approve pre-sentence and diversion reports for the courts as prepared by staff; liaison with the courts; appear and testify in court.

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

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.

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

Perform related duties as assigned.
MINIMUM QUALIFICATIONS

Knowledge of:

- Advanced principles and practices of probation and case work.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles, practices, and methods involved in administration of juvenile detention and rehabilitation programs; institutional management and security.
- Criminal justice, law enforcement, and court systems and procedures.
- Criminal behavior and the law.
- Causes, control and treatment techniques of crime and delinquency.
- Pertinent local, state and federal rules, regulations, and laws.
- 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.
- Criminal behavior and the law.

Ability to:

- Organize and direct assigned probation operations.
- Manage, supervise, train, and evaluate subordinate supervisory staff.
- On an intermittent basis, analyze individual behavior and family systems; identify potential problems among clients; interpret and understand human behavior; knowledge of criminal behavior and the law; observe youth wards under supervision; problem solve situations by mediating disputes; remember past Department policies and procedures; and explain procedures and policies to staff and youth wards.
- On an intermittent basis, sit at desk while preparing reports or interviewing; walk to supervise youth wards within the institution; stand to conduct field contacts; bend and squat to train staff in how to book juveniles into the facility or perform searches; kneel to make arrests or file papers; manage physical confrontations when individuals resist arrest; use fine hand manipulation for handcuff, weapons, and computer use; visual, auditory, and sense of smell needed for supervision of youth wards and individuals assigned to probation; and lift heavy weight.
- Perform the most complex work of the Probation Department.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Review and evaluate probation cases and formulate plans.
- Use and care for firearms as required by Department.
- Interpret and apply County and department policies, procedures, rules and regulations.
- Prepare and administer a complex budget.
- **Supervise, train and evaluate staff**.
- Maintain good physical, emotional, and mental condition to satisfactorily perform the functions of the position; meet and maintain required peace officer employment standards to safely and effectively perform assigned duties.
- Be sensitive to various cultural and ethnic groups present in the community.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively, both orally and in writing.

**Experience and Training**

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

  **Experience:**
  
  Two years of first line supervisory experience in a Probation operation.

  **Training:**
  
  Equivalent to a Bachelor's degree from an accredited college or university with major course work in the behavioral science, corrections, criminal justice, public administration or a related field.

**License or Certificate:**

- Must have successfully completed the Supervisory Probation Course Probation Manager/Administrator Core Course of instruction certified by the California State Board of State and Community Corrections (BSCC) within one (1) year of appointment to the classification. Must successfully complete additional required certified instruction annually thereafter.
- Must maintain a valid First Aid and CPR certificate.
- Training required under Section 832 of the Penal Code (Search and Seizure) must be successfully completed within 90 days of employment.

- 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.

**Special Requirements:**

- Must meet minimum standards required for Peace Officers as set forth in Section 1029 and 1031 of the Government Code;

- Must pass a background investigation;

- Must meet physical standards established for County Safety employees, including a psychological examination.
ASSISTANT JUVENILE DETENTION FACILITY
SUPERINTENDENT

DEFINITION
To plan, organize, direct, and manage the daily activities and operations of the Juvenile Detention Facility within the Probation Department (a 24 hour, 7 day per week locked facility housing detained juveniles); to coordinate probation activities with other divisions and departments; and to provide highly complex staff assistance to the Superintendent – Juvenile Detention Facility.

DISTINGUISHING CHARACTERISTICS
This is the first management class in the probation institution series and reports to the Superintendent. This single position class is responsible for the daily operations of a 24 hour, 7 day per week operation and assists in coordination of institutional activities with other departments, and as required, the court, law enforcement agencies, and the community. This class is distinguished from Superintendent in that the latter class has full responsibility for the operation of the facility, coordination with other agencies, and compliance with regulatory requirements. This class is distinguished from Supervising Deputy Probation Officer – Institution in that the latter is a shift supervisor but is not assigned full institutional responsibility.

SUPERVISION RECEIVED AND EXERCISED
Receives administrative direction from the Superintendent.
Exercises direct supervision over supervisory, professional, technical, and clerical probation personnel.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:
Plan, organize, and direct daily juvenile correctional facilities activities and programs, assist to coordinate activities with Department of Education, health services, food services, and other service providers.

Direct, oversee, and participate in the development of the institution’s daily work activities and work plan; assign program and project activities; monitor work flow; review and evaluate work products, methods, and procedures; direct daily operations of the institution.

Assist to develop and implement institutional goals, objectives, policies, and procedures.
PLACER COUNTY
Assistant Juvenile Detention Facility Superintendent (Page 2)

Ensure compliance with federal, state, and local laws and regulations; ensure compliance with Board of Corrections requirements; may audit or coordinate with outside auditors; ensure timely completion of mandated reports.

Prepare assigned budget; assist in budget implementation; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

Advise and assist staff on complex cases and special problems; act in a consulting capacity by providing instruction and guidance in interviewing, evaluation of information, case work techniques, methods, and procedures of investigation and field supervision; review case files and make recommendations for increased effectiveness.

Participate as a member of the management team in planning, organizing, and the standardizing of Departmental policies and procedures.

Assist in developing security, care, treatment, and custody programs and direct subordinate staff engaged in carrying out such programs; assist in screening of juveniles to be assigned to camps, ranches, and schools; consult with staff on the behavior, attitude, and individual problems of children in the juvenile facilities.

Undertake special assignments as directed by management, including acting as range master, training officer, and public information officer.

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

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

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:
- Advanced principles and practices of probation and casework.
• Principles and practices of leadership, motivation, team building, and conflict resolution.

• Principles, practices, and methods involved in administration of juvenile detention and rehabilitation programs; institutional management and security.

• Criminal justice, law enforcement, and court systems and procedures.

• Causes, control, and treatment techniques of crime and delinquency.

• Pertinent local, state and federal rules, regulations, and laws.

• Criminal behavior and the law.

• Modern office procedures, methods, and computer equipment.

• 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 assigned probation operations.

• On an intermittent basis, analyze individual behavior and family systems; identify potential problems among clients; interpret and understand human behavior; observe wards under supervision; problem solve situations by mediating disputes; remember past Department policies and procedures; and explain procedures and policies to staff and wards.

• On an intermittent basis, sit at desk while preparing reports or interviewing; walk to supervise wards within the institutions; stand to conduct field contacts; bend and squat to train staff in how to book juveniles into the facility or perform searches; kneel to make arrests or file papers; manage physical confrontations when individuals resist arrest; fine hand manipulation for handcuff, weapons, and computer use; visual, auditory, and sense of smell needed for supervision of wards and individuals assigned to probation; and lift heavy weight.

• Perform the most complex work of the institution.

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

• Gain cooperation through discussion and persuasion.

• Review and evaluate probation cases and formulate plans.

• Use and care for firearms as required by Department.

• Interpret and apply County and department policies, procedures, rules, and regulations.
• Prepare and administer a budget.
• Supervise, train, and evaluate personnel.
• Maintain good physical, emotional, and mental condition to satisfactorily perform the functions of the position; meet and maintain required peace officer employment standards to safely and effectively perform assigned duties.
• Be sensitive to various cultural and ethnic groups present in the community.
• Establish and maintain effective working relationships with those contacted in the course of work.
• Communicate effectively, 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:
Either:
One year as a Supervising Deputy Probation Officer – Institution or equivalent.
Or:
Two years of supervisory experience in a probation department and a minimum of two years of probation experience in juvenile institutions.

Training:
Equivalent to a Bachelor's degree from an accredited college or university with major course work in the behavioral science, corrections, criminal justice, public administration, or a related field.

License or Certificate:
• Training required under Section 832 of the Penal Code (Search and Seizure) must be successfully completed within 90 days of employment.
• Must have successfully completed the Probation Manager/Administrator Core Course of instruction certified by the California State Board of Corrections within one (1) year of appointment to the classification. Must successfully complete additional required certified instruction annually thereafter.
• Must maintain a valid First Aid and CPR 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.
Special Requirements:

- Employees in this classification are peace officers as defined by section 830.5 of the Penal Code and must satisfy the State of California criteria for peace officer status;
- Must pass a background investigation;
- Must meet physical standards established for County Safety employees, including a psychological examination that qualifies candidates to carry firearms.
PLACER COUNTY PROBATION DEPARTMENT

Chief Probation Officer

Executive Secretary

Assistant Chief Probation Officer

Assistant Chief Probation Officer

Probation Manager Adult Supervision/SPJC

Probation Manager Adult Supervision / AJC

Probation Manager Adult Court & Pretrial Srvc

Probation Manager Alternative Sentencing

Probation Manager Juvenile Supervision

Probation Manager Juvenile Institution
DATE: August 12, 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 August 12, 2019, pursuant to Section 3.04.650 of the County Code.
### Classified Staff Merit Increases Presented to Civil Service Commission on August 12, 2019

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### Classified Staff Merit Increases Presented to Civil Service Commission on August 12, 2019

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