CIVIL SERVICE COMMISSION
REGULAR MEETING
AGENDA

Monday, September 14, 2020
3:30 PM

COMMISSIONERS
Deborah Bennett, Vice Chair
John Costa
Harry Hull
Ronald Le Doux
Seat 2, Vacant

Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Commission Clerk. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Commission Clerk five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

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

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

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

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

1. Those joining online through the web meeting should “Raise Hand” in the Zoom meeting window. The Clerk will call on them by the name they entered in the Zoom session, and they will be prompted to unmute their microphone so they can state their name for the record and give their comment.

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Alternatively, citizens may submit their comments in written form to the Commission Clerk at PCHRD@ placer.ca.gov. All public comments received prior to 8:00AM the day of the meeting will be provided to the Commission members electronically or in written form. Emails received though the Clerk’s email address after 8:00AM the morning of the meeting will still become part of the official record and will be retained by the Clerk but will not be disseminated to the Commission prior to the Commission’s action.
OPEN SESSION
Call to Order | 3:30PM
Roll Call

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, September 14, 2020

2. Approval of Minutes | Regular Meeting, August 10, 2020

3. Re-election of Officers for 2020
   Presenter: Kate Sampson, Human Resources Director
   The Human Resources Department recommends the Civil Service Commission re-elect its officers for calendar year 2020.

4. Work Out-of-Class Pay | Health and Human Services, Adult System of Care
   Presenter: Erica Priddle, Human Resources Analyst I
   Approve work-out-of-class pay extensions as per Placer County Code 3.08.510 (C)(5)(c) for employee 51232188 and employee 51231639 for approximately 180 days in the Health and Human Services, Adult System of Care.

5. Classification Specification Revision | Right-of-Way Agent | Department of Public Works
   Presenter: Laura Carucci, Human Resources Analyst II
   Approve the proposed revisions to the classification specification of Right-of-Way Agent.

6. Request for Reclassification | Health and Human Services, Administration
   Presenter: Laura Carucci, Human Resources Analyst II
   Approve:
   a. The reclassification of one Administrative Technician, GNRL Grade 76, to the classification of Staff Services Analyst I, PROF Grade 214; and
   b. The non-competitive promotion of the incumbent pursuant to County Code section 3.08.480.

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

8. Communications
   Reports to the Commission are informational only. No action will be taken.
   a. Provisional Appointments
   b. Staff Reports and Correspondence
   c. Commissioner Comments
9. **Adjournment to the following upcoming meetings**

**Regular Meeting Calendar 2020**

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

- Monday, October 12, 2020 - Tuesday, October 13, 2020  
- Monday, November 9, 2020  
- Monday, December 14, 2020
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Alternatively, citizens may submit their comments in written form to the Commission Clerk at jmckeig@placer.ca.gov. All public comments received prior to 8:00AM the day of the meeting will be provided to the Commission members electronically or in written form. Emails received though the Clerk’s email address after 8:00AM the morning of the meeting will still become part of the official record and will be retained by the Clerk but will not be disseminated to the Commission prior to the Commission’s action.
OPEN SESSION
Call to Order | 3:30PM
Roll Call | Judy McKeig
Present | Ward, Bennett, Costa, Hull, Le Doux

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 10, 2020
   Motion: Le Doux/Costa/Unanimous vote 5:0
   Ayes: Ward, Bennett, Costa, Hull, Le Doux
   No public comment

2. Approval of Minutes | Regular Meeting, July 13, 2020
   Motion: Costa/Le Doux/Unanimous vote 5:0
   Ayes: Ward, Bennett, Costa, Hull, Le Doux
   No public comment

3. Work Out-of-Class Pay | District Attorney’s Office
   Presenter: Valeriya Bachinsky, Human Resources Analyst II
   Attendees: Lauren Featherstone, Administrative & Fiscal Officer II
              Mary Green, Investigator, Chief District Attorney
   Approve a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for employee 51232862 in the District Attorney’s Office.
   Motion: Le Doux/Hull/Unanimous vote 5:0
   Ayes: Ward, Bennett, Costa, Hull, Le Doux

   The District Attorney’s Office (DAO) is requesting an additional 180-day extension from 8/15/20–2/12/21 for an employee performing additional duties on the Tri-County Narcotic Drug Enforcement Team (TRIDENT), a multi-agency task force including local, state, and federal agencies. The employee acts as the task force commander providing administration and supervision. The DAO and Human Resources Department (HRD) are working to find a permanent solution.

   No public comment. The Commission discussed drug trafficking activity and the effects of COVID-19, the length of the work out-of-class assignment and inquired the status of negotiations with the Deputy Sheriffs’ Association, which affects this position. The employee’s extended assignment has not impacted workload in the DAO. The employee’s salary is included in the DAO’s budget and receives reimbursement for overtime costs. The Commission noted a strong preference for a permanent solution.

4. Communications
   Reports to the Commission are informational only. No action will be taken.
   a. Provisional Appointments: None
   b. Staff Reports and Correspondence: Kate Sampson
Ms. Sampson expressed appreciation to the Commissioners for their flexibility with virtual meetings. The County has implemented modified operations to address safety concerns and will continue to coordinate with employees as schools reopen virtually. A small number of employees have tested positive for COVID-19, however the County as an employer has not experienced any significant outbreaks.

c. Commissioner Comments

i. Commissioner Ward announced his resignation effective August 11, 2020 and thanked Supervisor Holmes for the opportunity to serve on the Commission, as well as past and present Commissioners, Bill Wright, the Human Resources Department, and the employees of Placer County.

CLOSED SESSION

5. §54957 - Public Employee Performance Evaluations

Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

OPEN SESSION

Closed Session Report
Ms. Sampson reported no action taken in closed session pursuant to Government Code Section 54957.1.

6. 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: Ward, Bennett, Costa, Hull, Le Doux

No public comment. The Commission discussed options for employees at the top step of their salary levels, which includes longevity pay and cost of living increases typically negotiated by the bargaining units.

7. Adjournment to the following upcoming meetings

Commissioner Costa expressed his appreciation to Commissioner Ward.

Regular Meeting Calendar 2020
Second Monday of the Month - 3:30PM
Human Resources Department, 1st Floor Conference Room
145 Fulweiler Avenue, Suite 200, Auburn, CA 95603
OR
Zoom Virtual Meeting with public participation instructions on agenda
Monday, September 14, 2020
Monday, October 12, 2020 - Tuesday, October 13, 2020
Monday, November 9, 2020
Monday, December 14, 2020

_________________________________   __________________________________
Commission Chair       Judy McKeig, Commission Clerk
DATE: September 14, 2020
TO: Civil Service Commission
FROM: Kate Sampson, Director of Human Resources
SUBJECT: Re-election of Officers for 2020

Recommendation
On June 8, 2020, the Civil Service Commission (Commission) elected Rick Ward as Chair and Deborah Bennett as Vice-Chair. With the resignation of Commissioner Ward on August 11, 2020, staff recommends the Commission re-elect officers for the remainder of the calendar year.
MEMORANDUM

DATE: September 14, 2020
TO: Civil Service Commission
FROM: Kate Sampson, Director of Human Resources
BY: Erica Priddle, Human Resources Analyst I
SUBJECT: Work-Out-of-Class Pay | Health and Human Services, Adult System of Care Division

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

<table>
<thead>
<tr>
<th>Department</th>
<th>Employee ID</th>
<th>Dates</th>
<th>Approximate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Human Services</td>
<td>51232188</td>
<td>10/10/2020 - 04/09/2021</td>
<td>180 days</td>
</tr>
<tr>
<td>Adult System of Care Division</td>
<td>51231639</td>
<td>10/10/2020 – 04/09/2021</td>
<td>180 days</td>
</tr>
</tbody>
</table>

Recommendation: It is recommended that the Civil Service Commission approve the above work-out-of-class pay in recognition of the additional duties being performed.
TO: Kate Sampson, Human Resources Director

FROM: Jeffrey S. Brown, MPH, MSW, Director of Health and Human Services

DATE: September 1, 2020

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

ACTION REQUESTED

Employee ID: 51232188
Current Classification: Client Services Practitioner - Senior
WOC Classification: Health and Human Services Program Supervisor
Initial WOC Effective Date: April 11, 2020 PP 23
Requested Extension Eff. Date: October 10, 2020 PP 10
Expiration Date of WOC: April 9, 2021 PP 22

REASON FOR WOC

☐ Leave of Absence ☐ Retirement ☐ Resignation ☒ WOC

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

PLAN TO END TEMPORARY WOC

☐ Request Submitted to Fill Vacancy ☐ Completion of Peak Workload / Special Project
☐ Return of Incumbent from LOA ☒ Other Upon hiring of manager, supervisor to return to regular position/duties

BACKGROUND

The current Clinic Team Health and Human Services Program Supervisor for the Adult System of Care (ASOC) division has been in a work-out-of-class (WOC) assignment as a Health and Human Services Program Manager since April 11, 2020. This supervisor oversees one of Placer County’s outpatient mental health programs, which serves residents who struggle with mental health disorders. The supervisor assists with program and staff development, reviews clinical documentation for quality assurance, provides staff supervision, collaborates with community partners to ensure continuity of care for clients, and problem solves obstacles to treatment access.

The ASOC manager position was recently placed on hold, and the division is concurrently requesting an extension of the manager WOC. As a result of the manager position being held, the ASOC requests to also extend the current WOC for the supervisor position to maintain stability of the teams as they continue providing critical services.
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.
Signature: Jeffrey J. Brown
Email: jbrown@placer.ca.gov
TO: Kate Sampson, Human Resources Director
FROM: Jeffrey S. Brown, MPH, MSW, Director of Health and Human Services
DATE: July 30, 2020
SUBJECT: Request for Work Out of Class (WOC) Pay

ACTION REQUESTED

- Employee ID: 51231639
- Current Classification: Health and Human Services Program Supervisor
- WOC Classification: Health and Human Services Program Manager
- Initial WOC Effective Date: April 11, 2020 PP23
- Requested Extension Eff. Date: October 10, 2020 PP 10
- Expiration Date of WOC: April 9, 2021 PP 22

REASON FOR WOC

☐ Leave of Absence ☐ Retirement ☒ Resignation ☐ WOC

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

PLAN TO END TEMPORARY WOC

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

BACKGROUND

The Health and Human Services Program Manager for the Adult System of Care (ASOC) division resigned on April 10, 2020. This manager position provides support to a variety of programs that serve Placer County residents who struggle with either substance use or mental health disorders. The position participates in statewide meetings and works very closely with our partners within the criminal justice system. Recently, Placer County opted into implementing the Drug Medi-Cal Organized Delivery System (DMC-ODS), which this position oversees.

The ASOC manager position has been placed on hold as we wait to determine funding opportunities for Whole Person Care. As a result of this position being held, ASOC requests to extend the current Work-Out-of-Class assignment to continue management oversight, provide leadership to the teams and to maintain continuity of DMC-ODS.
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.

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- The requesting department is responsible for sharing this WOC request and the provisions set forth for a WOC assignment with the employee.

EP 7/30/2020 Information verified by HR

Updated 2/2019
Signature:  Jeffrey A. Brown

Email: jbrown@placer.ca.gov
DATE: September 14, 2020  
TO: Civil Service Commission  
FROM: Kate Sampson, Director of Human Resources  
BY: Laura Carucci, Human Resources Analyst  
SUBJECT: Request for Reclassification – Health and Human Services, Administration Division

Recommendation

It is recommended that the Civil Service Commission approve:

a. The reclassification of one Administrative Technician, GNRL Grade 76, to the classification of Staff Services Analyst I, PROF Grade 214; and

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

Background

At the request of the Administration Division of the Health and Human Services Department, the Human Resources Department (HRD) conducted a classification review of an Administrative Technician position.

After a thorough review and analysis of the position information submitted by the incumbent and department management staff, a desk audit, and an assessment of the scope of duties assigned to this position as compared to similar classifications within the county, it has been determined by HRD that this position is performing duties consistent with the higher level Staff Services Analyst I classification. Typical duties performed by the position being studied include:

- Analyze, research, and problem solve claims that are denied by the state. Responsible for ensuring errors are fixed timely and thoroughly to ensure the department can recoup upwards of hundreds of thousands of dollars annually. This involves conducting research on the state’s website, sifting through large data files, and possessing an in-depth knowledge of the many nuances of both the medical billing processes and the AVATAR system.

- Develop and implement procedures to prevent future claim errors.

- Analyze AVATAR system validation and mapping of background processes.
• Evaluate and implement state regulated changes into the AVATAR system.
• Support program staff by establishing effective procedures, improving business processes, providing information and resources, and clarifying current and new program updates.
• Analyze and compile data to create and present reports and presentations to executive and management staff monthly.
• Act as a project manager, delegate work to team members and provide training.
• Liaison with AVATAR support staff working within other public agencies.
• Develop training materials for medical billing team staff who process claims and internal and external users of AVATAR.
• Provide onsite AVATAR training to new providers.
• This position provides lead supervision to two Senior Accounting Assistants and one Accounting Assistant - Journey.

In contrast, the Administrative Technician responsibilities include providing para-professional administrative and technical assistance to an assigned department or functional area. These duties are technical in nature and do not rise to the higher level of complexity, analysis, consequence of error, and decision making performed by the incumbent in this position.

Pursuant to County Code section 3.08.520, the employee impacted by this 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 (A), this employee has also been determined to meet the minimum qualifications of the proposed classification and has been performing the duties listed above successfully for not less than one year. It is therefore requested that the incumbent be non-competitively promoted to the classification of Staff Services Analyst I. The change from GNRL Grade 76 ($53,019 - $66,206 annually) to PROF Grade 214 ($64,438 - $80,475 annually) meets the minimum promotional threshold of 5%.

Attached for your review is the organizational chart for the Administration Division of the Health and Human Services Department. The Business Agent for Local 39, County Executive Office, and the Health and Human Services Department all concur with the recommendation described above.

Attachment

1. Health and Human Services – Administration Division Organizational Chart
DATE:       September 14, 2020
TO:         Civil Service Commission
FROM:       Kate Sampson, Director of Human Resources
BY:         Laura Carucci, Human Resources Analyst II
SUBJECT:    Classification Specification Updates for Right-of-Way Agent

Recommendation:
It is recommended that the Civil Service Commission approve the proposed revisions to the classification specification of Right-of-Way Agent.

Background:
The Department of Public Works (DPW) received notice that their long-term Right-of-Way Agent incumbent has plans to retire. In advance of initiating a recruitment for this single position classification, the department requested the Human Resources Department review and update the Right-of-Way Agent classification specification.

There are minor revisions and updates throughout the classification specification, including the removal of references to assisting with budget administration and implementation as this is not a duty assigned to this position. Other updates also include the removal of all references to leasing duties, as these are now assigned and performed by classifications in the Facilities Management Department. In addition, the Experience and Training section of the minimum qualifications has been updated to remove the requirement of the Certified General Appraiser’s license, as an Appraiser’s license in no longer a requirement of this position. Specifically, this license is generally utilized for property appraisals and this service is provided by contractors, not the Right-of-Way Agent; therefore, it is recommended that this requirement be removed. Finally, it is recommended the requirement to possess the Senior Right-of-Way Agent Designation upon hire be updated to state that incumbents must obtain the designation prior to the completion of the probation period. DPW has confirmed that this designation is not required at the time of hire and can be obtained within the first twelve months of hire. The department believes these changes will result in a recruitment that will produce a robust list of qualified candidates.
Attached for the Commission's review and consideration is a copy of the proposed classification specification, as well as a department organizational chart. This request has been reviewed and is supported by the County Executive Office and the Business Agent for PPEO Stationary Engineers Local 39.

Attachments:

1. Right-of-Way Agent classification specification
2. Department of Public Works organizational chart
RIGHT-OF-WAY AGENT

DEFINITION
To acquire the right-of-way for public works road and utility projects, to coordinate with other divisions or departments involving real property acquisitions and/or appraisals, negotiations with property owners, coordinating purchases through escrow, title work, property management and disposition and other related right of way activities; and to provide highly responsible technical support and assistance to division and department management personnel.

DISTINGUISHING CHARACTERISTICS
This is an advanced journey specialized class. Employees assigned to this class perform the full range of duties. Employees in this class exercise a high degree of independent judgment in the performance of the more difficult, complex, politically sensitive and specialized work related to property appraisal and land acquisition for transportation and non transportation related projects.

SUPERVISION RECEIVED AND EXERCISED
Receives administrative direction from the Public Works Manager, Deputy Director, Assistant Director and Director of Public Works.
Exercises direct supervision over technical consultants, professional, technical, professional, and clerical personnel staff involved with right-of-way acquisition, property management and property disposition activities.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:
- Prepares and reviews right-of-way acquisition schedules and monitors right-of-way expenditures and performs right-of-way contract administration functions and related activities.
- Examines engineering plans and property maps to determine extent of property requirements for property/land acquisitions.
- Prepares, directs and reviews real property appraisals provided under contract.
- Negotiates complex and/or difficult contract terms regarding real property transactions with property owners, businesses, private parties, or other government agencies, recommending settlement terms and course of action to County officials.
- Appraises real property for total or partial acquisition or for cost estimates coordinating title and escrow activities associated with property and land acquisitions.
- Attends Board of Supervisor meetings and presents related information as required.
PLACER COUNTY
Right-of-Way Agent (Page 2)

Maintains or directs the maintenance of accurate real property records and files. Assists in policy and procedure development and implementation of right-of-way section program activities.

Plans, assigns, and provides direction and reviews the work of technical staff performing duties in the area of property appraisal and acquisition. Assists in the preparation of the right-of-way component of the Engineering Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Manages the operations and maintenance of a general aviation facility. Provides consultant contract management to the Engineering Division and/or assistance to engineering staff as related to right-of-way activities.

Participates in pretrial and trial proceedings with legal representative and concludes negotiations on settlements made during such proceedings for property/land acquisitions associated with right-of-way issues.

Assembles and analyzes data for and prepares land economic and feasibility study reports.

Prepares special reports and performs special assignments for DPW and non-DPW administrators.

Serves as primary real property liaison with other county departments, other counties, municipalities, federal, state and private agencies.

Prepares technical reports and correspondence relating to rights-of-way matters.

Prepares, administers and supervises consultant lists when required.

Assists other county departments in their real property needs.

Processes requests for real property easement abandonments, and sales and leases. Responds to public inquiries regarding easements and real property.

Builds and maintains positive working relationships with co-workers, other county employees and the public using principles of good customer service.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Laws, regulations, and procedures pertaining to the acquisition, and disposal and leasing of public lands, and the acquisition and termination of easements and access rights.
- Principles and practices of real property appraisal, negotiation, acquisition, leasing and disposition.
- Principles and practices of management, including program planning, implementation and administration.
- Condemnation and real property law.
- Appraisal and engineering practices and terminology related to land surveying and property acquisition.
- Principles and practices of real estate law, transactions and finance.
Land title and escrow processes.

Budgeting procedures and processes.

**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 policy and procedures.

- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; regularly lift heavy weight.

- Appraise or cost estimate difficult and complex property for acquisition.

- Prepare accurate appraisals of all types of real property interests including the application of severance damages.

- Prepare Board resolutions, legal documents and notices related to property acquisition and condemnation.

- Plan and direct relocations in compliance with the Uniform Relocation Act.

- Prepare right-of-way certifications in accordance with State of California Department of Transportation (Caltrans) directives.

- Interpret maps, engineering plans and legal documents pertaining to real property.

- Interpret, explain, apply and enforce applicable laws, rules and regulations.

- Access, input and analyze data using a computer and related software.

- Perform real estate related calculations.

- Negotiate price and other terms of real property acquisition or use.

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

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

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

**Experience and Training**

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

Four years of responsible journey level experience in real estate appraisal and acquisition.

Training:

Equivalent to the graduation a bachelor's degree from an accredited four year college or university with major course work in economics, business administration, real estate or a related field supplemented by specialized training in real estate law, real estate practices, and real property appraisal or a related field.

License or Certificate:

- Possession of a Certified General Appraiser's license granted by the State of California.
- Possession of, or ability to obtain prior to the completion of the probationary period a Senior Right-of-Way Agent Designation from the International Right-of-Way Association.
- Ability to obtain Notary Public Commission.
- May need to possess a valid driver's license as required depending on the position. Proof of adequate vehicle insurance and medical clearance may also be required.

Working Conditions

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

Length of Probation:

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

Bargaining Unit:

General
DATE: September 14, 2020
TO: Civil Service Commission
FROM: Kate Sampson, Director of Human Resources
SUBJECT: Review of Merit Increases for Eligible Classified County Employees

The Human Resources Department recommends approval of the classified merit awards set forth in the list dated September 14, 2020, pursuant to Section 3.04.650 of the County Code.
### Classified Staff Merit Increases Presented to Civil Service Commission on September 14, 2020

<table>
<thead>
<tr>
<th>Name</th>
<th>Classification</th>
<th>Current Salary</th>
<th>At Increase</th>
<th>% Increase</th>
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<td>30.31</td>
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</table>
## Classified Staff Merit Increases Presented to Civil Service Commission on September 14, 2020

<table>
<thead>
<tr>
<th>Name</th>
<th>Classification</th>
<th>Current Salary</th>
<th>At Increase</th>
<th>% Increase</th>
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<tr>
<td>Beaumont, Jody</td>
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