CIVIL SERVICE COMMISSION
REGULAR MEETING
AGENDA

Tuesday, October 13, 2020
3:30 PM

COMMISSIONERS
Deborah Bennett, Chair
John Costa
Harry Hull, Vice Chair
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.

2. Those who are calling in via phone may dial *9 to raise their hand once Public Comment is opened. The Clerk will read out the caller’s phone number and they will be notified that they are unmuted. The Clerk will then direct them to state their name for the record and give their comment.

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, October 13, 2020

2. Approval of Minutes | Regular Meeting, September 14, 2020

3. Classification Specification Revision | Enterprise Resource Planning Analyst Series
   Presenter: Laura Carucci, Human Resources Analyst II
   Approve the proposed revisions to the classification specifications for Enterprise Resource Planning Analyst and Senior Enterprise Resource Planning Analyst.

4. Classification Specification Revision and Classification Specification Abolishment | Human Resources Department
   Presenter: Lindsay Killian, Human Resources Analyst II
   a. Approve the proposed revisions to the classification specification for Senior Human Resources Analyst
   b. Approve abolishment of the Employee Services Manager – Health & Human services, ADA/Leave Coordinator, and Internal Investigator classifications.

5. Communications
   Reports to the Commission are informational only. No action will be taken.
   a. Provisional Appointments
   b. Staff Reports and Correspondence
   c. Commissioner Comments

CLOSED SESSION
6. §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
   Report of action taken in closed session pursuant to Government Code Section 54957.1.

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

**Special Meetings**
Thursday, October 29, 2020 | 9AM  
Friday, October 30, 2020 | 9AM  
Community Development Resource Center, Planning Commission Meeting Room  
3091 County Center Drive, Auburn, CA 95603

**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, November 9, 2020  
Monday, December 14, 2020
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.

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OPEN SESSION
Call to Order | 3:30PM
Roll Call | Thalia Torres
Present | 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, September 14, 2020
Motion:   Le Doux/Costa/Unanimous vote 4:0
Ayes:   Bennett, Costa, Hull, Le Doux
No public comment

2. Approval of Minutes | Regular Meeting, August 10, 2020
Motion:   Costa/Le Doux/Unanimous vote 4:0
Ayes:   Bennett, Costa, Hull, Le Doux
No public comment

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.
Commissioner Le Doux moved election of Commissioner Bennett as Chair.
Motion:   Le Doux/Hull/Unanimous vote 4:0
Ayes:   Bennett, Costa, Hull, Le Doux
Commissioner Costa moved election of Commissioner Hull as Vice Chair.
Motion:   Costa/Le Doux/Unanimous vote 4:0
Ayes:   Bennett, Costa, Hull, Le Doux
No public comment

4. Work Out-of-Class Pay | Health and Human Services, Adult System of Care
Presenter:   Erica Priddle, Human Resources Analyst I
Attendee:   Amy Ellis, Deputy Director of Health and Human Services
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.
Motion:   Le Doux/Costa/Unanimous vote 4:0
Ayes:   Bennett, Costa, Hull, Le Doux

The Health and Human Services Department requests work out-of-class pay extensions for two employees in the Adult System of Care Division. The first employee is a Health and Human Services Program Supervisor who is working as a Health and Human Services Program Manager on the substance abuse and mental health services team. The second employee is a Client Services Practitioner Senior who is filling behind the resulting Health and Human Services Program Supervisor vacancy. The department is waiting to permanently hire
a Health and Human Services Program Manager until they can confirm that they will receive funding for the position.

No public comment. The Commission inquired about the future funding of the position. Ms. Ellis stated that due to COVID the timeline from the Department of Health Care Services to determine whether they received funding was delayed. The department anticipates that they will be informed by the end of December.

5. Classification Specification Revision | Right-of-Way Agent | Department of Public Works
Presenter: Laura Carucci, Human Resources Analyst II
Attendee: Kevin Ordway, Civil Engineer Senior and Kim Hughes, Staff Services Manager
Approve the proposed revisions to the classification specification of Right-of-Way Agent.
Motion: Le Doux/Hull/Unanimous vote 4:0
Ayes: Bennett, Costa, Hull, Le Doux

Updates were made to the job duties and minimum qualification requirements. It was determined that the Certified General Appraiser’s license is no longer necessary for this position because the property appraisals are done by contractors. The Senior Right-Of-Way Agent designation used to be required at the time of hire but now must be obtained prior to the completion of the probationary period.

No public comment. The Commission confirmed that the current incumbent meets the new requirements. Ms. Carucci stated that the current incumbent exceeds the new requirements because he has the license and designation.

6. Request for Reclassification | Health and Human Services, Administration
Presenter: Laura Carucci, Human Resources Analyst II
Attendee: Vicky Grenier, Health and Human Services Assistant Program Director
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.
Motion: Costa/Le Doux/Unanimous vote 4:0
Ayes: Bennett, Costa, Hull, Le Doux

Human Resources conducted a thorough analysis and determined that the employee is performing higher level duties. The employee has performed these duties for a minimum of one year, so the department is also requesting a non-competitive promotion. The employee has been notified of the recommendation. Local 39, the County Executive Office, and the Health and Human Services Department have reviewed the findings and concur with the recommendation.

No public comment. The Commission noted that they liked that the position was filled internally.

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 4:0
Ayes: Bennett, Costa, Hull, Le Doux
No public comment

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

a. Provisional Appointments: None
b. Staff Reports and Correspondence: Kate Sampson
   i. The Board of Supervisors ended the proclamation of the local health emergency in Placer County. As an employer, the County will continue to follow State regulations to maintain a safe working environment for all employees. Human Resources is still evaluating whether it is possible to meet in person for the next meeting.
   ii. There are two upcoming appeal hearings. They are scheduled for October 29th and 30th in the Planning Commission Room at the Community Development Resource Center building. They will be held in person due the limited number of people that will be attending the hearing.
   iii. Supervisor Holmes is currently evaluating potential candidates and will be recommending the next commissioner soon.
   iv. Human Resources is still hiring election workers for the November election. This year there will be four days to vote which will begin on October 31, 2020. Human Resources has forwarded nearly 600 applications to the Clerk-Recorder’s Office.

c. Commissioner Comments
   i. Commissioner Costa thanked Commissioner Bennett for running the Commission professionally.

9. Adjournment to the following upcoming meetings | 4:05PM

   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

_________________________________   __________________________________
Commission Chair       Judy McKeig, Commission Clerk
DATE: October 13, 2020
TO: Civil Service Commission
FROM: Kate Sampson, Director of Human Resources
BY: Laura Carucci, Human Resources Analyst
SUBJECT: Request for Classification Specification Revisions – Enterprise Resource Planning Analyst Series

Recommendation

The Human Resources Department recommends the Civil Service Commission approve the proposed revisions to the classification specifications for Enterprise Resource Planning Analyst and Senior Enterprise Resource Planning Analyst.

Background

The Auditor-Controller’s Office requested that the Human Resources Department review the Enterprise Resource Planning Analyst series of classification specifications, which were established in 2018. At that time, they were conceptual in nature as no one was yet completing this work in support of the new Workday support organization. Employees have now been working within these classifications for the past few years, and therefore it was determined that it was an appropriate time to review the classification specifications for content.

Basis for Recommendation

Human Resources worked closely with subject matter experts and position incumbents from the Auditor-Controller’s Office to thoroughly review each of the classification specifications and identify any needed updates or changes to current content. As a result of this review, there are minor revisions and updates throughout the classification specifications intended to clarify and more accurately describe the work performed in order to improve recruitment efforts. The most significant change is the update to the experience and training section of the Enterprise Resource Planning Analyst classification specification, which now includes an additional career path in which applicants can qualify for this position. When these positions were originally filled two years ago, there was a sufficient pool of qualified County staff who possessed the unique combination of knowledge, skills and abilities in both the Workday system
and the assigned functional areas the system supports (finance or human capital management). As the department has sought additional applicants from outside the County, it became apparent that the minimum qualifications needed to consider ways in which non-County applicants could obtain the needed skills and abilities to perform essential job functions. Specifically, while direct experience working in the Workday system would be ideal, technical expertise working with any online ERP system could provide the applicant with the requisite skills needed to perform the job. The suggested update to the minimum qualifications will allow someone with several years of professional level accounting or payroll administration experience that includes transacting and/or processing data in an ERP system to qualify and participate in the recruitment and testing process.

Pursuant to County Code section 3.08.520, the employees impacted by the classification specification changes have been notified of this recommendation and the action to move the request forward to the Civil Service Commission at today’s meeting. This request has been reviewed and is supported by the County Executive Office.

Attached for your review and consideration are copies of the classification specifications, with the proposed updates noted, and an organizational chart for the Auditor-Controller’s Office.

**Attachments**

1. Classification specification for Enterprise Resource Planning Analyst
2. Classification specification for Senior Enterprise Resource Planning Analyst
3. Organizational chart for the Workday Support Organization Division of the Auditor-Controller’s Office
ENTERPRISE RESOURCE PLANNING (ERP) ANALYST

DEFINITION
To perform a variety of professional level duties in the design, development, implementation and maintenance of the Countywide Enterprise Resource Planning (ERP) system in response to business needs in a specific functional area, such as fiscal/accounting and/or human resources/payroll; to act as a liaison between technical support staff and end users in order to create end user business solutions within the Countywide ERP system.

DISTINGUISHING CHARACTERISTICS
This is the full journey level class within the ERP Analyst series. 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. This class is distinguished from the Senior ERP Analyst in that the latter has over-all responsibility for assigned function-specific support teams, performs highly complex and difficult analytical duties, and exercises direct supervision over lower level ERP staff.

This series is distinguished from other County class series by the combination of both application specific functional knowledge and business process (operational) familiarity required to perform associated duties; and are allocated exclusively to the ERP support division of the Auditor-Controller’s Office. The ERP Analyst differs from classifications in the Information Technology (IT) series such as IT Specialist and IT Analyst in that the IT classifications require technology-based expertise in areas such as design, construction, analysis and maintenance of application software programs and codes, hardware platforms and equipment, and designing, programming, and coding, without the functional business expertise in areas such as the general ledger, billing, procurement, accounts payable/receivable, cash receipts, bank management, budget management, core human resources, position control, leave management, compensation, benefits administration, time tracking, payroll, financial reporting and regulatory reporting.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from higher level management staff.

May exercise technical and functional supervision over lower level or project team staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:
Define and document County business requirements through discussions with executive and management staff and end users; create, document and maintain County business
processes and troubleshoot ERP system issues in collaboration with County technical support.

Translate County business requirements into business solutions utilizing the ERP system; identify opportunities for improvements and increased functionality.

Automate business processes by using system delivered business processes to automate workflow approval processes and maximize the configurable functionality within the system.

Serve as a liaison between department end-users, analysts, information technology staff, and vendors in analyzing, designing, configuring, testing and maintaining the ERP system in order to ensure optimal system performance and meet County business requirements.

Track functional upgrades in new releases of ERP software; educate end users on new functionality and implement new functionality upon request.

Create integration design requirements and specifications in coordination with end users and the technical staff in the ERP Support Organization and/or the IT Department; develop and coordinate acceptance criteria with end users.

Create custom report design requirements and specifications in coordination with end users and the technical staff in the ERP Support Organization; develop and coordinate acceptance criteria with end users.

Collect data, research topics, and gather information in the completion of studies; and make recommendations based on studies regarding business solutions in the ERP system.

Develop and manage task/project plans to implement business solutions; monitor and communicate progress of task/project.

Identify and develop Set and maintain application level security; develop and administer security definitions and profiles.

Consult and coordinate with information technology and/or system vendors to resolve application/system problems.

Enter, maintain and audit data in the ERP system.

Assist and/or coordinate the development of test scenarios, scripts, and acceptance criteria for the testing of approved changes to the ERP system and/or implementation of a new or upgraded ERP system.

Develop training curriculum and conduct training sessions; create and implement policies and procedures, business rules, and user guides; respond to end user requests for assistance and provide instruction where needed.

Analyze and interpret technical ERP system and functional information; and translate/communicate it to end users in a manner that is easily understood.

Prepare a variety of periodic and special custom reports; create end user custom reports utilizing vendor’s report writer tools.
Recommend and assist in the implementation of goals and objectives for assigned functional area; establish schedules and methods for achieving assigned work objectives.

Monitor and evaluate operations and activities of assigned program or functional area responsibilities; recommend improvements and modifications.

Plan, prioritize, assign, and review the work of assigned staff; provide or coordinate staff training.

Build and maintain positive working relationships with co-workers, other County employees and managers, and the community utilizing accepted principles of effective customer service.

Represent the County to the public, outside agencies and organizations as well as County employees in a positive and productive manner; participate in outside community and professional groups and committees.

Perform related duties as assigned.

**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.

**MINIMUM QUALIFICATIONS**

Knowledge of:

- ERP System modules and business processes in finance, accounting, budgeting, human resources, time entry, and/or payroll.
- Software as a Service (SaaS) and cloud-based applications regarding overall capabilities from a customer’s perspective, including roles and responsibilities of the vendor versus the customer organization.
- Automated notification processes and high-level security framework requirements.
- Major business processes supported by ERP systems.
- Principles of application integration points between all ERP system functions.
- Generally Accepted Accounting Principles (GAAP), governmental accounting standards and other governmental accounting and auditing procedures and standards.
- Problem diagnosis and troubleshooting techniques.
- Procedures and methods for testing business functions within ERP systems.
- Data structures integration and relationships to other functions, design, access, and extraction and security.
• Data collection and classification procedures.
• Systems analysis methods.
• Principles and practices of training.
• Principles and practices of motivation, team building and conflict resolution.
• Customer service practices and strategies.
• Pertinent local, state and federal laws, ordinances and rules.
• Modern office procedures, methods and computer equipment.
• Computer software, including word processing, spreadsheet, and database applications.
• English usage, spelling, punctuation, and grammar.
• Principles and practices of general ledger, billing, procurement, accounts payable/receivable, cash receipts, bank management, budget management, core human resources, position control, leave management, compensation, benefits administration, time tracking, payroll, financial reporting and regulatory reporting.

Ability to:
• Provide expert instruction to end-users in person or over the telephone or via e-mail.
• Detect and direct application/system problems to technical support.
• Understand the interrelationships between the ERP system and other County systems.
• Create custom reports by compiling, organizing and interpreting data.
• Define and document business requirements and procedures.
• Follow oral and written instructions.
• Read, understand, analyze, interpret and apply ERP system manuals, written materials and statistical data.
• Work independently under limited supervision, exercise initiative within established procedural guidelines, and organize and prioritize work to meet established deadlines.
• Log and track new releases of software, associated functional upgrades and software patches.
• Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
• Analyze complex data, identify discrepancies, develop accurate and concise summaries and tables and draw logical and appropriate conclusions; present technical information and data in an effective manner.
• Prepare technical written materials and apply statistical formulase.
• Understand, interpret, and apply local, state, and federal laws, regulations, and pertinent department policies and procedures, including Civil Service rules.
• Work with various cultural and ethnic groups in a tactful and effective manner.
• Communicate clearly and concisely, both orally and in writing.
• Establish and maintain effective working relationships with those contacted in the course of work.
• On a continuous basis, know and understand all aspects of the job; intermittently analyze work materials, technical information, and special projects; identify and interpret technical and numerical information; observe, explain and problem solve operational and technical policies and procedures.
• On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; walk, stand, bend, squat, kneel, or twist while working at work station; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means or enter/retrieve data from computer; and lift light weight.

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 increasingly responsible work experience which required expertise in one or more functional areas served by an ERP system (ie., financial/accounting and/or human resources/payroll), including at least one year experience interpreting and analyzing information system requirements within the assigned functional area.

**OR**

Three years of professional level accounting or payroll administration experience that included transacting and/or processing data in an ERP system application AND participating in the validation of an ERP application’s data and/or functionality.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Business Administration, Public Administration, Accounting, Finance, Human Resources, or a related field.
License or Certificate:

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

Length of Probation:

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

Bargaining Unit:

Management
SENIOR ENTERPRISE RESOURCE PLANNING (ERP) ANALYST

DEFINITION
To plan, organize, and direct the performance of administrative and analytical functions related to the implementation and maintenance of the Countywide Enterprise Resource Planning (ERP) system in response to County business needs in a specific functional area, such as fiscal/accounting and/or human resources/payroll; to provide supervisory oversight of the creation of end user business solutions.

DISTINGUISHING CHARACTERISTICS
This is the advanced journey level class in the ERP Analyst series. Employees at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, and by the high degree of broad based and specialized knowledge required. Employees at this level are required to be fully trained in all policies, procedures, and operational systems related to assigned functional areas of responsibility and are assigned the more complex projects, requiring a combination of project management skills, business application specific functional knowledge (such as human resources, payroll, finance, accounting, and/or budgeting) as well as the technology skills needed to resolve business process issues. Employees at this level are also responsible for exercising full, direct supervision over lower level staff and for the coordination of various project stakeholders throughout the County.

This series is distinguished from other County class series by the combination of both application specific functional knowledge and business process (operational) familiarity required to perform associated duties, and are allocated exclusively to the ERP support division of the Auditor-Controller’s Office. The ERP Analyst differs from classifications in the Information Technology (IT) series such as IT Specialist and IT Analyst in that the IT classifications require technology-based expertise in areas such as design, construction, analysis and maintenance of application software programs and codes, hardware platforms and equipment, and designing, programming, and coding, without the functional business expertise in areas such as the general ledger, billing, procurement, accounts payable/receivable, cash receipts, bank management, budget management, core human resources, position control, leave management, compensation, benefits administration, time tracking, payroll, financial reporting and regulatory reporting.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from higher level management staff.

Exercises direct supervision over lower level ERP analyst staff and assigned professional, technical, and clerical personnel.
EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Conduct complex analyses of business process solutions within the ERP system; serve as a resource to staff and departments on the configuration, modification, implementation, and testing of the Countywide ERP system.

Serve as a liaison between department end-users, analysts, information technology staff, and vendors in analyzing, designing, configuring, testing and maintaining the ERP system in order to ensure optimal system performance and meet County business requirements.

Coordinate efforts of assigned team to review functional business process fixes and determine the impact on ERP system production processes.

Recommend and assist in the implementation of goals and objectives for an assigned unit or functional area; establish schedules and methods for managing ERP projects including upgrades; implement policies and procedures.

Recommend and participate in the development and implementation of goals and objectives for an assigned unit or functional area; establish schedules and methods for achieving work objectives; implement policies and procedures within assigned areas of professional and team responsibilities.

Evaluate operations and activities of assigned team’s responsibilities and ERP system administration; recommend improvements and modifications; prepare various reports on status of assigned projects, operations, and activities.

Participate in division or department budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for personnel and equipment; monitor and control expenditures.

Plan, prioritize, assign, supervise, and review the work of assigned staff; participate in the selection of staff; provide or coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Maintain a system to track all issues for assigned project(s) and their resolution; review open issues and communicate status.

Consult and coordinate with information technology and/or system vendors to resolve application/system problems or issues.

Coordinate and review new functional business requirements and make recommendations for enhanced ERP system functionality in response to business needs.

Coordinate and assist with the development of task plans, test scenarios, scripts, and acceptance criteria for the testing of approved changes to the ERP system and/or implementation of a new or upgraded ERP system.

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

Represent the County to the public, outside agencies and organizations as well as County employees and managers in a positive and productive manner; participate in outside community and professional groups and committees.
Serve as a positive and motivational team leader as well as a positive and effective member of a peer group.
Perfom related duties as assigned.

**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.

**MINIMUM QUALIFICATIONS**

Knowledge of:

- Complex business processes and the principles related to finance, accounting, budgeting, human resources, time entry and/or payroll.
- Functionality connections and integration touch points within and between ERP systems.
- ERP System modules and business processes in finance, accounting, budgeting, human resources, time entry, and/or payroll.
- Software as a Service (SaaS) and cloud-based applications regarding overall capabilities from a customer’s perspective, including roles and responsibilities of the vendor versus the customer organization.
- Application integration points between ERP modules and other software applications and systems.
- Generally Accepted Accounting Principles (GAAP) governmental accounting standards and other governmental accounting and auditing procedures and standards.
- Principles of supervision, training and performance evaluations.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles of budget preparation and monitoring.
- Pertinent local, state and federal laws, ordinances and rules.
- Methods and techniques of quality assurance.
- Business process map flow preparation and use.
- Modern office procedures, methods and computer equipment.
- Basic principles and practices of County-wide operations as well as County administration and organization.
PLACER COUNTY  
Senior ERP Analyst (Page 4)  

- English usage, spelling, punctuation and grammar.  
- Report writing and methods of statistical research and presentation.  

**Ability to:**  
- Organize, implement, and direct assigned teams in administering and implementing the Countywide ERP [system](#) for end users and departments.  
- Analyze complex data, problems, or issues; identify discrepancies and alternative solutions; project consequences of proposed actions, draw logical and appropriate conclusions, and justify recommendations.  
- Plan, supervise, and evaluate work activities of professional, technical, and clerical staff.  
- Resolve complex issues in creative, timely and effective ways in a team setting.  
- Conduct process analysis, organize and manage projects affecting multiple systems and/or business processes.  
- Identify how multiple components interface and how they affect each other and the system as a whole.  
- Create custom reports by compiling, organizing and interpreting data.  
- Work independently under limited supervision, exercise initiative within established procedural guidelines, and organize and prioritize work to meet established deadlines.  
- Read, analyze, evaluate and summarize written materials and statistical data including reports, financial reports and budgets.  
- Prepare and present technical information and data in an effective manner.  
- Supervise, train, and evaluate assigned staff.  
- Understand, interpret, and apply local, state, and Federal laws, regulations, and pertinent department policies and procedures, including Civil Service rules.  
- Assist in the development and monitoring of an assigned program budget.  
- Develop and recommend policies and procedures related to assigned operations.  
- Communicate clearly and concisely, both orally and in writing.  
- Negotiate agreement between differing individuals and groups; gain cooperation through discussion and persuasion.  
- Establish and maintain effective working relationships with those contacted in the performance of required duties.  
- **On a continuous basis, know and understand all aspects of the job; intermittently analyze work materials, technical information, and special projects; identify and**
interpret technical and numerical information; observe, explain and problem solve operational and technical policies and procedures.

- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; walk, stand, bend, squat, kneel, or twist while working at work station perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means or enter/retrieve data from computer; and lift light weight.

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 increasingly responsible work experience which required expertise in one or more functional areas served by an ERP system (ie., financial/accounting and/or human resources/payroll), including one year at the advanced journey level, and at least two years of experience interpreting and analyzing information system requirements within the assigned functional area.

OR

Two years of experience performing duties similar to an ERP Analyst with Placer County.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Business Administration, Public Administration, Accounting, Finance, Human Resources or a related field.

License or Certificate:

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

Length of Probation:

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

Bargaining Unit:

Management
ERP Support Organization

Board of Supervisors

Executive Technology Steering Committee

Leadership Committee

Auditor-Controller

ERP Manager

Central Information Technology
  - Help Desk
  - Security
  - Systems Administration

Workday User Group

Business Process Analyst

Senior ERP Analyst Supports Financial Accounting and Reporting

Senior ERP Analyst Supports General and Payroll Accounting

Senior ERP Analyst Supports Human Resources and Benefits

Senior ITA Information Technology Integration/Reports

ERP Analyst

ERP Analyst

ERP Analyst

ERP Analyst

ERP Analyst

ERP Analyst

ERP Analyst

ERP Analyst

Procurement*

*Employee resides in Admin Services and is dedicated to Workday Support team for upgrades and new functionality.
DATE: October 13, 2020
TO: Civil Service Commission
FROM: Kate Sampson, Director of Human Resources
BY: Lindsay Killian, Human Resources Analyst II
SUBJECT: Revisions to Human Resources Analyst – Senior class specification and abolition of outdated classifications

Recommendation:
The Human Resources Department recommends the Civil Service Commission approve:

a. The proposed revisions to the classification specification for Senior Human Resources Analyst; and
b. The abolishment of the classifications of Employee Services Manager – Health & Human services, ADA/Leave Coordinator, and Internal Investigator.

Background:
Revisions to the class specification for Senior Human Resources (HR) Analyst were last reviewed and approved by your Commission at its October 2019 meeting. These revisions reflected the HR Department’s current organizational structure and workflow and were based upon feedback by all position incumbents at that time. At the end of December 2019, the ADA Coordinator classification became vacant as a result of an internal promotion, prompting the HR department to examine the duties assigned to the position and identify the most appropriate classification at which it should be filled.

The ADA/Leave Coordinator classification was established with the Civil Service Commission’s approval on January 10, 2005. The intent of this single position classification was to provide employees with injuries or limitations the opportunity to return to work on a transitional or full-time basis as soon as medically feasible, and to facilitate the County’s interactive and leave of absence process. When initially established the ADA/Leave Coordinator was assigned to the Risk Management division of the CEO’s Office and the salary was set at the same range as what is now the Senior HR Analyst.
As a result of the realignment of HR duties to consolidate some of the functions previously assigned to the CEO’s Office Risk Management division as well as the Training and Organizational Development unit into what is now the HR Department in 2015, this position continues to provide feedback and input regarding the leave of absence process as it relates to classification, performance management/discipline, recruitment, and organizational analysis needs and requests. This position also works closely with County Counsel to meet department needs within the guidelines of the Americans with Disabilities Act and other related laws and regulations. In addition, this position also supervises a staff of HR Analysts and Technicians dedicated to providing departments with services related to leave management and compliance and the interactive and accommodation process.

Analysis:

As an advanced journey level manager, the Senior HR Analyst is expected to possess an in-depth knowledge of all HR related services and functions, and oversee a team assigned to provide a variety of HR services to staff, departments, and the general public. At the Senior level, staff is expected to perform the most difficult and complex duties assigned to the class series. In addition to in-depth knowledge of HR functions including classification and compensation, recruitment and testing, performance management and discipline, benefits administration, and payroll, some staff may also possess expertise in a particular area and serve as a subject matter expert to other HR management staff. While there is a definite need to have a designated second-level manager serve in the capacity of ADA/Leave Coordinator, due to the current overlap of duties between the ADA/Leave Coordinator and the Senior HR Analyst, as well as the direct supervisory oversight of journey level HR Analyst staff assigned to disability compliance, it is recommended that the two classifications be merged, with disability compliance included as an added specialty area to the broader class of Senior HR Analyst. This consolidation supports the current collaboration between the ADA/Leave Coordinator and other Senior HR Analyst staff, the similarity in scope and complexity of work between the two classifications and supports the HR department’s succession planning efforts.

A review of other classifications related to HR identified two additional single position classifications that have not been utilized for several years. The Employee Services Manager – Health and Human Services classification was established in June 2002 as part of a Countywide classification study that included the Administrative Services Officer, Personnel Analyst, and Training/Organizational Development Analyst class series. This classification was utilized by the department of Health and Human Services (HHS) from 2002 to 2008 to provide professional HR support to HHS and serve as a liaison between the department and HR. As a result of the consolidation of centralized HR services between HHS and HR in 2008, the position was reallocated to a Senior HR Analyst and the classification has not been used since then, as it is now obsolete.
The Internal Investigator classification was most recently reviewed by the Civil Service Commission at its January 2015 meeting to update the class title and include additional detail regarding the pre-employment functions assigned. Like the ADA/Leave Coordinator, this classification was assigned to the Risk Management division of the CEO’s Office prior to the establishment of what is now the HR Department. When the position was vacated in April 2017, formal investigative functions were either reassigned to higher level HR staff or contracted out. New State laws and an analysis of the pre-employment functions and other related duties determined that the vacant position would be more appropriately filled at the level of a HR Analyst based upon the scope and level of duties assigned. Therefore, the classification has not been utilized since 2017, nor is it anticipated that it will be used in the future.

Based on current needs, it is recommended that both the Employee Services Manager- HHS and Internal investigator classifications be abolished, as the relevant job functions assigned to these classifications have been absorbed into the current HR Analyst class series and it is not anticipated that either will be needed in the future.

Attached for your review and approval are the proposed changes to the classification specification for Senior HR Analyst which incorporates ADA/disability compliance-related job functions and an organizational chart for the HR Department.

Attachments:

Attachment 1: Senior HR Analyst classification specification
Attachment 2: HR Department organizational chart
HUMAN RESOURCES ANALYST - SENIOR

DEFINITION
To act as a lead in the performance of administrative and analytical functions related to providing a variety of human resources services to assigned department(s); to serve as the primary human resources management advisor to assigned departments; to perform complex and difficult professional human resources analyst duties in the areas of civil service administration, employee relations, equal employment opportunity, recruitment and selection, performance management and discipline, disability and leave management, classification, and salary, payroll and benefits administration; and to function as an effective and productive team member.

DISTINGUISHING CHARACTERISTICS
This is the advanced journey level class in the Human Resources Analyst series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, and by the high degree of broad based and specialized knowledge required.

Employees perform the more difficult and responsible types of duties assigned to classes within this series including administering human resources services for assigned departments, advising and supporting assigned departments in the implementation of human resources activities, and exercising direct supervision over professional, technical, and clerical staff. Employees at this level are required to be fully trained in all policies, procedures, and operational systems related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from higher level management staff, the Director of Human Resources or his/her designee.

Exercises direct supervision over professional, technical, and clerical staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:
Serve as a resource to assigned team and its members in all areas of human resources administration and the support of assigned departments; provide technical direction, advice, and support to assigned departments in the areas of recruitment, selection, classification, salary administration, performance management and discipline, disability and leave management, the civil service process, employee relations, payroll and benefits administration, and related laws, guidelines, and regulations.
PLACER COUNTY
Human Resources Analyst – Senior (Page 2)

Oversee, coordinate, and participate in maintaining the integrity of the County's recruitment/outreach, testing, and selection program; utilize and oversee the utilization of the County's automated applicant tracking system and pre-employment background and medical testing process.

Oversee, coordinate, and participate in maintaining the County’s classification plan; conduct and oversee job analyses and position reviews, develop or revise classification specifications, and prepare and present related recommendations for Civil Service Commission consideration.

Act as a major resource regarding employment opportunities and Civil Service procedures, advise assigned departments regarding the grievance process, MOU interpretation, performance management procedures and best practices, and/or disciplinary actions; review and analyze legislative bills and regulatory requirements to determine impact to human resources programs and services; interpret policies, regulations, and laws as they relate to a broad range of human resources services and activities.

Work with training and organizational development staff in presenting employee training; updating class course materials or orientation programs and providing professional support to departments regarding employee development.

Oversee the preparation of payroll documents and data input into the Countywide payroll system; track position history and reconcile department vacancies and funded positions.

Plan, coordinate, and administer the County's life, health, dental, and other employee benefit and/or deferred compensation programs; advise department management personnel on problems and policies involving employee group programs.

Develop, interpret, monitor, and maintain group coverages to maximize the stability of employee insurance, benefit and/or deferred compensation programs.

Review and analyze legislative bills and regulatory requirements to determine impact to the County benefits programs; coordinate and participate in annual open enrollment activities.

Develop and recommend strategies to ensure County compliance with changing tax laws governing employee benefits and/or deferred compensation, including discrimination testing, Dependent Care Assistance Program, Medical Reimbursement Program, Health Savings Accounts, Consolidated Omnibus Budget Reconciliation Act, the Cafeteria Plan, and Internal Revenue Service and other regulatory requirements.

Oversee the determination of employee eligibility for health, dental, vision, and/or life insurance plans, retirement programs, and deferred compensation; research and analyze new, existing, and proposed programs for County employees to identify the most appropriate programs or necessary changes in existing programs.

Oversee the calculation of retirement related benefits; respond to questions from members and retirees; manage the processing of service retirement and disability retirement applications, death benefits, separation benefits, and purchasable service requests.
May serve as the County’s Americans with Disabilities Act Officer.

Administer and coordinate a countywide leave management and return to work program that complies with all local, state, and federal leave management programs, including oversight for the County’s compliance of Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), ensuring appropriate accommodations are made for employees who meet the disability criteria according to ADA/FEHA statutes, and monitoring various types of leaves for employees to ensure that return to work or alternative assignments are addressed at the most appropriate time.

Conduct interactive meetings with County employees to determine extent of restrictions related to an industrial or non-industrial injury or medical condition; determine technical equipment needs, interpreter services and other resources in accordance with ADA/FEHA.

Collaborate with departments to arrange modified or alternative work assignments and/or to effect reasonable job accommodations for qualified workers selecting technical equipment and other resources, balance the requirements of law and the needs of the organization in approving return-to-work assignments.

Monitor training and job performance of employees who have been assigned modified or alternative work assignments and provide guidance to departments.

Interpret workers compensation and return-to-work policies and procedures as well as provisions of state and federal and state leave entitlement programs including the California Family Rights Act, Family and Medical Leave Act, and other Federal, State, and local laws and regulations.

Maintain information related to employee’s leave balances, FMLA/CFRA/PDL or other legislated leave time and unpaid absence for payroll calculation including documentation of donations of Sick Leave in coordination with the Memorandums of Understanding, policies and practices.

Represent the County in the resolution of unemployment insurance claims, including claims administration, account monitoring, and preparing responses and information for the State Employment Development Department. Recommend and participate in the development and implementation of Human Resources Department goals and objectives for areas of assigned program and human resources administration responsibilities; establish schedules and methods for achieving work objectives; draft and implement policies and procedures within assigned areas of professional and team responsibilities.

Evaluate operations and activities of assigned team’s responsibilities and human resources service administration; recommend improvements and modifications; prepare various reports on status of assigned projects, operations, and activities.

Plan, prioritize, assign, supervise, and review the work of assigned technical and clerical staff; participate in the selection of staff; provide or coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Oversee, coordinate, and participate in the administration of County’s equal employment program, including conducting investigations of discrimination and harassment.
PLACER COUNTY
Human Resources Analyst – Senior (Page 4)

complaints and overseeing the implementation of compliance enforcement activities for County departments.

Assist department’s management team in the preparation and monitoring of departmental budget; prepare cost estimates for budget recommendations; submit justifications for requested staff, supplies, and equipment; monitor and control expenditures on an ongoing basis.

Build and maintain positive working relationships with co-workers, other County employees and managers, and the community utilizing accepted principles of effective customer service.

Direct and manage the work of consultants; assist in the preparation of requests for proposals, review bids, interview and select consultants; manage workflow, set expectations and priorities, and review outcomes; negotiate and monitor contracts.

Maintain awareness of and participation in external professional environment and resources to ensure the highest level of professional standards are applied to service delivery within the County’s Human Resources Department.

Represent the County of Placer and its Human Resources Department to the public and to other agencies in a positive and productive manner; prepare and present recommendations to Boards and Commissions on behalf of the Human Resources Department.

Perform related duties as required.

WORKING CONDITIONS

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

MINIMUM QUALIFICATIONS

Knowledge of:

- County Civil Service rules, labor relations, collective bargaining, and other policies and procedures related to administration of County human resources activities.
- Principles and practices of public sector human resources administration.
- Advanced principles and practices of organizational analysis and human resource planning.
- Basic principles and practices of County-wide operations and County administration and organization.
- Principles and methods of position classification, compensation, examination development and administration, performance management, and organizational analysis.
• Principles and practices of payroll processing. disability and leave management, and benefits administration.

• Principles and techniques of case management and case recording.

• Principles and techniques of program development and implementation.

• Principles and practices of liability or workers compensation program administration.

• Principles and practices of investigative techniques.

• Computer systems, applications, and software, including word processing, spreadsheet and database applications, HRIS systems, and online payroll or applicant tracking systems.

• English usage, spelling, punctuation and grammar.

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

• Principles of budget monitoring.

• Principles of supervision, training and evaluating performance.

• Principles and practices of leadership, motivation, team building and conflict resolution.

• Report writing and methods of statistical research and presentation.

• Principles and practices of work safety.

Ability to:

• Organize, implement, and direct assigned teams in administering human resources services for the County and its departments.

• Analyze work papers and complete or oversee special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures; and explain Civil Service Commission, County and Human Resources Department policies and procedures to the general public and County staff.

• On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; walk, stand, bend, squat, kneel, or twist while working at public counter, conducting field job audits activities, carrying testing materials or retrieving/ returning files from file room and drawers; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means or enter/retrieve data from computer; and lift light weight.

• Plan, supervise, train and evaluate work activities of professional, technical, and clerical staff.

• Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
PLACER COUNTY
Human Resources Analyst – Senior (Page 6)

- Gain cooperation through discussion and persuasion.
- Negotiate agreement between differing individuals and groups.
- Read, analyze, interpret, evaluate and summarize written materials and statistical data including reports, financial reports and budgets.
- Develop and implement innovative solutions to complex issues relating to accessibility, claims and disability programs.
- Review and interpret position class specifications, job analyses, and medical reports.
- Work cooperatively and tactfully with medical providers, injured/ill employees, attorneys and County department personnel.
- Monitor and assess, with departments, the performance of employees who have been assigned modified or alternative work assignments.
- Analyze, summarize and interpret complex procedures, policies, regulations and court rulings.
- Conduct interviews and reasonable accommodation interactive meetings; gain cooperation through discussion and persuasion.
- Supervise, train, and evaluate assigned staff.
- Understand and interpret pertinent County and department policies and procedures, including Civil Service rules.
- Understand, interpret, apply and explain provisions of all relevant laws, codes, and policies.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

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

Experience:

Two years of responsible professional human resources administration experience performing duties similar to a full journey level Human Resources Analyst II with Placer County.
Training:
Equivalent to a bachelor's degree from an accredited college or university with major course work in business or public administration, human resources administration, behavioral science or a related field.

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

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

Bargaining Unit:
Management
DRAFT Human Resources Organization Chart
Updated: 07/06/2020
DATE: October 13, 2020
TO: Civil Service Commission
FROM: Kate Sampson, Director of Human Resources
SUBJECT: Review of Merit Increases for Eligible Classified County Employees

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

Motion to approve the classified merit awards set forth in the list dated October 13, 2020, pursuant to Section 3.04.650 of the County Code.
## Classified Staff Merit Increases Presented to Civil Service Commission on October 13, 2020

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<th>Name</th>
<th>Classification</th>
<th>Current Salary</th>
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### Classified Staff Merit Increases Presented to Civil Service Commission on October 13, 2020

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<th>Name</th>
<th>Classification</th>
<th>Current Salary</th>
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