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

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

OPEN SESSION

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

Public Comment:
Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

1. Approval of Agenda | Regular Meeting, October 15, 2019

2. Approval of Minutes | Regular Meeting, September 9, 2019

3. Receive an Update on the current Placer County Charter Review Committee’s Scope of Study
   Presenter: David Butler, Charter Review Committee Chairman, and Jane Christenson, Assistant County Executive Officer

4. Class Specification Updates for Personnel Analyst and Senior Personnel Analyst
   Presenter: Suzanne Holloway, Human Resources Manager
   Approve the proposed revisions to the classification specifications for Personnel Analyst I/II and Senior Personnel Analyst.
5. Communications
   Reports to the Commission are informational only. No action will be taken.
   a. Provisional Appointments: None
   b. Staff Reports and Correspondence:
      i. HR Updates: Kate Sampson
   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 Regular Meetings

   Tuesday, November 12, 2019 | 3:30PM
   Monday, December 9, 2019 | 3:30PM

   Human Resources Department
   145 Fulweiler Avenue, 1st Floor Conference Room
   Auburn, CA 95603
   530-889-4060
Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Commission Clerk. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Commission Clerk five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

MEETING LOCATION:

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

OPEN SESSION

Call to Order: 3:30PM
Roll Call: Judy McKeig, Commission Clerk
Present: Andrea Randolph, John Costa, Ron Le Doux, Deborah Bennett, Rick Ward
Absent: None
Flag Salute: Led by Commissioner Ward

Public Comment: None
Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

1. Approval of Agenda | Regular Meeting, September 10, 2019
   Motion: Le Doux/Costa/Unanimous vote 5:0
   Ayes: Randolph, Costa, Le Doux, Bennett, Ward

2. Approval of Minutes | Regular Meeting, August 12, 2019
   Commissioner Randolph approved the minutes with no objections.

3. Report from Disciplinary Appeal Hearing | August 13, 2019
   Ms. Sampson reported the Commission convened on August 13, 2019 to conduct a closed session confidential disciplinary appeal hearing. A decision has been reached by the Commission and the parties have been notified of the decision.
4. Work Out-of-Class Pay | Department of Public Works
   Approve a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for employee number 51235601 in the Department of Public Works.

   Presenter: Courtney Thomas, Human Resources Analyst
   Attendee: Kim Hughes, Department of Public Works

   Motion: Costa/Le Doux/Unanimous vote 5:0
   Ayes: Randolph, Costa, Le Doux, Bennett, Ward

   Ms. Thomas outlined the department’s request which has been reviewed by Human Resources (HR). The employee is currently working as a Senior Administrative Clerk. Due to the separation of various departments, key administrative duties have been assigned to this staff member, who is performing higher level secretarial assistance to the Deputy Director of Environmental Engineering. The department is preparing to request Human Resources study if the position is appropriately classified, the results of which will determine if this work out of class ends, or if it leads to reclassification.

5. Class Specification Updates for Administrative Services Officer and Senior Administrative Services Officer
   a. Approve proposed revisions to the classification specification of Senior Administrative Services Officer, Salary Grade MNGT 427 ($7,224.53 - $8,779.33), including a title change to Administrative & Fiscal Officer II and the addition of an entry Administrative & Fiscal Officer I level Salary Grade MNGT 415 ($6,413.33 - $7,786.13);
   b. Approve proposed revisions to the classification specification of Administrative and Fiscal Operations Manager, Salary Grade MNGT 439 ($8,139.73 - $9,892.13);
   c. Abolish the classification of Administrative Services Officer, Salary grade MNGT 415 ($6,413.33 - $7,786.13);
   d. Reclassify positions in the departments of CEO, Sheriff’s Office, Clerk-Recorder/Registrar of Voters, and Probation, and non-competitively promote the current incumbents into the new classifications as indicated on Attachment C pursuant to section 3.08.480 of the Placer County Code.

   Presenter: Suzanne Holloway, Human Resources Manager
   Attendees: Ryan Ronco and Lisa Cramer, Clerk-Recorder
              Jane Christenson, Assistant CEO
              Dave McManus, Probation
              Mark Giacomini, Sheriff

   Motion to approve items 5.a., 5.b., 5.c.:
   Motion: Costa/Le Doux/Unanimous vote 5:0
   Ayes: Randolph, Costa, Le Doux, Bennett, Ward

   Motion to approve item 5.d.:
   Motion: Le Doux/Costa/ Unanimous vote 5:0
   Ayes: Randolph, Costa, Le Doux, Bennett, Ward
Ms. Holloway presented the request on behalf of the departments involved with the study. In January 2018, the Commission approved changes to the class specifications of Administrative Services Officer (ASO), Senior Administrative Services Officer (Sr. ASO), and Administrative & Fiscal Operations Officer (AFOM). Currently several departments utilize the ASO or Sr. ASO positions. After receiving multiple department requests in the last year to study their respective positions, HR determined there was significant overlap between the two classifications. In the two years since the previous study was completed, job duties have evolved with an increased need for senior level work. With HR’s recommendation, the departments and the County Executive Office (CEO) concurred it was feasible to abolish the ASO class and create a single Administrative & Fiscal Officer (AFO) class with levels I and II. For those staff working at a more complex level, it is recommended they be reclassified to the AFOM classification.

No public comment. Commission discussion included elimination of the ASO position, AFO levels and duties, AFOM duties, succession planning, and bargaining unit input of which there is none as it is a management class.

6. **Recommendations from the Health Educator Classification Study**

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

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

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

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

   e. Either:
      
      i. Approve the reclassification of two incumbents in the Health Educator classification to Communicable Disease Specialist; or
      
      ii. Grant the appeal of two incumbents and deny the proposed reclassification of the position(s) pursuant to Placer County Code section 3.08.520.

**Presenter:** Courtney Thomas, Human Resources Analyst  
Jennifer Duvall, Senior Human Resources Analyst

**Attendees:** Jeff Brown, Director of Health and Human Services  
Joe Arsenith, Acting Director of Public Health  
Mike Romero, Client Services Program Manager  
Gary Winegar, IUOE Stationary Engineers Local 39 representative  
Kara Miller, Health Educator  
Candy Jensen, Health Educator
Motion to approve items 6.a., 6.b., 6.c., 6.d.:
Motion: Le Doux/Costa/Majority vote 4:1
Ayes: Randolph, Costa, Le Doux, Ward
Noes: Bennett

Motion to approve item 6.e.ii:
Motion: Le Doux/no second/motion fails

Motion to approve item 6.e.i.:
Motion: Costa/Ward/Majority vote 4:1
Ayes: Randolph, Costa, Bennett, Ward
Noes: Le Doux

Ms. Duvall introduced the study and recommendations which have been brought back to the Civil Service Commission (CSC) from the August 12, 2019 meeting. At the August meeting the CSC approved a second opportunity for impacted employees to appeal, citing concerns over the pay differential, with an appeal deadline of August 30, 2019. HR has since received two appeals to the creation of the Communicable Disease Specialist and reclassification of two employees from Health Educator to this classification. Ms. Duvall noted that HR will provide an overview of the study and process undertaken to address employee concerns, after which the department will provide its perspective, followed by Gary Winegar and the appellants stating their objections. Ms. Duvall explained the material contained in attachments A through N in the Commission packet.

Ms. Thomas described the Health Educator classification as a unique class established in 1995 that is only used by Health and Human Services (HHS). There have been no revisions or studies since inception. The goal of the study was to recognize the scope and level of responsibility, and HR's recommendations are not based on individual persons, their length of employment or performances, but are based on work being done.

Ms. Duvall described the outcome of two meet and confer meetings with Local 39 in June and July, neither of which resulted in additional changes to the proposed class specification. Both employees were offered the opportunity to remain as Public Health Educators in a different program and declined. Ms. Duvall noted the employees will be Y-rated with their salary frozen at current levels. No appeals were received by the initial deadline or the August 12, 2019 CSC meeting. Ms. Duvall described the appellants' objections and outlined HR's counter points which is available as an attachment to the packet. Ms. Duvall also noted the CSC previously denied two appeals in 2018 with similar salary differentials.

Mr. Brown offered the department's perspective and organization of its various programs. Mr. Brown explained his obligation as Department Head/Director is to maintain a cost-effective department that meets the needs of Placer County's residents and compared the new classification requirements to other counties with the same classification. He stated appreciation for the employees' skills and explained the salary is based on the work standards and appropriate classification. He also noted the two employees were offered positions to remain as Health Educators with different programs and both declined.

Ms. Jensen provided a revised letter to the CSC dated August 30, 2019, which is on file with the Commission Clerk. Ms. Jensen's letter included an attachment dated October 1999 titled 'Job Announcement Health Educator - HIV/AIDS Prevention Program'. Ms. Jensen
appreciates the opportunity to provide her position and read her letter into record, objecting to the new classification creation and her proposed reclassification. Ms. Jenson noted she is honored to be part of Public Health and will soon be heading into retirement.

Ms. Miller provided a revised, undated appeal letter to the CSC, a copy of which is on file with the Commission Clerk. Ms. Miller noted she has been a Health Educator for 18 years and read her letter into public record.

Mr. Winegar stated Local 39’s position that the CSC should grant the employees’ appeals and allow them to continue as Health Educators in Communicable Disease. He noted the employees felt they were misrepresented, they are dedicated experts in their field, and would like to continue as such.

Mr. Bill Jensen, a member of the public, noted his appreciation to the CSC for hearing the appeal, and offered his support of the appeals.

Commission discussion and questions included case management definitions and evolution over time, case monitoring, past work duties, duties under the new classification, nurse responsibilities, possible work out of class duties, and the right of the department to transfer staff to different programs.

7. Request to Abolish Classifications
   Approve the abolishment of the Placer County classifications listed in Attachment A.

   Presenter: Suzanne Holloway, Human Resources Manager

   Motion: Ward/Bennett/Unanimous vote 5:0
   Ayes: Randolph, Costa, Le Doux, Bennett, Ward

Ms. Holloway explained the goal of HR is to review the County’s active classification list for general clean up and to abolish obsolete classifications as needed. The classifications attached to this request are inactive and not currently allocated. HR typically reviews classifications every five years if they do not receive a recruitment request and intends to present quarterly reviews to the CSC based on department assignments.

No public comment. No commission comment.

8. Communications
   Reports to the Commission are informational only. No action will be taken.
   a. Provisional Appointments: None
   b. Staff Reports and Correspondence:
      i. HR Updates: Kate Sampson
         1. Open enrollment began today and will continue into October. This is the first year that open enrollment is being processed through the new Workday interface and further updates will be provided.
      ii. Commissioner Comments: None

CLOSED SESSION

9. §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 no action taken in closed session pursuant to Government Code Section 54957.1.

10. 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/Ward/Unanimous vote 5:0
Ayes: Randolph, Costa, Le Doux, Bennett, Ward

11. Adjournment to the following upcoming meeting
Motion: Costa/Ward/Unanimous vote 5:0
Ayes: Randolph, Costa, Le Doux, Bennett, Ward

Upcoming Regular Meeting
Tuesday, October 15, 2019 at 3:30 PM
Human Resources Department, 1st Floor Conference Room
145 Fulweiler Avenue, Suite 200, Auburn, CA 95603

______________________________   ______________________________
Andraé Randolph, Chair      Judy McKeig, Commission Clerk
MEMORANDUM

DATE: October 15, 2019
TO: Civil Service Commission
FROM: Kate Sampson, Director of Human Resources
BY: Suzanne Holloway, Human Resources Manager
SUBJECT: Placer County Charter Review Committee

The Placer County Charter is a governing document that guides the organizational structure, duties, and responsibilities of the County’s elected and appointed officials. The purpose of the Placer County Charter Review Committee is to review and evaluate the County Charter and make recommendations to the Board of Supervisors regarding any changes or additions to the Charter. Each District Supervisor appoints one member to serve on the Committee, and two additional public-at-large members serve on the seven person committee.

The Committee meets every five years in open session to determine which Charter amendments may be of interest for review and possible update, with the current review committee initiating meetings earlier this fiscal year. The Charter Review Committee would like to provide the Commission with an update regarding this year’s scope of study to the Commission for informational purposes; no action needs to be taken at this time.

Attachment:

A. October 8, 2019 Charter Review Committee Communication to the Board of Supervisors
TO: Honorable Board of Supervisors
FROM: Todd Leopold, County Executive Officer
By: Jane Christenson, Assistant County Executive Officer
SUBJECT: 2019 Charter Review Committee Review of Civil Service Commission Functions

ACTION REQUESTED

Authorize the 2019 Charter Review Committee to evaluate the Civil Service Commission ordinance and provide recommendations to the Board on potential amendments.

BACKGROUND

Beginning its work in July 2019, the 2019 Placer County Charter Review Committee (CRC) has identified a range of issues for its review/consideration. Among these issues is an evaluation of the County’s Civil Service Commission, both its administrative oversight and appellate body functions. In keeping with past CRC precedent, similar authority was granted by your Board to the Placer County CRC in August 1994, so the 2019 CRC is again seeking this authorization.

NEXT STEPS

Pending the Board’s action, the Charter Review Committee will continue with its due diligence in reviewing a range of issues, on point with developing its recommendations to the Board of Supervisors on potential County Charter changes to place before the voters for consideration/action.

Attachment: CSC Letter to the Board of Supervisors
October 3, 2019

Dear Honorable Board of Supervisors,

On behalf of the 2019 Placer County Charter Review Committee, I am writing to request the Board’s approval for our Committee’s review of the County Civil Service Commission’s (CSC) functions. Specifically, our Committee is interested in evaluating the CSC’s current role in administrative oversight, as well as its function as a hearing body for employee grievances, disciplinary appeals and other such matters for which a hearing is required. Similar authority was granted by your Board to the Placer County Charter Review Committee in August of 1994 in order to evaluate the Civil Service Commission ordinance.

Thank you for your consideration, and we look forward to hearing from you.

Sincerely,

David Butler, Chair
2019 Placer County Charter Review Committee

cc 2019 Placer County Charter Review Committee Members
Recommendation:
The Human Resources Department recommends the Civil Service Commission approve the proposed revisions to the class specification for Personnel Analyst I/II and Senior Personnel Analyst.

Background:
The class specifications for Senior Personnel Analyst and Personnel Analyst I/II have not been reviewed for content or updated since 2013 and 2003, respectively. Since that time your Commission approved a realignment of human resources functions at the request of the County Executive Office (CEO) which consolidated job functions performed by what was then the Personnel Department and various divisions of the CEO into what is now the Human Resources (HR) Department. This reorganization has created greater efficiencies and a centralized point of contact for departments to meet their HR-related needs.

As a result of recent staff vacancies, a job analysis was conducted for the Personnel Analyst I/II classification and it was noted that some of the language contained was out of date. In addition, service areas currently assigned to Personnel Analysts were not identified or defined on the class specification, making the information incomplete. As a result of various organizational changes in the department over the past five years, a cursory review of the language contained in the Senior Personnel Analyst also determined that this class specification was outdated.
Study Process:
Focus groups including all incumbents in the Personnel Analyst I, II, and Senior were held to review and update language in each of the class specifications based on current job assignments and responsibilities. Incumbent groups were divided by classification level, with the Personnel Analyst I’s and IIs grouped together and the Senior Personnel Analysts being assigned to a separate review group. Based on the information collected and feedback received during the follow-up meetings with study participants and their supervisory/management staff, language and information in both classification specifications were updated. In addition, a market analysis was conducted of comparable classifications in the relevant labor market to ensure the proposed changes were appropriate and consistent with industry best practices.

Results & Recommendations:
Additional duty statements are recommended in order to reflect the full scope of work performed by incumbents, particularly in the department’s Strategic Support division, including, but not limited to, the following:

- ADA/disability compliance
- Unemployment claims
- Retirement
- Benefits administration
- Payroll processing and interface with Auditor’s Office

Language regarding other HR related assignments such as recruitment and testing, classification and compensation, performance management/discipline, and Human Resources Information Systems (HRIS) was also updated to reflect current job duties and modern industry terms and language. In recognition of the updated department name and scope of work, it is further recommended that job titles reflect the broader Human Resources (rather than Personnel) focus. Finally, the minimum qualifications required to promote from the entry level to the journey level were updated to be consistent with the Countywide classification plan and labor market standards.

Employee Review:
As provided by Chapter 3, Section 3.08.520, each position incumbent has had an opportunity to review the proposed class specification revisions and the action to move the request forward to the Civil Service Commission at today’s meeting, as well as the opportunity to provide additional feedback or appeal the recommendation to your Commission. No requests to appeal were received.
Attached for your review and approval are the proposed changes to the classification specifications.

**Attachments:**

A. Personnel Analyst I/II classification specification  
B. Personnel Analyst – Senior classification specification  
C. Human Resources Department organizational chart
HUMAN RESOURCES ANALYST I/II

DEFINITION
To perform a variety of professional level human resources duties in the areas of civil service administration, employee relations, classification, recruitment and selection, performance management and discipline, equal employment opportunity, human resource strategies, salary and benefits administration, and leave and disability administration; to assist in the development and maintenance of County human resources programs; and to participate as a positive and effective team member.

DISTINGUISHING CHARACTERISTICS

**Human Resources Analyst I:** This is the entry-level class in the Human Resources Analyst series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. While this class is typically used as a training class relative to the County Civil Service System, employees are required to have some professional or para-professional human resources related work experience. Employees work under general supervision while learning job tasks.

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

This class is distinguished from the Senior Human Resources Analyst in that the latter has over-all responsibility for assigned departmental support teams, performs highly complex and difficult human resources analytical duties, and exercises direct supervision over subordinate professional staff.
SUPERVISION RECEIVED AND EXERCISED

HUMAN RESOURCES ANALYST I

Receives general supervision from the Director of Human Resources or his/her designee and may receive technical and functional supervision from higher level professional staff.

Exercises direct supervision over technical and clerical staff.

HUMAN RESOURCES ANALYST II

Receives direction from the Director of Human Resources or his/her designee and may receive technical and functional supervision from higher level professional staff.

Exercises direct supervision over technical and clerical staff.

May exercise technical and functional supervision over professional staff members.

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

Participate as a positive and cooperative team member providing a broad based and professional human resources support and services to assigned departments in the areas of civil service administration, employee relations, classification, recruitment and selection, salary and benefits administration, equal employment opportunity, performance management and discipline, human resource strategies, and leave and disability administration.

Assist assigned departments in determining the most effective organizational structure and staffing patterns using current classifications or developing new ones as appropriate.

Research, compile, analyze and evaluate general and statistical information regarding selection procedures, recruitment methods, equal employment, classification, compensation, benefits administration and other human resources practices and procedures.

Prepare a variety of periodic and special reports; collect data, research topics, and gather information in the completion of studies and make recommendations based on studies regarding human resources policies and procedures.

Recommend and assist in the implementation of goals and objectives for areas of assigned program and team responsibilities; establish schedules and methods for achieving assigned work objectives; implement policies and procedures within program areas.
Monitor and evaluate operations and activities of assigned program responsibilities; recommend improvements and modifications; manage or oversee special projects; prepare various reports on operations and activities.

Plan, prioritize, assign, supervise and review the work of 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.

Assist and participate in the Human Resources Department’s budget preparation and administration; prepare cost estimates for budget recommendations; develop and submit justifications for staff, supplies, and equipment; monitor and control expenditures.

Plan and conduct recruitment and outreach activities; analyze staffing requirements, market trends, and applicant sources; develop outreach, publicity and advertising campaigns.

Develop and validate examinations; construct test items in accordance with recognized psychometric principles and state/federal regulations; evaluate applicant protests and appeals and prepare responses; explain examination methods and results to the Civil Service Commission, departments, applicants, and the general public.

Interpret and evaluate results of statistical tests and use outcomes to drive improvement of assessments (i.e., test response patterns, item difficulty, item-total correlation, test reliability, and test validity), to set passing/cutoff scores, and to evaluate adverse impact resulting from the use of selection instruments or systems.

Participate in maintaining the County classification plan; conduct job analyses and position reviews; develop and/or revise classification specifications; prepare and present classification/reclassification recommendations for Civil Service Commission consideration.

Conduct salary surveys and labor market analyses; identify possible compaction issues and internal/external salary alignment; make recommendations regarding salary placement and adjustments for consideration by the union and/or Board of Supervisors as needed.

Act as a first line resource regarding County’s employment opportunities and Civil Service procedures; support, coordinate, and enforce equal employment programs within assigned departments; may participate in investigations of discrimination and harassment complaints; may participate in compliance enforcement activities for assigned departments under the direction and leadership of higher level staff members.

Advise assigned departments regarding grievance and/or disciplinary actions; gather and assemble information to prepare disciplinary documents; provide advice and guidance to
departments in the interpretation and application of ordinances, memoranda of understanding, personnel regulations and codes, policies and procedures, case law, and related legislation as they relate to assigned program areas; reviews and approves human resources related transactions.

Assist 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.

Assist in planning, coordinating and administering the County's life, health, dental, and other employee benefit and/or deferred compensation programs; advise department management regarding problems and policies involving employee group programs.

Assist in the development, interpretation, monitoring, and maintenance of group coverages to maximize the stability of employee insurance, benefit and/or deferred compensation programs; coordinate and participate in annual open enrollment activities.

Review and analyze legislative bills and regulatory requirements to determine impact to County human resources programs and services; analyze, interpret, and enforce applicable laws, codes, policies, and regulations; respond to questions or requests for assistance from staff, departments, and the general public.

Assist in the development and recommendation of strategies to ensure County compliance with changing laws governing employee benefits and/or deferred compensation, including discrimination testing, dependent care reimbursement, Medical Reimbursement Program, Health Savings Accounts, Consolidated Omnibus Budget Reconciliation Act, the Cafeteria Plan, and Internal Revenue Service and other regulatory requirements.

Determine 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.

Keep abreast and provide information regarding 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.

Assist in the coordination of the countywide disability/leave management and return to work program; ensure compliance with all applicable local, state and federal leave management programs; provide technical assistance to managers, employees, and employee representative groups; facilitate reasonable accommodation interactive meetings.
PLACER COUNTY
Human Resources Analyst I/II (Page 5)

Represent the County in the resolution of unemployment insurance claims, including claims administration and response preparation for the State Employment Development Department.

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

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’s Human Resources Department to the public as well as County employees and managers in a positive and productive manner; prepare and present recommendations to boards and commissions.

Perform related duties as assigned.

WORKING CONDITIONS

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

MINIMUM QUALIFICATIONS

HUMAN RESOURCES ANALYST I

Knowledge of:

- Principles and practices of human resources administration and principles of organization and management. Principles and practices of motivation, team building and conflict resolution.
- Modern office procedures, methods and computer equipment.
- Computer software, applications, and systems, including word processing, spreadsheet, and database applications, human resources information systems (HRIS) and online applicant tracking systems.
- English usage, spelling, punctuation, and grammar.
- Basic interviewing and counseling techniques.
- Elementary statistics and their application to human resources.

Ability to:

- Apply the principles and practices of human resources administration.
• Analyze work papers and complete 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, or carrying testing materials or retrieving/returning files from 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.

• Read, analyze, interpret, evaluate and summarize written materials and statistical data.

• Supervise, train and evaluate assigned staff.

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

• Prepare technical written materials and apply statistical formulae.

• Interpret and apply pertinent local, state, and federal laws and regulations, including Civil Service rules.

• Maintain confidentiality.

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

• Obtain information through interview process; effectively complete multiple assignments; and deal tactfully and courteously with the public.

• Analyze situations quickly and objectively to determine proper course of action.

• Utilize computer software, applications, and systems, including word processing, spreadsheet, and database applications, human resources information systems (HRIS) and online applicant tracking systems. Use modern office equipment including a computer, calculator, telephone, facsimile machine, and photocopy machine.

• 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:

One year of professional level analytical experience performing human resources, general administration, or organizational analysis work;
OR

Two years of paraprofessional level experience working as an Administrative Technician in Placer County Human Resources or as a Human Resources Technician or other related classification, preferably in a public agency human resources department.

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 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

HUMAN RESOURCES ANALYST II

In addition to the qualifications for Human Resources Analyst I:

Knowledge of:

- Civil Service rules, Memorandums of Understanding (MOU’s), and other policies and procedures related to administration of human resources activities.
- Principles and methods of position classification, compensation, examination development and administration, performance management, and organizational analysis.
- Principles and practices of payroll processing, leave management, retirement, and benefits administration.
- Pertinent local, State, and Federal laws and regulations.
- Methods of statistical research and presentation.

Ability to:

- Independently apply the principles and practices of public sector human resources administration as assigned, including civil service, equal employment, and benefits administration.
Independently read, analyze, evaluate and summarize written materials and statistical data.

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

Independently apply and model principles and practices of motivation, team building and conflict resolution.

Independently prepare technical written materials and apply statistical formulae.

Independently interpret and apply pertinent local, state, and federal laws and regulations, including Civil Service rules, MOU’s, and agency policies.

**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 increasingly responsible professional human resources administration experience similar to the duties performed by Placer County’s Human Resources Analyst I.

**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 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
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, 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 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, the civil service process, employee relations, payroll and benefits administration, and related laws, guidelines, and regulations.
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.
Work with the County’s ADA Coordinator to ensure compliance with the Americans with Disabilities Act, California Family Rights Act, Family Medical Leave Act, and other Federal, State, and local laws and regulations.

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 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 travel to and from other locations 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, leave management, and benefits administration.
- 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.
- Investigative interviewing and counseling techniques.
- 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, carrying testing materials or retrieving/returning files from 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, 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.

• 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.

• Supervise, train, and evaluate assigned staff.

• Understand and interpret pertinent County and 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.

• 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
DATE: October 15, 2019
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 15, 2019, pursuant to Section 3.04.650 of the County Code.
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