CIVIL SERVICE COMMISSION
REGULAR MEETING
AGENDA

Tuesday, November 12, 2019
3:30 PM

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

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, November 12, 2019

2. Approval of Minutes | Regular Meeting, October 15, 2019
   Absent: Randolph, Costa

3. Approval of Minutes | Special Meeting, July 22, 2019

4. Approval of Minutes | Special Meeting, continued from July 22, 2019 to October 10, 2019

5. Approval of Minutes | Special Meeting, August 13, 2019
   Absent: Bennett, Ward
6. Equal Employment Opportunity Program  
   Presenter: Suzanne Holloway, Human Resources Manager  
   Approve the Equal Employment Opportunity Program effective January 1, 2020 through 

7. Civil Service Commission 2020 Meeting Calendar  
   Approve the 2020 Civil Service Commission Regular Meeting Calendar.  
   Presenter: Kate Sampson, Director of Human Resources

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  
   c. Commissioner Comments

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 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).

11. Adjournment to the following upcoming Regular Meeting

   Monday, December 9, 2019 | 3:30PM

   Human Resources Department  
   145 Fulweiler Avenue, 1st Floor Conference Room  
   Auburn, CA 95603  
   530-889-4060
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: 4:08PM
Roll Call: Judy McKeig, Commission Clerk
Present: Ron Le Doux, Deborah Bennett, Rick Ward
Absent: Andraé Randolph, John Costa; Commissioner Ward chaired the meeting
Flag Salute: Led by Commissioner Le Doux

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, October 15, 2019
Motion: Le Doux/Bennett-Unanimous vote 3:0
Ayes: Le Doux, Bennett, Ward
Absent: Randolph, Costa

2. Approval of Minutes | Regular Meeting, September 9, 2019
Motion: Le Doux/Bennett-Unanimous vote 3:0
Ayes: Le Doux, Bennett, Ward
Absent: Randolph, Costa
3. Receive an Update on the current Placer County Charter Review Committee's Scope of Study
Presenter: Jane Christenson, Assistant County Executive Officer on behalf of David Butler, Charter Review Committee Chairman

Ms. Sampson introduced Jane Christenson, who provided an update on recent communications from the Charter Review Committee (CRC) to the Board of Supervisors (BOS) at their October 8, 2019 meeting. Ms. Christenson noted the CRC meets every 5 years to review County operations in accordance with the Charter. There are seven members, consisting of five Supervisor appointees and two at-large members. They have identified several areas to review including the Civil Service Commission. As set by precedent, the CRC has requested and received authorization from the BOS to evaluate the Commission’s ordinance and provide potential recommendations, if selected for further research from the current scope of issues. They are meeting with community members for input with the next CRC meeting scheduled for November 15, 2019 in Tahoe. They intend to hold meetings in mid and south Placer. The Commissioners invited the CRC to discuss Commission responsibilities with them to gain their perspective prior to making their recommendations to the BOS. Commissioner Le Doux offered a historical perspective of events related to a CRC review in 1994 and underscored the Commission’s value to the employees and the County as a hearing body for disciplinary matters. No public comment.

4. Class Specification Updates for Personnel Analyst and Senior Personnel Analyst
Approve the proposed revisions to the classification specifications for Personnel Analyst I/II and Senior Personnel Analyst.
Presenter: Suzanne Holloway, Human Resources Manager
Attendee: Kate Sampson, Director of Human Resources
Motion: Le Doux/Bennett/Unanimous vote 3:0
Ayes: Le Doux, Bennett, Ward
Absent: Randolph, Costa

Ms. Holloway provided red line copies of the updates to both specifications, a copy of which is on file with the Clerk. Ms. Holloway reminded the Commissioners that the Personnel Department was reorganized to the Human Resources Department several years ago and absorbed several job functions from the County Executive Office. Recent vacancies led to an analysis of the specifications which have not been updated since 2013 and 2002 for Personnel Analyst and Senior Personnel Analyst, respectively. Overtime, job duties have evolved and now include services not previously captured, particularly with regards to benefits administration, disability compliance, retirement, unemployment claims, and payroll processing. All divisions’ analysts and supervisors provided feedback on their respective areas to create the revised specification updates. Other changes included adding language consistent with the bargaining unit and amending the minimum qualifications to be consistent with market analysis. The Commission discussed any staff concerns, workload changes, and pay grade. No public comment.

5. Communications
Reports to the Commission are informational only. No action will be taken.
   a. Provisional Appointments: None
   b. Staff Reports and Correspondence:
      i. HR Updates: Kate Sampson/Suzanne Holloway
1. HR will be hosting a Career Day on November 7, 2019 which is a counter point to the Youth in Government Day earlier this year. High school students will tour the Assessor’s Office, Library and Probation departments.
2. HR has launched Placer Learns, a new online learning administration system that replaces the previous free system. The new system coordinates with Workday, provides ease of registration and supervisor approval, and maintains transcripts upon completion.
3. HR has completed open enrollment in the Workday payroll system and has received positive feedback.
4. Katelynn Mahaney has been working out of class as a Personnel Analyst and due to a retirement, was moved to a permanent position effective 9/28/19. Ms. Mahaney will support HHS Admin, HHS Human Services, and the Auditor-Controller’s office, and will serve on Jennifer Duvall’s team.

**Commissioner Comments:**
- Commissioner Le Doux expressed appreciation for the upcoming Career Day.

**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
Nothing to report. Action was taken in closed session pursuant to Government Code Section 54957.1.

7. Classified Employees Merit Increases
   Approve merit increases for classified employees pursuant to Placer County Code Section 3.04.650 (progression in steps).
   Motion: Le Doux/Bennett/Unanimous vote 3:0
   Ayes: Le Doux, Bennett, Ward
   Absent: Randolph, Costa
   No public comment.

8. Adjournment to the following upcoming Regular Meetings
   Motion: Le Doux/Bennett/Unanimous vote 3:0
   Ayes: Le Doux, Bennett, Ward
   Absent: Randolph, Costa

   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

_________________________________   __________________________________
Andraé Randolph, Chair      Judy McKeig, Commission Clerk
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SPECIAL 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: 9:00AM
Roll Call: Judy McKeig, Commission Clerk
Present: Andraé Randolph, John Costa, Deborah Bennett, Ron Le Doux, Rick Ward
Absent: None
Flag Salute: Led by Commissioner Costa

1. Approval of Agenda | Special Meeting, July 22, 2019 through July 24, 2019
   Motion: Le Doux/Costa/Unanimous vote 5:0
   Ayes: Randolph, Costa, Bennett, Le Doux, Ward

2. Public Comment: None
   This is a special meeting pursuant to Government Code Section 54956. Public comment is limited to items appearing on the agenda. Pursuant to Government Code Section 54954.3, the public shall have the right to comment on any item appearing on the agenda prior to consideration of the item. Public comment on items not appearing on the agenda should be made at a regular meeting of the Commission.

CLOSED SESSION

3. §54957 - Disciplinary Hearing
   Pursuant to Government Code Section 54957 and article 3.08 of the Placer County Code, the hearing shall be closed to the public unless the employee requests an open hearing. If an open hearing is requested, the Commission may exercise its discretion to close a portion of the hearing if it becomes necessary to protect the privacy rights of other
employees. Further, during the examination of a witness, the Commission retains the right to exclude from the meeting any or all other witnesses in the proceeding.

OPEN SESSION

4. **Continuation of Hearing (if necessary)**
   The Commission convened on July 22, 2019 and the hearing was continued to a future date.

5. **Report of action taken in closed session pursuant to Government Code Section 54957.1**
   Nothing to report.

6. **Adjournment** | July 22, 2019 to a date to be determined

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Civil Service Commission - Upcoming Regular Meeting

Monday, August 12, 2019 at 3:30 PM
Human Resources Department
145 Fulweiler Avenue, 1st Floor Conference Room
Auburn, CA 95603
530-889-4060

______________________________   ________________________________
Andraé Randolph, Chair      Judy McKeig, Commission Clerk
OPEN SESSION

Call to Order: 9:02AM
Roll Call: Judy McKeig, Commission Clerk
Present: Andraé Randolph, John Costa, Deborah Bennett, Ron Le Doux, Rick Ward
Absent: None
Flag Salute Led by Commissioner Ward

1. Approval of Agenda: Special Meeting continued from July 22, 2019 to October 10, 2019
   Motion: Le Doux/Costa/Unanimous vote 5:0
   Ayes: Randolph, Costa, Bennett, Le Doux, Ward

2. Public Comment: None
   This is a special meeting pursuant to Government Code Section 54956. Public comment is limited to items appearing on the agenda. Pursuant to Government Code Section 54954.3, the public shall have the right to comment on any item appearing on the agenda prior to consideration of the item. Public comment on items not appearing on the agenda should be made at a regular meeting of the Commission.

CLOSED SESSION

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employees. Further, during the examination of a witness, the Commission retains the right to exclude from the meeting any or all other witnesses in the proceeding.

OPEN SESSION

4. **Continuation of Hearing (if necessary)**

5. **Report of action taken in closed session pursuant to Government Code Section 54957.1**
   A decision has been reached by the Commission and the parties will be notified of the decision.

6. **Adjournment | October 10, 2019**

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**Civil Service Commission - Upcoming Regular Meetings**

- **Tuesday, October 15, 2019 | 3:30 PM**
- **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

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Andraé Randolph, Chair

Judy McKeig, Commission Clerk
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SPECIAL 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: 9:00AM
Roll Call: Judy McKeig, Commission Clerk
Present: Andraé Randolph, John Costa, Ron Le Doux
Absent: Deborah Bennett, Rick Ward
Flag Salute Led by Commissioner Costa

1. Approval of Agenda | Special Meeting, August 13, 2019-August 14, 2019
   Motion: Costa/Le Doux/Unanimous vote 3:0
   Ayes: Randolph, Costa, Le Doux
   Absent: Bennett, Ward

2. Public Comment None
   This is a special meeting pursuant to Government Code Section 54956. Public comment is limited to items appearing on the agenda. Pursuant to Government Code Section 54954.3, the public shall have the right to comment on any item appearing on the agenda prior to consideration of the item. Public comment on items not appearing on the agenda should be made at a regular meeting of the Commission.

CLOSED SESSION

3. §54957 - Disciplinary Hearing
   Pursuant to Government Code Section 54957 and article 3.08 of the Placer County Code, the hearing shall be closed to the public unless the employee requests an open hearing. If an open hearing is requested, the Commission may exercise its discretion to close a portion of the hearing if it becomes necessary to protect the privacy rights of other
employees. Further, during the examination of a witness, the Commission retains the right to exclude from the meeting any or all other witnesses in the proceeding.

OPEN SESSION

4. Continuation of Hearing (if necessary)

5. Report of action taken in closed session pursuant to Government Code Section 54957.1
   A decision has been reached by the Commission and the parties will be notified of the decision.

6. Adjournment | August 13, 2019

Civil Service Commission - Upcoming Regular Meeting

Monday, September 9, 2019 at 3:30 PM
Human Resources Department
145 Fulweiler Avenue, 1st Floor Conference Room
Auburn, CA 95603
530-889-4060

______________________________  ______________________________
Andraé Randolph, Chair               Judy McKeig, Commission Clerk
Recommendation:

It is recommended that the Civil Service Commission approve the attached Equal Employment Opportunity Program (EEOP) effective January 1, 2020 through December 31, 2020.

Background:

The County, through both the Civil Service Commission and the Board of Supervisors, is required each year to affirm the County’s EEOP. The attached EEOP is recommended as an annual affirmation of the County’s policy that is in compliance with State and Federal law.

As part of this year’s review, the current EEOP was reviewed by Human Resources with input and feedback from County Counsel. Over the past twelve months there have been updates to the California Labor Code and the Government Code that have expanded the definition of what constitutes a “protected classification,” as well as the definition of “race,” including the following:

- An employer shall not discharge or in any manner discriminate or retaliate against an employee for taking time off to serve as a member of a jury, or against an employee who is a victim of a crime, domestic violence, sexual assault, or stalking for taking time off from work to appear in court, or to obtain or attempt to obtain restraining orders or other injunctive relief from the crime (Labor Code § 230).
Under the California Fair Employment and Housing Act, it is unlawful to engage in discriminatory employment practices based on race, religious beliefs, and sex, among others. As a result of SB §188, the definition of ‘race’ has been expanded to include personal traits historically associated with race, including, but not limited to hair texture and protective hairstyles.

As stated in the EEOP document, a detailed bi-annual utilization analysis will be conducted over the next several months to include EEO data from the 2018 and 2019 calendar years. The results of this analysis, and any recommended corrective action, will then be presented to your Commission at the end of calendar year 2020.

This staff report requests your continued support and affirmation of the County’s policy and program with regard to equal employment opportunity.

Attachments:

A. Equal Employment Opportunity Program
Placer County Equal Employment Opportunity Program

PROGRAM STATEMENT

Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment, discrimination and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, ancestry, religion (including creed and belief), national origin, citizenship, physical disability (Including HIV and AIDS), mental disability, medical condition (including cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including parental status, pregnancy, childbirth, breastfeeding, and related medical conditions), political orientation, or any other classification protected by federal, state, or local law. Discrimination is also prohibited against those who are victims of a crime, sexual assault, sexual harassment or stalking, including the need to take time off to appear in court or obtain relief from the crime.

An objective of Placer County’s Equal Employment Opportunity Program is to actively recruit and include for consideration for employment qualified applicants, including members of minority groups, women and persons with disabilities. All decisions regarding employment and promotions must be made solely on the individual’s qualifications (merit) for the job in question.

The County Human Resources Director has been designated as the Equal Employment Opportunity Coordinator. Inquiries concerning the application of federal and state laws and regulations should be referred to the Human Resources Director (530) 889-4060, Placer County Human Resources Department.

To achieve equal employment opportunity, it is necessary that each person working for the County understands the importance of the program. Each individual is responsible to contribute toward the success of the program and he/she will be evaluated accordingly as to his/her performance.

Placer County will update and reaffirm this Equal Employment Opportunity Program statement annually:

Date: ___________________  Signed: _________________________
Chair, Civil Service Commission

Date: ___________________  Signed: _________________________
Chair, Board of Supervisors
Policy Against Discrimination, Harassment and Retaliation

It is the policy of County of Placer that harassment, discrimination and retaliation are prohibited and all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity, gender expression and transgender status), sexual orientation, race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, ancestry, religion (including creed and belief), religious creed, national origin, citizenship, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including parental status, pregnancy, childbirth, breast feeding and related medical conditions), political orientation, or any other classification protected by federal, state, or local law. Discrimination is also prohibited against those who are victims of a crime, sexual assault, sexual harassment or stalking, including the need to take time off to appear in court or obtain relief from the crime.

It is the policy of the County of Placer that employees, agents, contractors, interns, and volunteers have a working environment free from any form of unlawful discrimination, harassment or retaliation. The work environment should be business-like and assure fair, courteous treatment for employees, job applicants, contractors, interns, volunteers, and the public we serve.

The discrimination appeal process codified in Placer County Code § 3.08.110 - 3.08.130, and the process to submit a complaint pursuant to the County’s policy against Workplace Discrimination, Harassment and Retaliation will be disseminated to all employees. Employees should also be assured of their right to file an appeal or complaint without fear of retaliation or reprisal. All appeals will be followed by a fair, complete and timely investigation and the County will maintain confidentiality to the extent possible and remedial action will be taken if any misconduct is found. Employees, including supervisors and managers, will be trained regarding behavior that constitutes discrimination, harassment or retaliation. Employees will also understand the importance of reporting incidents promptly to ensure that further incidents do not occur.

The Board of Supervisors expects County department heads to convey to their employees strong disapproval of discriminatory, harassing or retaliatory behavior. All employees, including supervisors and managers, should be clearly informed regarding behavior that constitutes harassment, discrimination or retaliation of a protected class and the consequences of such actions. They should be aware that discrimination, harassment or retaliation may be grounds for disciplinary action

Dissemination of Program

The following actions have been/will be taken to ensure effective internal and external communication about the Equal Employment Opportunity Program (“Program”).
**Internal Dissemination**

1. The Human Resources Director or his/her designee shall meet periodically with department heads to discuss and disseminate information on the County’s Equal Employment Opportunity Program, facilitate implementation of the Program within the departments, and review the bi-annual workforce analysis.

2. Placer County’s Equal Employment Opportunity Program Statement and the notices required by state and federal law will be posted conspicuously and prominently on employee bulletin boards in each department, and at locations where they can be readily seen by employees and job applicants. In addition, each department will maintain a copy of the Program Statement and federal/state notices.

3. All employees shall be informed of the County’s Equal Employment Opportunity Program and the County’s policy against Workplace Discrimination, Harassment and Retaliation, and receive a copy of the Program Statement and Policy at the orientation of new employees.

4. All department heads and supervisors shall continue to receive updates to the Equal Employment Opportunity Program through Human Resources and receive any related training.

**External Dissemination**

1. A copy of the County’s Equal Employment Opportunity Program shall be supplied to an individual or organization upon request.

2. The phrase “Equal Opportunity Employer” will be included in all job announcements and recruitment publications.

3. All purchase orders, leases and contracts covered by or subject to Executive Order 11246 (as amended) or its implementing rules and regulations will contain an appropriate equal employment opportunity nondiscrimination clause therein.

4. The County will notify each labor union or representative with whom the County has a collective bargaining agreement, or other contract, or memorandum of understanding, of the County’s Equal Employment Opportunity Program and commitment to the program.

5. Local organizations, including organizations promoting the employment of minorities, women and persons with disabilities shall be sent a link to access the County’s online job bulletin board.

**Delegation of Responsibilities**

Placer County has designated the responsibilities associated with the Equal Employment Opportunity Program as follows.
**Board of Supervisors Responsibilities**

Members of the Placer County Board of Supervisors pledge their support to the County’s Equal Employment Opportunity Program (“Program”), and in doing so, they agree to:

1. Provide, within budgetary limits, the necessary financial and staff support to effectively implement the Program.

2. Utilize available resources, both within the County and outside the County, where appropriate, to assist in the attainment of the Program’s objectives.

3. Require the support and cooperation of all County employees in achieving the Program’s objectives.

**Civil Service Commission Responsibilities**

The Placer County Civil Service Commissioners pledge their support to this Equal Employment Opportunity Program, and in doing so, they agree to:

1. Establish rules for the classified service related to:
   a) Recruitment
   b) Examinations
   c) Eligible Lists and Appointments
   d) Position Classifications
   e) Oral Board Panel Compositions
   f) Wage and Salary Recommendations
   g) Promotion, Demotion, Transfer, Reinstatement
   h) Leaves of Absence

2. Review minimum qualifications of new and revised classifications to try to eliminate non job-related barriers which adversely impact persons in a protected class.

Use their best effort to ensure that employment in the classified service is based upon merit principles and that there is no employment discrimination in the classified service based on gender (including gender identity and expression), sexual orientation, race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, ancestry, religion (including creed and belief), national origin, citizenship, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer or genetic characteristics/information), sex (including pregnancy, childbirth and related medical conditions), age (40 and over), marital status, military and/or veteran status, sex (including parental status, pregnancy, childbirth, breastfeeding, and related medical conditions), political orientation, or any other classification protected by federal, state, or local law. Discrimination is also prohibited against those who are victims of a crime, sexual assault, sexual harassment or stalking, including the need to take time off to appear in court or obtain relief from the crime.
3. Be the final administrative level of appeal in the County’s Discrimination Appeal Procedure as set forth in Placer County Code section 3.08.110, et seq.

**Human Resources Director Responsibilities**

As the County’s Equal Employment Opportunity Coordinator, the County’s Human Resources Director shall be the person primarily responsible for the implementation of the Equal Employment Opportunity Program (“Program”). Subject to direction from the Board of Supervisors, CEO, and the County Civil Service Commission, the Human Resources Director shall:

1. Be responsible for the policy direction, implementation, and administration of the Program to facilitate attainment of equal employment opportunities in all County departments.

2. Develop policy statements, internal and external communications and specify the procedures to be used in the implementation and administration of this Program.

3. Ensure that employment standards for County positions are valid and job related.

4. Facilitate the dissemination of information concerning the County’s Equal Employment Opportunity Program and the County’s policy against Workplace Discrimination, Harassment and Retaliation to all County employees.

5. Offer opportunities for training programs designed to facilitate career advancement and promotional opportunities for all employees including those in a protected class.

6. Review the Program annually and recommend revisions to the Board of Supervisors and the Civil Service Commission, when necessary.

7. Manage the investigation of complaints of alleged discrimination, harassment, and retaliation, and recommend corrective action as described in the County’s Policy against Workplace Discrimination, Harassment, and Retaliation.

8. Establish recruitment programs to ensure that employment information is widely disseminated.

9. Continue to analyze the County’s recruitment and selection processes, as well as classjob specifications, to try to eliminate non-job related barriers to hiring or promoting applicants/employees who are members of a protected class.

10. Review positions prior to the need to fill in order to determine if there are positions in the department that (a) could be filled with County employees with disabilities or medical conditions that could reasonably be accommodated, or (b) whether there is a need for a special skill (e.g., language) or working conditions specific to each particular position that need to be considered prior to filling them. Coordinate items for modifications to existing class specifications or for recruitment to meet identified needs with the Human Resources Department.
11. Conduct formal and informal orientation sessions with managerial and supervisory personnel to promote understanding of the County’s Equal Employment Opportunity Program and emphasize that top management considers the Equal Employment Opportunity Program to be important, and a priority.

12. Oversee the provision of training to all supervisors and managers to facilitate their understanding of protected classes and activities under state and federal law.

13. Provide reasonable accommodation to persons with disabilities in the course of recruitment and examination. Ensure that all testing locations are accessible to all applicants.

14. Assume any contingent responsibilities necessary to ensure effective implementation of the Equal Employment Opportunity Program.

15. Support department heads and their designated representatives in conducting interactive process meetings for those applicants and employees in a protected class who request a reasonable accommodation.

16. Conduct biannual analyses of the County workforce in relation to the relevant labor market in order to identify any underutilization of protected classes.

   a. These analyses shall include an identification of where underutilization was noted, an explanation of area(s) of underutilization, and proposed actions and objectives to address the underutilization in the future.

   b. Where underutilization is identified, work with departments, the CEO’s Office, and other local stakeholders to correct or reduce underutilization.

**Department Head Responsibilities**

Each department head shall be responsible for implementing the Equal Employment Opportunity Program (“Program”) at the department level. The department head shall:

1. Use his/her best effort to ensure that employees and applicants for departmental positions are appointed, trained, assigned, promoted, and demoted on the basis of ability to perform the duties of the job.

2. Demand of themselves and their representatives a responsible and active role in realizing the objectives of the Program.

3. Ensure that employees are aware of the Program, and the County’s policy against Workplace Discrimination, Harassment and Retaliation.

4. Cooperate with the Human Resources Department in developing valid and job-related employment standards, hiring and promotional strategies, and class specifications.

5. Provide reasonable accommodation which will enable a qualified person with a disability, a victim of a crime, or in another protected class, to work.
6. Identify and work with the Human Resources Department to resolve any problem areas that are in conflict with the Program’s objectives, including addressing and correcting any areas of underutilization identified in the County’s workforce analyses.

**County Employee, Agent, Contractor, Intern, and Volunteer Responsibilities**

1. Understand and abide by the County’s Equal Employment Opportunity Program, and the County’s policy against Workplace Discrimination, Harassment and Retaliation.

2. Respect the differences of others, act appropriately at work, and avoid engaging in unlawful discrimination, harassment, and/or retaliation in the work environment.

3. Promptly report any violations of the Program and/or the County’s policy against Workplace Discrimination, Harassment and Retaliation that they personally observe or that is within their personal knowledge.

4. Cooperate completely in any investigation of discrimination, harassment, and/or retaliation, and do not retaliate against complainants or witnesses.

5. County employees responsible for administering, monitoring, or overseeing the work of County agents, contractors, interns, or volunteers shall use their best effort to try to ensure the contractor, intern or volunteer does not violate County policy or the Program.

**Program Evaluation**

The Human Resources Department will evaluate the effectiveness of the County’s Equal Employment Opportunity Program as follows:

1. Maintain a continuous ethnic composition analysis of all available data relating to the County workforce, area population, and labor force statistics.

2. Maintain records of persons in a racial or ethnic minority, persons with disabilities, and women for equal employment opportunity evaluation purposes. These records will include applications, referrals, placements, transfers, promotions, and terminations.

3. Enhance the County’s hiring practices by ensuring that the medical standards and examinations are job related and consistent with business necessity.
MEMORANDUM

DATE: November 12, 2019
TO: Civil Service Commission
FROM: Kate Sampson, Director of Human Resources
SUBJECT: Civil Service Commission 2020 Regular Meeting Calendar

Recommendation

It is recommended the Civil Service Commission approve the 2020 Regular Meeting Calendar.

Background

The Civil Service Commission was founded in 1961 by the voters of Placer County under the authority of the 1939 County Civil Service Enabling Act as set forth in the Government Code of the state of California. The Civil Service Commission holds regular monthly meetings to regulate the employment and working conditions of Placer County employees. In accordance with state law (Government Code 54950 et Seq., or Brown Act) these meetings are open to the public. These meetings are typically the second Monday of each month at 3:30PM at the Department of Human Resources, 145 Fulweiler Avenue, Suite 200, Auburn CA 95603.

Fiscal Impact

None

Attachment

2020 Regular Meeting Calendar
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.

2020 Regular Meeting Calendar

Regular Meetings are held the second Monday of each month at 3:30PM, except where a holiday/office closure is in effect.

Monday, January 13, 2020
Monday, February 10, 2020
Monday, March 9, 2020
Monday, April 13, 2020
Monday, May 11, 2020
Monday, June 8, 2020
Monday, July 13, 2020
Monday, August 10, 2020
Monday, September 14, 2020
Monday, October 12, 2020 - Tuesday, October 13, 2020
Monday, November 9, 2020
Monday, December 14, 2020

Location

Placer County Human Resources Department
145 Fulweiler Avenue, Suite 200
1st Floor Conference Room
Auburn, CA 95603
DATE: November 12, 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 November 12, 2019, pursuant to Section 3.04.650 of the County Code.
### Classified Staff Merit Increases Presented to Civil Service Commission on November 12, 2019

<table>
<thead>
<tr>
<th>Name</th>
<th>Classification</th>
<th>Current Salary</th>
<th>At Increase</th>
<th>% Increase</th>
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