



**CIVIL SERVICE COMMISSION  
REGULAR MEETING  
MINUTES**

**Monday, January 13, 2020  
3:30 PM**

**COMMISSIONERS**  
Andraé Randolph, **Chair**  
Rick Ward, **Vice Chair**  
Deborah Bennett  
Ronald Le Doux  
John Costa

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145 Fulweiler Avenue, Suite 200  
Auburn, California 95603  
[www.placer.ca.gov](http://www.placer.ca.gov)

Kate Sampson, Human Resources Director  
Judy McKeig, Commission Clerk  
Office: (530) 889-4067

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**MEETING LOCATION:**

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

**OPEN SESSION**

**Call to Order | 3:30PM**

**Roll Call | Judy McKeig**

**Present |** Andraé Randolph, Rick Ward, Deborah Bennett, Ronald Le Doux, John Costa

**Flag Salute |** Led by Commissioner Bennett

**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, January 13, 2020**

Motion: Le Doux/Costa/Unanimous vote 5:0

Ayes: Randolph, Ward, Bennett, Le Doux, Costa

**2. Approval of Minutes | Regular Meeting, December 9, 2019**

Motion: Le Doux/Costa/Unanimous vote 5:0

Ayes: Randolph, Ward, Bennett, Le Doux, Costa

**3. Classification Specification Revisions and Classification Specification Abolishment | County Executive Office**

Presenter: Lindsay Killian, Human Resources Analyst I

Attendee: Brett Wood, Purchasing Manager

- a. Approve the proposed revisions to the classification specifications to Buyer I/II and Buyer-Senior.
- b. Approve the abolishment of the classification specification for Buyer Technician.

Motion: Bennett/Ward/Unanimous vote 5:0

Ayes: Randolph, Ward, Bennett, Le Doux, Costa

The former Administrative Services Department was dissolved in January 2019 at the direction of the Board of Supervisors. Several divisions were reorganized to fall under the supervision of the County Executive Office including Procurement. With the last update in 2004, revisions are now needed to remove old language, reflect typical job duties, and update requirements. These include adding working conditions, probation period, and bargaining unit. Also recommended is the abolishment of buyer technician which has not been used or allocated for many years. All incumbents and PPEO/Local 39 have reviewed and concur with the proposed changes.

No public comment. The Commission discussed the hierarchical order of the series, any differences in pay, and changes to reporting relationships. Mr. Wood clarified that the relationship between Buyer II and Buyer I is not supervisory.

**4. Request for Reclassification | Agricultural Department**

Presenter: Valeriya Bachinsky, Human Resources Analyst II

Attendee: Joshua Huntsinger, Commissioner/Sealer of Weights and Measures

- a. Approve the reclassification of one Administrative Clerk - Journey position, GNRL Grade 37 (\$3,158.13 - \$3,945.07 monthly) to the classification of Administrative Clerk - Senior, GNRL Grade 49 (\$3,482.27 - \$4,348.93 monthly).
- b. Approve the non-competitive promotion of the incumbent pursuant to County Code section 3.08.480.

Motion: Le Doux/Costa/Unanimous vote 5:0

Ayes: Randolph, Ward, Bennett, Le Doux, Costa

In October 2018 the Board of Supervisors approved the realignment of the UC Davis-Farm Advisor Department as a division of the Agricultural Department. No staffing changes were anticipated at the time. However, the merger resulted in one Administrative Clerk – Journey in the Agricultural Department performing at a senior level. The position duties have evolved, and the department requires three administrative staff to process work and interact with the public. The incumbent has been performing the higher-level duties for not less than one year, and it is recommended they be non-competitively promoted to the higher classification.

No public comment. The Commission discussed if Human Resources would process the incumbent's non-competitive promotion and if the incumbent would see an increased level of work. Mr. Huntsinger explained the County had provided three clerical staff to UC Davis Farm Advisor. Under the merger, the front counters of both departments were consolidated into a single counter staffed by three clerks, two senior level and one journey level. The journey level clerk trained the Farm Advisor clerks on the functions of the Agricultural Department and

has been performing at the higher level. Reclassifying the position to the higher level would allow all three clerks to perform duties equally.

**5. Classification Specification Revisions | Health and Human Services**

Presenter: Courtney Thomas, Human Resources Analyst II

Attendee: Jeff Brown, Director of Health and Human Services

- a. Approve the proposed revisions to the classification specification of Client Services Program Manager, including a title change to Health and Human Services Program Manager;
- b. Approve the proposed revisions to the classification specification of Client Services Program Supervisor, including a title change to Health and Human Services Program Supervisor;
- c. Approve the proposed revisions to the classification specification of Kennel Attendant, including a title change to Animal Care Attendant.

Motion: Ward/Le Doux/Unanimous vote 5:0

Ayes: Randolph, Ward, Bennett, Le Doux, Costa

Human Resources conducted a market analysis of the labor market at the request of the department to ensure the classifications accurately describe the work being performed and are consistent with industry standards. Analysis showed minor updates needed, including title changes, working conditions, probation period, and bargaining unit. In addition, the minimum qualifications for Program Manager were updated, and the reporting to position updated for Program Supervisor.

No public comment. The Commission questioned the duties and description of Animal Care Attendant, which Ms. Thomas confirmed aligned with other counties and will help with recruitment.

**6. Retroactive Non-Competitive Promotion | Health and Human Services**

Presenter: ~~Katelynn Mahaney~~ Courtney Thomas, Human Resources Analyst II

Attendee: Darlene King, Deputy Director of Health and Human Services, Administration Division

Determine whether a retroactive non-competitive promotion be granted for employee number 51233108, in the Department of Health and Human Services (HHS), from the classification of Accountant I, Grade 204 – Range A (\$4,794.40 - \$5,827.47 monthly) to Accountant II, Grade 216 – Range A (\$5,550.13 - \$6,746.13 monthly) to be effective retroactive to November 23, 2019.

Motion: Costa/Le Doux/Unanimous vote 5:0

Ayes: Randolph, Ward, Bennett, Le Doux, Costa

The incumbent was hired as an Accountant I and was eligible for a non-competitive promotion to Accountant II effective November 23, 2019 when they started performing higher level duties. Processing the Workday transaction was inadvertently delayed until the following pay period, and the department requests a retroactive promotion to avoid negatively impacting the employee.

No public comment. The Commission questioned the retroactive period which was confirmed as one pay period effective November 23, 2019.

## 7. Communications

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

a. Provisional Appointments: None

b. Staff Reports and Correspondence: Kate Sampson

- i. Placer County will be hosting in person training for AB1234 Ethics and AB1825 Sexual Harassment on April 2, 2020 at the Community Development Resource Agency Planning Commission Room; at 9:30AM and 12:30PM respectively. The Commission questioned if online courses will be available. Wendy Brodnick advised training for Sexual Harassment will be electronically available, with Ethics to be determined. The Commission questioned the time frame for completion and if outside vendor courses will satisfy county requirements. Ms. McKeig will send the information requested to the Commission.
- ii. Ms. Sampson discussed Human Resources' revised division structure and provided a current organization chart, a copy of which is on file with the Clerk. Wendy Brodnick is the HR Manager for the Organizational Effectiveness and Employee Support Division, encompassing Learning & Development, Employee Engagement, Risk Management, Workers Compensation, and Leave Management functions. Nicole Lopez is the HR Manager for the Operations and Infrastructure Division including Benefits, Payroll, and day-to-day HR fiscal operations. Ms. Lopez has been with the county for 32 years, most recently supervising ADA and Leave Coordination, which will now be filled by Jennifer Duvall. Suzanne Holloway remains the HR Manager for the Talent Acquisition and Department Support Division.
- iii. There is no closed session today, but the Commissioners were asked to provide Ms. McKeig with their availability for a hearing continuation.
- iv. Commissioner Bennett requested an update on the Charter Review Committee. Ms. Sampson advised their next meeting is January 14, 2020 and the Committee is still narrowing down their field of topics.

c. Commissioner Comments

- i. Le Doux: none
- ii. Costa: none
- iii. Bennett: none
- iv. Ward: none
- v. Randolph: reminded the Commissioners to file Form 700 by April 1, 2020.

## 8. 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 5:00

Ayes: Randolph, Ward, Bennett, Le Doux, Costa

No public comment. No Commission comments.

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

Motion: Le Doux/Bennett/Unanimous vote 5:0

Ayes: Randolph, Ward, Bennett, Le Doux, Costa

**Regular Meeting Calendar 2020**

Human Resources Department, 1<sup>st</sup> Floor Conference Room  
145 Fulweiler Avenue, Suite 200, Auburn, CA 95603

3:30PM

Monday, February 10, 2020

Monday, March 9, 2020

Monday, April 13, 2020

Monday, May 11, 2020

Monday, June 8, 2020

Monday, July 13, 2020

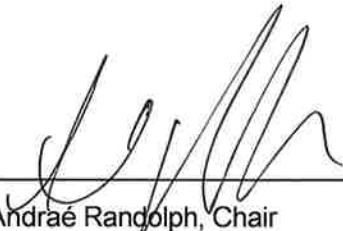
Monday, August 10, 2020

Monday, September 14, 2020

~~Monday, October 12, 2020~~ - Tuesday, October 13, 2020

Monday, November 9, 2020

Monday, December 14, 2020



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Andraé Randolph, Chair



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Judy McKeig, Commission Clerk