



**CIVIL SERVICE COMMISSION
REGULAR MEETING
MINUTES**

**Monday, February 10, 2020
3:30 PM**

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

145 Fulweiler Avenue, Suite 200
Auburn, California 95603
www.placer.ca.gov

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

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

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

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, February 10, 2020

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

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

No public comment

2. Approval of Minutes | Regular Meeting, January 13, 2020

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

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

No public comment

3. Work Out-of-Class Pay | County Executive Office

Presenter: Lindsay Killian, Human Resources Analyst I

Attendee: Jane Christenson, Assistant County Executive Officer

Approve a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for employee 51235462 in the County Executive Office - Revenue Services Division.

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

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

The employee is currently working as a Collection Agent II and has been assigned additional duties as a Collections Agent Senior due to a vacancy in the Revenue Services Division. Human Resources is working with the County Executive Office on a recruitment to fill the vacancy. This is the first time this extension has been requested, and it is anticipated to be filled prior to end of 180-day extension.

No public comment. No Commission comment.

4. Work Out-of-Class Pay | District Attorney

Presenter: Kathy Youngs, Human Resources Analyst - Senior

Attendees: Jeff Wilson, Chief Assistant District Attorney, and Mary Green, Investigator - Chief District Attorney

Approve a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for employee 51232862 in the District Attorney's Office.

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

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

The department is requesting an extension for an Investigator who has been assigned additional duties on the Tri-County Narcotic Drug Enforcement Team (TRIDENT). The employee has been on the task force for three years and both the department and Human Resources are working to determine a permanent solution.

No public comment. The Commission and Mr. Wilson discussed the permanency of the task force at a federal level, potential outcome if federal funding ends, alternate sources of funding, the agencies involved, employee overtime, Proposition 47, treatment programs, and TRIDENT's regional focus. Ms. Sampson noted the County was in negotiations with the Deputy Sheriff's Association the last time this item was brought to the Commission, and as negotiations remain ongoing there is no update at this time.

5. Work Out-of-Class Pay | Information Technology Department

Presenter: Valeriya Bachinsky, Human Resources Analyst II

Attendee: Mike Lewis, Information Technology Manager

Approve a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for employee 51235772 in the Information Technology Department.

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

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

The department is in the process of replacing the current Security Information and Event Management (SIEM) solution and has identified a need for an Information Technology Analyst I/II to plan, design and implement the new solution, and support the Okta integration of Workday with Active Directory. The work out-of-class pay is requested for an employee who is currently an Information Technology Technician II and has been assigned new duties for the SIEM Solution project. Human Resources is working with the department to permanently reclassify the incumbent and this item is not expected to come before the Commission again.

No public comment. The Commission questioned the delay to reclassify the position permanently and was advised the department has submitted a budget request for Fiscal Year 2020-21. Mr. Lewis informed the Commission this service was previously outsourced to a cloud strategy to save costs, but the department has since determined a quicker in-house response is critical to the county's security. Ms. Sampson noted the Information Technology Department has made tremendous strides in security and continues to move forward. The Commission questioned specialized training for the incumbent and Mr. Lewis advised they are trained and certified by the product vendor.

6. Retroactive Work Out-of-Class Pay | Health and Human Services - Administration

Presenter: Laura Carucci, Human Resources Analyst II

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

Determine whether retroactive work out-of-class pay be granted for one Accountant II in the Administrative Services Division of the Health and Human Services Department beginning October 12, 2019 and ending December 28, 2019.

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

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

The department is requesting retroactive pay for an Accountant I who was assigned higher level duties from October 12, 2019 to December 28, 2019, when they transferred to another department. Due to an administrative error, Human Resources did not receive the Workday transaction to process the work out-of-class pay. Ms. King apologized for the department's oversight and advised the Commission they have adjusted their internal controls, training, and tracking measures to avoid similar errors in the future.

No public comment. The Commission appreciated the department taking the situation seriously and their willingness to make the necessary adjustments to avoid future errors.

7. New Classification of Conservation Program Biologist | Community Development Resource Agency

Presenter: Laura Carucci, Human Resources Analyst II

Attendee: Gregg McKenzie, Placer County Conservation Plan Program Administrator

Approve the creation of a new Conservation Program Biologist classification with the recommended Salary Grade of PROF 238.

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

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

The Board of Supervisors (BOS) has created the Placer County Conservation Plan (PCCP) to protect the county's natural resources while planning for projected growth. The PCCP is a proposed regional planning tool to coordinate and streamline the permit process to allow local entities to issue state and federal permits. The Community Development Resource Agency will oversee the PCCP providing staff and administrative support. After analysis, Human Resources has identified a need for professional level biologist who will report to the PCCP administrator and provide highly specialized support to conduct wetland field work, maintain habitat restoration management plans, conduct species monitoring, and assist with grant funding requests and project administration. Due to the need for a specialized education it is recommended the classification be placed in the professional unit. The recommendation is supported by the County Executive Office (CEO) and Local 39.

No public comment. The Commission questioned if the new classification would result in a new position. Mr. McKenzie confirmed it will and he is currently the only staff assigned to the PCCP. The Commission discussed the wetland biologist position on the department's organization chart. Mr. McKenzie explained the terminology used for the classification is Program Biologist, but as the county is primarily a wetlands area, the emphasis for hiring will be as a wetland biologist.

8. Communications

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

a. Provisional Appointments: None

b. Staff Reports and Correspondence: Kate Sampson

- i. AB 1234 and AB 1825. Ms. Sampson provided a flyer for the county's in-person training on April 2, 2020, which is on file with the Clerk, and advised the Fair Political Practices Commission (FPPC) offers an online course for AB 1234. The county is researching providing an online course for AB 1825.
- ii. Reminder Form 700 is due by April 1, 2020.
- iii. The Charter Review Committee (CRC) is working to determine their recommendations to the BOS and Ms. Sampson provided the CRC February 18, 2020 Meeting Agenda which is on file with the Clerk. Agenda items 4c to 7 are items under consideration. Ms. Sampson noted the CRC will likely reach out to the Commission to discuss their findings as they relate to the Commission before finalizing their recommendations to the BOS.

c. Commissioner Comments

- i. Commissioner Costa asked if AB 1825 will be available as an online course. Ms. Sampson reported it is under development and we are working to make it interactive.
- ii. Commissioner Ward asked if they have a year before it is due which Ms. Sampson confirmed and advised to send any previously completed transcripts.
- iii. Commissioner Bennett asked about the format of comments under communications which Commissioner Randolph clarified.

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

Ms. Sampson reported 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/Costa/Unanimous vote 5:0

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

No public comment. No Commission comment.

11. Adjournment to the following upcoming meetings

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

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

No public comment. No Commission comment.

Regular Meeting Calendar 2020

Human Resources Department, 1st Floor Conference Room

145 Fulweiler Avenue, Suite 200, Auburn, CA 95603

3:30PM

Monday, March 9, 2020

Monday, April 13, 2020

Monday, May 11, 2020

Monday, June 8, 2020

Monday, July 13, 2020

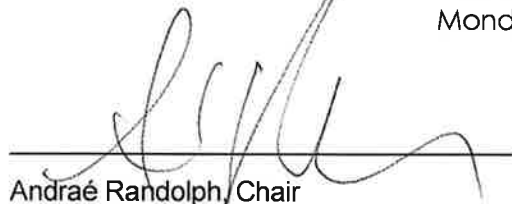
Monday, August 10, 2020

Monday, September 14, 2020

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

Monday, November 9, 2020

Monday, December 14, 2020



Andraé Randolph, Chair



Judy McKeig, Commission Clerk