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

Public Participation Procedures

In order to protect public health and the safety of our Placer County citizens, attendance for the Civil Service Commission will be offered as a completely virtual Zoom meeting webinar. The Human Resources Department will be closed to public attendance.

Join from a PC, Mac, iPad, iPhone, or Android
https://zoom.us/j/93275655596

Join by Telephone
Dial: 669-900-6833 OR 877-853-5247 (Toll Free)
Webinar ID: 932 7565 5596

In compliance with Governor Newsom’s Executive Order N-29-20-EO on telephone meetings, the public’s participation will be supported through web or phone participation for attendees. When Public Comment is opened, participants may “raise hand” to be called upon to give their public comment.

1. Those joining online through the web meeting should “Raise Hand” in the Zoom meeting window. The Clerk will call on them by the name they entered in the Zoom session, and they will be prompted to unmute their microphone so they can state their name for the record and give their comment.

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

Alternatively, citizens may submit their comments in written form to the Commission Clerk at jmckeiq@placer.ca.gov. All public comments received prior to 8:00AM the day of the meeting will be provided to the Commission members electronically or in written form. Emails received though the Clerk’s email address after 8:00AM the morning of the meeting will still become part of the official record and will be retained by the Clerk but will not be disseminated to the Commission prior to the Commission’s action.
OPEN SESSION

Call to Order | 3:31PM
Roll Call | Judy McKeig
Present | Ward, Bennett, Costa, Hull, Le Doux

Administration of the Oath of Office of Commissioner Harry Hull | William Wright

Commissioner Ward expressed thanks to Commissioner Randolph on behalf of the Commission for performing his duties with dedication and service to the employees of Placer County.

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, June 8, 2020
   Motion: Le Doux/Bennett/Unanimous vote 5:0
   Ayes: Ward, Bennett, Costa, Hull, Le Doux
   No public comment

2. Approval of Minutes | Regular Meeting, May 11, 2020
   Motion: Le Doux/Bennett/Majority vote 4:0
   Ayes: Ward, Bennett, Costa, Le Doux
   Abstain: Hull
   No public comment

3. Re-election of Officers for 2020
   Presenter: Kate Sampson, Human Resources Director
   The Human Resources Department recommends the Civil Service Commission re-elect its officers for calendar year 2020.
   Commissioner Le Doux moved election of Commissioner Ward as Chair.
   Motion: Le Doux/Costa/Unanimous vote 5:0
   Ayes: Ward, Bennett, Costa, Hull, Le Doux
   Commissioner Costa moved election of Commissioner Bennett as Vice Chair.
   Motion: Costa/Le Doux/Unanimous vote 5:0
   Ayes: Ward, Bennett, Costa, Hull, Le Doux
   No public comment

4. Work Out-of-Class Pay | Child Support Services
   Presenter: Heidi Kemytsky, Senior Human Resources Analyst
   Attendee: Laura Van Buskirk, Director; Jeff Thompson, Administrative & Fiscal Officer II
   Approve a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for employee 51235226 for approximately 180 days in the Child Support Services Department.
   Motion: Hull/Le Doux/Unanimous vote 5:0
   Ayes: Ward, Bennett, Costa, Hull, Le Doux

Ms. Kemytsky introduced Laura Van Buskirk, Director of Child Support Services. The department requests an additional 180-day extension for an employee tasked with training five new employees to meet state and federal requirements. The six-month training session
was to be completed by June 2020 but was put on hold due to COVID-19 in March; it is anticipated to resume shortly. No public comment. No Commission comment.

5. Work Out-of-Class Pay | Health and Human Services Department, Human Services Division

Presenter: Courtney Thomas, Human Resources Analyst II
Attendee: Greg Geisler, Assistant Program Director
Approve a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for employee 51233214 and employee 51234002 for approximately 180 days in the Health and Human Services Department, Human Services Division.
Motion: Le Doux/Costa/Unanimous vote 5:0
Ayes: Ward, Bennett, Costa, Hull, Le Doux

The department requests a 180-day extension for an Eligibility Specialist Senior working as an Eligibility Supervisor in the Medi-Cal unit during the incumbent's extended leave of absence. The second request is to fill behind the resulting Eligibility Specialist Senior vacancy with an Eligibility Specialist II. The assignments are expected to end when the Eligibility Supervisor returns from their leave of absence. No public comment. No Commission comment.

6. Work Out-of-Class Pay | Human Resources Department

Presenter: Lindsay Killian, Human Resources Analyst II
Attendee: Michelle Beauchamp, Assistant Director
Approve a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for employee 51231985 for approximately 180 days in the Human Resources Department.
Motion: Le Doux/Bennett/Unanimous vote 5:0
Ayes: Ward, Bennett, Costa, Hull, Le Doux

The department requests an additional extension for an Administrative Technician as an Information Technology Specialist to support the Workday Support Organization. The assignment began in December 2017 with the implementation of Workday, the county’s new financial, payroll, and human resources system. Phase 1 for financials went live in July 2018 and phase 2 for human resources and payroll went live in June 2019. The position requires a dedicated staff member to continue to provide post-implementation support and work through enhancement lists.

No public comment. The Commission questioned the length of the assignment, pay differential, and potential position reclassification. Ms. Beauchamp noted the several staff members moved to the Workday Support Organization prior to go live and this employee currently spends 50% of their time providing support off-site. The department does not anticipate the assignment lasting longer than six months and is evaluating the workload and staff impacts if the position is reclassified. The work out-of-class assignment allows the department to appropriately compensate the employee for performing higher level duties.

7. Retroactive Work Out-of-Class Pay | Community Development Resource Agency

Presenter: Laura Carucci, Human Resources Analyst II
Attendee: Tim Wegner, Deputy Director of Building Services
Determine whether retroactive work out-of-class pay be granted for one Building Inspector II in the Community Development Resource Agency beginning March 28, 2020 and ending April 24, 2020.
Motion: Le Doux/Bennett/Unanimous vote 5:0
Ayes: Ward, Bennett, Costa, Hull, Le Doux
The department is requesting retroactive work out-of-class pay for a Building Inspector II who began working out-of-class on March 28, 2020. Due to an administrative error, the department did not submit the request to Human Resources for processing in a timely manner.

No public comment. The Commission observed vacancies in the department’s organizational chart and questioned how the delay occurred. Mr. Wegner noted staff were moving to telecommuting during this time with shifting priorities and a key staff member retired leading to a delay in processing the paperwork.

8. Classification Specification Revision | Capital Improvements Manager | Department of Facilities Management

Presenter: Laura Carucci, Human Resources Analyst II
Attendee: Laurie Morse, Deputy Director
Approve the proposed revisions to the classification specification of Capital Improvements Manager.

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

The Human Resources Department (HRD) maintains all classification specifications and the countywide classification plan and reviews as needed or every five years. The Capital Improvements Manager is a single position classification and HRD received a request from the department to review in anticipation of filling the position. The recommended updates include the department name, job duties, and removing old language pertaining to experience. The minimum qualifications still require two years of supervisory experience.

No public comment. The Commission questioned if HRD reviews each classification every five years and if the one-year probation period was typical. Ms. Carucci noted it is HRD’s goal to review all classifications every five years. A one-year probationary period is standard and has not changed for this position although there are several classifications with probationary periods of 18 months. As HRD updates classification specifications countywide, language related to the probationary period, working conditions, and bargaining unit is being added for clarity.

9. Classification and Compensation Study | Administrative Legal Clerk | Countywide

Presenter: Kathy Youngs, Senior Human Resources Analyst
Attendee: Shellie Anderson, Bryce Consulting
Approve:

a. The proposed revisions to the classification specifications for Administrative Legal Supervisor, Senior Administrative Legal Clerk, and Administrative Legal Clerk Entry/Journey;

b. The reclassification of four Administrative Legal Clerk Journey positions to the classification of Senior Administrative Legal Clerk and the administrative placement of the incumbents; and

c. The reclassification of two Administrative Legal Clerk Journey positions (one filled/one vacant) to the classification of Administrative Clerk Journey.

Motion: Le Doux/Bennett/Unanimous vote 5:0
Ayes: Ward, Bennett, Costa, Hull, Le Doux
Ms. Youngs presented the results of the countywide classification study for the Administrative Legal Clerk series. The study was conducted in compliance with the current Memorandum of Understanding with the Placer Public Employees Organization (PPEO) and at the request of the Sheriff’s Office. HRD contracted with Bryce Consulting to conduct the study.

The study encompassed 89 positions across four departments: Sheriff’s Office, Probation, District Attorney, and Health & Human Services. Overall, the classification is being utilized appropriately, however language and terminology updates are recommended. In addition, four Administrative Legal Clerk Journey positions in the Sheriff’s Office, Corrections Division Court Liaison Unit are recommended to be reclassified to Senior Legal Administrative Clerk with the incumbents administratively placed due to the higher-level complexity of the duties performed. Two Administrative Legal Clerk Journey positions in the Sheriff’s Office, Commissary Unit are recommended to be reclassified to Administrative Clerk Journey positions. A request for an appeal was received by an incumbent but was ultimately withdrawn. The second position in this unit is vacant. The consultant also conducted a compensation study and no changes are recommended.

No public comment. The Commission confirmed the Administrative Legal Clerk Journey incumbent will be Y rated in their new position, and their salary will remain at the current range and step until the new classification catches up. The Commission discussed the differences in duties for an Administrative Legal Clerk, Account Clerk, and Administrative Clerk, and the length of time since the series was last studied.

10. Communications

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

a. Provisional Appointments: One Coroner Technician in the Sheriff’s Office

b. Staff Reports and Correspondence: Kate Sampson

   i. Heidi Kemytsky introduced Karen Barocio, Human Resources Analyst II. Ms. Barocio has a Bachelor of Arts in Ethnic Studies and a Master’s in Human Resource Administration. Ms. Barocio has private and public sector experience and has worked as a Human Resources consultant at CPSHR.

   ii. Suzanne Holloway introduced Erica Priddle, Human Resources Analyst I. Ms. Priddle has a Bachelor of Arts in Family Services and has been employed as an Administrative Technician in HRD for the past four years. Ms. Priddle has provided support to various departments in this role and supported Employee Wellness.

   iii. Ms. Sampson provided an update on the Charter Review Committee’s recommendations going to the Board of Supervisors (BOS) at their June 9, 2020 meeting. Civil Service Commission amendments are one of five recommendations for their consideration, the details of which are available on the county’s website. BOS meetings are held via Zoom with public comment submitted in advance through email as well as during the meeting.

   iv. Ms. Sampson expressed appreciation to the Commission for its patience hosting virtual meetings and noted the county will begin phasing in normal operations pending State and Public Health Officer directives. Details for the Commission’s July meeting will be forthcoming.

   v. Ms. Sampson noted the BOS will consider the proposed Fiscal Year (FY) 20-21 budget at the June 9 meeting. There are no cost saving recommendations such as furloughs or layoffs that would affect employees. The County Executive Office will monitor impacts over time.
c. Commissioner Comments
   i. Costa stated it was an honor and pleasure to work with Commissioner Randolph who served as president for several years, noting his professional leadership guided the Commission through major changes and will be missed.
   ii. Le Doux has served on the Commission for 37 years and noted Commissioner Randolph was one of the best he has worked with. Le Doux offered a welcome to Hull.

11. 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 5:0
   Ayes: Ward, Bennett, Costa, Hull, Le Doux
   No public comment. The Commission discussed the merit approval process which includes agreement by the employees’ supervisors and management and inquired about budget allocation for increases. HRD reviews all evaluations to ensure the employee is performing at a satisfactory level.

12. Adjournment to the following upcoming meetings 4:42PM
   Motion: Costa/Le Doux/Unanimous vote 5:0
   Ayes: Ward, Bennett, Costa, Hull, Le Doux

   Regular Meeting Calendar 2020
   Second Monday of the Month - 3:30PM
   Human Resources Department, 1st Floor Conference Room
   145 Fulweiler Avenue, Suite 200, Auburn, CA 95603
   OR
   Zoom Virtual Meeting with public participation instructions on agenda
   Monday, 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

Rick Ward, Chair
Judy McKeig, Commission Clerk

Date: 2020.07.14 13:30:52 -07'00'