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.

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**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 jmckieg@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 | 3:30PM
Roll Call | Judy McKeig
Present | Ward, Bennett, Costa, Hull, Le Doux

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, July 13, 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, June 8, 2020
Motion: Bennett/Le Doux/Unanimous vote 5:0
Ayes: Ward, Bennett, Costa, Hull, Le Doux
No public comment

3. Classification Specification Revision | Executive Assistant
Presenter: Lindsay Killian, Human Resources Analyst II
Approve the proposed revisions to the classification specification for Executive Assistant.
Motion: Costa/Bennett/Unanimous vote 5:0
Ayes: Ward, Bennett, Costa, Hull, Le Doux

The County Executive Office (CEO) has recently updated the reporting relationship of the Executive Assistant to reflect the position’s direct supervision over secretarial, administrative, and support staff. Updates to the working conditions, probationary period, and bargaining unit were included. This is a single position classification and the incumbent concurs with the recommended changes. No public comment. The Commission discussed the driver’s license and pre-employment medical clearance requirements. Driver’s license language is standardized and broad-based to avoid unlawful discrimination. A driver’s license is required to use a county vehicle and any special license requirements are noted on classifications specifications.

4. Classification Specification Revision | Claims Specialist Series
Presenter: Valeria Bachinsky, Human Resources Analyst II
Attendee: Kelly LeRossignol, Staff Services Manager, District Attorney’s Office
Approve the proposed revisions to the classification specifications for Claims Specialist I/II and Senior Claims Specialist.
Motion: Le Doux/Costa/Unanimous vote 5:0
Ayes: Ward, Bennett, Costa, Hull, Le Doux

Updates to the Claims Specialist series are required to better reflect the current processes. Notably, staff no longer interview crime victims for compensation as this is now performed by staff in the Victim Witness Advocate series or by a state restitution liaison. The state program
name has been edited to a general description as it is subject to change. The incumbents and PPEO Stationary Engineers Local 39 concur with the proposed changes.

No public comment. The Commission discussed the duties removed from the classification and pay difference.

5. Request for Reclassification | Information Technology Department

Presenter: Valeriya Bachinsky II, Human Resources Analyst II
Attendee: Deborah Curtis, Information Technology Supervisor
Approve:
  a. The reclassification of one Information Technology Technician II position, GNRL Grade 100, to the classification of Information Technology Analyst I, PROF Grade 230; and
  b. The non-competitive promotion of the incumbent pursuant to County Code section 3.08.480.

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

Technologically advanced and complex software applications used by the Information Technology (IT) security team now require an analyst to trouble shoot problems and design integrated solutions. The technician classification limits the department to the types of duties they can assign. The reclassification request has been reviewed and approved by the Human Resources Department (HRD) as well as the IT Review Panel. The incumbent meets the minimum qualifications and has been performing the duties for not less than one year.

No public comment. The Commission discussed the department's vacancies, recruitment efforts, pay scale, and possible abolition of the technician position.

6. Retroactive Non-Competitive Promotion | Health & Human Services-Human Services Division

Presenter: Erica Priddle, Human Resources Analyst I
Attendee: Greg Geisler, Assistant Program Director, Health & Human Services

Determine whether a retroactive non-competitive promotion be granted for employee number 51235196 in the Department of Health and Human Services - Human Services Division from the classification of Eligibility Specialist - I, Grade 55 to Eligibility Specialist - II, Grade 67, effective May 9, 2020.

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

The employee was eligible for additional pay when they were assigned and began performing higher level duties on May 9, 2020. Clerical inaccuracies in the employee's performance evaluation resulted in a delay processing the promotion and merit increase in the Workday payroll system until June 6, 2020. The retroactive request covers the period May 9, 2020 to June 5, 2020.

No public comment. The Commission discussed the evaluation's clerical inaccuracies.
7. Classification and Compensation Study | Account Clerk | Countywide

Presenter: Suzanne Holloway, Human Resources Manager
Attendee: Shelli Anderson, Bryce Consulting

Approve:

a. The proposed revisions to the classification specifications for Account Clerk Entry, Account Clerk Journey, Senior Account Clerk and Accounting Technician;

b. The creation of a new classification of Payroll Technician, with the recommended salary grade of GNRL 73;

c. The reclassification of four Accounting Technician positions in the Auditor-Controller’s Office to the new classification of Payroll Technician, as well as the administrative placement of the current position incumbents;

d. The reclassification of one Account Clerk Journey position in the Sheriff’s Office to Senior Account Clerk, as well as the administrative placement of the current position incumbent;

e. The reclassification of one Account Clerk Journey position in the Department of Information Technology to Accounting Technician, as well as the administrative placement of the current position incumbent; and

f. The reclassification of one Senior Account Clerk position in the Department of Agricultural Commissioner & Farm Advisor to Accounting Technician, as well as the administrative placement of the current position incumbent.

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

The study focused on the clerical and technical levels in the series and comprised 88 positions across 16 departments. HRD contracted with Bryce Consulting to perform the study due to its size and complexity. Specific allocation factors were used, and the study methodology comprised employee orientation meetings, Position Inventory Questionnaires (PIQs), and interviews with employees, supervisors, and department heads. Final allocation notices were sent to employees and they were advised of today’s Commission meeting.

Proposed recommendations include replacing “clerk” with “assistant” in titles and adding job detail to better describe the duties performed which will assist with ongoing recruitment efforts. The creation of a new classification of “Payroll Technician” in the Auditor-Controller’s Office is recommended with the administrative placement of four Accounting Technicians into this classification. Three additional positions are recommended for reclassification and the incumbents administratively placed: one Account Clerk Journey to a Senior Account Clerk in the Sheriff’s Office, one Account Clerk Journey to an Accounting Technician in the IT Department, and one Senior Account Clerk to an Accounting Technician in the Agricultural Commissioner & Farm Advisor Department. All study participants reviewed the recommendations and no appeals were submitted. All departments, the CEO, and PPEO Stationary Engineers Local 39 concur with the recommendations.

No public comment. The Commission discussed the recommendations and asked if other large-scale studies are forthcoming. None of the incumbents will be Y rated and there are no demotions. The four Payroll Technician reclassifications will not receive a change in pay, while the other three reclassifications will receive an increase. HRD typically processes work out-of-class pay to be effective when the final allocation notices are sent out until approved by the Commission and Board of Supervisors (BOS). One incumbent requested a second review that was performed but did not submit a formal appeal after the final allocation notices were sent. Most supervisors agreed with employee comments in the PIQs.
8. Communications

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

a. Provisional Appointments: 20
   i. Health & Human Services – Administration: 2
   ii. Health & Human Services - Public Health: 18
   HHS-Administration has multiple vacancies and requested two Senior Account Clerks while waiting for the results of the Account Clerk Classification and Compensation study presented today. HHS-Public Health requested 18 contact tracers. The provisional hire is essentially an extra help position capped at 28 hours per week for a maximum of 90 days. Departments may request provisional appointments when a critical need exists and there is no eligible list of applicants but a recruitment in progress. The Commission discussed the vacancies in HHS-Administration, duties of contact tracers, the COVID-19 situation in Placer County, and affected county employees.

b. Staff Reports and Correspondence: Kate Sampson Michelle Beauchamp
   i. HRD has reopened to the public with new protocols including rotating schedules allowing approximately 50% staff onsite, wearing masks in common areas, and added cleaning procedures.

b. Commissioner Comments
   i. Bennett: requested information on the Charter Review Committee’s (CRC) recommendations going to the voters. Staff will provide the BOS item detailing the recommendations and a link to the meeting video.
   ii. Costa: no comment
   iii. Hull: no comment
   iv. Le Doux: suggested Chair Ward decline if he is asked to write a rebuttal for the CRC’s recommendations going to the ballot
   v. Ward: discussed if the Commission should direct Bill Wright to provide a rebuttal on behalf of the Commission

9. Classified Employees Merit Increases

Approve merit increases for classified employees pursuant to Placer County Code Section 3.04.650 (progression in steps).

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

No public comment. The Commission discussed the merit percentages, progression in steps per Chapter 3, union negotiations, salary schedules Range A and Range B, and annual performance evaluations.

10. Adjournment to the following upcoming meetings

Motion: Le Doux/Costa/Unanimous vote 4:1
Ayes: Bennett, Costa, Hull, Le Doux
Noes: Ward

No public comment. The Commission confirmed meetings will continue using Zoom for the foreseeable future.

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, 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