CIVIL SERVICE COMMISSION
REGULAR MEETING
MINUTES

Monday, August 12, 2019
3:30 PM

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

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

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

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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, Clerk to the Commission
Present: Andráé Randolph, John Costa, Ron Le Doux
Absent: Deborah Bennett, Rick Ward
Flag Salute: Led by Commissioner 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, August 12, 2019
Kate Sampson, Director of Human Resources, requested the Commission remove item 5 Work Out-of-Class Pay Extension-Child Support Services as the department no longer needs the position. Ms. Sampson also requested item 11 be removed as there are no closed session items today.

Motion to approve the Agenda as amended: Le Doux/Costa/Unanimous vote 3:0
Ayes: Randolph, Costa, Le Doux
2. **Approval of Minutes | Regular Meeting, July 8, 2019**  
Commissioner Randolph approved the minutes with no objections.

Ms. Sampson reported the Commission convened on July 22, 2019 for a disciplinary hearing; the hearing was continued.

4. **Retroactive Work Out-of-Class Pay | County Executive Office, Economic Development Division**  
Request retroactive work out-of-class pay in recognition of additional duties performed for one Economic Development Specialist in the County Executive Office beginning March 30, 2019.  
**Presenter:** Lindsay Killian, Human Resources Analyst  
**Attendee:** Sherri Conway, Director of Economic Development, County Executive Office (CEO)  
**Motion:** LeDoux/Costa/Unanimous vote 3:0  
**Ayes:** Randolph, Costa, LeDoux

The Economic Development Department has limited staffing due to the recent resignations of a Senior Management Analyst and Administrative Aide II. One employee has assumed additional duties until permanent hires are made. Many of the additional duties pertain to running the Business Resource Center (BRC) including webpage maintenance, social media, training the new OnBase database, economic development programs, data analytics, and overseeing the work of various temporary staff at the BRC. Due to turnover and ongoing recruitment efforts, the CEO submitted the paperwork after the duties had already been assumed. The WOC was processed effective July 6, 2019, the beginning of the pay period in which the paperwork was received. The department is requesting retroactive pay dated back to March 30, 2019 to appropriately compensate the employee. No commissioner comment. No public comment.

5. **Work Out-of-Class Pay Extension | Child Support Services**  
Request approval of a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for one employee in Child Support Services.  
**Presenter:** Heidi Kernytlsky, Human Resources Analyst II

6. **Work Out-of-Class Pay Extension | District Attorney’s Office**  
Request approval of a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for one employee in the District Attorney’s Office.  
**Presenter:** Heidi Kernytlsky, Human Resources Analyst II  
**Attendee:** Jennifer Miskoewycz, Assistant District Attorney  
**Motion:** LeDoux/Costa/Unanimous vote 3:0  
**Ayes:** Randolph, Costa, LeDoux

One District Attorney has been performing duties for the Tri-County Narcotic Drug Enforcement Team (TRIDENT) since August 2017. The Commission previously approved an extension for this employee in August 2018. The position is responsible for investigating major drug traffic organizations and acts as the Task Force commander. Human Resources and the District Attorney’s Office are aware of the unusual length of time for the work out-of-class but given the critical nature and high level assigned to this person, are requesting an additional 180-day extension effective August 27, 2019. Commission questions and discussion included the permanency of the work involved, the possibility of
reclassifying the position to suit the additional duties, and the length of the typical work out of class. Ms. Sampson stated the preference is to limit to one extension, but this is a unique situation in conjunction with other enforcement agencies and Human Resources is looking for permanent solutions. Commissioner Randolph wanted to make sure we are not precedent setting for other classifications. No public comment.

7. Work Out-of-Class Pay Extension | Health and Human Services, Public Health Division
Request approval of a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for one employee in the Health and Human Services, Public Health Division.
Presenter: Courtney Thomas, Human Resources Analyst
Attendee: Joe Arsenith, Acting Assistant Director of Public Health
Jeff Brown, Director of Health and Human Services
Motion: Costa/ Le Doux/Unanimous vote 3:0
Ayes: Randolph, Costa, Le Doux

The department requests to continue to work a Client Services Assistant out of class as a Health Educator. The assignment began in March 2019 and the employee assists with the grant funded Tobacco Control Program. At the time the assignment began, Human Resources recommended holding on recruitment pending a classification study on the Health Educator position, the results and recommendations of which will be presented as the next item at today’s meeting. The request is to extend the assignment for an additional 180 days and it is anticipated the assignment will end sooner than this. No Commissioner comment. No public comment.

8. Health and Human Services | Health Educator Classification Study
It is recommended that the Civil Service Commission take the following action pertaining to the classification study of Health Educator:
   a. Approve the creation of a new Health Education Program Coordinator – I classification, with the recommended Salary Grade of PROF 206 ($4,809.83 - $5,846.36 monthly);
   b. Approve the proposed revisions to the classification specification of Health Educator, including a title change to Health Education Program Coordinator – II, with the recommended Salary Grade change from GNRL 100 ($5,302.93 - $6,445.76 monthly) to PROF 214 ($5,302.93 - $6,445.76 monthly);
   c. Approve the creation of a new Health Education Program Coordinator – Senior classification, with the recommended Salary Grade of PROF 222 ($5,846.53 - $7,106.49 monthly);
   d. Approve the creation of a new Communicable Disease Specialist classification, with the recommended Salary Grade of GNRL 76 ($4,362.63 - $5,302.96 monthly); and
   e. Approve the reclassification of two positions in the Health Educator classification to Communicable Disease Specialist.
Presenter: Courtney Thomas, Human Resources Analyst
    Jennifer Duvall, Human Resources Senior Analyst
Attendee: Joe Arsenith, Acting Assistant Director of Public Health
    Jeff Brown, Director of Health and Human Services
Motion to return item 8 to the September 2019 Civil Service Commission Meeting, with instruction to Human Resources to provide a new appeal window ending August 30, 2019 for two affected employees.

Motion: Le Doux/Costa/Unanimous vote 3:0
Ayes: Randolph, Costa, Le Doux

Ms. Thomas presented a summary of the staff memo outlining the background of the classification study, study process, results and recommendations. In June 2019 two employees in Communicable Disease that were recommended to be reclassified to Communicable Disease Specialist, requested a meet and confer with Human Resources and their business representative IUOE Stationery Engineers Local 39. After two meet and confer meetings, no changes were recommended to the specifications. The two employees were offered an assignment change that would allow them to remain as Health Educators; both declined and indicated they wanted to remain in Communicable Disease. No appeals have been received. The requested actions have been reviewed and approved by HHS, Human Resources, CEO, and Local 39. Commissioner Le Doux questioned the salary of the two employees affected by the change and noted it would be a substantial decrease. Ms. Thomas stated they were at the top step of their salary and would be Y rated or frozen until the range of the reclassified position catches up. Mr. Brown noted both employees were offered Health Educator positions which would not result in any salary change, and both declined. Ms. Duvall noted the salary range for the Communicable Disease Specialist is consistent with industry standards.

A member of the public, Bill Jensen, read into record a letter addressed to the Commission objecting to the position of Communicable Disease Specialist and demotion of the employees affected; copies were provided to the Commissioners and is on file with the Commission Clerk.

Commissioner Randolph asked if the employees affected were given a chance to provide input and advised of the appeals process. Ms. Thomas confirmed they were. Commissioner Randolph asked if any appeals had been received and Ms. Thomas confirmed none. Commissioner Costa questioned if this was the first time Human Resources has encountered this type of public disagreement related to a classification study. Ms. Duvall noted that the two meet and confer meetings had concluded without any objections and that Local 39 advised that there would be no appeals on this issue. Mr. Jensen identified himself as a spouse of one of the affected employees and stated the employees did not avail themselves of the appeal opportunity due to fatigue and the belief they did not have support from Local 39. Commissioner Le Doux requested a one-month delay to allow the employees another opportunity to appeal, noting that the Charter protects both the employees and the County. Ms. Sampson asked if the intent of the Commission is for Human Resources to re-notice the employees and provide another window for an appeal. The Commission determined August 30, 2019 to be an appropriate end date for the appeal window in order to allow time for the item to be placed on the September agenda.

9. **Probation Department | Request for Reclassification**

It is recommended that the Civil Service Commission approve:

a. The proposed revisions to the Probation Manager classification specification;

b. The reclassification of one Assistant Juvenile Detention Facility (JDF) Superintendent position, MGTS Grade S30 ($8,112.00 - $10,029.07 monthly) to the classification of Probation Manager, MGTS Grade S30 ($8,112.00 - $10,029.07 monthly);
c. The administrative placement of the incumbent into the Probation Manager classification pursuant to County Code section 3.08.480 (C);

d. Abolishment of the classification of Assistant JDF Superintendent.

Presenter: Heidi Kernytsky, Human Resources Analyst II
Attendee: Marshall Hopper, Chief Probation Officer
Motion: Le Doux/Costa/Unanimous vote 3:0
Ayes: Randolph, Costa, Le Doux

Human Resources conducted a study of two management positions, the Assistant Juvenile Detention Facility (JDF) Superintendent and the Probation Manager. The Assistant JDF Superintendent manages the juvenile detention facility only, while Probation Managers oversee all other major divisions in the Probation Department. These changes will allow the department flexibility to rotate Probation Managers across all divisions including the juvenile detention facility, which will in turn provide additional career development and better succession planning. The Assistant JDF Superintendent classification was established in 2005; since then the juvenile population has decreased and the need for the position has evolved. After reviewing the duties assigned to both positions, it was determined the position should be reclassified as a Probation Manager. Some of the duties in the Assistant JDF position not captured in the Probation Manager position include directing operations of the facility, ensuring compliance with local and State laws, developing and securing treatment, and supervising staff in carrying out programs. All incumbents have been involved in the review and agree with the recommended revisions to Probation Manager to capture the additional duties. The employee affected by the reclassification has been notified and has been determined to meet minimum qualifications for the position. The salary level is the same. The CEO, Human Resources, and Probation Department all concur with the recommendations. Commissioner Randolph asked if the title of Probation Manager is consistent with other counties. Mr. Hopper believes there is minimal consistency in the industry and other counties use a variety of titles, but Placer County wanted to be consistent within its own organization. Commissioner Randolph also questioned if the incumbent had any objections. Ms. Kernytsky confirmed they do not and see this as an opportunity for career development. No public comment.

10. 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

1. The CA Department of Human Resources requires agencies that receive federal funds for social services and child support programs use a merit system that adheres to Local Agency Personnel Standards (LAPS). Every 3 to 5 years CalHR audits Approved Local Merit Systems (ALMS) to ensure compliance with LAPS. Placer is currently responding to the CalHR audit and will report the status at a future meeting. The last ALMS audit was conducted in 2013.

2. The Payroll and HR module of the Workday enterprise system went live approximately 6 weeks ago. The first phase of the Workday system went live in July 2018. It has been a lot of work with a tremendous effort by staff, and HR is currently processing Pay Period 4. The Workday support organization will be housed in the Auditor-Controller’s Office and will focus
on system enhancements, configuration, reporting and user training, as well as testing bi-annual software updates.

3. Per the Placer County Charter, a Charter Review Committee is convened at least every 5 years and advises the Board of Supervisors (BOS) with potential revisions. In the last review 5 years ago, compensation for the BOS was a primary issue. The committee has convened and identified 9 topics to review, including the civil service system and the Commission’s role in its administration. Teams of 2 committee members will next meet with elected officials and department heads for information. They may also request to meet with the Commissioners as subject matter experts. The next Charter Review Committee meeting has not yet been scheduled. The areas of interest will be reduced to 1 or 2 key suggestions and forwarded to the BOS for consideration. If approved by the BOS, any charter revisions will be placed on a ballot for general election.

4. Due to the recent appointment of the District 5 Supervisor and impacted Commissioner schedules, the annual CSC Tahoe meeting will be scheduled for Spring next year rather than September.

   c. Commissioner Comments
      i. Costa – noted appreciation for staff learning the new program and offered compliments for achieving that goal.
      ii. Randolph – nothing to discuss.
      iii. Le Doux – nothing to discuss

CLOSED SESSION

11. §54957 Public Employee Performance Evaluations
   a. 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

12. Closed Session Report

13. 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 3:0
    Ayes: Randolph, Costa, Le Doux

14. Adjournment to the following upcoming meetings 4:25PM
    Motion: Le Doux/Costa/Unanimous vote 3:0
    Ayes: Randolph, Costa, Le Doux

   Upcoming Closed Session Disciplinary Hearing
   Tuesday, August 13, 2019 - Wednesday, August 14, 2019
   Human Resources Department, 1st Floor Conference Room
145 Fulweiler Avenue, Suite 200
Auburn, CA 95603

**Upcoming Regular Meeting**
Monday, September 9, 2019 at 3:30 PM
Human Resources Department, 1st Floor Conference Room
145 Fulweiler Avenue, Suite 200
Auburn, CA 95603

Andraé Randolph, Chair

Judy McKeig, Commission Clerk