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, Commission Clerk
Present:        Andraé Randolph, John Costa, Ron Le Doux, Deborah Bennett, Rick Ward
Absent:         None
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, September 10, 2019
   Motion:        Le Doux/Costa/Unanimous vote 5:0
   Ayes:          Randolph, Costa, Le Doux, Bennett, Ward

2. Approval of Minutes | Regular Meeting, August 12, 2019
   Commissioner Randolph approved the minutes with no objections.

3. Report from Disciplinary Appeal Hearing | August 13, 2019
   Ms. Sampson reported the Commission convened on August 13, 2019 to conduct a closed session confidential disciplinary appeal hearing. A decision has been reached by the Commission and the parties have been notified of the decision.
4. **Work Out-of-Class Pay | Department of Public Works**
Approve a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for employee number 51235601 in the Department of Public Works.

**Presenter:** Courtney Thomas, Human Resources Analyst  
**Attendee:** Kim Hughes, Department of Public Works

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

Ms. Thomas outlined the department’s request which has been reviewed by Human Resources (HR). The employee is currently working as a Senior Administrative Clerk. Due to the separation of various departments, key administrative duties have been assigned to this staff member, who is performing higher level secretarial assistance to the Deputy Director of Environmental Engineering. The department is preparing to request Human Resources study if the position is appropriately classified, the results of which will determine if this work out of class ends, or if it leads to reclassification.

5. **Class Specification Updates for Administrative Services Officer and Senior Administrative Services Officer**
   a. Approve proposed revisions to the classification specification of Senior Administrative Services Officer, Salary Grade MNGT 427 ($7,224.53 - $8,779.33), including a title change to Administrative & Fiscal Officer II and the addition of an entry Administrative & Fiscal Officer I level Salary Grade MNGT 415 ($6,413.33 - $7,786.13);
   b. Approve proposed revisions to the classification specification of Administrative and Fiscal Operations Manager, Salary Grade MNGT 439 ($8,139.73 - $9,892.13);
   c. Abolish the classification of Administrative Services Officer, Salary grade MNGT 415 ($6,413.33 - $7,786.13);
   d. Reclassify positions in the departments of CEO, Sheriff’s Office, Clerk-Recorder/Registrar of Voters, and Probation, and non-competitively promote the current incumbents into the new classifications as indicated on Attachment C pursuant to section 3.08.480 of the Placer County Code.

**Presenter:** Suzanne Holloway, Human Resources Manager  
**Attendees:** Ryan Ronco and Lisa Cramer, Clerk-Recorder  
Jane Christenson, Assistant CEO  
Dave McManus, Probation  
Mark Giacomini, Sheriff

**Motion to approve items 5.a., 5.b., 5.c.:**  
**Motion:** Costa/Le Doux/Unanimous vote 5:0  
**Ayes:** Randolph, Costa, Le Doux, Bennett, Ward

**Motion to approve item 5.d.:**  
**Motion:** Le Doux/Costa/ Unanimous vote 5:0  
**Ayes:** Randolph, Costa, Le Doux, Bennett, Ward
Ms. Holloway presented the request on behalf of the departments involved with the study. In January 2018, the Commission approved changes to the class specifications of Administrative Services Officer (ASO), Senior Administrative Services Officer (Sr. ASO), and Administrative & Fiscal Operations Officer (AFOM). Currently several departments utilize the ASO or Sr. ASO positions. After receiving multiple department requests in the last year to study their respective positions, HR determined there was significant overlap between the two classifications. In the two years since the previous study was completed, job duties have evolved with increased need for senior level work. With HR’s recommendation, the departments and the County Executive Office (CEO) concurred it was feasible to abolish the ASO class and create a single Administrative & Fiscal Officer (AFO) class with levels I and II. For those staff working at a more complex level, it is recommended they be reclassified to the AFOM classification.

No public comment. Commission discussion included elimination of the ASO position, AFO levels and duties, AFOM duties, succession planning, and bargaining unit input of which there is none as it is a management class.

6. Recommendations from the Health Educator Classification Study
   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);
   e. Either:
      i. Approve the reclassification of two incumbents in the Health Educator classification to Communicable Disease Specialist; or
      ii. Grant the appeal of two incumbents and deny the proposed reclassification of the position(s) pursuant to Placer County Code section 3.08.520.

Presenter: Courtney Thomas, Human Resources Analyst
Jennifer Duvall, Senior Human Resources Analyst

Attendees: Jeff Brown, Director of Health and Human Services
Joe Arsenith, Acting Director of Public Health
Mike Romero, Client Services Program Manager
Gary Winegar, IUOE Stationary Engineers Local 39 representative
Kara Miller, Health Educator
Candy Jensen, Health Educator
Motion to approve items 6.a., 6.b., 6.c., 6.d.:
Motion: Le Doux/Costa/Majority vote 4:1
Ayes: Randolph, Costa, Le Doux, Ward
Noes: Bennett

Motion to approve item 6.e.ii:
Motion: Le Doux/no second/motion fails

Motion to approve item 6.e.i.:
Motion: Costa/Ward/Majority vote 4:1
Ayes: Randolph, Costa, Bennett, Ward
Noes: Le Doux

Ms. Duvall introduced the study and recommendations which have been brought back to the Civil Service Commission (CSC) from the August 12, 2019 meeting. At the August meeting the CSC approved a second opportunity for impacted employees to appeal, citing concerns over the pay differential, with an appeal deadline of August 30, 2019. HR has since received two appeals to the creation of the Communicable Disease Specialist and reclassification of two employees from Health Educator to this classification. Ms. Duvall noted that HR will provide an overview of the study and process undertaken to address employee concerns, after which the department will provide its perspective, followed by Gary Winegar and the appellants stating their objections. Ms. Duvall explained the material contained in attachments A through N in the Commission packet.

Ms. Thomas described the Health Educator classification as a unique class established in 1995 that is only used by Health and Human Services (HHS). There have been no revisions or studies since inception. The goal of the study was to recognize the scope and level of responsibility, and HR’s recommendations are not based on individual persons, their length of employment or performances, but are based on work being done.

Ms. Duvall described the outcome of two meet and confer meetings with Local 39 in June and July, neither of which resulted in additional changes to the proposed class specification. Both employees were offered the opportunity to remain as Public Health Educators in a different program and declined. Ms. Duvall noted the employees will be Y-rated with their salary frozen at current levels. No appeals were received by the initial deadline or the August 12, 2019 CSC meeting. Ms. Duvall described the appellants’ objections and outlined HR’s counter points which is available as an attachment to the packet. Ms. Duvall also noted the CSC previously denied two appeals in 2018 with similar salary differentials.

Mr. Brown offered the department’s perspective and organization of its various programs. Mr. Brown explained his obligation as Department Head/Director is to maintain a cost-effective department that meets the needs of Placer County’s residents and compared the new classification requirements to other counties with the same classification. He stated appreciation for the employees’ skills and explained the salary is based on the work standards and appropriate classification. He also noted the two employees were offered positions to remain as Health Educators with different programs and both declined.

Ms. Jensen provided a revised letter to the CSC dated August 30, 2019, which is on file with the Commission Clerk. Ms. Jensen’s letter included an attachment dated October 1999 titled “Job Announcement Health Educator – HIV/AIDS Prevention Program”. Ms. Jensen
appreciates the opportunity to provide her position and read her letter into record, objecting to the new classification creation and her proposed reclassification. Ms. Jenson noted she is honored to be part of Public Health and will soon be heading into retirement.

Ms. Miller provided a revised, undated appeal letter to the CSC, a copy of which is on file with the Commission Clerk. Ms. Miller noted she has been a Health Educator for 18 years and read her letter into public record.

Mr. Winegar stated Local 39’s position that the CSC should grant the employees’ appeals and allow them to continue as Health Educators in Communicable Disease. He noted the employees felt they were misrepresented, they are dedicated experts in their field, and would like to continue as such.

Mr. Bill Jensen, a member of the public, noted his appreciation to the CSC for hearing the appeal, and offered his support of the appeals.

Commission discussion and questions included case management definitions and evolution over time, case monitoring, past work duties, duties under the new classification, nurse responsibilities, possible work out of class duties, and the right of the department to transfer staff to different programs.

7. Request to Abolish Classifications
   Approve the abolishment of the Placer County classifications listed in Attachment A.

   Presenter: Suzanne Holloway, Human Resources Manager

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

Ms. Holloway explained the goal of HR is to review the County’s active classification list for general clean up and to abolish obsolete classifications as needed. The classifications attached to this request are inactive and not currently allocated. HR typically reviews classifications every five years if they do not receive a recruitment request and intends to present quarterly reviews to the CSC based on department assignments.

No public comment. No commission comment.

8. 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. Open enrollment began today and will continue into October. This is the first year that open enrollment is being processed through the new Workday interface and further updates will be provided.
      ii. Commissioner Comments: None

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
Report of 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/Ward/Unanimous vote 5:0
Ayes: Randolph, Costa, Le Doux, Bennett, Ward

11. Adjournment to the following upcoming meeting
Motion: Costa/Ward/Unanimous vote 5:0
Ayes: Randolph, Costa, Le Doux, Bennett, Ward

Upcoming Regular Meeting
Tuesday, October 15, 2019 at 3:30 PM
Human Resources Department, 1st Floor Conference Room
145 Futweiler Avenue, Suite 200, Auburn, CA 95603

Andraé Randolph, Chair
Judy McKeig, Commission Clerk