




MEMORANDUM
COUNTY EXECUTIVE OFFICE
ADMINISTRATION
County of Placer

TO: Honorable Board of Supervisors
FROM: Todd Leopold, County Executive Officer 
SUBJECT: Unclassified Employee Step Increase

DATE: November 6, 2018

ACTIONS REQUESTED

1. The County Executive Officer recommends that the Board approve a 5% merit increase for:

Elise Nelson, Deputy County Counsel I, County Counsel, from Grade 437, Step 3 at \$49.74 per hour to Grade 437, Step 4 at \$52.24 per hour, effective October 13, 2018, and;

Kee Ana Smith, Deputy County Counsel I, County Counsel, from Grade 437, Step 2 at \$47.40 per hour to Grade 437, Step 3 at \$49.74 per hour, effective September 29, 2018.

BACKGROUND

Placer County Code Section 3.04.650 generally provides for both classified and unclassified employees to advance by steps through merit increases along the salary grade approved for their classification and position. For classified employees, merit increases are approved by the Civil Service Commission. Under Section 3.04.650 D, the Board of Supervisors is the approval body for merit or step advancements for the unclassified service.

Performance Evaluation and Personnel Action forms have been submitted for the above employees recommending approval of a step increase. This office concurs with the recommendation.

FISCAL IMPACT

None.

