


**MEMORANDUM**  
OFFICE OF THE  
COUNTY EXECUTIVE  
COUNTY OF PLACER

**TO:** Honorable Board of Supervisors

**FROM:**  Thomas Miller, County Executive Officer

**DATE:** December 5, 2006

**SUBJECT:** Merit Increase for Kathy Buchanan, Information Technology Manager

**ACTION REQUESTED:**

Approve a merit increase for Kathy Buchanan, Information Technology Manager, Grade 469 Step 4, to Grade 469 Step 5 at \$47.57 per hour, retroactive to November 25, 2006.

**BACKGROUND:**

In accordance with County Code provisions for unclassified positions, it is necessary for your Board to review and approve merit increases for those persons in the unclassified service.

**ISSUE STATEMENT:**

The Personnel Action form has been submitted for Kathy Buchanan, Information Technology Manager, recommending approval of a step increase. This office concurs with the recommendation.

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