

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Board of Supervisors
From: Civil Service Commission
By: Nancy Nittler, Personnel Director
Date: July 25, 2006
Subject: Introduction of an ordinance with recommendations from the Civil Service Commission amending Placer County Code, Chapter 3, Section 3.12.010 - Allocation of Positions to Departments reflecting the reclassifications of one Account Clerk Entry/Journey position to an Accounting Technician in the Sheriff's Department, one Homemaker position, to a Client Services Assistant I/II in the Health and Human Services Department, and one Administrative Clerk Entry/Journey position to Secretary Entry/Journey in the Facility Services Department.

ACTION REQUESTED:

Approve the attached ordinance amending Placer County Code, Chapter 3, Section 3.12.010 - Allocation of Positions to Departments to reflect the recommendations approved by the Civil Service Commission at their regular meeting of July 10, 2006 relating to the departments of Sheriff, Health & Human Services, and Facility Services.

Sheriff's Department:

The Civil Service Commission approved the reclassification of one vacant Account Clerk Entry/Journey position, Grade 40/52 (\$2,319 - \$2,819 / \$2,557 - \$3,107 monthly) to an Accounting Technician position Grade 73 (\$3,037 - \$3,691 monthly).

Basis for Recommendation:

At the request of the Sheriff's Department, the Personnel Department conducted a classification review of an Account Clerk - Journey position assigned to the department's Jail Accounting Unit to determine whether or not the current duties and responsibilities performed by the position support the department's reclassification request.

A review of the Position Inventory Questionnaire (PIQ), combined with additional clarifying information obtained during meetings with the incumbent at the time of the position review and incumbent's immediate supervisor, confirmed the accuracy of PIQ information provided by the incumbent.

As defined, the classification of Account Clerk - Journey is considered the full journey level, performing the full range of duties in the clerical accounting function. Conversely, the classification of Accounting Technician is considered

the full journey level technical accounting class and incumbents perform and supervise staff performing technical, sub-professional, accounting, finance and fiscal recordkeeping.

While this position does not directly supervise assigned staff, it is responsible for training division staff in technical accounting practices and reviews the work product of accounting clerical staff. Employees within this class are distinguished from the Account Clerk series by the performance of work that typically requires specialized college-level training in accounting and finance rather than bookkeeping, by performing a broad range of duties as assigned and typically including responsibility for a program area of accounting and/or supervision of Account Clerks.

Based on the review and analysis, it has been determined that this position performs duties and responsibilities more appropriately aligned to the classification of Accounting Technician. The Personnel Department supports the request of the Sheriff's Department to reclassify one vacant Account Clerk Entry/Journey position to an Accounting Technician position. It is intended that this position will be filled through a competitive recruitment process.

Health and Human Services Department:

The Civil Service Commission approved the reclassification of one Homemaker, Grade 31 (\$2,158.16 – \$2,623.18 monthly) to the classification of Client Services Assistant I/II, Grade 55/67 (\$2,623 - \$3,1882 / \$2,892 - \$3,515 monthly).

Basis for Recommendation:

At the request of the Department of Health and Human Services (HHS), the Personnel Department conducted a classification review of the vacant Homemaker position in HHS Children's System of Care assigned to the Children's Receiving Home (an emergency shelter for children who have been abused and/or neglected). As the Children's Receiving Home moves toward involving the children in all aspects of daily living skills, it is imperative that those assisting and supervising them have the ability to participate in and carry out treatment plans. The duties formerly performed by a Homemaker, including household chores and meal preparation, are to be done by each shift team and involve the residents as a learning activity and to promote a sense of ownership and belonging for the children.

The Personnel Department supports the request of HHS to reclassify one vacant Homemaker position to the Client Services Assistant I/II classification. This request has been reviewed and is supported by the County Executive's Office and Placer Public Employees' Organization.

Facility Services:

The Civil Service Commission approved the reclassification of one Administrative Clerk Entry/Journey position, Grades 25/37 (\$2,055 - \$2,498 / \$2,266 - \$2,754 monthly) to the classification of Secretary Entry/Journey Grades 28/40 (\$2,103 - 2,556 / \$2,319 - \$2,818 monthly).

Basis for Recommendation

At the request of the Facility Services Department, the Personnel Department conducted a classification audit of the duties and responsibilities assigned to one position in the Administrative Support Division.

Information obtained during an analysis of the job duties and meetings with the supervisor confirm that the tasks and duties performed are those ascribed to the Secretary E/J classification. Given that this position is responsible for independently performing the secretarial duties for the Budget Fiscal Operations Manager in the Administrative Support Division, the Personnel Department supports the reclassification to the Secretary E/J classification.

This position was vacant at the time of the request; therefore, a job audit was performed by interview with the department's management staff and analysis of the proposed duties. This position will be filled by competitive recruitment.

Both the County Executive's Office and Placer Public Employee Organization have reviewed this information and concur with the Personnel Department's recommendation.

FISCAL IMPACT

The funding for the Accounting Technician position has been included in the budget submitted to the Board in the upcoming FY 06/07 budget. The impact to the department is based on a recommended 5% increase. For the first year, the net change to salary and benefits is approximately \$3,000, with an additional 5% per year thereafter until reaching the top step. The position provides service to all the Detention and Correction functions at the Jail. Funding for the position comes from mainly from General Fund and Public Safety Fund.

The reclassification of a Homemaker to a Client Services Assistant I/II is approximately \$10,680 in annual salary and benefit costs. The Children's System of Care in HHS will absorb the monthly cost of this request in the 2006-2007 fiscal year through reduction of purchased services. This increase in expenditures will be funded by federal and state Child Welfare Services revenues of approximately \$8,700. The remaining cost of approximately \$1,980 will be funded by realignment and county general funds in the amounts of \$1,100 and \$880, respectively.

The Facilities Services Department will be required to absorb any cost impact within their current budget to implement the changes approved by the Civil Service Commission. The reclassification of an Administration Clerk Entry/Journey to a Secretary Journey will result in a 2.5% increase from approximately \$38,744 to approximately \$39,652 in annual salary and benefit costs, an estimated annual increase of \$910. This cost will be funded 100% from several funds managed by the department including other governmental funds, proprietary funds, and other agency funds. This reclassification is the result of a review and recommendation by the Personnel Department.

RECOMMENDATION

It is recommended that your Board approve the attached ordinance amending Placer County Code, Chapter 3, sections 3.12.010, Appendix 1.

Addendum A – Excerpts from the Civil Service Commission Meeting

Sheriff's Department

Reclassification – Account Clerk Entry/Journey position to Accounting Technician

The duties performed include the following:

- Perform a variety of technical accounting activities as the custodian of the Inmate Welfare Fund (IWF) and Bail Accounts, accounting for the individual accounts for over 500 inmates;
- Prepare spreadsheets to track revenues and expenditures involving funds and accounts, receive booking cash and money orders, verifying dollar amounts depositing and posting to specific inmate accounts; daily processing of vouchers to release inmate cash to be used for attorney fees, bail agents, inmate bills; receive and deposit bail money and process to appropriate court systems for bail purposes;
- Process deposits to the County Treasury of all Inmate Welfare Fund monies and process into the County's Performance Accounting System (PAS), maintaining applicable spreadsheet of all deposits, providing explanations for Sheriff's Fiscal Management Department;
- Prepare expenditure information, classifying expenditures and posting to appropriate budget and ledger accounts to accurately account for inmate fund monies and expenditures;
- Conduct research and problem solve matters regarding the accuracy of inmate accounts/records; review, analyze and prepare a variety of reports to reconcile inmate accounts and billing information; correct errors to ensure the accountability of inmate funds.

Attached for the Commission's information and consideration are copies of the department's request for the study, the completed Position Inventory Questionnaire and the department's organization charts

Health and Human Services Department

Reclassification – Homemaker position to Client Services Assistant I/II

If reclassified, this position would assist with the following:

- Providing care and supervision of children ages 6 – 18 placed in the Placer County Children's Receiving Home in all aspects of daily living activities including attending Community School;
- Assisting children in performing and learning living skills such as grooming, hygiene, routine household maintenance and cleaning, and school and work-related projects;
- Assisting children in learning and displaying appropriate behavior in classroom, recreational and residential settings;

- Practicing behavior management techniques appropriate to the age and development level of the child;
- Documenting critical incidents, shift summaries, and other information; transporting and supervising children during medical, recreational and other appointments/activities;
- Helping develop and follow needs and service plans for children; planning and participating in recreational and educational activities with residents; counseling and guiding residents toward positive behavioral and lifestyle choices.

The Department's request, organizational chart, and the classification specification are attached for your review.

Facility Services Department

Reclassification – Administrative Clerk Entry/Journey position to Secretary Entry/Journey

These duties include, but are not limited to the performance of secretarial duties to support the Administrative Support Division including:

- Coordinate and schedule meetings and/or conferences for the Budget Fiscal Operations Manager and other department staff;
- Respond to public inquiries, either via phone or in person regarding department policies and procedures and refer the individual to appropriate staff member for more specific information as necessary;
- Type and edit letters, reports, memoranda and other documents or correspondence relating to the division's activities for completeness and accuracy;
- Compose routine departmental correspondence and memoranda; proofread for accuracy, correct form, content and proper English usage;
- Collect information from a variety of documents pertinent to assigned division; compile data for reports; prepare routine reports as required;
- Maintain and monitor records and files; follow up on due dates; perform other monitoring functions to ensure timely completion of work;
- Use and operate standard office equipment including word processing applications.

Attached for the Commission's information and consideration is the department's request and a copy of the proposed organizational chart.

**Before the Board Of Supervisors
County of Placer, State of California**

In the matter of: An ordinance amending Placer County Code, Chapter 3, Section 3.12.010, Appendix 1, relating to the departments of Sheriff, Health and Human Services, and Facility Services.

Ordinance No.: _____

First Reading: _____

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairman, Board of Supervisors

Attest:
Clerk of said Board

**THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES
HEREBY ORDAIN AS FOLLOWS:**

That Placer County Code, Chapter 3, Section 3.12.010, Appendix 1, is hereby amended as indicated on the attached: (Additions to ordinance shown in underline, deletions shown with strike-through.)

Effective the first day of the pay period thirty days following the second reading.

**3.12.010 APPENDIX 1
SHERIFF**

(c)	Jail Corrections and Detention	
	Account Clerk – Entry/Journey	4
	Accounting Technician	12

HEALTH AND HUMAN SERVICES

(i)	Children's System of Care	
	Client Services Assistant I/II	42 43
	Homemaker	4

FACILITY SERVICES

(a)	Administration & Management	
	Account Clerk – Entry/Journey	2 1
	Secretary – Entry/Journey	1