



MEMORANDUM
OFFICE OF THE
COUNTY EXECUTIVE OFFICE
COUNTY OF PLACER

TO: Honorable Board of Supervisors

FROM: Thomas Miller, County Executive Officer
By: Ronald Baker, Sr. Administrative Services Officer *RB*

DATE: March 7, 2006

SUBJECT: An Ordinance Modifying the Classification of Director of Administrative Services and Changing the Allocation Portion of Chapter 3 of the Placer County Code

ACTION REQUESTED

Approve the attached ordinance modifying the classification of Director of Administrative Services and amending Placer County Code, Chapter 3, Sections 3.08.070 and 3.12.010 – Appendix 1 - Allocation of Positions to Departments, for the Administrative Services Department.

BACKGROUND

On December 24, 2005, Richard Colwell, former Director of Administrative Services Department/Deputy County Executive Officer - Redevelopment was promoted as Chief Assistant County Executive Officer in the County Executive Office. In his former capacity, Mr. Colwell managed the Redevelopment Agency on behalf of the CEO, and received additional compensation as a result. It has been decided that Mr. Colwell will retain managerial oversight of the County Redevelopment Agency on behalf of the CEO.

On January 21, 2006, Clark Moots was appointed as Director of Administrative Services. Mr. Moots will not have an oversight role with regard to the Redevelopment Agency.

This action modifies the classification title of the Director of Administrative Services to remove the additional title of Deputy County Executive Officer – Redevelopment.

FISCAL IMPACT

There is no fiscal impact to the proposed change in the title of the Director of Administrative Services.

Attachment: Ordinance

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

In the matter of: An ordinance amending Placer County
Code, Chapter 3, Section 3.08.070, 3.12.010, Appendix 1,
and 3.12.030 relating to the department of Administrative 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 3.08.070, 3.12.010, Appendix 1, and 3.12.030 are 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.

3.08.070 CLASSIFIED AND UNCLASSIFIED SERVICE DEFINED

Director of Administrative Services

3.12.010 APPENDIX 1 ALLOCATION OF POSITIONS TO DEPARTMENTS

ADMINISTRATIVE SERVICES

(a) Administrative Services

Account Clerk - Entry/Journey	5
Accountant Auditor I/II	1
Accounting Technician	2
Administrative Clerk - Entry/Journey	4
Administrative Clerk - Entry/Journey (Part-Time)	1
Administrative Clerk - Senior	2
Administrative Services Officer - Senior	1
Buyer	4
Buyer - Senior	2
Collection Agent I/II	6
Collection Agent - Senior	1
Deputy Director of Administrative Services	1
Deputy Director of Information Technology	1
Director of Adm. Svcs/Dep County Exec. Office - Redevelopment	4
<u>Director of Administrative Services</u>	<u>1</u>
Executive Secretary	1
Information Technology Analyst I/II	11
Information Technology Analyst - Senior	4
Information Technology Manager	4
Information Technology Supervisor	4
Information Technology Technician I/II	5
Information Technology Technician - Senior	1
Purchasing Manager	1
Revenue Services Manager	1
Secretary - Entry/Journey	1

Technology Solutions Analyst I/II	1
Technology Solutions Analyst - Senior	5

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3.12.030 UNCLASSIFIED SERVICE--SCHEDULE OF CLASSIFICATIONS,
SALARY PLAN AND GRADE UNCLASSIFIED SERVICE

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN - APPENDIX	GRADE
19918	Director of Administrative Services/Deputy CEO - Redevelopment	ADHD - 1	652
<u>19918</u>	<u>Director of Administrative Services</u>	<u>ADHD - 1</u>	<u>652</u>