

MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER

To: Board of Supervisors
From: Civil Service Commission
By: Nancy Nittler, Personnel Director
Date: April 4, 2006
Subject: Recommendations from the Civil Service Commission amending Placer County Code, Chapter 3, Section 3.12.010-Allocation of Positions to Departments, and Section 3.12.020-Schedule of Classification and Salary Grades Classified Service relating to the departments of Community Development Resource Agency and Health and Human Services as provided in the side letter of agreement with Placer Public Employee Organization (PPEO).

ACTION REQUESTED

Approve the attached ordinance amending Placer County Code, Chapter 3, Section 3.12.010-Allocation of Positions to Departments, and Section 3.12.020-Schedule of Classification and Salary Grades Classified Service to reflect the following changes to the allocation of positions as follows and as attached in the side letter of agreement with Placer Public Employee Organization (PPEO):

Delete:

Environmental Health Technician	(\$2685-\$3263 monthly)
Building Technician I/II	(\$3189-\$3876; \$3515-\$4273 monthly)
Senior Building Technician	(\$3876-\$4711 monthly)
Planning Technician I/II	(\$3188-\$3876; \$3515-\$4273 monthly)
Senior Planning Technician	(\$3876-\$4711 monthly)
Permit Technician I/II	(\$2819-\$3426; \$2960-\$3598 monthly)

Add:

Assistant Community Development Technician	(\$3188-\$3876 monthly)
Associate Community Development Technician	(\$3515-\$4273 monthly)
Senior Community Development Technician	(\$3876-\$4711 monthly)
Supervising Community Development Technician	(\$4273-\$5194 monthly)
Environmental Health Technician I	(\$2892-\$3515 monthly)
Environmental Health Technician II	(\$3189-\$3876 monthly)
Senior Environmental Health Technician	(\$3515-\$4273 monthly)

BACKGROUND

Placer County contracted with Cooperative Personnel Services (CPS) to conduct a classification study in the Community Development Resource Agency (CDRA) for the land use technician classifications. In addition, CPS studied classifications within the Environmental Health Division of Health and Human Services.

There have been two phases to this combined study. The first phase of this study, initiated in April 2005, was to coincide with the consolidation of the land use departments under the newly formed Community Development Resource Agency. Also included in this study are the Environmental Health Technicians

within Environmental Health Division of the Health and Human Services Department. Under CDRA, all land use functions will be working within the same building and sharing a front counter with the expectation of providing similar services. These services are expected to focus not only on a high level of technical expertise, but an equal expectation of providing high-level customer service.

The scope of work included updates, revisions or other recommendations to reflect the duties currently being performed, levels of responsibility exercised, knowledge/skills required and the scope and impact of the jobs including anticipated work assignment changes.

Each participant was subsequently notified of the final recommendations and provided an opportunity to appeal the recommendation affecting his/her position as provided by Chapter 3, Section 3.08.520.

The Civil Service Commission approved the following recommendations affecting the classification and allocation of positions at their regular meeting held March 13, 2006.

- 1) Creation of the following classification specifications:
 - a. Supervising Community Development Technician
 - b. Senior Community Development Technician
 - c. Assistant/Associate Community Development Technician
 - d. Senior Environmental Health Technician

- 2) Revisions to the following classification specifications:
 - a. Assistant Registered Environmental Health Specialist
 - b. Associate Registered Environmental Health Specialist
 - c. Environmental Health Technician I/II
 - d. Environmental Health Technical Specialist
 - e. Supervising Registered Environmental Health Specialist

- 3) Abolish the following classifications:
 - a. Building Technician I/II
 - b. Senior Building Technician
 - c. Planning Technician I/II
 - d. Senior Planning Technician
 - e. Permit Technician I/II

In addition to the recommendations submitted by the Civil Service Commission, this staff report requests approval to adjust salaries for the Environmental Health Technician classification series and the Environmental Health Specialist classification series as negotiated with Placer Public Employee Organization as outlined in the attached side letter of agreement.

FISCAL IMPACT

The annualized increases to the Community Development Resource Agency classifications are minimal and approximately \$16,000. These increases have been incorporated into the respective FY 2006-07 base budgets, and will be funded through fees related to the tasks they perform such as the issuance of sewer, transportation, encroachment and grading permits.

**LETTER OF AGREEMENT
PLACER COUNTY PUBLIC EMPLOYEE'S ORGANIZATION**

This is a letter of agreement intended to

1) Implement salary adjustments agreed upon between the Negotiating Committee of the Board of Supervisors of Placer County and the Placer County Public Employees Organization (PPEO), for the specific classifications within the Environmental Health Technician classification series and the Environmental Health Specialist classification series in accordance with the Addendum to the 2000-2003 MEMORANDUM OF UNDERSTANDING which states:

Effective FY 2003/04, upon the request of PPEO, the County will review the salary placement of up to three (3) classifications each fiscal year for prospective implementation of salary adjustments. The classifications that will be considered must meet one or more of the following criteria:

- 1) *Significant turnover*
- 2) *Difficulty recruiting*
- 3) *Range or salary compaction*
- 4) *Internal misalignment with classification(s) with similar responsibilities or duties*
- 5) *External misalignment with classification(s) with similar responsibilities or duties in the following counties: El Dorado, Nevada, Sacramento, San Luis Obispo, Santa Cruz, Solano, Sonoma, and Yolo*

2) Establish salaries for the newly created Community Development Technician classification series.

The parties mutually agree that:

Effective with the beginning of the pay period following the second reading of the ordinance by the Board of Supervisors, salary grades shall be changed as indicated below:

Assistant Community Development Technician	Grade Gnrl 79
Associate Community Development Technician	Grade Gnrl 91
Senior Community Development Technician	Grade Gnrl 103
Supervising Community Development Technician	Grade Gnrl 115
Environmental Health Technician I	Grade Gnrl 67
Environmental Health Technician II	Grade Gnrl 79
Senior Environmental Health Technician	Grade Gnrl 91
Environmental Health Trainee	Grade Gnrl 97
Assistant Registered Environmental Health Specialist	Grade Prof 220
Associate Registered Environmental Health Specialist	Grade Prof 228
Environmental Health Technical Specialist	Grade Prof 232
Senior Registered Environmental Health Specialist	Grade Prof 232
Supervising Registered Environmental Health Specialist	Grade Prof 240

The parties further agree that the classification of Senior Registered Environmental Health Specialist shall be subject to study for the purpose of

creating a classification specification to reflect the duties reflective of an advanced journey level class with specific assignment as a lead over other specialists or assignment of a higher level of work which requires skills and knowledge beyond that of a journey level registered environmental health specialist. It is further agreed that the study shall begin with the interim Environmental Health Director and continue in draft form pending the appointment of a Director.

This agreement is a result of meeting and conferring between the parties and is a full understanding on the above matter.

Dated: _____

Bill Santucci, Chairman, Board of Supervisors

Thomas M. Miller, County Executive Officer

Nancy Nittler, Personnel Director

PLACER COUNTY PUBLIC EMPLOYEES ASSOCIATION

Jerry Kalmar, Stationary Engineers, Local 39
Business Manager

Chuck Thiel, Stationary Operating Engineers
Local 39 Business Representative

Addendum A – Excerpts from the Civil Service Commission Meeting

Approximately twenty-nine (29) positions are included in the classifications studied in Phase One:

- Permit Technician I/II
- Environmental Health Technician
- Building Technician I/II and Senior
- Planning Technician I/II and Senior

The second phase of the classification study was underway during the months of September 2005 through February 2006. This phase included discussions with Placer Public Employee's Organization (PPEO) and the county to review the salary and classification specifications of the following classifications which address the remaining thirty (30) or so positions in the Environmental Health Division of the Health and Human Services Department. Those classifications studied in phase two include:

- Environmental Health Technician (included in initial study mentioned above)
- Environmental Health Trainee
- Assistant Environmental Health Specialist
- Associate Environmental Health Specialist
- Environmental Health Technical Specialist

The scope of the work included updates, revisions or other recommendations to reflect the duties currently being performed, levels of responsibility exercised, knowledge/skills required and the scope and impact of the jobs. CPS has performed the following tasks associated with the scope of work:

- Initiation/kick off meeting with employees.
- Completion of Position Inventory Questionnaires (PIQ) by study participants
- Preliminary job analysis
- Individual interviews with study participants, as necessary
- Development of classification plan structure
- Preparation of preliminary draft of classification recommendations
- Completion of an employee review process

Each employee in the study had an opportunity to review the draft recommendations for his/her position through the following:

Review of the recommended allocation for his/her position allocation and the associated draft class specification.

An opportunity to submit written comments regarding the position allocation and/or draft class specification.

Follow-up with the project consultant to clarify employee concerns and resolve questions.

Questions and/or concerns from study participants were responded to and where feasible implemented and included in the final recommendations.

Environmental Health's cost for the balance of the 2005-06 FY is approximately \$30,000, and will be accommodated through the department's fund balance carryover. The annualized increase approximates \$467,000. HHS management will examine this 2006-07 increased cost in the context of the balance of its other program priorities and expenditures. HHS plans to incorporate this increase into its annual mid-year budget revision, once all of its 2006-07 state and federal revenues are known.

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, and 3.12.020 relating to the departments of Community Development Resource Agency and Health and Human 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, and 3.12.020 are hereby amended as indicated on the attached: (Additions to ordinance shown in bold/underline, deletions shown with strike-through.)

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

CHAPTER 3, SECTION 3.12.010, Appendix 1
COMMUNITY DEVELOPMENT RESOURCE AGENCY

(b) Building Inspection		
Building Technician I/II		6
Building Technician – Senior		2
Planning Technician I/II		2
<u>Community Development Technician – Assistant/Associate</u>		<u>8</u>
<u>Community Development Technician – Senior</u>		<u>2</u>
(c) Engineering and Surveying		
<u>Community Development Technician – Assistant/Associate</u>		<u>2</u>
Permit Technician I/II		2
(d) Planning		
<u>Community Development Technician – Assistant/Associate</u>		<u>2</u>
<u>Community Development Technician – Senior</u>		<u>2</u>
<u>Community Development Technician – Senior (Part Time)</u>		<u>2</u>
Planning Technician I/II		2
Planning Technician – Senior		2
Planning Technician – Senior (Part Time)		2
HEALTH AND HUMAN SERVICES		
(e) Environmental Health		
Assistant/Assec. Env. Health Specialist		24
<u>Environmental Health Specialist – Registered – Assistant/Associate</u>		<u>21</u>

CHAPTER 3, SECTION 3.12.020

14800	Building Technician I	GNRL - 7	79
14801	Building Technician II	GNRL - 7	81
14803	Building Technician – Senior	GNRL - 7	103
<u>11719</u>	<u>Community Development Technician - Assistant</u>	<u>GNRL - 7</u>	<u>79</u>
<u>11720</u>	<u>Community Development Technician - Associate</u>	<u>GNRL - 7</u>	<u>91</u>
<u>11724</u>	<u>Community Development Technician - Senior</u>	<u>GNRL - 7</u>	<u>103</u>
<u>11725</u>	<u>Community Development Technician - Supervising</u>	<u>GNRL - 7</u>	<u>115</u>

15558	Environmental Health Technician	GNRL-7	58
11721	<u>Environmental Health Technician I</u>	<u>GNRL - 7</u>	<u>67</u>
11722	<u>Environmental Health Technician II</u>	<u>GNRL - 7</u>	<u>79</u>
11723	<u>Environmental Health Technician - Senior</u>	<u>GNRL - 7</u>	<u>91</u>
14519	Environmental Health Specialist - <u>Registered</u> - Assistant	PROF -10	<u>216 220</u>
14520	Environmental Health Specialist - <u>Registered</u> Associate	PROF -10	<u>220 228</u>
11726	<u>Environmental Health Specialist - Registered - Senior</u>	<u>PROF -10</u>	<u>232</u>
13533	Environmental Health Specialist - <u>Registered</u> - Supervising	PROF -10	<u>232 240</u>
14515	Environmental Health Technical Specialist	GNRL - 7	<u>116 232</u>
14518	Environmental Health - Trainee	GNRL - 7	<u>70 97</u>
45580	Permit Technician-I	GNRL-7	64
45581	Permit Technician-II	GNRL-7	70
14874	Planning Technician-I	GNRL-7	70
14875	Planning Technician-II	GNRL-7	91
14876	Planning Technician-Senior	GNRL-7	103

