



**MEMORANDUM  
HUMAN RESOURCES**

**TO: Board of Supervisors** **DATE: June 27, 2017**  
**FROM: Lori Walsh, Human Resources Director**  
**SUBJECT: Amendment to Chapter 3, Unclassified employee work out of class pay and job specification changes.**

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**ACTION REQUESTED**

1. Introduce an ordinance amending the Placer County Code, Chapter 3, Article 3.08 Civil Service System, Part 13 Unclassified Service, to add Section 3.08.1360 pertaining to work out of class pay for unclassified employees; and amending, Article 3.08, Part 13 Unclassified Service, Section 3.08.1330 Job Specifications, to provide the County Executive Officer with the authority to make non-monetary changes to unclassified employee job specifications.

**BACKGROUND**

The Placer County Code, Chapter 3, Section 3.08.510 provides for work out of class pay for classified employees assigned a higher level work or assigned to work in a position having discernibly higher job duties. There is no parallel provision that is directly applicable to employees in the unclassified service.

The Placer County Code, Chapter 3, Section 3.08.1330 provides that for each position in the unclassified service, job specifications shall be prepared by the county executive and approved by the Board of Supervisors.

**BASIS FOR RECOMMENDATION**

Employees in the classified *and* unclassified service may be assigned higher level work or to work in a position having discernibly higher job duties. However, the existing Code provision for work out of class pay, cited above, only references work out of class pay for classified employees. As such, it is necessary to add a provision to the Placer County Code to clarify that employees in the unclassified service may also be eligible for work out of class pay.

Further, to improve efficiency, it is recommended the Board of Supervisors delegate authority for non-monetary changes to unclassified employee job specifications from the Board of Supervisors to the County Executive Officer. Changes to the specifications pertaining to salary would still be brought to the Board for review and approval.

**FISCAL IMPACT**

There is no new fiscal impact anticipated from this amendment to the Placer County Code.

**ATTACHMENTS**

Attachment 1 – Ordinance

# Attachment 1

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

**In the matter of:** An ordinance amending the Placer County Code, Chapter 3, Article 3.08 Civil Service System, Part 13 Unclassified Service, to add Section 3.08.1360 Work out of class pay and to modify Section 3.08.1330 Job specifications.

Ordinance No.: \_\_\_\_\_

Introduced: \_\_\_\_\_

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.

\_\_\_\_\_  
Chair, Board of Supervisors

Attest:

\_\_\_\_\_  
Clerk of said Board

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

**Section 1. That section 3.08.1360 of Chapter 3 of the Placer County Code, Work out of class pay, is hereby added and shall read as follows:**

**3.08.1360 Work Out of Class Pay**

- A. In line with the principle that an employee assigned higher level work or assigned to work in a position having discernibly higher job duties should receive higher pay, positions within the unclassified service may be applicable for work out of class premium pay, as set forth below.
- B. Individual employees may be certified by the Human Resources Department as being eligible for work out of class pay when so assigned by the appointing authority or designee of that appointing authority.
- C. Procedure.
  - 1. Positions will be eligible for work out of class pay when work conditions warrant. Other positions shall be considered as current developments cause work out of class assignments.
  - 2. The Human Resources department shall verify that employees in certain positions are eligible to receive work out of class pay.
  - 3. A work out of class assignment shall be made by a personnel action form:
    - a. When the position is vacant due to absence of the incumbent or other valid reason.
    - b. When workloads necessitate the assignment of employees to supplement a specific position or perform new assignments.
  - 4. A work out of class assignment for training purposes may be excluded from work out of class compensation.
  - 5. Administration of the work out of class procedure shall be as follows:
    - a. No work out of class compensation will be considered or paid for assignments of ten workdays or less.
    - b. Additional compensation for working out of class shall be no less than a minimum of five percent or exceed a maximum of fifteen (15) percent.
    - c. Work out of class pay may be approved by the Department Head for up to fourteen (14) days; from fifteen (15) days up to and including one hundred eighty (180) days requires approval of the Human Resources director. Any extension beyond one hundred eighty (180) days shall require the concurrence of the County Executive Officer.

**Section 2. That Section 3.08.1330 Job specifications, is hereby amended and shall read as follows:**

For each position in the unclassified service, job specifications shall be prepared by the ~~county executive~~ Human Resources Director and approved by the ~~board of supervisors~~ County Executive Officer.

