

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Board of Supervisors
From: Civil Service Commission
By: Nancy Nittler, Personnel Director
Date: April 3, 2007
Subject: Introduction of an ordinance amending Placer County Code, Chapter 3, Sections 3.12.010, Appendix 1 relating to position reclassifications as approved by the Civil Service Commission for the Community Development Resource Agency, and the departments of Health and Human Services, and Public Works

ACTION REQUESTED:

Approve the attached ordinance amending Placer County Code, Chapter 3, Section 3.12.010, Appendix 1 - Allocation of Positions to Departments to reflect the reclassification of position as follows:

1. Community Development Resource Agency one position of Administrative Clerk Entry/Journey Grade 25/37 (\$2201 - \$2676/\$2427 - \$2950 monthly) to a Senior Administrative Clerk, Grade 49 (\$2676 - \$3252 monthly);
2. Health and Human Services one position of Administrative Clerk Entry/Journey, Grade 25/37 (\$2201 - \$2676/\$2427 - \$2950 monthly) to a Senior Administrative Clerk, Grade 49 (\$2676 - \$3252 monthly);
3. Public Works one position of Senior Account Clerk, Grade 58 (\$2875 - \$3495 monthly) to an Accounting Technician, Grade 73 (\$3252 - \$3953 monthly); and
4. Public Works one position of Account Clerk Entry/Journey, Grade 40/52 (\$2484 - \$3019/\$2738 - \$3329 monthly) to a Senior Account Clerk, Grade 58 (\$2875 - \$3495 monthly).

BASIS FOR RECOMMENDATION:

The above reclassification requests have recently been approved by the Civil Service Commission in the first quarter of the 2007 calendar year.

The Personnel Department staff completed a job analysis on each of the above mentioned reclassification requests. The job analysis conducted on each of the requests includes an analysis of the Position Inventory Questionnaire received, the duties currently being performed, responsibility exercised, knowledge and skills required, and the scope and impact of the job.

Additional clarifying information was obtained during meetings with the incumbent, immediate supervisor, and management staff. A determination was subsequently made regarding the appropriate allocation for each request as indicated above. (Excerpts from the Civil Service Commission agenda items included in Attachment A)

FISCAL IMPACT:

Each department will be required to absorb any cost impact within their current budget to implement the changes approved by the Civil Service Commission. More specifically:

Community Development Resource Agency:

The reclassification of one Administrative Clerk Entry/Journey position to a Senior Administrative Clerk classification will result in an increased cost of approximately \$4,866 in annual salary and benefits. The Community Development Resource Agency will absorb the monthly cost of this request in the 2006-2007 fiscal year through salary savings and developer fees.

Health and Human Services:

The reclassification of one vacant Administrative Entry/Journey position to a Senior Administrative Clerk classification will result in approximately \$4,866 in annual additional cost at Step 5 (\$3,628 in wages and \$1,237 in benefits). These costs will be funded by \$1,459 in Federal Title IV-E funding, \$1,946 in State CWS funding and \$1,022 in sales tax realignment and \$439 in county general funds.

Public Works:

The reclassification of one Senior Account Clerk position to the Accounting Technician classification will result in an increased cost of approximately \$5,604 in annual salary and benefit costs that are funded this fiscal year by a vacant Account Clerk Journey position. This recommendation will result in an increase in salary to the position of approximately \$2,769 for the balance of the 2006/2007 fiscal year and approximately \$5,604 on an annual basis.

The reclassification of one Account Clerk Journey position to the Senior Account Clerk classification will result in approximately \$2,592 in annual salary and benefit costs that are funded this fiscal year by salary savings from a vacant and budgeted Account Clerk Journey position. This recommendation will result in an increase in salary to the position of approximately \$648 for the balance of the 2006/2007 fiscal year and approximately \$2,592 on an annual basis.

Attachment A:

EXCERPTS FROM THE CIVIL SERVICE COMMISSION AGENDA ITEMS

COMMUNITY DEVELOPMENT RESOURCE AGENCY

The Civil Service Commission approved the reclassification of one Administrative Clerk Entry/Journey position, Grade 25/37 (\$2,201 - \$2,676/ \$2,427 - \$2,950 monthly) to a Senior Administrative Clerk, Grade 49 (\$2,676 - \$3,252 monthly).

At the request of the Community Development Resource Agency (CDRA), the Personnel Department conducted a classification study of the duties and responsibilities assigned to one Administrative Clerk Journey position in the Engineering and Surveying Department of CDRA.

A review of the Position Inventory Questionnaire (PIQ) submitted by the incumbent and information obtained during an analysis of the job duties through meetings with the incumbent, immediate supervisor, and the department director confirm that the tasks and duties performed are those associated with the Senior Administrative Clerk classification. These duties include, but are not limited to the performance of the more specialized and responsible administrative, clerical, and document processing functions for land development projects, to include:

- Creating and maintaining accurate records of program activities and contracts, including validity of contracts, maintaining contract balances, and tracking all activities.
- Assisting in tracking budget and expenditures related to accounts payable, including verifying invoices against the orders placed, obtaining the appropriate signatures and approving payment.
- Performing duties requiring specialized knowledge of land development for interpreting, analyzing, and determining compliance with processes or procedures.
- Assembling and providing information status and release for bonds.
- Processing, verifying, and responding to questions regarding invoices, contracts, and project billings.
- Creating and updating spreadsheets to track project billings and invoices.
- Researching and verifying information for inquiries on inspection bills.
- Assigning project improvement plans to Inspectors based on their geographic location.
- Compiling data and fiscal reports, as requested, for the annual budget.
- Preparing Board of Supervisor memos, requiring a moderate amount of research and verification of information.
- Ensuring land development project materials and information received are in compliance with departmental policies.
- Providing general clerical support such as preparing and processing all incoming and outgoing correspondences, answering and directing incoming

calls, scheduling trainings and meetings, ordering supplies, creating and maintaining filing systems, and data entry.

Given that this position has evolved as the land development program has grown throughout the years and is responsible for performance of the more specialized, complex, and responsible administrative, clerical, and document processing functions for land development projects, the Personnel Department supports the reclassification of this position to the Senior Administrative Clerk classification.

It has been determined that the incumbent meets the minimum qualifications of the Senior Administrative Clerk and has satisfactorily performed these duties for a continuous period of not less than one year.

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

HEALTH AND HUMAN SERVICES

The Civil Service Commission approved the reclassification of one vacant Administrative Clerk - Entry/Journey position, Grade 25/37 (\$2,201 - \$2,676 / \$2,427 - \$2,950 monthly) to a Senior Administrative Clerk, Grade 49 (\$2,676 - \$3,252 monthly).

At the request of the Department of Health and Human Services (HHS), the Personnel Department conducted a classification review of the vacant Administrative Clerk E/J position in HHS Children's System of Care (CSOC) assigned to the Court 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 recent incumbent and the position's immediate supervisor added further clarity. The studied position operates independently and is assigned the more complex and technical duties of the unit requiring a high level of understanding of County Counsel, Superior Court, Court Unit functions and court calendaring processes.

The duties performed include the following:

- Work closely with court staff and County Counsel to support CSOC in court-related functions as a departmental liaison ensuring coordination of process and procedures for the more complex day-to-day transactions.
- Independently schedule and maintain court dates for Juvenile Dependency cases within court rules and mandated legislative timelines; update multiple computer systems (state and local databases) with data for access by CSOC and County Counsel staff.

- Review court Findings and Orders, updating necessary staff with new information and confirming court calendars for appropriate date and department.
- Research discrepancies discovered during reconciliation of CSOC information compared to court information and find solutions to identified differences.
- Assist County Counsel, private attorneys and members of the public with questions relating to specific cases following confidentiality rules.
- Create procedures as needed for Court Unit based on existing policies and workflows.
- Train other Court Unit staff in process, procedures, various computer databases and state computer system.
- Maintain closed case file database, track and assign appropriate archival and/or destruction dates.

Upon review and analysis, it has been determined that this position performs complex duties and responsibilities more appropriately aligned with the classification of Senior Administrative Clerk. Based on the information presented, the Personnel Department supports the request of Health and Human Services to reclassify one vacant Administrative Clerk E/J position to Senior Administrative Clerk. It is anticipated that this position will be filled through a competitive recruitment process.

The request has been reviewed and is supported by Health and Human Services, the County Executive's Office and the Placer Public Employees' Organization (PPEO).

PUBLIC WORKS:

The Civil Service Commission approved the reclassification of one Senior Account Clerk position, Grade 58 (\$2,875 - \$3,495 monthly) to the classification of Accounting Technician, Grade 73 (\$3,252 - \$3,953 monthly).

At the request of the Public Works Department, the Personnel Department conducted a classification review of a one Senior Account Clerk position assigned to the Finance Division for reclassification to an Accounting Technician.

A review of the Position Inventory Questionnaire (PIQ) combined with additional clarifying information obtained during meetings with the incumbent and the immediate supervisor confirmed the duties currently being performed by the incumbent are those ascribed to the Accounting Technician. These duties include, but are not limited to creating computerized spreadsheets for ledger and statistical and financial records, interpreting and applying County, State and Federal regulations concerning financial and statistical transactions and reports for submission to State and Federal agencies such as:

- Compile, analyze and audit the Revenue Appropriation Report to the State Controller's office.
- Create time reporting project numbers for the various department projects.
- Audit and make necessary corrections to month-end expenditure and revenue reports.
- Audit and create accounting documents charging California Department of Forestry and County Office of Emergency Services for fuel usage.
- Compile data and create journal transfers for the annual snow billing reports.
- Audit biweekly timesheets and make appropriate prior pay-period time adjustments.
- Labor and equipment usage transfers.
- Verify fixed asset inventory and prepare necessary journal entries.
- Research, analyze and balance department contracts.

The previous incumbent was classified as an Accounting Technician prior to her transfer to the Community Development Resource Agency. At that time, the duties were distributed to other staff. However, over the last 1½ years these duties have been reassigned back to the Senior Account Clerk position.

Based on the information presented, the Personnel Department supports the proposed organizational structure. It has been determined that the incumbent meets the minimum qualifications and has satisfactorily performed these duties for a continuous period of not less than one year prior to this date. The County Executive Office and the Placer Public Employee Organization have reviewed the organizational structure request and concurs with the Personnel Department's recommendation.

PUBLIC WORKS

The Civil Service Commission approved the reclassification of one Account Clerk Entry/Journey position, Grade 40/52 (\$2,484 - \$3,019/\$2,738 - \$3,329 monthly) to the classification of Senior Account Clerk, Grade 58 (\$2875 - \$3495monthly).

At the request of the Public Works Department, the Personnel Department conducted a classification review of a one Account Clerk E/J position assigned to Fleet Services for reclassification to a Senior Account Clerk.

A review of the Position Inventory Questionnaire (PIQ) combined with additional clarifying information obtained during meetings with the incumbent and the immediate supervisor confirmed the duties currently being performed by the incumbent are those ascribed to the Senior Account Clerk. These duties include, but are not limited to performing journal and ledger maintenance, account audits, accounts receivable and payable, and similar accounting records, requiring

specialized technical, functional and programmatic knowledge, and independent research such as:

- Calculate and audit billing for pool vehicle usage.
- Calculate, analyze and maintain the monthly Compressed Natural Gas fuel charges including validating PG&E bills.
- Analyze, monitor and recommend vehicle maintenance repairs.
- Monitor County vehicle transfers.
- Extensive use in the various Fleet Services automated systems including Fleet Focus, Voyager, and R&I.
- Provide backup coverage to the Administrative Technician position.

It is important to note that this position has evolved since the retirement of the previous incumbent in June 2003.

Based on the information presented, the Personnel Department supports the proposed organizational structure. It has been determined that the incumbent meets the minimum qualifications and has satisfactorily performed these duties for a continuous period of not less than one year prior to this date. The County Executive Office and the Placer Public Employee Organization have reviewed the organizational structure request and concurs with the Personnel Department's recommendation.

**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 Community Development Resource Agency, Health and Human Services, and Public Works.

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 follows:
(Additions to ordinance shown in bold and underline, deletions shown with strike-through.)

Section 1. That Article 3.12, Section 3.12.010, Appendix 1 is hereby amended to read as follows:

**3.12.010 APPENDIX 1
COMMUNITY DEVELOPMENT/RESOURCE AGENCY**

(c)	Engineering and Surveying	
	Administrative Clerk - Entry/Journey	3 2
	<u>Administrative Clerk - Senior</u>	1

Ordinance # _____

HEALTH AND HUMAN SERVICES

(i)	Children's System of Care	
	Administrative Clerk - Entry/Journey	22 21
	Administrative Clerk - Senior	14 15

PUBLIC WORKS

(a)	Public Works Administration	
	Account Clerk - Senior	2 1
	Accounting Technician	1

(b)	Public Works Fleet Operations	
	Account Clerk Entry/Journey	2 1
	Account Clerk - Senior	1

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Section 2. That this ordinance shall be effective the first day of the pay period 30 days following final passage.

