



**MEMORANDUM**  
**HUMAN RESOURCES**  
County of Placer

TO: Board of Supervisors  
FROM: Kate Sampson, Director of Human Resources  
BY: Suzanne Holloway, Human Resources Manager  
SUBJECT: Implementation of Countywide Account Clerk and Accounting Technician Series Classification Study

DATE: July 28, 2020

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**ACTION REQUESTED**

Introduce an ordinance, waive oral reading, amending the un-codified Schedule of Classifications and Compensation Ordinance, the un-codified Allocation of Positions to Departments Ordinance, and the un-codified Allocation of Positions to Special Districts related to the following recommendations approved by the Civil Service Commission at its July 13, 2020 meeting.

**BACKGROUND**

The Human Resources Department contracted with Bryce Consulting to conduct a Countywide classification study of the Account Clerk and Accounting Technician series. This study represents the third and final phase of the County's comprehensive review of its fiscal and budgetary related classifications, with focus on the clerical and technical levels in the series. Based on a review of the Countywide classification plan, feedback from staff and managers, and an analysis of labor market trends and best practices, it was recommended that the title of Account Clerk be changed, as it is outdated. The proposed new title of Accounting Assistant more accurately reflects the scope and level of work assigned, use of technology, and better aligns with modernized labor market trends for clerical level classifications.

It was further recommended that a new classification of Payroll Technician be developed for those Accounting Technician positions in the Auditor Controller's Office that are solely responsible for the final steps related to processing payroll and serving as technical experts for other County departments on payroll related matters. While the new classification represents a narrower and more specialized scope of work, the complexity and decision-making authority are consistent with the current classification of Accounting Technician; therefore, the Civil Service Commission (CSC) recommended placement in the same salary range (GNRL 73 \$4,317.73 - \$5,392.40) consistent with County Code Section 3.08.050(P). While the majority of the 88 positions studied were classified correctly, it was determined that seven positions were assigned and performing duties outside the scope of their current classifications. These positions were reviewed and approved by the CSC for reclassification and transaction in accordance with Placer County Code Section 3.08.480.

**FISCAL IMPACT**

The proposed classification revisions result in no fiscal impact. The reclassification of seven incumbents approved by the CSC results in additional costs of up to approximately \$21,338 for the remainder of Fiscal Year 2020-21. These costs will be absorbed in the adopted budgets for the Agricultural Department, Information Technology Department, and Sheriff's Office.

**ATTACHMENTS**

Attachment 1 – Ordinance

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

**In the matter of:** An ordinance amending un-codified Schedule of Classifications and Compensation Ordinance, the un-codified Allocation of Positions to Departments Ordinance, and the un-codified Allocation of Positions to Special Districts regarding the retitling of the Account Clerk classification series and the reclassification of positions in the Agricultural Department, Auditor-Controller's Office, Information Technology Department, and the Sheriff's Office.

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

Introduced: July 28, 2020

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:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chair, 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:

**Section 1.** That the un-codified Schedule of Classifications and Compensation Ordinance is hereby amended to read as follows (additions to ordinance shown in bold and underline, deletions shown with strike-through):

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN — APPENDIX	GRADE
12402	Account Clerk – Entry <b><u>Accounting Assistant - Entry</u></b>	GNRL	40
12403	Account Clerk – Journey <b><u>Accounting Assistant – Journey</u></b>	GNRL	52
12404	Account Clerk – Senior <b><u>Accounting Assistant - Senior</u></b>	GNRL	58
11803	<b><u>Payroll Technician</u></b>	GNRL	73

**Section 2.** That the un-codified Allocation of Positions to Departments Ordinance is hereby amended to read as follows (additions to ordinance shown in bold and underline, deletions shown with strike-through):

AGRICULTURAL DEPARTMENT	
Account Clerk – Senior	<del>4</del> <u>0</u>
<b><u>Accounting Technician</u></b>	0 <u>1</u>
AUDITOR - CONTROLLER	
Account Clerk – Entry/Journey	5 <u>0</u>
<b><u>Accounting Assistant – Entry/Journey</u></b>	0 <u>5</u>
Account Clerk - Senior	<del>4</del> <u>0</u>
<b><u>Accounting Assistant – Senior</u></b>	0 <u>1</u>
Accounting Technician	8 <u>4</u>
<b><u>Payroll Technician</u></b>	0 <u>4</u>
COMMUNITY DEVELOPMENT/RESOURCE AGENCY	
Account Clerk-Entry/Journey	4 <u>0</u>
<b><u>Accounting Assistant – Entry/Journey</u></b>	0 <u>1</u>
COUNTY EXECUTIVE OFFICE	
Account Clerk – Entry/Journey	5 <u>0</u>
<b><u>Accounting Assistant – Entry/Journey</u></b>	0 <u>5</u>
Account Clerk - Senior	4 <u>0</u>
<b><u>Accounting Assistant – Senior</u></b>	0 <u>1</u>
COUNTY COUNSEL	
Account Clerk – Entry/Journey	4 <u>0</u>
<b><u>Accounting Assistant – Entry/Journey</u></b>	0 <u>1</u>
FACILITIES MANAGEMENT	
Account Clerk – Entry/Journey	2 <u>0</u>

<b><u>Accounting Assistant – Entry/Journey</u></b>	0	<b><u>2</u></b>
<b>HEALTH AND HUMAN SERVICES</b>		
Account Clerk – Entry/Journey	6	<b><u>0</u></b>
<b><u>Accounting Assistant – Entry/Journey</u></b>	0	<b><u>6</u></b>
Account Clerk - Senior	<del>10</del>	<b><u>0</u></b>
<b><u>Accounting Assistant – Senior</u></b>	0	<b><u>10</u></b>
<b>INFORMATION TECHNOLOGY</b>		
Account Clerk – Entry/Journey	3	<b><u>0</u></b>
<b><u>Accounting Assistant – Entry/Journey</u></b>	0	<b><u>2</u></b>
<b><u>Accounting Technician</u></b>	0	<b><u>1</u></b>
<b>PROBATION</b>		
Account Clerk – Entry/Journey	4	<b><u>0</u></b>
<b><u>Accounting Assistant – Entry/Journey</u></b>	0	<b><u>1</u></b>
<b>PUBLIC WORKS</b>		
Account Clerk – Entry/Journey	2	<b><u>0</u></b>
<b><u>Accounting Assistant – Entry/Journey</u></b>	0	<b><u>2</u></b>
<b>SHERIFF’S OFFICE</b>		
Account Clerk – Entry/Journey	3	<b><u>0</u></b>
<b><u>Accounting Assistant – Entry/Journey</u></b>	0	<b><u>2</u></b>
Account Clerk - Senior	4	<b><u>0</u></b>
<b><u>Accounting Assistant – Senior</u></b>	0	<b><u>2</u></b>
<b>TREASURER-TAX COLLECTOR</b>		
Account Clerk – Entry/Journey	5	<b><u>0</u></b>
<b><u>Accounting Assistant – Entry/Journey</u></b>	0	<b><u>5</u></b>
Account Clerk - Senior	2	<b><u>0</u></b>
<b><u>Accounting Assistant – Senior</u></b>	0	<b><u>2</u></b>

**Section 3.** That the un-codified Allocation of Positions to Special Districts Ordinance is hereby amended to read as follows (additions to ordinance shown in bold and underline, deletions shown with strike-through):

<b>AIR POLLUTION CONTROL DISTRICT</b>		
Account Clerk – Entry/Journey	4	<b><u>0</u></b>
<b><u>Accounting Assistant – Entry/Journey</u></b>	0	<b><u>1</u></b>

**Section 4.** That this ordinance shall be effective the first day of the pay period following adoption.

**Section 5.** That this ordinance is adopted as an un-codified ordinance.

