



**M E M O R A N D U M**  
**HUMAN RESOURCES**  
County of Placer

TO: Board of Supervisors  
FROM: Kate Sampson, Director of Human Resources  
BY: Kathy Youngs, Sr. Human Resources Analyst  
SUBJECT: Countywide Administrative Legal Clerk Classification and Compensation Study

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**ACTION REQUESTED**

Adopt an ordinance, introduced July 7, 2020, amending the un-codified Allocation of Positions to Departments Ordinance related to the reclassification of six positions in the Administrative Legal Clerk Classification series, as approved by the Civil Service Commission at its June 8, 2020 meeting.

**BACKGROUND**

In compliance with the current Memorandum of Understanding (MOU) between the County of Placer and the Placer Public Employees Organization (PPEO), Human Resources conducted a Countywide classification and compensation study of the Administrative Legal Clerk series.

While the majority of the 89 positions studied were classified correctly, it was determined that six positions in the Corrections Division of the Sheriff's office needed to be reclassified. Specially, four Administrative Legal Clerk – Journey positions allocated in the Court Liaison Unit are assigned duties at the higher level Senior Administrative Legal Clerk classification, and two Administrative Legal Clerk – Journey positions allocated in the Commissary Unit are assigned duties consistent with the lower level Administrative Clerk – Journey classification. The recommendation to reclassify these six positions was reviewed and approved by the Civil Service Commission and will be transacted in accordance with Placer County Code Section 3.08.480.

Results of the compensation study associated with this review indicated that the classifications' salaries and total compensation are consistent with the labor market. Based on these results, no changes to compensation are recommended.

**FISCAL IMPACT**

Salary and benefit costs to implement the results of this study are estimated at approximately \$41,000 for Fiscal Year 2020-21, which will be absorbed in the adopted budget for the Sheriff's Office.

**ATTACHMENTS**

Attachment 1 – Ordinance

