



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

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

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

In the matter of: An ordinance amending the un-codified Allocation of Positions to Departments Ordinance regarding the reclassification of six (6) positions in the Sheriff's Office.

Ordinance No.: _____

Introduced: July 7, 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 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):

SHERIFF'S OFFICE	
Administrative Legal Clerk – Entry/Journey	58 <u>52</u>
Administrative Legal Clerk - Senior	40 <u>14</u>
Administrative Clerk – Entry/Journey	0 <u>2</u>

Section 2.

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

Section 3. That this ordinance is adopted as an un-codified ordinance.

