



M E M O R A N D U M
COUNTY EXECUTIVE OFFICE
ADMINISTRATION
County of Placer

TO: Honorable Board of Supervisors
FROM: Todd Leopold, County Executive Officer
SUBJECT: Unclassified Employee Step Increases

DATE: January 26, 2021

ACTIONS REQUESTED:

The County Executive Officer recommends the approval of step increase for:

- Megan Shepard, Administrative Services Manager—HHS, from Grade 452, Step 1 at \$54.52 per hour to Grade 452, Step 2 at \$57.24 per hour, Effective December 19, 2020.

BACKGROUND

Placer County Code Section 3.04.650 generally provides for both classified and unclassified employees to advance by steps through merit increases along the salary grade approved for their classification and position. For classified employees, merit increases are approved by the Civil Service Commission. Under Section 3.04.650 D, the Board of Supervisors is the approval body for merit or step advancements for the unclassified service.

Performance Evaluation and Personnel Action forms have been submitted for the above employees recommending approval of a step increase. This office concurs with the recommendation.

FISCAL IMPACT

None.

