



**MEMORANDUM  
HUMAN RESOURCES**  
County of Placer

**TO:** Honorable Board of Supervisors **DATE:** August 31, 2021  
**FROM:** Kate Sampson, Director of Human Resources  
**SUBJECT:** Creation of the classification of Chief Assistant County Counsel

---

**ACTION REQUESTED**

Introduce an ordinance, waive oral reading, amending the un-codified Schedule of Classifications and Compensation Ordinance related to the creation of the new classification of Chief Assistant County Counsel.

**BACKGROUND**

The County Counsel's Office provides legal advice and support to the Board of Supervisors, County elected officials, the County Executive Officer, appointed department heads, departments, offices, boards and commissions, and some independent districts. The County Counsel's Office also provides legal representation and advocacy in civil litigation and administrative hearings involving the county, its officers and employees. The Juvenile and Adult Dependency team provides legal advice and representation in child and adult protective services actions as well as mental health, public guardian, and public administrator matters.

Although significant growth has taken place in Placer County over the past 16 years, the management structure in the County Counsel Office has not changed since the Supervising County Counsel classification was created in 2005. The management structure was recently reviewed and the classification of Chief Assistant County Counsel (Chief Assistant) has been created to serve directly under the County Counsel. This position will act for the County Counsel in her absence or at her direction in addition to managing and directing the overall operations of the Office of County Counsel. As a result of this new classification, the existing Chief Deputy County Counsel classification has been revised to Assistant County Counsel (Assistant). The Chief Assistant and Assistant will provide executive oversight to the Office of the County Counsel while also providing Placer County with the opportunity for succession planning.

The proposed position has been recommended for the unclassified service and the County Executive Officer has approved the classification specification. The position and its recommended salary is consistent with the labor market and comparable internal departments. As such, the proposed ordinance incorporates the new and revised classifications into the County's Schedule of Classifications and Compensation.

Honorable Board of Supervisors

August 31, 2021

Creation of the classification of Chief Assistant County Counsel

Page 2

**FISCAL IMPACT**

The estimated annual fiscal impact of salary and benefits for the proposed new classification is \$363,792. These costs will be absorbed in the Fiscal Year 2021-22 budget for the County Counsel 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 Schedule of Classifications and Compensation Ordinance in relation to the creation of the classification of Chief Assistant County Counsel

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

Introduced: August 31, 2021

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):

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN — APPENDIX	GRADE
<b><u>11811</u></b>	<b><u>Chief Assistant County Counsel</u></b>	<b><u>MNGT</u></b>	<b><u>503</u></b>
19810	<del>Chief Deputy County Counsel</del> <b><u>Assistant County Counsel</u></b>	MNGT	493

**Section 2.** That this ordinance shall be effective the first day of the pay period following adoption.

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