



**MEMORANDUM  
HUMAN RESOURCES**  
County of Placer

**TO:** Honorable Board of Supervisors **DATE:** November 30, 2021  
**FROM:** Kate Sampson, Director of Human Resources  
**BY:** Suzanne Holloway, Human Resources Manager  
**SUBJECT:** Updates to the Uncodified Schedule of Classifications and Compensation Ordinance

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**ACTION REQUESTED**

Introduce an ordinance, waive oral reading, to amend the uncodified Schedule of Classifications and Compensation Ordinance to update the Executive Assistant classification, create the Sheriff's Cadet classification, and abolish obsolete classifications.

**BACKGROUND**

As part of its regular classification review, the Human Resources department recently evaluated the Placer County classification plan and all currently active classification titles to ensure the information contained is accurate and current. This process is intended to ensure that obsolete classifications are abolished and removed from the County's active classification list, as well as identify any classifications in need of review or update.

At the request of the County Executive Officer (CEO), the Executive Assistant classification specification was included in this review. The analysis resulted in an update to the job title to better reflect the scope of work and direct reporting relationship to the CEO. Consistent with the unique role of the position, the classification is recommended for placement into the unclassified service. These updates to the classification, along with a ten percent salary adjustment commensurate with movement to an at-will position, were approved by the CEO and are reflected in the proposed ordinance.

Additionally, in support of the strategic planning and recruitment efforts currently being undertaken by the Sheriff's Office, a new classification of Sheriff's Cadet was also approved by the CEO. The Cadet program is designed to operate as a structured mentorship program to prepare individuals for a career in law enforcement as well as allow for additional community outreach opportunities and streamlined recruitment efforts over the coming years. The recommended salary for this new classification and placement into the unclassified service was based upon the temporary nature of assignments, internal alignment with comparable County classifications, and labor market data from local law enforcement agencies with similar programs.

Finally, the classifications identified for abolishment have not been used for many years, were

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eliminated due to County restructuring or organizational changes, were requested to be abolished by departments, or were reallocated to different classifications during past classification studies. None of these classifications is currently allocated or filled, and there is no intent to utilize them in the future. The recommendations for abolishment have been approved by the Director of Human Resources and the CEO, consistent with the Placer County code governing classified and unclassified classifications, respectively.

The proposed ordinance reflects the edit, creation, and deletion of these classifications, as well as the establishment of a new salary grade for the Sheriff's Cadet classification.

### **FISCAL IMPACT**

The estimated fiscal impact of the changes to the Executive Assistant is approximately \$12,709 annually. These costs will be absorbed in the adopted Fiscal Year (FY) 2021-22 budget. The Sheriff's Cadet program is proposed to be funded by vacancy savings within the existing FY 2021-22 budget.

### **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 to update the Executive Assistant, create the new class of Sheriff's Cadet, and abolish obsolete classifications.

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

Introduced: November 30, 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

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THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

Attachment 1

The un-codified Schedule of Classifications and Compensation Ordinance is hereby amended 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>11812</u></b>	<b><u>Sheriff's Cadet</u></b>	<b><u>UNCL</u></b>	<b><u>U03</u></b>
11711	<del>Executive Assistant</del> <b><u>Executive Assistant to the CEO</u></b>	<del>CONF</del> <b><u>GNRL</u></b>	<del>342</del> <b><u>100</u></b>
<b><u>19802</u></b>	<del>Administrative Officer to the Board of Supervisors</del>	ADHD	652
<b><u>11751</u></b>	<del>Film Office Manager</del>	MNGT	420
<b><u>14751</u></b>	<del>Training &amp; Organizational Development Manager</del>	MNGT	447
<b><u>12810</u></b>	<del>Storekeeper</del>	GNRL	49
<b><u>12811</u></b>	<del>Storekeeper – Senior</del>	GNRL	61

<b><u>UNCL U03 Salary Admin Plan</u></b>	Range B
<b><u>Step 1</u></b>	<b><u>18.58</u></b>

**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.