



**MEMORANDUM  
HUMAN RESOURCES**  
County of Placer

**TO:** Honorable Board of Supervisors **DATE:** April 19, 2022  
**FROM:** Kate Sampson, Director of Human Resources  
**BY:** Heidi Kernytsky, Senior Human Resources Analyst  
**SUBJECT:** Classification and Salary Updates for Positions in the County Executive Office

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**ACTION REQUESTED**

Adopt an ordinance, introduced March 22, 2022, amending the un-codified Schedule of Classifications and Compensation to update the job title and salary for the Senior Administrative Aide classification and to create the new classification of Records Coordinator.

**BACKGROUND**

At the request of the County Executive Officer (CEO), the Human Resources Department (HR) reviewed the current classification specification for Senior Administrative Aide as well as duties to be assigned to a new position to determine the appropriate classifications for each.

Salary and title recommendations are based upon an analysis of the relevant labor market, internal alignment with positions at similar levels within the County, and the countywide classification plan. Both classification specifications have been approved by the Human Resources Director and, in relation to the unclassified service, the County Executive Officer.

Senior Administrative Aide

The Senior Administrative Aide classification was created in 2001 to provide administrative support to the Board of Supervisors. Since then, there have been multiple changes to the organizational and reporting structures of the Board of Supervisors' Office, resulting in changes to the assigned duties and responsibilities over the last several years. Updates to the class specification, including a revised title of Board Support Services Coordinator and an amendment to the assigned salary grade, better reflect the scope and level of work performed.

Records Coordinator

A countywide multi-disciplinary team is evaluating current and proposed physical and digital records storage and retention needs to ensure compliance with policy and state law. These functions are currently managed by individual departments; however, a unique, centralized position to coordinate departmental efforts, further develop consistent policies and procedures, and monitor ongoing compliance requirements is proposed. Based on an analysis of the duties to be assigned to this new position, a new classification of Records Coordinator was created to provide long term oversight and coordination of this ongoing service.

**FISCAL IMPACT**

The proposed salary adjustment to the Senior Administrative Aide is anticipated to result in an eventual annual savings of approximately \$40,000 for the department.

The estimated total fiscal impact of the new classification of Records Coordinator is approximately \$176,000, which will be absorbed in the adopted Fiscal Year 2021-22 budget and included in future budget proposals.

**ATTACHMENT**

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 amend the title and salary grade of Senior Administrative Aide and create the new classification of Records Coordinator.

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

Introduced: March 22, 2022

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

**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
19803	<del>Senior Administrative Aide</del> <b><u>Board Support Services Coordinator</u></b>	MNGT <b><u>UNCL</u></b>	432 <b><u>U20</u></b>
<b><u>11822</u></b>	<b><u>Records Coordinator</u></b>	<b><u>MNGT</u></b>	<b><u>416</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.