



**MEMORANDUM
HUMAN RESOURCES**
County of Placer

TO: Honorable Board of Supervisors **DATE:** May 10, 2022
FROM: Kate Sampson, Director of Human Resources
BY: Hannah Bohanan, Senior Human Resources Analyst
SUBJECT: Creation and Abolishment of Various Classifications

ACTION REQUESTED

Adopt an ordinance, introduced April 19, 2022, to amend the uncodified Schedule of Classifications and Compensation Ordinance to:

1. Create the new classifications of Electrical Instrument and Control Technician – I/II, Senior Electrical Instrument and Control Technician, Supervising Electrical Instrument and Control Technician, and Animal Services Program Coordinator; and
2. Abolish the classifications of Architectural Assistant – I/II, Document Solutions Supervisor, and Engineering Aide.

BACKGROUND

Periodically, the Human Resources Department (HR) recommends modifications to the County’s Schedule of Classifications in order to reflect recent updates to classification specifications in both the classified and unclassified services. The proposed ordinance reflects the creation and deletion of classifications as described below.

Salary recommendations for new classifications are based upon an analysis of the relevant labor market, internal alignment with positions at a similar level within the County, and the Countywide classification plan. All of the following classification specifications are in the classified service and have been approved by the Human Resources Director.

Creation of Classifications

Electrical Instrument and Control Technician Series

Due to recent recruitment and retention challenges, as well as changes within the industry, the Department of Public Works requested that HR review the specialized work assigned to a team of Utility Service Workers within the Environmental Utilities division whose primary focus is to maintain and service the County’s 54 wastewater lift stations. As a result of the analysis conducted and review of the labor market, it was determined that this team performs significantly different work from other Utility Service Workers and requires a higher level of technical, mechanical, and electrical expertise and training. As a result, the Electrical Instrument and Control Technician series was created to recognize the specialized duties and skills required to support the critical functions of the Environmental Utilities division.

Animal Services Program Coordinator

The Animal Services Division of the Health and Human Services Department (HHS) operates the Placer County Animal Shelter. The facility is a no-kill shelter, and to help maintain this status the shelter has expanded volunteer outreach and coordination efforts as well as special programs including foster coordination and adoption events. In accordance with these program needs, HHS requested that HR review the duties to be assigned to a new full-time position and identify an appropriate classification. As a result of this analysis, the Animal Services Program Coordinator has been created to support current shelter operations and programs as well as anticipated program expansions.

Abolishment of Classifications

The classifications identified for abolishment have not been used for many years, were 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 affected departments and the Director of Human Resources.

FISCAL IMPACT

The total estimated fiscal impact for the recommendation updates is approximately \$232,000 annually. Resulting costs will be absorbed in the affected departments' adopted Fiscal Year 2021-22 budgets and included in the departments' budget proposals for future fiscal years.

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 create the new classifications of Electrical Instrument and Control Technician I/II, Electrical Instrument and Control Technician – Senior, Electrical Instrument and Control Technician – Supervising, and Animal Services Program Coordinator, and to abolish the classifications of Architectural Assistant I/II, Document Solutions Supervisor, and Engineering Aide.

Ordinance No.: _____

Introduced: April 19, 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

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
<u>11818</u>	<u>Electrical Instrument & Control Technician – I</u>	<u>GNRL</u>	<u>88</u>
<u>11819</u>	<u>Electrical Instrument & Control Technician – II</u>	<u>GNRL</u>	<u>100</u>
<u>11820</u>	<u>Electrical Instrument & Control Technician – Senior</u>	<u>GNRL</u>	<u>112</u>
<u>11821</u>	<u>Electrical Instrument & Control Technician – Supervising</u>	<u>GNRL</u>	<u>124</u>
<u>11823</u>	<u>Animal Services Program Coordinator</u>	<u>GNRL</u>	<u>61</u>
<u>15585</u>	<u>Architectural Assistant I</u>	<u>PROF</u>	<u>210</u>
<u>14210</u>	<u>Architectural Assistant II</u>	<u>PROF</u>	<u>222</u>
<u>15571</u>	<u>Engineering Aide</u>	<u>GNRL</u>	<u>61</u>
<u>11781</u>	<u>Document Solutions Supervisor</u>	<u>GNRL</u>	<u>94</u>

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.