



**MEMORANDUM
HUMAN RESOURCES**
County of Placer

TO: Honorable Board of Supervisors **DATE:** June 21, 2022
FROM: Kate Sampson, Director of Human Resources
BY: Suzanne Holloway, Human Resources Manager
SUBJECT: Title Change for Property Manager Classification

ACTION REQUESTED

Adopt an ordinance, introduced June 14, 2022, amending the un-codified Schedule of Classifications and Compensation to update the job title for the Property Manager classification.

BACKGROUND

As part of its regular classification review process, the Human Resources Department worked with the Department of Facilities Management to validate the content of the Property Manager class specification. Feedback from the position incumbent and department management indicated that while the majority of the class specification content was still appropriate, the job title was inconsistent with current industry standards and did not accurately reflect the scope of work assigned. As a result, an updated job title of Real Estate Services Manager was recommended to and approved by the Director of Human Resources.

The proposed ordinance amending the Schedule of Classifications and Compensation reflects the updated title for the classification, with no associated changes to wages or other compensation.

FISCAL IMPACT

There are no fiscal impacts associated with the classification title change.

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 of Property Manager.

Ordinance No.: _____

Introduced: June 14, 2022

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held June 21, 2022, 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
13522	Property Manager <u>Real Estate Services Manager</u>	MNGT	442

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

Attachment 1

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

