



**MEMORANDUM
HUMAN RESOURCES**
County of Placer

TO: Honorable Board of Supervisors **DATE:** October 11, 2022
FROM: Kate Sampson, Director of Human Resources
BY: Suzanne Holloway, Human Resources Manager
SUBJECT: Updates to the Uncodified Schedule of Classifications and Compensation Ordinance

ACTION REQUESTED

Introduce an ordinance, waive oral reading, to amend the uncodified Schedule of Classifications and Compensation Ordinance to:

1. Create the new classifications of Appraisal Technician I and Assessment Technician I/II
2. Retitle the Appraisal Technician to Appraisal Technician II and the Assistant/Associate Appraiser to Appraiser I/II.

BACKGROUND

At the request of the Placer County Assessor's Office, Human Resources (HR) contracted with Bryce Consulting to conduct a classification study of 46 positions in the Appraiser/Assessment series, which included the classifications of Appraisal Technician, Assistant/Associate Appraiser, Senior Appraiser, and Assessment Supervisor. Outcomes of that study included recommendations to split the Appraiser Technician classification into two separate specialty areas and career tracks, as staff in this classification are either assigned appraisal or assessment work, but not both. As a result, a new classification of Assessment Technician was developed, with a salary comparable to the existing Appraisal Technician.

It was further recommended that both the Appraiser Technician and newly developed Assessment Technician be flexibly allocated to include both an entry and a journey level to support the Assessor's recruitment and succession planning needs. The classification of Assistant/Associate Appraiser was also recommended to be retitled to Appraiser I/II, which is more aligned with the local labor market and the Countywide classification plan.

Following consultation with the Assessor's Office executive management staff and the business agent for Local 39, the proposed changes have been approved by the HR Director. The new and retitled classifications are now recommended for inclusion in the uncodified Schedule of Classifications and Compensation Ordinance.

Honorable Board of Supervisors

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Updates to the Uncodified Schedule of Classifications and Compensation Ordinance

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FISCAL IMPACT

No wage increases or additional position allocations are proposed in the recommended ordinance. As such, there are no fiscal impacts associated with this request.

ATTACHMENT

Attachment A – 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 retitle Assistant/Associate Appraiser to Appraiser I/II, retitle Appraisal Technician to Appraisal Technician II, and to create the new classifications of Appraisal Technician I and Assessment Technician I/II.

Ordinance No.: _____

Introduced: October 11, 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
14602	Assistant Appraiser <u>Appraiser I</u>	GNRL	109
14603	Associate Appraiser <u>Appraiser II</u>	GNRL	121
14601	Appraisal Technician <u>Appraisal Technician II</u>	GNRL	79
<u>11826</u>	<u>Appraisal Technician I</u>	GNRL	67
<u>11827</u>	<u>Assessment Technician I</u>	GNRL	67
<u>11828</u>	<u>Assessment Technician II</u>	GNRL	79

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.