

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Board of Supervisors
From: Civil Service Commission
By: Nancy Nittler, Personnel Director *NW*
Date: August 28, 2007
Subject: Introduction of an ordinance relating to position reclassifications and title changes as approved by the Civil Service Commission during the second quarter of 2007 for the departments of Health and Human Services, District Attorney, Facility Services, Probation, and Community Development Resource Agency.

ACTION REQUESTED:

Approve the attached ordinance relating to position reclassifications and title changes as approved by the Civil Service Commission in the period April through July, 2007 affecting the Community Development Resource Agency and the departments of the District Attorney, Facility Services, Health & Human Services and Probation.

BASIS FOR RECOMMENDATION:

Each of the reclassification requests and title changes listed in the fiscal impact section of this memo were approved by the Civil Service Commission in the months of April through July, 2007 in response to requests submitted by the noted departments. The Personnel Department staff completed a job analysis on each position. The job analysis process included completion and analysis of a Position Inventory Questionnaire, and a review of the duties currently being performed, and an assessment of the responsibility exercised, knowledge and skills required and the scope and impact of the job. Additional clarifying information was obtained during meetings with each of the incumbents, immediate supervisors and management staff. Attachment A of this memo provides excerpts from the Civil Service Commission agenda items describing each recommendation in more detail.

FISCAL IMPACT:

Each department will be required to absorb any cost impact within their current budget to implement the changes approved by the Civil Service Commission. Budget impacts will vary by department, and departments will adjust their budgets to fund the positions in the future. While the fiscal impacts noted below are calculated at the maximum rate of Step 5, pay adjustments following a promotion will be applied at a minimum of 5% above their current step in accordance with Placer County Code (Chapter 3, Section 3.04.690), so initial costs to departments associated with these reclassifications will likely be less than estimated. The total annual fiscal impact for all of the recommendations is \$60,124 as described below by item:

Community Development Resource Agency: The reclassification of one Senior Administrative Services Officer to an Administrative and Fiscal Operations Manager will

result in an annual increase of approximately \$5,784 in salary and benefit costs that will be absorbed within existing resources in 2007-08.

District Attorney Department: The reclassification of one Legal Secretary Journey position to an Administrative Legal Supervisor will result in an annual increase of \$3,221 in salary and benefit costs. The reclassification of one Senior Legal Secretary position to an Executive Secretary will result in an annual increase of \$1,499 in salary and benefit costs. The total increased annual costs of \$4,720 will be absorbed within existing resources in 2007-08.

Facility Services Department: The reclassification of one Administrative Clerk Journey to a Senior Administrative Clerk is approximately \$4,107 in annual salary and benefit costs. The reclassification of a Budget and Fiscal Operations Manager to an Administrative Services Manager will result in an annual increase of \$4,170 in salary and benefit costs. The additional duties and corresponding salary adjustment for the Parks & Grounds Superintendent will result in an annual increase of approximately \$5,283 in salary and benefit costs. It is anticipated that this increase in cost will be absorbed within existing resources for the next several years.

Health and Human Services Department: There are no fiscal impacts for the title change from Eligibility Supervisor to Supervising Client Services Program Specialist. In addition, the newly developed classification of Senior Registered Environmental Health Specialist has not yet been allocated or funded and therefore does not have a fiscal impact at this time. Fiscal impact will be determined and provided to your Board for approval when the Department makes a request for an allocated position.

Probation Department: The reclassification of one Probation Assistant to a Senior Technology Solutions Analyst will result in an annual increase of \$36,060 in salary and benefit costs, which will be absorbed within existing department resources for 2007-08.

Attachment A

Excerpts from Civil Service Commission Agenda Items

COMMUNITY DEVELOPMENT RESOURCE AGENCY

At the request of the Community Development Resource Agency (CDRA), the Personnel Department contracted with Casey and Associates to conduct a classification study of the duties and responsibilities assigned to one Senior Administrative Services Officer position in CDRA. In order to fully understand this position and assigned functions and responsibilities the consultant reviewed and analyzed the completed Position Description Questionnaire (PDQ) outlining the duties; required knowledge, skills, and abilities; scope of work and decision-making; impact and criticality of error; and other information instrumental to determining the nature of this position. In addition, the incumbent and Agency Director were also interviewed to further determine the details of the assigned tasks and responsibilities.

The overall functions, duties, and responsibilities assigned to the position under study were significantly impacted through the formation of CDRA as an Agency. The position under study currently reports to the Agency Director and is responsible for Agency-wide administrative services to include accounting, budgeting, personnel, and grant and contract administration. As the Agency continues to evolve and provide various resources to the community, this position will continue to broaden in scope and impact. A review of the PDQ submitted by the incumbent, information obtained during meetings with the incumbent and Agency Director, and an analysis of the job duties confirm that the tasks and duties performed by this position are those more closely associated with the Budget and Fiscal Operations Manager (proposed Administrative and Fiscal Operations Manager). These duties include, but are not limited to:

- As a member of the Agency's Management Team, participates in a variety of strategic planning, policy development, and legislative analysis as well as representing the Agency and its three departments to other County departments, the CEO's Office, and the Board of Supervisors and other external entities including Tahoe Regional Planning Agency, Fish and Wildlife, California Fish and Game, Placer Legacy grants, State Parks, and California Division of Forestry.
- Serves as an integral member of various task forces and work groups to design and implement new work processes, open communication systems, and one-stop counter and permitting services to better serve the County and its customers.
- Compiles agency-wide fiscal and budgetary operations, including combining and merging multiple and diverse departments' accounting and budgeting processes into a single cohesive fiscal and budgetary operation of \$26.6 million.
- Provides input in calculating and researching relevant data for the purpose of setting fees for various permitting processes in a fair and equitable manner.

- Participates in the Agency's on-going interactions with the County's most complex and sophisticated development projects.

This position resides in the administrative work unit of CDRA that is comprised of Building, Planning, and the Engineering and Surveying Departments. Providing services to all three departments within the Agency affects the scope, impact, and responsibilities assumed by the position, as compared to other similar positions in the County, which are responsible for providing services to a single department. This position represents the Agency on personnel matters such as staffing, recruitment, selection, classification, and/or employee relations; acts as the Agency liaison with the Personnel Department; advising the Agency on personnel related matters; recommending the appointment of personnel; providing and/or coordinating staff training; working with employees to correct deficiencies; implementing discipline procedures; recommending employee terminations. In addition, this position reviews and monitors the financial activity of the three Departments, which roll up to the Agency's overall budget; oversees the collection of data and preparation of financial reports; and analyzes reports to determine performance to established budget.

Given that this position has evolved through the formulation of CDRA as an Agency and has grown in scope and complexity, the Personnel Department supports the reclassification of this position to the Budget and Fiscal Operations Manager classification. The County Executive's Office has reviewed this information and concurs with the Personnel Department's recommendation.

It is also recommended that the revisions to the Budget and Fiscal Operations Manager class specification, including the title change to Administrative and Fiscal Operations Manager be approved. In addition to the title change, the Budget and Fiscal Operations Manager class specification was broadened to accommodate administrative services functions and to reflect a more generalized management position. These changes will allow the County greater flexibility in utilizing this classification currently and in the future. There are no changes recommended to the minimum qualifications as the knowledge, skills and abilities required for the revised classification are virtually the same.

DISTRICT ATTORNEY'S DEPARTMENT

1. At the request of the District Attorney's Department, the Personnel Department contracted with Casey and Associates to conduct a classification study of the Senior Legal Secretary positions in the District Attorney's (DA) office to address classification issues identified by the department. The study participants included five incumbents classified as Senior Legal Secretary in the DA's office. It was identified that one of the Senior Legal Secretary positions was performing different duties as compared to the other four Senior Legal Secretary positions. The focus of this memorandum is on the Senior Legal Secretary position performing different duties and a study of the duties and responsibilities assigned to this position in the DA's office.

In order to fully understand this position and assigned functions and responsibilities the consultant took the following steps:

- Reviewed and analyzed the completed Position Description Questionnaire outlining the duties; required knowledge, skills, and abilities; scope of work and decision-making; impact and criticality of error; and other information instrumental to determining the nature of this position.
- Interviewed the incumbent to further determine the details of the assigned tasks and responsibilities.
- Reviewed and analyzed the county's current job descriptions for Senior Legal Secretary and Executive Secretary.
- Conducted one on one interviews with other Senior Legal Secretary incumbents within the District Attorney's Office.
- Reviewed the County's District Attorney Office's organizational chart as well as organizational charts from other county departments that utilize the Executive Secretary classification.

A review of this data confirmed the duties currently being performed by the incumbent are those ascribed to an Executive Secretary. These duties include, but are not limited to performing para-professional duties in support of executive staff; performing a variety of highly responsible and complex clerical, secretarial and administrative duties for a the District Attorney's Office, including:

- Research, compile, and track a variety of background, technical, and administrative data and documentation to include providing legal support to assigned cases and responding to requests for data from various law enforcement agencies, private attorneys, other county departments, media, and the public.
- Screen incoming and outgoing correspondence and e-mail for the District Attorney and the Office; independently preparing first drafts of confidential letters and memoranda on behalf of the District Attorney's Office.
- Perform routine research and data compilation to respond to requests and complaints from the public regarding legal cases referred to the Office; review incoming requests for public records, forward requested legal documents to County Counsel's Office for review, and respond in accordance with directives and legal timelines.
- Coordinate speaking engagements and press conferences; prepare agendas; contact participants; coordinate and schedule facilities, travel, and lodging; review and format first draft press releases for District Attorney's Office.
- Research and prepare purchase orders for various legal publications, office supplies, and a variety of specialty items for the District Attorney's Office.
- Participate in the preparation and scheduling of interviews with potential candidates for employment within the District Attorney's Office to include clerical, administrative, and Deputy District Attorney I positions.
- Review personnel documents prepared by administrative staff pertaining to promotions, work out-of-class, evaluations, merit increases, reprimands and terminations for accuracy prior to the District Attorney signing off on the action.

- Organize and participate in a variety of special projects and assignments for the District Attorney's Office to include the Prosecutor of the Year Award, Citizen of the Year Award, retirement dinners, and the Employee Recognition Award.
- Serve as the Training Coordinator for the District Attorney's Office; communicating new trainings available, scheduling employees for training, tracking training attendance records for the Office.
- Manage and train the District Attorney's Office staff on procedures for archiving legal, consumer fraud and personnel records; analyzing reports and maintaining records for requests, returns, destruction, and delivery of archived records.

The duties and responsibilities of this position are consistent with the duties and responsibilities outlined in the Executive Secretary job classification. Both the County Executive's Office and Placer Public Employee Organization have reviewed this information and concur with the Personnel Department's recommendation.

2. Also studied were five incumbents classified as Senior Legal Secretary in the DA's office. It was identified that four of the five Senior Legal Secretary positions were performing somewhat similar duties on a rotational basis as compared to the other Senior Legal Secretary position which was brought before your Commission for a reclassification request on April 9, 2007. The focus of this memorandum is on the four Senior Legal Secretary positions performing somewhat similar duties and a study of the duties and responsibilities assigned to these positions in the DA's office.

Although the PIQs completed by the four incumbents are identical, the individual interviews conducted by the consultant with each of the Senior Legal Secretaries revealed that each position is assigned separate and different duties and responsibilities. These assigned duties and responsibilities are dictated and dependent on the particular operational unit; its needs and priorities and the respective Supervising Deputy District Attorney.

The Senior Legal Secretary positions currently under study rotate between four units. The primary reason driving the rotation of incumbents appears to be based on the fact that the Senior Legal Secretary position assigned to the Misdemeanor/DUI Unit is responsible for a heavy load of supervisory and training functions. The Misdemeanor Unit is the largest and busiest unit in the District Attorney's office and consists of approximately fifteen clerical employees supporting eight to ten Deputy District Attorneys.

Since the newest, least experienced staff, both clerical and professional, are assigned to the Misdemeanor Unit to learn the basics and develop their skills, the need for training, oversight, monitoring, mentoring, and supervisory duties to which the Senior Legal Secretary assigned to this unit must perform is dramatically increased.

Overall, the three Senior Legal Secretary positions in the Family Protection, Roseville (and Rocklin) Felony, and Auburn Felony Units function within the parameters of the existing Senior Legal Secretary classification. It is recommended that each of these three positions remain classified as Senior Legal Secretary. However, the Senior Legal Secretary position allocated to the Misdemeanor/DUI Unit functions differently and beyond the parameters of the county's Senior Legal Secretary classification. It is recommended that there be a full, first-line supervisory classification exercising direct supervision over assigned secretarial and/or clerical personnel in this unit. Further, since a significant number of new, less experienced clerical/administrative support staff assigned to the Misdemeanor/DUI unit, the span of control for this supervisor is so vast that the Department will accommodate the unit by maintaining the current Senior Legal Secretary allocation in this unit and pursue reclassification of a vacant Legal Secretary-Journey position to the supervisory-level classification identified in this study.

Therefore, it is recommended that a vacant Legal Secretary-Journey position in the Misdemeanor/DUI unit be reclassified to the Administrative Legal Supervisor, based on the scope of work and responsibilities required for this position and as identified in this study. Both the County Executive's Office and Placer Public Employee Organization have reviewed this information and concur with the Personnel Department's recommendation.

FACILITY SERVICES DEPARTMENT

1. At the request of the Facility Services Department, the Personnel Department conducted a classification review of one Administrative Clerk E/J position assigned to the Environmental Engineering Division for reclassification to a Secretary E/J.

A review of the Position Inventory Questionnaire (PIQ) combined with additional clarifying information obtained during meetings with the incumbent, the immediate supervisor, and management staff confirmed the duties currently being performed by the incumbent are those ascribed to a Senior Administrative Clerk instead of a Secretary E/J. These duties include, but are not limited to performing the most difficult and responsible specialized duties assigned within the series requiring specialized knowledge related to area of assignment such as:

- Compose and edit correspondence, reports, proposals and contracts including memos to the Board of Supervisors, Violation Letters, National Pollution Discharge Elimination System permit renewals, Resolution of Intention (ROI) correspondence, and Municipal Area Council correspondence.
- Establish, track and monitor timelines associated with Request for Proposals, reimbursement agreements, land development projects related to sewer hookups, public hearing notices, and user fee increases.
- Research reimbursement agreements for sewer and septic hookups, Assessor Parcel Number for mapping purposes, direct billings, and equivalent dwelling unit charges.
- Interpret, apply, explain, and respond to inquires regarding policies and procedures and refer the more complex inquires to appropriate staff.

- Extensive use of the department automated systems including the Sewer Maintenance System and PLUS.
- Schedule division meetings and prepare appropriate meeting documents.
- Act as interdepartmental liaison relating to administrative or project support functions for the office and for compliance with County regulations and practices relating to assigned programs.
- Provide secretarial and administrative support to the Wastewater Engineering and Planning/Permitting units.

Based on the information presented, the Personnel Department supports the proposed reclassification. It has been determined that the incumbent meets the minimum qualifications and has satisfactorily performed these duties for a continuous period of not less than one year prior to this date. The County Executive Office and the Placer Public Employee Organization have reviewed the organizational structure request and concurs with the Personnel Department's recommendation.

2. At the request of the Facility Services Department, staff from the Personnel Department in conjunction with Casey & Associates conducted a review of the Budget and Fiscal Operations Manager position assigned to Facility Services Administration to determine the current duties and responsibilities performed by the position.

Information obtained during an analysis of the job duties, in addition to meetings with the incumbent and management staff, confirms that the tasks and duties performed are those ascribed to the Administrative Services Manager classification. These duties include, but are not limited to planning and managing the administrative and programmatic/operational functions and responsibilities including program objectives and performance standards including:

- Serve as a member of the department's management team responsible for fulfilling the mission and carrying out department policies.
- Promote and participate in collaborative activities, programs, and projects that cross functional areas.
- Serve as an advisor to the department head and management team on a variety of complex administrative services and related functions and directly manage the centralized administrative and clerical functions.
- Participate in strategic planning, legislative review and analysis and policy development.
- Participate in the identification and allocation of resources including fiscal, staffing, and information technology, to contribute to problem-solving, decision making, and planning activities of the department.
- Plan, direct and manage multiple complex fiscal accounting operations of approximately \$199 million dollars and oversee the preparation and maintenance of documentation and recordkeeping.
- Represent the department to the County Executive Officer, outside organizations, local communities, special interest groups, businesses, customers, and the

general public including act as the Financial Officer for the Western Placer Waste Management Authority.

- Manage the Department information technology functions.
- Responsible for centralized administrative of Department recruitments, training and safety programs, performance issues, and coordinate Department disciplinary actions including internal investigations and recommendations to the Director.

Over the last several months, the Facility Services Department has assessed the department's short and long range organizational goals to determine the organizational structure to meet the rapidly increasing department demands. This organizational structure will strengthen the department's succession planning and staff development. This position will be responsible and directly manage administration, finance, personnel, and information technology functions and report directly to the Director of Facility Services.

One of the more challenging aspects of determining the appropriate classification for this type of position is ascertaining the independence and autonomy delegated from the appointing authority to the position. In this case, the Facility Services Director has indicated his intent for this position to assume full executive-level responsibility for personnel management across all divisions of the department in addition to responsibility for the administrative, fiscal, and information technology functions.

Based on the information presented, the Personnel Department supports the proposed organizational structure. The County Executive Office has reviewed the reclassification request and concurs with the Personnel Department's recommendation.

3. At the request of the Facility Services Department, the Personnel Department conducted a classification audit of the Parks and Grounds Superintendent position assigned to the Parks and Grounds Division.

A review of the Position Inventory Questionnaire (PIQ) combined with additional clarifying information obtained during meetings with the incumbent, the immediate supervisor, and management staff confirmed the current classification specification does not accurately reflect the full scope of duties required for this position. The current classification specifications do not take into account the evolution of this position and the current duties performed in the areas of capital park, trail and open space development projects, the ongoing supervision and coordination of staff, contractors and partner agencies, and the general knowledge of current legislation and regulations to ensure compliance in the areas of OSHA, water quality, ground water protection, pesticide usage, tot lots, swimming pools, and fuel load reduction.

These duties include, but are not limited to directly managing the activities of the landscaping and grounds maintenance of County parks, County Service Areas, capital park, trail and open space development projects, and grounds around County buildings, major thoroughfares and parks facilities within the Parks and Grounds Division.

The proposed revisions reflect the duties, responsibility exercised, knowledge and skills required, and the scope and impact of the job to fulfill the functional operations that include:

- Direct supervision over supervisory, parks and grounds maintenance, lifeguards and clerical positions.
- Coordinate the activities of parks and grounds work units with County departments and governmental and private agencies.
- Assist in the Division budget preparation and implementation and grant administration and expenditures.
- Establish and maintain positive working relationships with co-workers, other County employees, advisory boards, councils and commissions, recreation organizations, homeowner associations, and public service groups.
- Ensure conformance with established Federal and State legislation and regulations and department policy.
- Recommend corrective action pertaining to pesticide usage, tot lots, swimming pools, water quality, ground water protection and OSHA regulations.
- Principles and practices of landscape design and layout, grounds maintenance, and basic building trades, water quality, ground water protection, tree management and fuel load reduction.
- Principles and practices of recreation, parks, trails and open space administration and maintenance.
- Park planning, contract administration and project management.
- Coordinate complex projects with County staff, contractors and partner agencies.
- Develop and evaluate park, trail and open space programs.

This position is currently vacant and it is anticipated the vacancy will be filled by competitive recruitment.

Based on the information presented, the Personnel Department supports the proposed classification specification revisions and salary adjustment. The County Executive Office and the Placer Public Employee Organization have reviewed the proposed revisions and salary adjustment requests and concur with the Personnel Department's recommendation.

It is recommended your Commission approve the recommendation to the Board of Supervisors to adjust the salary by approximately 5% (Parks and Grounds Superintendent) to compensate for the additional duties and responsibilities required to fulfill the functional and fiscal operational responsibilities such as:

- Construction of multi-million dollar parks.
- Development of conditions for new subdivisions to meet the recreational element of the County General Plan and various community plans.
- Regulatory requirements and liability for operations and maintenance of recreational amenities.

- Annual assessment of assessment districts in the Parks and Grounds Division of Facility Services.

This salary adjustment will allow for approximately 15% compensation between the subordinate classification of Senior Supervising Parks and Grounds Worker and the Parks and Grounds Superintendent. It will not result in compaction between the Parks and Grounds Superintendent and the next higher level classification of Parks Administrator since there is an approximate 46% compensation difference.

HEALTH AND HUMAN SERVICES DEPARTMENT

1. On November 7, 2006, the Placer County Board of Supervisors adopted the Memorandum of Understanding (MOU) with the Placer Public Employee Organization (PPEO) for the period of July 1, 2006 through June 30, 2010. Included in the MOU is the agreement that the compensation for the Client Services Program Specialist series, including the Eligibility Supervisor classification, be made commensurate with salaries designated for the Child Support Specialist series. In addition to this agreement, the County agreed to recommend to your Commission that the job title for Eligibility Supervisor be changed to Supervising Client Services Program Specialist to be consistent with the series. If approved, the proposed title change would need to be reflected through the classification specification series, thereby adding the additional revisions noted in the attached classification specifications.

Based on the information presented and agreed to during the negotiation conferences, the Personnel Department supports the title change from Eligibility Supervisor to Supervising Client Services Program Specialist and the related classification specification revisions. This request has been reviewed and is supported by the County Executive's Office and Placer Public Employees' Organization.

2. In March 2006, your Commission approved the recommendations of the Land Use Study conducted in anticipation of the development of the Community Development Resource Agency (CDRA). Environmental Health land use function positions were a part of that study. Subsequently, Placer County and the Placer Public Employees Organization entered into a side letter agreement to develop the classification of Senior Registered Environmental Health Specialist (REHS) classification specification to reflect the duties of an advanced journey level. This classification was agreed to be designed with the specific assignment as a lead over other specialists or assignment of a higher level of work requiring the skills and knowledge beyond that of a journey level registered environmental health specialist.

During the study negotiation process, both parties agreed that the salary for the newly created classification specification would be Professional Grade 232 (\$5,046-\$6,133 per month).

As the proposed classification specification indicates, the Senior Registered Environmental Health Specialist will perform the more complex duties associated with registered environmental health specialist series including but not limited to:

- Perform the more complex and specialized work in the regulation and enforcement of environmental health safety laws, rules and regulations; interpret the more complex and specialized environmental health regulations, rules and policies.
- Lead and train subordinate staff in various aspects of environmental health programs; conduct training and guidance materials; assist staff in the interpretation of complex regulatory requirements.
- May coordinate and standardize program activities; assist in program planning and monitoring, including appraising the effectiveness of departmental programs; making recommendations on policies, procedures and regulations related to specific programs, then implement as directed.

In addition, further review of the related classification specifications in the series revealed that revisions to the Assistant / Associate Registered Environmental Health Specialist and Supervising Registered Environmental Health Specialist were required. These proposed revisions are noted in the attached classification specifications.

The Personnel Department, County Executive Office, and the Placer Public Employees Organization support and concur with this request.

PROBATION DEPARTMENT

At the request of the Probation Department, the Personnel Department in conjunction with the Information Technology Classification Review Panel, conducted a classification review of duties and the scope of work the Probation Department has identified for this position. The Probation Department requested additional Information Technology staff to allow the department to effectively and efficiently use technology today and into the future, while minimizing other staffing levels. This is due to the increase in the use of technology by Probation over the last four years, including: desktop personal computers to all staff and interview rooms; use of global positioning system (GPS) and electronic monitoring program (EMP) equipment, digital cameras, computer scanners, support of advanced cell phone technology; creation and maintenance of file transfer website; as well as a planned migration to Probation's own case management system, the support and maintenance of said system and the anticipated future growth of technology in the Probation Department.

The Information Technology Classification Review panel reviewed this request during their meeting of March 15, 2007. During the panel's meeting, an opportunity was provided for the panel to review the scope of work presented and the Position Inventory Questionnaire (PIQ). In addition, the Information Technology Classification Review panel met with the Senior Administrative Services Officer, Chris Artim, who confirmed the duties required for the requested position and answered any further questions for the panel.

After consideration of the materials provided (which are attached for your Commission's review), including current and proposed duties, the departmental memo, a PIQ, and organizational chart, the panel determined that the duties being described are those ascribed to the classification of Senior Technology Solutions Analyst. These duties include, but are not limited to:

- Supervise, coordinate, and oversee Probation Department System IT staff workload on a daily basis.
- Work closely with Probation Department management to determine areas that would benefit from automation, including items such as mobile data terminals, digital dictation equipment, digital cameras, and video equipment.
- Provide 24 hours per day/seven days per week/365 days per year on-call coverage to respond to server and application issues as they arise and impact the department.
- Audit and maintain the database records to ensure compliance with Department of Justice requirements and the overall viability and accuracy of our records.
- Enable Department sworn staff to actively participate in CAL-GANG, CAL-PHOTO and other Department of Justice programs and activities.
- Administer vendor contracts which provide systems for the Probation Department; coordinate activities between probation records management system vendor representatives and the Placer County Probation Department; oversee the current probation records management system product enhancement, delivery, and installation.
- Maintain knowledge of current best practices, as well as new and useful technologies through regular networking, including participation in the Probation Information Technology Managers' Association.
- Represent the Probation Department as liaison with administrative services staff, vendors, other county departments or other agencies representatives or liaisons.

Based on the information presented, the Personnel Department supports the request of the Probation Department to reclassify one vacant Probation Assistant position to the Senior Technology Solutions Analyst classification based on current and future needs of the Department.

This request has been reviewed and is supported by the County Executive Office and the Placer Public Employees Organization.

Before the Board Of Supervisors County of Placer, State of California

In the matter of: An ordinance amending the un-codified Allocation of Positions to Departments Ordinance and the un-codified Classified Service- Schedule of Classifications, Salary Plan and Grade Ordinance, for the departments of Community Development/Resource Agency, County Executive Office, Facility Services, Health and Human Services, District Attorney, and Probation

Ordinance No.: _____

First Reading: _____

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 on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairman, 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:**

The un-codified Allocation of Positions to Departments Ordinance and the un-codified Classified Service-Schedule of Classifications, Salary Plan and Grade Ordinance are hereby amended as follows:
(Additions to ordinance shown in bold and underline, deletions shown with strike-through.)

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Section 1. That the un-codified Allocation of Positions to Departments Ordinance is hereby amended to read as follows:

COMMUNITY DEVELOPMENT RESOURCE AGENCY			
(a)	Administration		
	Administrative and Fiscal Operations Manager	1	
	Administrative Services Officer—Senior	4	
COUNTY EXECUTIVE OFFICE			
(a)	Administration		
	Administrative and Fiscal Operations Manager	1	
	Budget and Fiscal Operations Manager	4	
DISTRICT ATTORNEY			
	District Attorney		
	Administrative Legal Supervisor	1	
	Executive Secretary	1	
	Legal Secretary - Senior	54	
	Legal Secretary - Entry/Journey	27 26	
FACILITY SERVICES			
(a)	Administration & Management		
	Administrative Services Manager	1	
	Budget and Fiscal Operations Manager	4	
(h)	Utility Services		
	Administrative Clerk – Entry/Journey	21	
	Administrative Clerk – Senior	1	
HEALTH AND HUMAN SERVICES			
(a)	Health & Human Services Administration and MIS		
	Administrative and Fiscal Operations Manager	2	
	Budget and Fiscal Operations Manager	2	
(d)	Human Services		
	Administrative and Fiscal Operations Manager	1	
	Budget and Fiscal Operations Manager	4	
(i)	Children's System of Care		
	Administrative and Fiscal Operations Manager	1	
	Budget and Fiscal Operations Manager	4	

HEALTH AND HUMAN SERVICES			
(d)	Human Services		
	Eligibility Supervisor	13	
	Client Services Program Specialist – Supervising	13	
(i)	Children’s System of Care		
	Eligibility Supervisor	4	
	Client Services Program Specialist – Supervising	1	

PROBATION			
(a)	Probation Office		
	Probation Assistant	87	
	Technology Solutions Analyst – Senior	1	

Section 2. That the un-codified Classified Service- Schedule of Classifications, Salary Plan and Grade Ordinance is hereby amended to read as follows:

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN — APPENDIX	GRADE
14707	Budget Administrative and Fiscal Operations Manager	MNGT – 8	439
13406	Eligibility Supervisor Client Services Program Specialist - Supervising	GNRL – 7	94- 103
13583	Parks and Grounds Superintendent	GNRL - 7	115- 121

Section 3. That this ordinance shall be effective the first day of the pay period 30 days following final passage.

Section 4. That this ordinance amendment is adopted as an un-codified ordinance.

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