

**MEMORANDUM  
PERSONNEL DEPARTMENT  
COUNTY OF PLACER**

**To:** Board of Supervisors  
**From:** Civil Service Commission  
**By:** Nancy Nittler, Personnel Director *NN*  
**Date:** February 28, 2012  
**Subject:** Recommendations from the Civil Service Commission affecting the classification, compensation and allocation of positions regarding the Sheriff's Office – Sheriff's Support Services (Civil Unit).

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**ACTION REQUESTED**

Adopt the attached ordinance regarding the recommendations approved by the Civil Service Commission to reclassify one Administrative Legal Clerk Entry/Journey position, Grade 37/49 (\$2,743 - \$3,334 per month/\$3,024 - \$3,675 per month) to the classification of Accounting Technician, Grade 73 (\$3,675 - \$4,468 per month) in the Sheriff's Office.

**Basis for Recommendation**

The Civil unit of the Sheriff's Office is responsible for serving civil process in the manner prescribed by law, which includes summons and complaints, small claims documents for a civil lawsuit, restraining orders, bench warrants, evictions and any other notice or order from the courts. They also levy on wages, bank accounts, vehicles or any asset of the judgment debtor. The unit is staffed by three permanent employees, including a Sergeant who acts as the unit supervisor, one Accounting Technician, and one Administrative Legal Clerk Entry/Journey.

At the Board of Supervisor's meeting of January 11, 2011, approval was granted to the Personnel Department to conduct a study of the administrative legal clerk position assigned to the Sheriff's Civil unit. This request was based upon the service needs and resulting workload within the unit which has increased as economic conditions have continued to decline. Not only has there been a rise in the more routine transactions, but the number of wage garnishments, bank and real property levies, etc., all of which require specialized accounting, has increased dramatically.

During the study conducted by the Personnel Department, it was determined that the Accounting Technician assigned to the unit, who was a long-term employee possessing extensive, specialized knowledge and expertise specific to functions of the Civil unit, retired in December 2010. In response to this vacancy, the Sheriff's Office placed the Administrative Legal Clerk in the unit into work out-of-class assignment as an Accounting Technician until the position could be filled permanently via the competitive examination process and hired an Extra Help employee to help with some of the more routine transactions.

It became evident through the analysis of the workflow and current business processes, that a single position could not sufficiently complete the more complex technical accounting and financial work required to meet current service levels.

Based on the information presented by staff at their regular meeting held on February 14, 2012, the Civil Service Commission approved the recommendation to reclassify one Administrative Legal Clerk Entry/Journey position to the Accounting Technician classification. These shifts in responsibilities allow for cross training within the unit, support the County-wide succession planning initiative, streamline current processes, and maximize the use of currently available resources needed to meet the service demands of the unit.

**FISCAL IMPACT**

The Sheriff's Office will be required to absorb any cost impact within their current budget to implement the recommended change.

**RECOMMENDATION**

It is recommended that your Board approve the attached ordinance amending Placer County Code, Chapter 3, Section 3.08.070 - Classified and unclassified service defined and Section 3.12.030 - Schedule of classification, salary plan and grade for the unclassified service.

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

In the matter of: **AN ORDINANCE AMENDING**

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

the un-codified Allocation of Positions to Department Ordinance increasing and moving allocations in the Sheriff Support Services appropriations.

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.

\_\_\_\_\_  
Jennifer Montgomery  
Chair, Board of Supervisors

Attest:  
Clerk of said Board

\_\_\_\_\_  
Ann Holman

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**THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA,  
DOES HEREBY ORDAIN AS FOLLOWS:**

That the un-codified Allocation of Positions to Department Ordinance is hereby amended as follows:

(Additions to ordinance shown in bold and underlined, deletions shown with strike-through.)

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

SHERIFF			
	(f)	Sheriff Support Services	
		Administrative Legal Clerk – Entry/Journey	9 <u>8</u>
		Accounting Technician	1 <u>2</u>

**Section 2.** That this ordinance shall be effective the first day of the pay period 30 days following final passage.

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