

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Board of Supervisors
From: Civil Service Commission
By: Nancy Nittler, Personnel Director
Date: October 24, 2006
Subject: Introduction of an ordinance with recommendations from the Civil Service Commission amending Placer County Code, Chapter 3, Section 3.12.010 - Allocation of Positions and Section 3.12.020 – Schedule of Classified Service and Section 3.08.1050 – Length of Probation.

ACTION REQUESTED:

Approve the attached ordinance amending Placer County Code, Chapter 3, Section 3.12.010 - Allocation of Positions to Departments to reflect the recommendations approved by the Civil Service Commission at their regular meeting of August 14, 2006 relating to the County Executive Office for a new classification specification and reclassification, Sheriff's Department for reclassification and specification revisions for classification of Deputy Sheriff Trainee regarding length of probation, and the Facility Services Department for reclassification and classification title changes.

CEO Department – Office of Emergency Services:

The Civil Service Commission approved:

1. The adoption of the new classification specification of Emergency Services Specialist I/II, Grade 76/88 (\$3,108 - \$3,778 monthly / \$3,428 – \$4,164 monthly) and the abolishment of the Emergency Services Specialist classification; and
2. The reclassification of one Emergency Services Specialist to the classification of Senior Emergency Services Specialist, Grade 106 (\$3,966 - \$4,821 monthly); and
3. The non-competitive promotion of the incumbent pursuant to Chapter 3, Section 3.08.480.

Basis for Recommendation:

At the request of the County Executive's Office of Emergency Services, the Personnel Department conducted a classification review of the Emergency Services Specialist position in order to determine whether or not the current duties assigned are within the course and scope of the current job classification.

The Personnel Department conducted a desk audit of the position and personally met with the incumbent and the incumbent's immediate supervisor, the Emergency Services Program Manager, to confirm, clarify and/or gather

additional information regarding the duties and responsibilities of the position under review.

The review revealed that the position is assigned and performs duties which require the incumbent to work independently with very minimal supervision, especially, when assigned as duty officer during a 12 hour shift as the Office of Emergency Services is a 24/7 operation. Specifically, the position takes lead responsibility for determining the needs for and coordinating the response of personnel and resources, e.g., local police, fire, public works and, as necessary, state and federal personnel/resources, etc., to various County wide emergencies and/or disasters which may include the activation of the County's Emergency Operations Center (EOC) and Hazmat Response Teams.

Moreover, during times of emergency response, extended response and recovery, the position must solve and address operational, administrative, logistical and technical problems and issues directly impacting the emergency and/or disaster, recommending course of action and/or deployment of resources and personnel.

Additionally, the position is responsible for disaster preparedness programs, ensuring that emergency response plans are properly developed, making program effectiveness recommendations as deemed appropriate; assist with planning and conducting of simulated emergency exercises and training to public personnel; maintain inventory of emergency supplies and equipment; establish and maintain files and records including the preparation of correspondence and related reports.

Given the duties, responsibilities and critical decision making authority required and necessary during emergency/disaster situations, revisions and expansion of the classification of Senior Emergency Services Specialist are recommended. The Senior Emergency Services Specialist classification is the advanced journey level and is distinguished from the Emergency Services Specialist class by the level of responsibility assumed, complexity of duties assigned, and the independence of action taken. Incumbents allocated to this classification will also perform the most difficult and complex work requiring specialized knowledge, abilities, skills and experience in response to County-wide emergencies and disasters.

Moreover, in keeping with the County's current classification structure it was also determined that a recommendation would be made to distinguish between the entry and journey level specialist. Proposed classification specification revisions to the Emergency Services Specialist classification is also included in this packet for your consideration. These revisions largely reflect the distinctions between entry and journey level work as well as the relationship to the Senior Emergency Services Specialist in addition to appropriate modifications to the knowledge, skills and abilities. The salary grade for the new entry level classification is proposed to be set approximately 10% below the journey level.

Revisions to the Emergency Services Coordinator and Program Manager classification specifications reflect expanded responsibilities to manage functions in the absence of the Program Manager as well as the requirement to have knowledge of the Emergency Services Act provisions of the Government Code and National Incident Management System. Both the County Executive's Office and Placer Public Employee Organization have reviewed this information and concur with the Personnel Department's recommendations.

Sheriff's Department:

The Civil Service Commission approved:

1. The reclassification of two Administrative Legal Clerk Entry/Journey positions, Grade 37/49 (\$2,266 - \$2,754 monthly / \$2,498 - \$3,037 monthly) to the classification of Senior Administrative Legal Clerk, Grade 61 (\$2,754 - \$3,348); and
2. The non-competitive promotion of the incumbents, pursuant to Chapter 3, Section 3.08.480.

Basis for Recommendation:

At the request of the Sheriff's Office, the Personnel Department utilized contracted consulting services (Casey and Associates) to conduct two classification reviews of the Administrative Legal Clerk - Journey position assigned to the Support Services Records Unit and the South Placer Substation located in Loomis.

After a review of the position inventory questionnaires submitted by the incumbents, interviews with the incumbents, supervisory and management staff in addition to a review of similar positions in the County, the consultant has recommended that the positions are required to perform duties consistent with the Senior Administrative Legal Clerk classification.

A summary of the consultant's findings are attached for review and consideration. It has been determined that the incumbents meet the minimum qualifications and have been satisfactorily performing these duties for a continuous period of not less than one year.

The County Executive's Office, Sheriff's Office and PPEO have reviewed this information and concur with the Personnel Department's recommendation to reclassify the positions.

Sheriff's Department:

The Civil Service Commission approved:

1. A revision to the Deputy Sheriff Trainee classification specification distinguishing characteristics to reflect incumbency in the classification not to exceed twelve (12) months; and
2. The request to allow Deputy Sheriff Trainees currently participating in the academy to receive the benefit of the new probationary period.

Basis for Recommendation

The Deputy Sheriff Trainee classification specification was developed in September 1995. This classification is the training level classification established to qualify candidates for duties as a Deputy Sheriff I in the Sheriff's Department.

Through recent academy cycles, it has proven more difficult to successfully move trainees through the academy in the six (6) month period as required in the current classification specification. Due to increased training hours required and duration of the academy, the Sheriff's Department has requested the extension of the incumbency time from six (6) to twelve (12) months.

This request is to revise the Deputy Sheriff Trainee distinguishing characteristics to reflect a more accurate period of time to complete the academy, twelve (12) months. In addition, apply the new incumbency period to trainees who are currently participating in the academy.

The Sheriff's Department and Personnel Department are in concurrence with this revision.

Facility Services Department

The Civil Service Commission approved:

1. The proposed revisions to the classification specifications including title changes for:
 - a) Solid Waste Program Manager Grade 466 (\$6,628-\$8,057 monthly) to Environmental Engineering Program Manager Grade 475 (\$7,123-\$8,658 monthly); and
 - b) Special District Program Manager Grade 466 (\$6,628-\$8,057 monthly) to Utility Program Manager Grade 463 (\$6,461-\$7,853 monthly); and
2. The administrative placement of the incumbent into the classification of Environmental Engineering Program Manager; and
3. The proposed revisions to the classification specifications for:
 - a) Utility Operations Supervisor, and
 - b) Supervising Wastewater Plant Operator; and
 - c) Waste Disposal Site Supervisor.

Basis for Recommendation

At the request of the Facility Services Department, the Personnel Department in conjunction with the County Executive staff reviewed a proposed organizational structure change to the Solid Waste and Special Districts programs. The proposed organizational structure change identifies the need for Facility Services to meet the rapidly increasing workload with the shift of engineering and support staff from the Special District program to the newly formed Environmental Engineering program. The Solid Waste Program Manager has been serving the department and performing in this capacity since October 2005. Increased responsibility shifted with the vacancy of the Special Districts Program Manager in January 2006 and reflects the duties currently being performed, responsibility exercised, knowledge and skills required, and the scope and impact of the jobs to fulfill the functional operations.

Information obtained during the analysis of the job duties and meetings with the department management support the need for the organizational restructure.

Based on the information presented, the Personnel Department supports the organizational restructure, proposed classification specification revisions to the Utility Operations Supervisor, Supervising Wastewater Plant Operator, and Waste Disposal Site Supervisor, and title changes and the proposed classification specification revisions of the Special District Program Manager to Utilities Program Manager and the Solid Waste Program Manager to Environmental Engineering Program Manager in Facility Services. The incumbent meets the minimum qualifications and will continue the duties as the Environmental Engineering Program Manager. It is anticipated the vacant newly titled Utility Program Manager will be filled by competitive recruitment.

The Environmental Engineering Program Manager recommended salary will be set according to external salary comparison of agencies with similar classifications and internal reporting relationships taking into account the newly negotiated salaries for engineers reflected in a Side Letter Agreement with the Placer Public Employee Organization. The salary reduction for the Utilities Program Manager takes into consideration the shift of duties, responsibilities, knowledge, skills, supervision, and minimum qualifications from the Special Districts program to the formalized duties of the new classification.

Both the County Executive's Office and the Placer Public Employee Organization have reviewed the organizational restructure request and proposed classification specification revisions and concur with the Personnel Department's recommendation.

Facility Services Department

The Civil Service Commission approved:

The reclassification of one Project Manager I/II position, Grades 103/115 (\$3,875-\$4,710 monthly / \$4,272/\$5,193 monthly) to the classification of Senior Project Manager, Grade 127 (\$4,710-\$5,726 monthly).

Basis for Recommendation

At the request of the Facility Services Department, the Personnel Department conducted a classification audit of the duties and responsibilities assigned to one Project Manager I/II position in the Parks and Grounds Division. This classification specification was created in September 1995. Since that time the duties and responsibilities of this position have expanded to encompass the Open Space Capital Improvement Projects, including trail and open space development, and coordinating and supervising activities of parks support personnel and project consultants.

The approved revisions to the classification specification series include:

1. Develop and manage capital improvement projects including park, trail and open space development projects.

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2. Confer with department managers regarding budget and project requests for parks, open space, and trail development projects.
3. Assist in the regulatory permitting process.
4. Assist in the planning, monitoring, and determination of the acquisition of real property.
5. Plan, coordinate, and monitor facility and/or park improvement projects.

6. Knowledge of principles and practices of real property management and land use, including property acquisition and real property development.
7. Prepare and/or direct facility master plan projects or when assigned to parks/capital open space, prepare requests for park, trail and open space development projects.
8. Gather and analyze data and information affecting departmental space, facility, park, trail and open space development projects.
9. Manage the environmental review and permitting process when assigned to capital park, trail, and open space development projects.

A review of the Position Inventory Questionnaire (PIQ) submitted by the incumbent and information obtained during the analysis of the job duties and meetings with the department management, confirm that the tasks and duties performed are those ascribed to the Senior Project Manager classification.

Based on the information presented, the Personnel Department supports the reclassification of one Project Manager I/II position to a Senior Project Manager classification in Facility Services. It is anticipated this position will be filled by competitive recruitment.

Both the County Executive's Office and the Placer Public Employee Organization have reviewed the proposed classification specification revisions and the reclassification request and concur with the Personnel Department's recommendation.

FISCAL IMPACT

CEO Department – Office of Emergency Services

This reclassification is the result of a review and recommendation by the Personnel Department. This recommendation will result in an increase in salary and benefits to the incumbent employee of approximately \$3,400 on an annual basis. The full cost of the reclassification of an Emergency Services Specialist I/II to a Senior Emergency Services Specialist is included in the FY 2006-07 budget for the Office of Emergency Services.

Facility Services

Utilities Program Manager: The reclassification of a Special Districts Program Manager to a Utilities Program Manager is approximately \$142,851 in annual salary and benefit costs. This reclassification is the result of a review and recommendation by the Personnel Department. This recommendation will result

in an increase in salary to the vacant allocated position at step 5 of approximately \$1,539.00 on an annual basis.

Environmental Engineering Program Manager: Pursuant to a reorganization of the Special Districts/Solid Waste Division to the Utilities and Environmental Engineering Divisions, it has been recommended that the current classification of Solid Waste Program Manager be reclassified to an Environmental Engineering Program Manager. Pursuant to information obtained regarding relative compensation packages through the current management study and the engineering study, it is recommended that the Environmental Engineering Program Manager be compensated at an approximate cost of \$154,219 in annual salary and benefit costs. This reclassification is endorsed and recommended by the Personnel Department. This recommendation will result in an increase in salary to the incumbent employee of approximately \$9,485.00 on an annual basis.

Deputy Director of Facility Services – Solid Waste/Special District: As a consequence of the management and engineering studies and in order to maintain the appropriate salary relationships due to the modification of the compensation package for the Environmental Engineering Program Manager, it is necessary to modify the compensation for the Deputy Director of Facility Services – Solid Waste/Special District, such that the annual salary and benefit costs shall be approximately \$163,713. This increase in salary is the result of a review and recommendation by the Personnel Department. This recommendation will result in an increase in salary to the incumbent employee of approximately \$6,219 on an annual basis.

Sheriff's Department – Administrative Legal Clerk Reclassifications

The Sheriff's Department is intending to absorb the cost of the reclassification of two Administrative Legal Clerks, one within the Support Services Records Unit and another within Patrol South Placer Substation, to Senior Administrative Legal Clerk positions within its current budget. The current impact to the department is based on a recommended 5% increase for promoting the incumbent to this position. For the first year, the net change is approximately \$5,000 for salaries and benefits for each position. There will be an additional 5% impact per year thereafter until reaching the top step. The additional base salary and benefit level will be included in the future years' base budget. The County Executive is aware of this additional cost to the Sheriff's Department annual operating budget.

Sheriff's Depart – New Probationary Period

No fiscal impact on this item.

RECOMMENDATION

It is recommended that your Board approve the attached ordinance amending Placer County Code, Chapter 3, sections 3.12.010, Appendix 1, 3.12.020, and 3.08.1050.

Addendum A – Excerpts from the Civil Service Commission Meeting

Sheriff's Department Records Unit

Reclassification - Administrative Legal Clerk E/J position to Senior Administrative Legal Clerk

The County of Placer has retained the firm of Casey and Associates to complete a review of Sharon Adams' Request for Reclassification. The following presents data findings, analyses, conclusions, and recommendations:

Background

Sharon Adams has been with the county of Placer's Sheriff's Office assigned to the Records Unit as an Administrative Legal Clerk for over six years. Prior to coming to Placer County, however, Ms. Adams worked in Records Management for over twenty years.

In January of 2006 the Records Unit hired a new supervisor and since that time has initiated a number of new processes, special projects, and recently completed a re-organizational review to maximize the available resources in the work unit.

Findings

The review of Sharon Adams' completed Position Inventory Questionnaire and other relevant documentation as well as the conduct of interviews with both Ms. Adams and her supervisor, Loretta Watson, has provided the following findings:

- In the past six years, the Sheriff's Records Unit has gone from 4/5 Administrative Legal Clerks to 12. The technology utilized in the Records Unit to support the Sheriff's Department has become more sophisticated and complex. These new technical and computerized systems allow more data to be inputted and more reports to be generated. The Records Unit now processes an average of twenty-four restraining orders per day as compared to the 8/9 processed, on average, five or six years ago.
- Ms. Adams has been certified as a trainer on the CLETS System and has been conducting the CLETS training for the Records Unit over the past two years.
- Ms. Adams has been the informal technical resource to other Administrative Legal Clerks within the Records Unit because of her excellent computer skills and her extensive prior experience in records management.
- Prior to 2006, only two Administrative Legal Clerks had been inputting the initial Incident Reports to CLETS. This left the Records Unit months behind in terms of records and files being up to date. Since the arrival of the new supervisor, Ms. Watson, all Administrative Legal Clerks are responsible for

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inputting incidents and initiating new records. Ms. Adams has been training all the new staff in this process as well as reviewing and auditing their work products for accuracy and timeliness during the training period and periodically on an on-going basis.

- After observing and evaluating the work processes and existing organization of responsibilities in the Records Unit for the past six months, Ms. Watson is now in the process of re-organizing the work unit. This re-organization recognizes a need for an additional Senior Administrative Legal Clerk (currently there is only one Senior Administrative Legal Clerk in the Unit). Her justification for utilizing two lead/advanced journey level positions is based on the facts that the Records Unit must be staffed between the hours of 7 a.m. to 5 p.m., that most of the staff are working a 9/10 split, that the Unit must be staffed 7 days a week, and that the laws, guidelines, and technology applicable to the Records Unit is constantly changing.
- In the re-organized structure, Ms. Watson will utilize the existing Senior Administrative Legal Clerk to continue performing the following advanced journey level functions:
 - Sealing adult and juvenile records
 - Processing subpoenas
 - Proofing restraining orders
 - Overseeing process document procedural changes
 - Vacation relief
 - Acting as technical expert on workplace processes
- With the addition of a second Senior Administrative Legal Clerk, Ms. Watson will assign Ms. Adams the following advanced journey level functions (many of which Ms. Adams has already been performing):
 - Training staff for CLET certification and data entry procedures
 - Troubleshooting hardware and software problems
 - Acting as liaison with the county's IT Division
 - Scheduling rotation of functions every 4 to 6 months
 - Assisting with strategic planning
 - Auditing the work of Administrative Legal Clerks in training and on a periodic basis
 - Taking the lead on multiple special projects
 - Providing feedback for performance evaluations and potential employee problems
- Ms. Watson indicated that both the current Senior Administrative Legal Clerk and Ms. Adams serve as acting supervisor when Ms. Watson is out of the office for extended periods of time.

- The new supervisor of the Records Unit has initiated multiple special projects in order to ensure compliance, create a more responsive and customer oriented work unit, and build a positive, proactive, and competent team of Administrative Legal Clerks. Ms. Adams has been given the responsibility for carrying out and/or leading the team in the successful completion of these special projects. In fact, in many instances the special project has been initiated by Ms. Adams in her effort to improve existing work practices and processes and approved by Ms. Watson.

Conclusions and recommendation

When reviewing and comparing the job descriptions for Ms. Adam's position's current job classification of Administrative Legal Clerk – Journey with the Senior Administrative Legal Clerk, it is apparent that Ms. Adam's position can best be defined by the following statement:

"To perform a variety of the more specialized and responsible administrative, clerical, and document processing functions for assigned program or project and participate in employee training, evaluation and discipline when assigned to the Sheriff's Office".

This is the "Definition" found in the Senior Administrative Legal Clerk job description. Further, the "Distinguishing Characteristics" section for this advanced journey level classification states:

"Employees perform the most difficult and responsible types of duties assigned to classes within this series including performing technical clerical duties which require specialized knowledge related to area of assignment within a legal department and/or providing technical and functional supervision over assigned legal clerical staff."

These distinguishing characteristics are also representative of the level of complexity, responsibility, and expertise exhibited by Ms. Adam in the daily performance of her assigned duties.

When reviewing the "Examples of Essential Duties" typically performed by Senior Administrative Legal Clerks, it is found that Ms. Adam performs all of these duties on a regular and on-going basis.

Finally, the organizational re-structuring of the Sheriff's Records Unit designed and initiated by Ms. Watson, the Records Supervisor, and which proposes the addition of a second Senior Administrative Legal Clerk position, is determined to be a sound business decision based on legitimate criteria and needs.

It is recommended that Sharon Adam's position be re-classified to the Senior Administrative Legal Clerk job class.

Sheriff's Department Loomis Sub Station

Reclassification - Administrative Legal Clerk E/J position to Senior Administrative Legal Clerk

The County of Placer has retained the firm of Casey and Associates to complete a review of Cheryl Duncan's Request for Reclassification. The following presents data findings, analyses, conclusions, and recommendations:

Background

Ms. Duncan began working with the county of Placer in the Sheriff's Records Division in 1987 as an Administrative Legal Clerk. In August of 1997, Ms. Duncan transferred into her current position as an Administrative Legal Clerk – Journey with the South Placer Substation – Patrol. At that time, there were approximately 30 Patrol Officers and the office occupied approximately 3,000 to 4,000 sq. ft. of space. Since then the South Placer Substation has grown to house 40 Patrol Officers and added 3,000 sq. ft. of additional office space. Ms. Duncan has continued to be the sole clerical/administrative support staff throughout these years.

There are three (3) substations in addition to the Sheriff's Office in Auburn located in Tahoe, Colfax, and Loomis. The Loomis Substation is the largest serving the county from Newcastle to Roseville. The Loomis Substation also contracts with the town of Loomis to provide law enforcement support.

Findings

The review of Cheryl Duncan's completed Position Inventory Questionnaire and other relevant documentation and interviews with both Ms. Duncan and her supervisor, Lt. Don Hutchinson, has provided the following findings:

- Ms. Duncan provides the sole clerical/administrative support to the South Placer Substation – Patrol. In this capacity, she is assisted by a part-time (5 hr/wk.) clerk and volunteers through the county's volunteer worker's program. Ms. Duncan's position is responsible for overseeing these resources.
- The majority of Ms. Duncan's work time is spent responding to the public via telephone calls or walk-ins. As the initial point of contact, Ms. Duncan must make determinations such as the nature and urgency of the inquiry, whether she can and should provide the necessary information, whether the inquiry requires a Deputy Sheriff, whether a report needs to be taken, if the inquiry should be referred to another resource and/or which resource must be contacted.
- Ms. Duncan tracks all inquiries and public contacts to ensure that each call/visit is responded to in a timely and satisfactory manner.

- Ms. Duncan's acts as a resource and liaison with other divisions within the Sheriff's Office and the county organization as well as outside agencies, businesses, and individuals.
- This position provides clerical/administrative support to management and patrol staff assigned to the South Placer Substation as necessary. Ms. Duncan word processes and/or re-formats such documents as letters and correspondence, performance evaluations and other employee correspondence, reports and forms; maintains filing and recordkeeping systems; maintains spreadsheets and gathers data for requested and periodic statistical reports.
- Ms. Duncan's position collects timecards and related documentation for all staff assigned to South Placer Substation and processes for bi-weekly payroll. Ms. Duncan tracks missing timecards, verifies data, follows-up for appropriate sign-off authorizations, and oversees data input into county's ACORN payroll system.
- This position responds to community requests for fingerprinting, processing approximately 2,000 fingerprints annually and oversees the use of Substation's fingerprinting machine.
- Ms. Duncan's position serves as the Parking Administrator for the Substation and other contracting agencies. In this capacity, the contracting firm which provides notification and collection services for county's parking violations sends all appeals to these parking violations to Ms. Duncan for a final determination. Although Ms. Duncan gives the appeals to a Sheriff's Sergeant for review, she can over-ride this initial determination. Every other month violators may go to court to request a final review. At this time, Ms. Duncan is in attendance to log appeals, run codes, ensure all documentation is available and generally support the court proceedings. Ms. Duncan also notifies each appellant of the court's findings.
- Lieutenant Hutchinson, as Ms. Duncan's supervisor, indicates that her position serves as "Office Manager" and as the "go to" person for clerical, administrative support, and/or operational support.
- Ms. Duncan's position acts as liaison with both the off-site landlord as well as the county's Facilities Division to ensure the Substation's physical plant is maintained in a satisfactory manner.
- Ms. Duncan's position orders office supplies and assists in the purchase of office equipment as directed and according to established procedures.
- This position has computer access to specialized software systems utilized in the Sheriff's Office. In this capacity, Ms. Duncan may provide informal assistance to Patrol Officers with routine technical questions. Ms. Duncan is able to access the various recordkeeping systems and databases for basic research as requested. Ms. Duncan acts as liaison with the county's IT Department as it relates to hardware or software issues within the Substation.

- Ms. Duncan's position does not participate in the tracking, monitoring or developing of the Substation's budget.

Conclusions

When reviewing the job descriptions for Ms. Duncan's position's current job classification of Administrative Legal Clerk – Journey as well as other clerical/administrative support classifications, the following conclusions were made:

- Ms. Duncan's position performs all of the "Examples of Essential Duties" as listed in the existing job description for Administrative Legal Clerk – Journey. This job class is defined broadly and positions assigned to it are found throughout the county organization particularly in justice/law enforcement work units, such as the Sheriff's Office. Although this job class and related job series is used to perform a wide variety of tasks and duties, its basic Definition, "to perform a wide variety of general and legal clerical and routine secretarial duties related to the legal function and department assigned", is consistent with Ms. Duncan's basic responsibilities.
- However, Ms. Duncan's position is responsible for performing a wide variety of general and legal clerical and routine secretarial functions in a very independent manner. Furthermore, Ms. Duncan's position has grown in its knowledge and skills set to also perform a variety of the more specialized and responsible administrative, clerical, and document processing functions supporting the South Placer Substation during the past nine years. In this capacity, Ms. Duncan now performs the majority of clerical/administrative support functions necessary to the Substation's on-going operations including the most difficult and specialized assignments. This position now provides oversight and supervision of an extra help part-time position and volunteer office help.
- When reviewing the existing job description for Administrative Secretary, it is found that the "Distinguishing Characteristics" for this advanced journey job class focuses on . . . "providing administrative support to a department in areas such as budget, personnel, or a departmental program or function as well as providing responsible secretarial support to a department or division head." This is not the primary focus of Ms. Duncan's position.
- Further, many of the Administrative Secretary's "Examples of Essential Duties" as listed in the existing job description are not representative of Ms. Duncan's primary functions. Some of the duties typically performed by an Administrative Secretary but not performed to any major degree by Ms. Duncan include:
 - ❖ Coordinate and make travel arrangements, maintain appointment schedules and calendars; arrange meetings and conferences.
 - ❖ Perform accounting functions related to accounts payable or receivables.

- ❖ Participate and assist in the administration of a department budget; compile annual budget requests, and recommend expenditure requests for designated accounts.
 - ❖ Assist in the support of a board or commission including posting legal notices, preparing the agenda, assembling background materials, and typing minutes of meetings as assigned.
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- The existing job description for Senior Administrative Legal Clerk outlines a basic "Definition" as . . . "perform a variety of the more specialized and responsible administrative, clerical, and document processing functions" and is distinguished as an advanced journey level class exhibiting independence in performing the most difficult and responsible technical clerical functions requiring specialized knowledge related to area of assignment. This job class may provide technical and functional supervision as well as direct supervision of clerical staff.
 - When reviewing the Senior Administrative Legal Clerk job description's "Examples of Essential Duties", Ms. Duncan's position performs all of the duties as listed (with the exception of "acting as shift supervisor"). Consistent with the advanced journey classification, Ms. Duncan performs these functions in an independent manner.

Recommendations

It is recognized that Ms. Duncan performs her duties well and provides support to the South Placer Substation and its staff in a positive and responsible manner. When reviewing and analyzing the duties and responsibilities assigned to this position it is determined that the preponderance of duties and functions performed at the level of independence required fall within the parameters of the Senior Administrative Legal Clerk classification.

Although some of the duties listed in the Administrative Secretary job description are performed by Ms. Duncan, many of the defining responsibilities and functions typically assigned to this job class are not major tasks assigned to Ms. Duncan's position and do not define this position as completely and essentially as does the Senior Administrative Legal Clerk classification.

It is recommended that Cheryl Duncan's position be re-classified to the Senior Administrative Legal Clerk job class.

Facility Services Department

Classification Specification Changes - The proposed revisions to the classification specifications are summarized as follows and underlined on the attached classification specifications.

Environmental Engineering Program Manager (previously titled Solid Waste Program Manager)

Modify to add the following as noted by underline:

- Plan, develop and oversee the work of staff and consultants involved in solid waste operations, engineering of solid waste, water and wastewater projects.
- Develop, negotiate and manage contracts for solid waste collection and disposal, engineering, construction, and environmental services.
- Develop and implement short and long range plans for solid waste operations and environmental engineering.
- General principles of engineering, environmental review, economic development and facility planning as applied to solid waste, water and wastewater projects.
- Knowledge of changing regulations, standards, and techniques in the field of solid waste and wastewater engineering and of new technology, methods, and equipment.
- Knowledge of principles and practices of work safety including wastewater treatment plant and their emergency procedures.
- Organize, implement and direct solid waste and environmental engineering operations and planning activities.
- Develop, prepare and utilize a variety of computer programs for the analysis and solution of plant operations issues.
- Apply engineering principles to the solution of sanitary engineering problems and to perform engineering studies and make evaluations.
- Analyze data, prepare and interpret maps, diagrams, charts and drawings and write reports.
- Modify minimum qualification experience to include Environmental Engineering.
- License or Certificate qualification to include 'Possession of current registration as a professional civil engineer. If registration is granted by a state other than California, registration granted by the State of California must be obtained within one year of employment.'

Utility Program Manager (previously titled Special District Program Manager)

Modify to add the following as noted by underline:

- Plan, develop and oversee the work of staff and consultants involved in Utility operations and maintenance as applied to wastewater treatment plants, collection systems, and water treatment and distribution.
- Requires knowledge of general principles of water and wastewater operations and facility planning as applied to Utility projects.
- Remove sanitary engineering from the classification specification.
- Modify minimum qualification experience to include water system operations.
- Modify minimum qualification training to include economics, construction management, facility management as well as civil or sanitary engineering or related field.

- Deleted the professional civil engineering requirement and included this requirement in the Environmental Engineering Program Manager classification specification.

Utility Operations Supervisor and Supervising Wastewater Plant Operator

Modify to add the following

- Supervision received by the Utilities Program Manager.

Waste Disposal Site Supervisor

Modify to add the following

- Supervision received by the manager or other professional staff.

Attached for the Commission's information and consideration is a copy of the department's request, proposed organizational chart and proposed revisions to the classification specifications.

Facility Services

Reclassification - Project Manager /III position to Senior Project Manager

The proposed revisions to the classification specification series include:

10. Develop and manage capital improvement projects including park, trail and open space development projects.
11. Confer with department managers regarding budget and project requests for parks, open space, and trail development projects.
12. Assist in the regulatory permitting process.
13. Assist in the planning, monitoring, and determination of the acquisition of real property.
14. Plan, coordinate, and monitor facility and/or park improvement projects.
15. Knowledge of principles and practices of real property management and land use, including property acquisition and real property development.
16. Prepare and/or direct facility master plan projects or when assigned to parks/capital open space, prepare requests for park, trail and open space development projects.
17. Gather and analyze data and information affecting departmental space, facility, park, trail and open space development projects.
18. Manage the environmental review and permitting process when assigned to capital park, trail, and open space development projects.

These duties and projects include, but are not limited to:

1. Performing the more difficult and highly complex, multi-million dollar project management in support of the County's various parks, trails and open space capital improvement projects, including coordinating the environmental review process and supervising the activities of parks support personnel and project consultants.

2. Performing administrative duties involving project management ranging from project inception to completion including direct responsibility for overseeing construction, day-to-day oversight of design, compliance with environmental legislation/laws, permitting, project budget monitoring and contract management.
3. Confer with department management regarding project status, budgets, staff reports, correspondence, and communications for the County Planning Commission, County Board of Supervisors, and various Municipal Advisory Councils.
4. Gather and analyze data, determine project feasibility, develop and provide cost estimates and schedules including solicitation, negotiation, managing and evaluating the bid process and consultant contracts.
5. Organize, prepare for and conduct public hearings and meetings before the County's Planning and Parks Commission and Municipal Advisory Councils including communications with proponents/opponents and agency staff, and project consultants.

Attached for the Commission's information and consideration are the proposed revisions to the classification specifications, copies of the PIQ, and proposed organizational chart.

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

In the matter of: An ordinance amending Placer County Code, Chapter 3, Sections 3.12.010, Appendix 1, 3.12.020, and 3.08.1050 relating to the departments of County Executive Office, Sheriff, and Facility Services.

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:**

That Placer County Code, Chapter 3, Section 3.12.010, Appendix 1, 3.12.020, and 3.08.1050 are hereby amended as indicated on the attached: (Additions to ordinance shown in underline, deletions shown with strike-through.)

Effective the first day of the pay period thirty days following the second reading.

3.12.010 APPENDIX 1

FACILITY SERVICES

(f)	Parks & Grounds Maintenance	
	Project Manager I/II	1
	Project Manager – Senior	1

(g)	Solid Waste Management Environmental Engineering Services	
	Environmental Engineering Program Manager	1
	Solid Waste Program Manager	1

(h)	Special District Services Utility Services	
	Special Districts Program Manager	1
	Utility Program Manager	1

SHERIFF

(f)	Support Services	
	Administrative Legal Clerk – Entry/Journey	<u>108</u>
	Administrative Legal Clerk – Senior	<u>24</u>

3.12.020

Admin Code	Classification Title	Salary Plan Appendix	Grade
13519	Special Districts Program Manager	MNGT - 8	466
	Utility Program Manager		463
14785	Solid Waste Program Manager	MNGT - 8	466
	Environmental Engineering Program Manager		475
45742	Emergency Services Specialist	GNRL - 7	88
11731	Emergency Services Specialist I	GNRL - 7	76
11732	Emergency Services Specialist II	GNRL - 7	88
15714	Emergency Services Specialist – Senior	GNRL - 7	106

3.08.1050 – Length of Probation

A. All permanent appointments from open or promotional eligible lists to positions in the classified service shall be for a probationary period of six calendar months with the exception of the following:

3. Sheriff's Office. All permanent appointments from open or promotional eligible lists to positions in the classified service shall serve the probationary periods indicated:

a. Initial Hiring Classification	Period
Correctional officer I	12 months
Correctional officer II	12 months
Deputy sheriff I	18 months
Deputy sheriff II	12 months
Sheriff's sergeant	12 months
Sheriff's lieutenant	12 months
Sheriff's captain	12 months
b. Promotion to	Period*
Correctional officer I	12 months
Correctional officer II	6 months
Deputy sheriff I	18 months
Deputy sheriff II	6 months
Sheriff's sergeant	6 months
Sheriff's lieutenant	6 months
Sheriff's captain	6 months

* Time spent on leave of absence will not count toward the completion of the probationary period.

c. Deputy Sheriff—Trainee. Incumbency in this class is limited to a period not to exceed ~~six~~ **12 (twelve)** months and to individuals who have not yet completed the basic P.O.S.T. academy. Failure to satisfactorily complete and graduate from ~~the first placement into a~~ basic P.O.S.T. academy while in this class shall result in termination from this class.

Upon satisfactory completion of the basic P.O.S.T. academy, it will be permissive to appoint the incumbent to deputy sheriff I. Upon appointment to deputy sheriff I, the incumbent shall serve a probationary period of eighteen (18) months.