

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Board of Supervisors
From: Civil Service Commission
By: Nancy Nittler, Personnel Director
Date: December 05, 2006
Subject: Introduction of an ordinance with recommendations from the Civil Service Commission amending Placer County Code, Chapter 3, Section 3.12.010, Appendix 1 and Section 3.12.020 relating to positions within the departments of Administrative Services, Agricultural Commissioner-Sealer of Weights and Measures, and the Auditor-Controller.

ACTION REQUESTED:

Approve the attached ordinance amending Placer County Code, Chapter 3, Section 3.12.010, Appendix 1 - Allocation of Positions to Departments and Section 3.12.020 - Schedule of Classifications for the Classified Service, to reflect the recommendations approved by the Civil Service Commission at their regular meeting of November 13, 2006 for the departments of Administrative Services, Agricultural Commissioner-Sealer of Weights and Measures, and the Auditor-Controller.

Administrative Services Department:

The Civil Service Commission approved:

1. The reclassification of one Senior Technology Solutions Analyst position, Grade 238 (\$5,062-\$6,153 monthly) to the classification of Information Technology Analyst I/II, Grade 230/238 (\$4,591-\$5,581/\$5,062-\$6,153 monthly; and
2. The placement of the incumbent in the classification of Information Technology Analyst II.

Basis for Recommendation:

At the request of the Administrative Services Department, the Personnel Department in conjunction with the Information Technology Classification Review Panel, conducted a classification review of a one Senior Technology Solutions Analyst position for reclassification to the Information Technology Analyst I/II.

The panel reviewed this position during their meeting of October 19, 2006. The panel reviewed the documentation related to the duties assigned to this position of the Administrative Services Department that supports the ever increasing Windows-based servers as part of the overall County networked computing infrastructure.

During the panel's meeting, an opportunity was provided for the panel to review the Position Inventory Questionnaire (PIQ) and meet with the incumbent, Terry Melton. In addition, the panel met with the Information Technology Manager, Keely Scanlan, who confirmed the incumbent supports the infrastructure and technical operations, project design and possess the skill sets to effectively perform these duties.

After consideration of the materials provided, including current and proposed organizational charts, the panel determined that the duties currently being performed are those ascribed to the classification of Information Technology Analyst II. These duties include, but are not limited to:

- Analyze, diagnose, maintain, and troubleshoot the County network infrastructure including operating systems, database systems, and network systems associated with Windows OS, Microsoft Active Director, e-mail services, and file access.
- Prepare and maintain detailed technical specifications required to implement department-specific and county-wide information technology solutions.
- Monitor existing IT solutions performance, availability, and storage capacity utilization.
- Evaluate, test, validate, and recommend technical solutions.
- Design and/or identify solutions integrating County network infrastructure, considering protocols, standard data elements and codes.
- Follow, maintain, and implement internal control, network security and server security to protect county systems, county data, and overall solution integrity.

Based on the information presented, the Personnel Department supports the request of the Administrative Services Department to reclassify one Senior Technology Solutions Analyst position to the Information Technology Analyst I/II classification and placement of the incumbent in the Information Technology Analyst II classification. It has been determined the incumbent meets the minimum qualifications of an Information Technology Analyst II.

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

Auditor-Controller Department:

The Civil Service Commission approved the reclassification of one Technology Solutions Analyst I/II position, Grade 222/230 (\$4,164-\$5,062/\$4,591-\$5,581 monthly) to the classification of Senior Technology Solutions Analyst, Grade 238 (\$5,062-\$6,153 monthly).

Basis for Recommendation

At the request of the Auditor-Controller's Office, the Personnel Department in conjunction with the Information Technology Classification Review Panel conducted a classification review of one position that supports the Automated County Online Resource Network (ACORN) payroll system. This position is responsible for the technical aspects of the ACORN System, the county-wide payroll-personnel system.

The panel reviewed this vacant position during a recent meeting. The panel reviewed the documentation related to the duties that will be assigned to this position including the materials submitted by the Auditor-Controller's office as well as the Position Inventory Questionnaire (PIQ) completed by the Assistant Auditor Controller.

During the panel's meeting, an opportunity was provided for the panel to meet with the Assistant Auditor Controller. After consideration of the materials provided, including the PIQ, organizational charts, classification specifications and class plan, the panel recommended that the position be reclassified to the classification of Senior Technology Solutions Analyst.

This recommendation is largely based on the highly specialized work performed in the technical area of the ACORN system that is indicative of an advanced journey professional level classification.

In addition, the Auditor-Controller's office would take the opportunity to cross train this position in the Performance Accounting System to support the Division's on-going efforts of succession planning for future operational business needs. It is anticipated this position will be filled by competitive recruitment.

The Personnel Department supports the request and the panel's recommendation. Both the County Executive's Office and Placer Public Employee Organization have reviewed this information and concur with the Personnel Department's recommendation.

Agricultural Commissioner-Sealer of Weights and Measures Department:

The Civil Service Commission approved the proposed revisions to the classification specification including title change for Senior Agricultural Inspector to Senior Agricultural & Standards Inspector.

Basis for Recommendation:

At the request of the County's Agricultural Commissioner, the Personnel Department met with Agricultural management to discuss the need for the proposed classification specification recommendation as indicated above.

It was recommended that the title of Senior Agricultural Inspector be changed to Senior Agricultural and Standards Inspector to be more reflective and consistent with the existing classification specifications of the Agricultural and Standards Inspector I/II classifications.

Additionally, the title change is a clear representation of the current duties and responsibilities which include conducting weights and measures tests to ensure the reliability and accuracy of weights and measure devices and issuance of the County seal.

The I/II classification specification title was revised to include 'Standards' in 2002; however, the senior classification specification was not revised at that time.

The proposed revisions to the classification specification series include modifying the minimum qualification License or Certificate section to delete the reference to entrance level certificates. The current reference to an entrance level certificate does not qualify an individual to meet the minimum qualifications since these certificates do not exist with the State. Previously, there were eight agriculturally related licenses and six weights and measures related licenses and currently there are five agricultural licenses and three weights and measures licenses.

Both the County Executive Office and the Placer Public Employee Organization have reviewed the proposed Senior Agricultural Inspector title change and concur with the Personnel Department's recommendation.

FISCAL IMPACT

Administrative Services Department

There is no fiscal impact for the reclassification of one Senior Technology Solutions Analyst position, salary grade 238 to the classification of Information Technology Analyst I/II, salary grade 230/238.

Auditor-Controller Department

The reclassification of a Technology Solutions Analyst I/II to a Senior Technology Solutions Analyst will result in an additional \$5,018 per year salary and benefit cost increase, which will be funded this 06/07 fiscal year by various vacant positions. Total annual salary and benefits for the new classification is \$105,411. This recommendation will result in an increase in salary to the incumbent employee of approximately \$3,348 on an annual basis.

Agricultural Commissioner-Sealer of Weights and Measures Department

There is no fiscal impact due to a title change of the classification specification.

RECOMMENDATION

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

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
and 3.12.020 relating to the departments of Administrative
Services, Auditor, and Agricultural Commission/Sealer of Weights & Measures.

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 and, 3.12.020, are hereby amended as follows: (Additions to ordinance shown in bold and underline, deletions shown with strike-through.)

Section 1. That Article 3.12, Section 3.12.010, Appendix 1 is hereby amended to read as follows:

**3.12.010 APPENDIX 1
ADMINISTRATIVE SERVICES**

(a)	Administrative Services	
	Information Technology Analyst I/II	<u>12 13</u>
	Technology Solutions Analyst - Senior	<u>5 4</u>

Ordinance # _____

AUDITOR

	Auditor	
	Technology Solutions Analyst I/II	21
	Technology Solutions Analyst -Senior	42

AGRICULTURAL COMM./SEALER OF WGTS. & MEAS.

	Agriculture	
	Agricultural Standards Inspector - Senior	6

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Section 2. That Article 3.12, Section 3.12.020 is hereby amended to read as follows:

3.12.020 Classified Service

Admin Code	Classification Title	Salary Appendix	Grade
14501	Agriculture <u>al</u> & Standards Inspector - I	GNRL - 7	97 70
14502	Agriculture <u>al</u> & Standards Inspector - II	GNRL - 7	70 85
14504	Agriculture <u>al</u> & Standards Inspector – Senior	GNRL - 7	97

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