



**MEMORANDUM**  
OFFICE OF THE  
COUNTY EXECUTIVE OFFICE  
COUNTY OF PLACER

TO: Honorable Board of Supervisors

FROM: Thomas Miller, County Executive Officer  
By: Ronald Baker, Sr. Administrative Services Officer *RB*

DATE: May 22, 2007

SUBJECT: Modification of Specification for Agricultural Inspector Aide, and Introduction of an Ordinance Amending Placer County Code, Chapter 3, Sections 3.08.070, 3.12.010 Appendix 11 and 3.12.030 to Add the Classification of Library Page and Provide A Five-Step Pay Schedule for Agricultural Inspector Aide, Library Page, and Student Legal Assistant

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**ACTION REQUESTED**

Approve modification of the specification for Agricultural Inspector Aide, and approve the attached ordinance amending the Placer County Code Chapter 3, Sections 3.08.070, 3.12.010 Appendix 11 and 3.12.030 to add the classification of Library Page and provide a five-step pay schedule for Agricultural Inspector Aide, Library Page, and Student Legal Assistant.

**BASIS FOR RECOMMENDATION**

Staff is requesting three actions from your Board.

First, staff recommends approval of proposed modifications to the specification for Agricultural Inspector Aide (Exhibit A). The Agricultural Commissioner worked with Personnel and the County Executive Office to more accurately identify the scope of duties desired. Modification of the classification specification includes additional duties and tasks related to insect trapping, pest surveys, weed eradication and other general assistance.

Second, staff requests approval of the attached ordinance amending the Placer County Code Chapter 3, Sections 3.08.070, 3.12.010 Appendix 11 and 3.12.030 to add the classification of Library Page. On August 10, 2004, your Board approved Ordinance 5314-B which established all classifications in the classified and unclassified service for the implementation of the PeopleSoft personnel and payroll system (ACORN). The classification of Library Page was inadvertently omitted from Ordinance 5314-B. A one-step salary schedule and current specification exist for this classification.

Third, staff requests that a five-step salary schedule be adopted to for the classifications of Agricultural Inspector Aide, Library Page and Student Legal Assistant. These three job classifications currently have one pay step in Placer County Code Appendix 11 of Chapter 3. These jobs are in the unclassified service and are extra-help, meaning incumbents are intermittent, non-permanent employees. The three classes are the only ones that have a one-step pay plan (except for Deputy Sheriff Trainee job, which is filled for about 6 months while the employee attends POST Basic training in preparation for advancement to Deputy Sheriff I).

The one-step salary schedule was implemented due to the temporary nature of the jobs when created. That is, it was considered that incumbents in these job classes would be hired and terminated based on intermittent department needs. However, the training necessary to bring incumbents to a productive level is significant, in some cases as much as two months. When an incumbent terminates, the training invested is lost. The current one-step pay schedule may not provide sufficient inducement for trained incumbents to return to County service when the need for such trained employees recurs.

This ordinance provides five steps in the salary schedule for each of these classifications, similar to classified and all other unclassified positions. The five steps will enable the County to compensate unclassified employees for experience in a manner not currently available.

The Personnel Department staff has reviewed this memo and ordinance and concurs with the modification of the specification for Agricultural Inspector Aide, the addition of the classification of Library Page, and the five-step salary schedule for Agricultural Inspector Aide, Library Page, and Student Legal Assistant.

### **FISCAL IMPACT**

Each step in the recommended salary schedule change is approximately 5% greater than the previous step. If all incumbents were to be placed at Step 5 of the attached recommended pay scale, the total possible impact to the County would be approximately \$71,000 annually, including the mandatory employer share of Social Security and Medicare.

Each department will be required to absorb any cost impact of the ordinance within their approved FY 2007-08 Budget. The actual cost to the County of adopting this ordinance will depend on the number of unclassified employees in each of the affected classifications and the experience of each employee. It's likely that the impact in FY 2007-08 will be significantly less than the total possible impact. Potential impacts for each affected department are detailed below.

#### **Agricultural Inspector/Sealer of Weights and Measures**

The maximum potential impact of the ordinance is estimated to be \$18,600 for 7 employees in the classification of Agricultural Inspector Aide. These employees work during the spring and summer months for the most part.

#### **Library Services**

The maximum potential impact of the ordinance is estimated to be \$48,200 for up to 45 employees in the classification of Library Page. These employees work various shifts in all branches and during any month of the year.

#### **District Attorney**

The maximum potential impact of the ordinance is estimated to be \$4,200 for one employee in the classification of Student Legal Assistant. The employee hired in this class is typically attends an accredited law school and assists Deputy District Attorneys in case research and preparation. The employee may work during any month of the year.

There is no fiscal impact of modifying the specification for Agricultural Inspector Aide.

Attachments: Ordinance

Exhibit A – Modified specification for Agricultural Inspector Aide

## Exhibit A

PLACER COUNTY  
April 1997  
Revised May 2007

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### AGRICULTURAL INSPECTOR AIDE

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#### DEFINITION

To place, inspect and maintain insect traps; to perform pest surveys; weed eradication; and to provide general assistance to agricultural department staff.

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Deleted: inspection

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level agricultural department staff.

Deleted: inspection

#### EXAMPLES OF ESSENTIAL DUTIES - Essential duties may include, but are not limited to, the following:

Assemble and bait a variety of insect traps or devices; place and maintain traps; inspect traps on a regular basis.

Deleted: pest detection

Perform specific pest surveys; count and identify pests in traps; collect, identify and submit pest specimens suspected of being target pests.

Provide routine information to the public regarding agricultural policy, procedure, and regulations; explain and describe various programs and devices.

Deleted: pest detection

Perform general clerical duties including filing, sorting, and maintaining file documents.

Compile and maintain detailed records; prepare routine summary reports.

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Perform noxious weed control.

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Safely apply proper herbicide to weed pests.

Assist agricultural department staff with programs as required.

Perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

- Basic biology, especially pertaining to invertebrate pests and weed pests.
- Physical characteristics of common garden pests.

- Basic pest control techniques.
- English usage, spelling, punctuation and grammar.
- Principles and practices of work safety.
- Modern office procedures, methods and computer equipment.

**Ability to:**

- On a continuous basis, know and understand all aspects of the job; intermittently interpret regulations; visually identify pests and apply pertinent descriptions in determining identity of specimen.
- On an intermittent basis, walk, stand, bend, squat, climb and bend in the field, kneel, or twist to collect traps and specimens; lift heavy weight including bags and crates, chemicals, and other related equipment.
- Understand and interpret policies, procedures and regulations.
- Prepare clear and concise reports.
- Collect and identify a variety of pests.
- Work in remote areas with steep terrain and operate four-wheel drive vehicle.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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**Experience and Training**

- Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

No experience required.

**Training:**

Equivalent to completion of the twelfth grade supplemented by college level course work in biology, entomology, agriculture or a closely related field.

**License or Certificate:**

- Possession of, or ability to obtain, a valid driver's license. Proof of adequate vehicle insurance and medical clearance may also be required.

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

In the matter of: An ordinance amending Placer County Code, Chapter 3, Sections 3.08.070, 3.12.010, Appendix 11 and 3.12.030 for the unclassified job classifications of Agricultural Inspector Aide, Library Page and Student Legal Assistant

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, Sections 3.08.070, 3.12.010, Appendix 11 and 3.12.030 are hereby amended as follows: (Additions to ordinance shown in bold and underline, deletions shown with strike-through.)

**Section 1.** That Article 3.08, Section 3.08.070 is hereby amended to read as follows:

**A. 123. Library Page**

**Section 2.** That Article 3.12, Section 3.12.010, Appendix 11 is hereby amended to read as follows:

New Salary Grade	01	02	03	04	05
UA1	9.7927	<del>0.0000</del> <b>10.2823</b>	<del>0.0000</del> <b>10.7964</b>	<del>0.0000</del> <b>11.3362</b>	<del>0.0000</del> <b>11.9030</b>
U00	17.8396	<del>0.0000</del> <b>18.7316</b>	<del>0.0000</del> <b>19.6682</b>	<del>0.0000</del> <b>20.6516</b>	<del>0.0000</del> <b>21.6842</b>
U02	11.4788	<del>0.0000</del> <b>12.0527</b>	<del>0.0000</del> <b>12.6553</b>	<del>0.0000</del> <b>13.2881</b>	<del>0.0000</del> <b>13.9625</b>

**Section 3.** That Article 3.12, Section 3.12.030, is hereby amended to read as follows:

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN — APPENDIX	GRADE
<b>12600</b>	<b>Library Page</b>	<b>UNCL – 11</b>	<b>UA1</b>

**Section 4.** That this ordinance shall be effective the first day of the pay period following final passage.