



**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Board of Supervisors
From: Civil Service Commission
By: Nancy Nittler, Personnel Director
Date: October 23, 2007
Subject: Introduction of an ordinance relating to position allocations and classification changes as approved by the Civil Service Commission affecting the Community Development Resource Agency and the departments of Administrative Services, Assessor, County Executive Office, District Attorney, Facility Services, Health and Human Services, Public Works, and Sheriff.

ACTION REQUESTED:

Approve the attached ordinance relating to position allocations and classification changes as approved by the Civil Service Commission in the period August through October, 2007 affecting the Community Development Resource Agency and the departments of Administrative Services, Assessor, County Executive Office, District Attorney, Facility Services, Health and Human Services, Public Works, and Sheriff.

BASIS FOR RECOMMENDATION:

Each of the classification requests listed in the fiscal impact section of this memo were approved by the Civil Service Commission in the months of August through October, 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 analysis of a Position Inventory Questionnaire completed by the incumbent and reviewed by management; a review of the duties currently being performed; an assessment of the responsibility exercised, knowledge and skills required to perform the duties; and a review of 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 the salary range plus associated benefits increases, initial costs will likely be less than that estimated when applied to the actual incumbents.

Community Development Resource Agency: The reclassification of one Engineering Technician I/II position to a Junior/Assistant Engineer classification will result in an increased cost of approximately \$19,910 in annual salary and benefits. The Community

Development Resource Agency's Engineering and Surveying Department will absorb the monthly cost of this request in the 2007-2008 fiscal year.

Administrative Services: The reclassification of two Telecommunications Supervisors to Information Technology Supervisors will result in an increase of approximately \$25,479 in annual salary and benefit costs. The reclassification of an Administrative Technician to an Information Technology Technician I will result in an increase of approximately \$6,674 in annual salary and benefit costs. The reclassification of a Telecommunications Technician II to an Information Technology Analyst I is approximately \$13,101. These recommendations will result in an increase in salaries and benefits of approximately \$70,734 on an annual basis. The Telecommunications Division operates as an Internal Service Fund and the increased costs will be funded through charges to customer departments for services rendered.

Assessor: The restructure of seven Senior Appraisers includes a 2.5% increase which will result in an increase of \$15,819 in salary and benefits costs on an annual basis. The increased salary and benefit costs for the remainder of this fiscal year will be absorbed.

County Executive Office: The reclassification of one Secretary-Journey position to an Administrative Secretary classification will result in an increased cost of approximately \$6,414 in annual salary and benefits. The Redevelopment Agency will absorb the monthly cost of this request in the 2007-2008 fiscal year through savings in operations.

District Attorney: The reclassification of an Information Technology Technician II to a Technology Solutions Analyst I will result in an increase of approximately \$3,272 in salary and benefit costs in fiscal year 2007-2008.

Facility Services:

1. The reclassification of an Administrative Clerk Journey to a Senior Administrative Clerk will result in an increased cost of approximately \$2,751 in annual salary and benefit costs. This increase will be absorbed this fiscal year.

2. The reclassification of one Senior Building Crafts Mechanic to a Project Manager II will result in increased costs of approximately \$9,786 in annual salary and benefits, and the reclassification of one Senior Building Crafts Mechanic to a Fire Application Technician will cost approximately \$7,329 in annual salary and benefits. In addition, it was determined that one Building Crafts Mechanic was working in the correct classification. This position has been receiving work-out-of-class pay that was budgeted; therefore this position will result in a savings of approximately \$3,256 in annual salary and benefits that will be applied to these costs.

The net total cost increase will be absorbed in the current fiscal year. This recommendation will result in a net increase in salary and benefits of approximately \$18,478 on an annual basis.

Health and Human Services:

1. The reclassification of a Client Services Counselor I/II to a Client Services Assistant I/II results in decreased costs of approximately \$11,300 in annual salary and benefit costs. The Children's System of Care in the Department of Health and Human Services Department (HHS) will use the savings from this request in the fiscal year 2007-2008 budget to fund the separate reclassification for a Client Services Counselor I/II to a Client Services Practitioner I/II/Senior.

2. The reclassification of a Client Services Counselor I/II to a Client Services Practitioner I/II will result in an increase of approximately \$20,200 in annual salary and benefit costs. Less the salary and benefit savings of \$11,300 from the separate reclassification of a Client Services Counselor I/II to a Client Services Assistant I/II, the additional annual cost is approximately \$8,900. The Children's System of Care in the Department of Health and Human Services Department (HHS) will absorb the monthly cost of this request in the fiscal year 2007-2008 budget through reduction of purchased services in the amount of \$4,500. This increase in expenditures will generate Federal Child Welfare Services Revenues (Federal Title IV E & XIX) of approximately \$4,400 at no increase in County General Funds.

3. The reclassification of a Geographic Information System Technician to a Technical Solutions Analyst I (step 4) will result in approximately \$4,505 in increased annual salary and benefit costs that are funded this fiscal year by increased revenues from fee increases. This recommendation will result in an increase in salary and benefits to the position of approximately \$4,505 for the balance of the 2007/2008 fiscal year and approximately \$6,008 on an annual basis.

Public Works: The reclassification of a GIS Technician II to a Senior GIS Technician will result in approximately \$3,270 in annual salary benefit costs increases that are funded this fiscal year by the Road Fund.

Sheriff: The reclassification of a Community Services Officer (\$75,436) to the new classification of Public Information Specialist (\$97,077), calculated from step 5 to step 5 including benefits, is an increase of approximately \$21,641. This position reclassification results in an annual reduction of uniform allowance of \$1,065, for a net \$20,576 total increase over 5 years. This recommendation will result in an increase in salary and benefits to the position of approximately \$2,019 for the balance of the 2007/2008 fiscal year. An average of 5% will be applied upon the approval of annual merit increases thereafter for an average of \$4,640 through 2012 when step 5 would be expected to be obtained.

Attachment A

Excerpts from Civil Service Commission Agenda Items

The following recommendations have been reviewed and approved by the Civil Service Commission, County Executive Office and where appropriate, the labor organization representing the position being reclassified.

COMMUNITY DEVELOPMENT RESOURCE AGENCY

At the request of the CDRA – Engineering and Surveying Department, the Personnel Department conducted a classification review of the vacant Engineering Technician I/II position within Engineering and Surveying, Project Review and Public Service Unit to determine whether or not the duties and responsibilities performed by the position support the department's reclassification request.

With the formation of the Community Development Resource Agency in 2005 the focus on integration of processes and functions within the land use departments continue to move forward. Engineering and Surveying is instrumental in providing required services related to plan checking, surveying and mapping, construction inspection, environmental review and conditioning for land development projects. The request to reclassify one vacant Engineering Technician I/II to a Junior/Assistant Engineer will allow additional professional level duties to be performed to meet the needs of the department. A review of the Position Inventory Questionnaire (PIQ) combined with additional clarifying information obtained during discussions with the department head and position's immediate supervisor added further clarity. The studied vacant position operates independently and will be assigned professional and technical engineering work in the office and field relating to civil engineering projects and programs. The position will also be required to possess the California Engineer-in-Training (EIT) Certificate for those professional level duties.

The duties performed include the following:

- Directly assist Assistant and/or Associate Civil Engineers in reviewing, solving and approving highly complex engineering issues.
- Represent the department at the Parcel Review Committee, Zoning Administrator, and Planning Commission hearings on all engineering related issues.
- Act as Chairman of the Parcel Review hearings in the absence of the assigned Chairman.
- Independently recommend approval or denial for all Minor Land Division Applications.
- Review and approval of environmental applications in accordance to the California Environmental Quality Act (CEQA) including preparation of conditions of approval, reviewing and approving grading plans, reviewing drainage and geotechnical reports.
- Respond to grading and drainage complaints and ensure compliance with the County's Grading Ordinance and State Water Quality Control Board's requirements.

- Review and recommend for approval improvement plans that include road and utility improvements and supporting technical reports for drainage, soils retaining walls and bridges. Independently check plans, conditions, approve grading permits and grading plans.
- Lead for agency for the State's Surface Mine and Reclamation Act (SMARA). Inspect all active surface mines within the county and ensure appropriate financial assurance is retained by the mine operator. Ensure proper annual reports are provided to the State and each mine operator.

Upon review and analysis, it has been determined that this position performs professional and technical engineering duties and responsibilities more appropriately aligned with the classification of Junior/Assistant Engineer. Based on the information presented, the Personnel Department supports the request of CDRA – Engineering and Surveying Department's request to reclassify one vacant Engineering Technical I/II position to Junior/Assistant Engineer located in the Project Review and Public Service division. It is anticipated that this position will be filled through a competitive recruitment process.

ADMINISTRATIVE SERVICES

The Personnel Department, with concurrence of the Information Technology Classification Review Panel, contracted with Bryce Consulting to conduct a study of the telecommunications classifications that support the Telecommunications Division Phone and Radio Services Group in the Administrative Services Department.

The consultant reviewed the Position Inventory Questionnaire (PIQ) documentation related to the duties assigned to these positions and conducted one-on-one interviews with the incumbents. In addition, clarifying information was obtained through discussion with the department management. After consideration of the materials provided, including the PIQ, classification specifications and class plan, the consultant recommended the above referenced reclassifications and placements.

As detailed in the report from the consultant, the convergence of voice and data technologies in Placer County has begun. Over the last few years, as part of the Administrative Services Department's Capitol Replacement Plan, PBX's throughout the County have been Internet protocol (IP) enabled including various associated interactive voice servers (IVR), voicemail and call accounting systems. Likewise, the radio systems and media presentation systems have also been implemented with digital systems (rather than analog) devices using IP based solutions as appropriate with plans to continue the migration to IP based systems as proven technologies become available. Further, a pilot project to implement Voice over Internet Protocol (VoIP) telephony services at the new Courthouse is underway.

As technologies converge, so must the skills to engineer, maintain and support end users. As data and voice networks combine to form a unified communications solution, knowledge of data convergence, computer telephony and telecommunications will be needed. Telephone people will provide their voice technology know-how to their data counterparts but will need knowledge about the data and network environment. So if

you're a data networking specialist, you will be asked to learn about voice services. If you're a voice expert, you'll require training in data issues such as LANs, network protocols and security.

Reclassification to Information Technology Analyst I

It is recommended that one Telecommunications Technician I/II position be reclassified to an Information Technology Analyst I and non-competitive promotion of the incumbent be approved. The incumbent is performing duties more related to project management, data base administration and designing infrastructure than journey level technical telecommunications work. The role of an analyst requires both technical knowledge as well as the ability to prepare feasibility reports, cost estimates, data base configuration for security systems, implement technology standards and methodologies, and review of technology devices and operating systems. The work performed falls within the scope and complexity of the existing entry level Information Technology Analyst I classification. It is recommended that this position be allocated to the existing class of Information Technology Analyst I.

Reclassification to Information Technology Technician I

It is recommended that one Administrative Technician position be reclassified to an Information Technology Technician I and non-competitive promotion of the incumbent be approved. The incumbent is performing duties more related to support of the County's call accounting system, voice mail system back-up administration, training County departments, network system functions to the E911 database, and technical support to managing revenues and expenditures related to area of assignment. The work performed falls within the scope and complexity of the existing Information Technology Technician I classification. It is recommended that this position be allocated to the existing class of Information Technology Technician I.

Technology Solutions Analyst Classification Specification Revisions

The proposed revisions to the Technology Solutions Analyst I/II and Senior Technology Solutions Analyst classification specifications are also proposed for your consideration.

In compliance with the County's classification plan, professional positions at the senior level typically assume responsibility for an organizational unit and provide direct supervision to professional, technical and clerical staff. The proposed amendment to this classification series adheres to the County's classification plan and more accurately reflects how reporting relationships within this classification may occur within the organization.

ASSESSOR

The Assessor Department requested the Personnel Department to conduct a review of the proposed restructure of the Appraiser function and to study the duties and responsibilities assigned to the Senior Appraiser classification. In order to fully understand this request the Personnel Department reviewed and analyzed the completed departmental memorandums outlining their request and the proposed organizational chart outlining the new reporting relationships. In addition, the Assistant Assessor and Senior Administrative Services Officer were interviewed to further

determine the details of the restructure and possible implications to the Senior Appraiser classification specification.

With extensive residential property growth over the past several years, the Assessor department is restructuring the Real Property divisions into teams lead and supervised by Senior Appraisers. The Real Property Commercial and Tahoe divisions will have similar configurations, with the numbers of Associate Appraisers, Assistant Appraisers, and Appraisal Technicians reporting to the Senior Appraiser in each team varying based on the type of work and size of geographic area being covered. Currently, the greatest need for this restructure is in the Residential Appraisal Division, which currently has one manager and seventeen non-supervising employees. This span of control is too large to provide adequate supervision and ensure quality in work products for the appraiser employees. As a solution to this, the department is proposing a restructure of employees in their appraisal sections to allow for independent-functioning teams lead and supervised by Senior Appraisers.

This restructure can be supported by allowing the Senior Appraiser classification to exercise full direct supervision over professional, technical, and clerical staff in their assigned team. In March 14, 2005 the Commission reviewed and approved this same action to the Senior Auditor Appraiser classification. During that time, direct supervision was added to the Senior Auditor Appraiser classification specification and the salary was increased by 2.5%. It is now recommended that this same action be applied to the Senior Appraiser classification.

The Personnel department supports the Assessor department restructure and the addition of direct supervision to the Senior Appraiser classification to support the restructure. The increase in salary of 2.5% would place classification at Grade 139.

COUNTY EXECUTIVE OFFICE

At the request of the County Executive Office, the Personnel Department conducted a classification review of the Secretary Journey position assigned to the department's Redevelopment Agency to determine whether or not the current duties and responsibilities performed by the position support the department's reclassification request.

The Placer County Redevelopment Agency is charged with responsibility for oversight of affordable housing, business expansion or retention programs, commercial/industrial revitalization loans and grants, tax increment bond finance, and redevelopment project management. Over the past few years, the complexity and volume of work has increased dramatically as the County has been faced with the challenge of managing numerous redevelopment projects.

A review of the Position Inventory Questionnaire (PIQ) completed by the incumbent combined with additional clarifying information obtained during meetings with the incumbent's immediate supervisor and manager confirmed that the duties currently being performed include but are not limited to:

- Maintaining the Agency's personnel files and records including time card and payroll records, employee evaluations and disciplinary actions;
- Developing marketing materials and special reports related to community profiles that outline the Agency's annual progress in each of the redevelopment project areas;
- Serving as the Redevelopment Agency's liaison and information source including the interpretation of the Agency's policies, rules, and regulations in response to inquiries;
- Independently responding to letters and general correspondence not requiring the attention of management personnel;
- Coordinating and making travel arrangements; maintaining appointment schedules and calendars; arranging meetings and conferences;
- Ordering and purchasing supplies for the department;
- Performing clerical duties related to department activities such as typing, filing and distributing mail;
- Participating in the administration of a department budget by tracking and recording travel claims, tracking leased vehicle usage spreadsheets, and maintaining the training audit report spreadsheet;
- Initiating and maintaining a variety of files and records such as developing processes for document control for contracts and agreements;
- Providing support to the Redevelopment Agency Board including posting legal notices, preparing the agenda, assembling background materials, and processing staff reports.

The duties currently being performed by this position are those ascribed to the Administrative Secretary classification which is the advanced journey level class in the Secretary series. This determination is based primarily due to the responsibility assumed, complexity of the duties assigned and independence of action taken.

Based on the information presented, the Personnel Department supports the request to reclassify one Secretary Journey position to an Administrative Secretary position. 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.

DISTRICT ATTORNEY

At the request of the District Attorney Department, the Personnel Department in conjunction with the Information Technology Classification Review Panel, conducted a classification review of one Information Technology Technician II position for potential reclassification to a Senior Information Technology Technician. The Information Technology Classification Review panel reviewed this position during their meeting of August 16, 2007. The panel reviewed the documentation related to the duties assigned to this position which supports the District Attorney case management database.

During the panel's meeting, an opportunity was provided for the panel to review the Position Inventory Questionnaire (PIQ) and meet with the incumbent. In addition, the IT Review Panel met with the incumbent's supervisor, Joe Bertoni, Chief Investigator, to

clarify information and ask further questions pertaining to the duties performed by this position. After consideration of the materials provided, including the Department's request, the PIQ and current organizational chart, the panel determined that the duties currently being performed are those ascribed to the classification of Technology Solutions Analyst I. These duties include, but are not limited to:

- As the system administrator for the case management database, operates and maintains microcomputer equipment and software; provides technical support to users; troubleshoots and resolves problems; installs and upgrades equipment and software; provides on-call support; prepares workflow statistics; and creates template and ADHOC reports.
- Assists and conducts demonstrations of the District Attorney's case management database to outside agencies.
- Recommends goals and objectives for various work units and assists in their implementation by establishing schedules, methods, and procedures.
- Trains and instructs others in the use of computers and software applications and new procedures; demonstrates the software application systems; prepares written procedures and training materials for staff, and conducts monthly meetings to identify further training needs.
- Recommends contractor selection and assists with vendor and contract management; monitors technical agreements with vendors.
- Performs configuration, modification, testing and implementation of vendor software.
- Researches available technologies, requests cost estimates for new technologies, evaluates and recommends solutions related to the program assigned.
- Participates in defining requirements, development, design and validation of new automated systems.

Based on the information presented, the Personnel Department, with concurrence of the Information Technology Classification Review Panel, supports the request of the District Attorney Department to reclassify one Information Technology Technician II position to a Technology Solutions Analyst I classification and placement of the incumbent in the position. The District Attorney Department also concurs with the reclassification recommendation to a Technology Solutions Analyst I, since it best captures and describes the duties being performed by this position, as opposed to their initial request of a Senior Information Technology Technician. It has been determined the incumbent meets the minimum qualifications of a Technology Solutions Analyst I and has satisfactorily performed these duties for a continuous period of not less than one year prior to this date.

FACILITY SERVICES

At the request of the Facility Services Department, the Personnel Department conducted a classification review of one Administrative Clerk Entry/Journey position assigned to the Utilities Division for reclassification to a Senior Administrative Clerk.

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. 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:

These duties include, but are not limited to:

- Administrative support service functions to the wastewater treatment plants and water systems while utilizing independent judgment and initiative.
- Act as interdepartmental liaison relating to administrative or project support functions for the office and for compliance with County, State and Federal regulations and practices relating to assigned programs.
- Maintain accurate records and perform data entry in the Operator10 system, a scientific database used to manage the waste water operations including chemical, mechanical and laboratory functions, to produce complex department reports for County engineers, consultants and State.
- Edit macros and queries in the Operator10 system to produce the more complicated reports which include scientific wastewater data.
- Collect data from plant operators pertinent to the Utilities Division and functional area of program responsibility in the wastewater treatment plants and water systems.
- Monitor, track and follow-up on due dates in compliance with State and Federal regulations.
- Prepare the monthly discharge reports associated with wastewater treatment programs.
- Respond to routine public inquires and refer the more complex to appropriate staff.
- Provide secretarial duties to the Utilities Program Manager including correspondence to the State Regional Board and other regulatory agencies.
- Perform the Division accounting functions within the Performance Accounting System.

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.

FACILITY SERVICES

The Personnel Department contracted with Bryce Consulting to conduct a study of two building craft mechanic positions that support the fire and life safety function within the Facility Services Department to determine if the positions are appropriately classified based on assigned duties and responsibilities.

The consultant reviewed the Position Inventory Questionnaire (PIQ) documentation related to the duties assigned to the positions and conducted one-on-one interviews

with the incumbents. In addition, clarifying information was obtained through discussion with department management and subject matter expertise garnered from a sub-contracted information technology specialist. After consideration of the materials provided, including the PIQ, organizational charts, classification specifications and consultation with the specialist in information technology, the consultant recommended the above referenced reclassification and placement as indicated in the attached submitted report and as summarized below.

Reclassification to Project Manager II

The incumbent is performing duties more related to project management than skilled building maintenance. The role of a project manager requires both technical knowledge (life safety) as well as the ability to conceptualize and implement projects (project management). The work performed falls within the scope and complexity of the existing journey level Project Manager II classification. Primarily the position is responsible for managing life safety related to County-wide facilities projects. It is recommended that this position be allocated to the existing class of Project Manager II.

The proposed revisions to the Senior Project Manager and the Project Manager II classification specifications allow for direct supervision over technical and clerical staff. In addition, the Project Manager I/II classification specification incorporates the fire and life safety function as well as the necessary certifications when assigned to this position within the Facility Services Department.

Reclassification to Fire Application Technician

The incumbent is performing duties outside the scope of the Senior Building Crafts Mechanic classification. The role of this position is responsible for the implementation of the fire safety system, device functionality, and to determine the minimum number of devices that must be affected, while maintaining safety and adhering to various codes/standards when various events occur. The complexity of this position is in planning the alarm system communication with the access system to release doors for firefighters to enter, planning various cabling runs, panels and system boards that connect the devices together to create the centralized monitoring system. The logic statements involved can be complex in creating what is typically viewed as 'system configuration'.

The recommended new classification of Fire Application Technician reflects the fire safety system knowledge as well as the software/hardware configurations and troubleshooting knowledge required. The recommended salary is set in line with the Building Inspector II classification. This is consistent in the scope of duties involving compliance of plans and buildings under construction with applicable State and County codes and standards.

HEALTH AND HUMAN SERVICES

The Department of Health and Human Services (HHS) is requesting to reclassify a vacant Client Services Counselor I/II position in Children's System of Care to the position of Client Services Practitioner I/II to function as a full-time Team Decision Making (TDM) facilitator. As one of eleven pilot counties selected by the State of

California to begin implementation of child welfare system (CWS) improvements, Placer County has also been directed to participate in the Family-to-Family Initiative. This initiative requires Placer County to utilize a team-based case planning process to make decisions regarding child safety and child placement. The TDM facilitator must have experience providing child welfare case management services. It has been determined that this position will be performing duties ascribed to the Client Services Practitioner I/II classification.

In addition, HHS is requesting to reclassify a vacant Client Services Counselor I/II position in Children's System of Care (CSOC) to the lower level classification of Client Services Assistant I/II. The resignation of the sole, remaining Client Services Counselor I assigned to the Visitation/Transportation Team allowed the department to re-evaluate the organizational structure. As CSOC has evolved, the supervised visitation positions previously allocated across the Court Unit and the Visitation/Transportation teams have been combined on one team. The Visitation/Transportation team is staffed with Client Services Assistant I/II positions who are responsible to provide transportation of minors and adults for appointments, counseling, and supervised visits; monitor the minor's visit to ensure physical and emotional safety and observe the client(s) at all times. Approval of this reclassification to the lower level classification will allow for alignment and consistency of the organizational structure of the Visitation/Transportation Team.

Based on the information presented, the Personnel Department supports the proposed reclassification of one Client Services Counselor I/II position to a Client Services Practitioner I/II and the reclassification of one Client Services Counselor I/II position to a Client Services Assistant I/II.

GIS REVIEW

The Personnel Department, with concurrence of the Information Technology Classification Review Panel, contracted with Bryce Consulting to conduct a study of the Geographic Information Systems (GIS) classifications County-wide. The purpose of the study was to determine the appropriateness of combining GIS functions in the existing broad Information Technology (IT) classes. All incumbents in the GIS classification series were asked to participate in the study and complete a Position Inventory Questionnaire (PIQ). The consultant reviewed the Position PIQ documentation related to the duties assigned to these positions and conducted one-on-one interviews with the incumbents. In addition, clarifying information was obtained through discussion with the department management. After consideration of the materials provided, including the PIQs, organizational charts, classification specifications and class plan, in addition to conducting industry best practices research the consultant recommended two reclassifications.

The initial question of the study was to determine if the GIS classifications should be merged into IT classifications. A thorough review revealed a variety of GIS-related classifications/series used in public sector agencies statewide, varying widely from organization to organization. The findings revealed the presence of GIS responsibility in series or classifications that included GIS Technician, IT Technician, GIS specialist,

GIS Analyst, IT Analyst, IT Programmer, and Data Analyst. Furthermore, the duties within each series vary widely. For example, outside California, GIS Analyst duties typically included programming using ESRI's programming tools, Java, .NET, Python, Visual basic etc. Within California, GIS Analyst duties typically included the management of system-wide data, security, standards, mapping or development of data but did not require programming.

However, after reviewing the County's GIS Strategic Implementation Plan and interviewing the eight staff members in the GIS series, it is recommended to continue to use the GIS series in Placer County. This approach recognizes GIS as a profession, creating a ladder for advancement as well as more effective recruitment in a competitive market. The concept of GIS as a profession differs from the IT classes in that GIS requires an in depth knowledge of available datasets, geographic/spatial relationships, department specific knowledge and a broader knowledge of multi-discipline GIS applications, GIS concepts, as well as the functionality of various GIS software. As a practical matter, the positions responsible for the maintenance and support of the back-end servers and databases as well as programming applications with the ESRI programming tools are appropriately classified in the IT Analyst series.

While maintaining the GIS classification series, there were two positions working outside the scope of their current allocations, resulting in the two recommended reclassifications. It has been determined that these incumbents meet the minimum qualifications of the reclassified positions and have satisfactorily performed these duties for a continuous period of not less than one year prior to this date.

SHERIFF

At the request of the Sheriff's Department, the Personnel Department conducted a classification review of the duties and responsibilities assigned to one Community Services Officer II position. In order to fully understand this position and assigned functions and responsibilities the Personnel Department reviewed and analyzed the completed Position Inventory Questionnaire (PIQ) outlining the duties; required knowledge, skills, and abilities; scope of work and decision-making; and other information instrumental to determining the nature of this position. In addition, the incumbent and Administrative Services Manager were interviewed to further determine the details of the assigned tasks and responsibilities.

Due to the growing demand for information from the public and in keeping the media and citizens abreast of current information, coupled with impending future trends in this arena, the Sheriff's Department has been using this position to provide support and assistance related to communications projects to the Investigation Operations Lieutenant, operationally defined as the Sheriff Department's Public Information Officer. This position provides the following assistance to the Public Information Officer in the Sheriff's Department:

- Research and write press releases, distribute to all media outlets and post to web;

- Review and post all arrest and incident reports to determine if releasable to media; edit dept. monthly newsletter (research, write and layout entire publication);
- Field media phone calls and e-mails;
- Edit press releases written by others;
- Issue jail mug shots of arrestees to media outlets and press credentials;
- Give newspaper, TV and radio interviews;
- Answer media inquiries at night and on weekends;
- Respond to emergency scenes to provide PIO support to incident commander; take photographs of employees and events;
- Serve as press liaison and advisory board member to Placer County Crime Stoppers and Placer County Sheriff's Council.

Given the specific nature of the work performed and the fact this is a highly visible position in the Sheriff's department, it appears that a specialized classification would be appropriate. The duties performed by this position have not been fully addressed under the County's current classification structure, as this position is clearly performing duties at a higher level as compared to the Community Services Officer I/II classification. Additionally, every alternative to expand and modify the existing Public Information Assistant I/II job specification was considered. The existing Public Information Assistant I/II classification specification cannot be revised or modified to specifically address the needs of the Sheriff's Department as the existing classification is used in another Department (County Executive Office) who have divergent needs and responsibilities and are satisfied with the current job specification. Since the existing Public Information Assistant I/II will not meet the needs of the Sheriff's Department, it is recommended that a new classification of Public Information Specialist be established.

The essential and core duties of the Public Information Specialist would include:

- Plan, implement and participate in public information and public affairs programs in accordance with the Department's goals and objectives; coordinates the dissemination of information to the general public, communications media, public and private sector officials, industry and businesses.
- Manage public outreach efforts; plan, arrange and coordinate briefings, workshops, information sessions, conferences and public hearings.
- Represent the department before the news media, public and private sector officials and administrative and legislative bodies on a variety of issues that impact the county public awareness program; speak at workshops, panel discussions, educational groups, and other events.
- Develop, recommend and implement guidelines, and procedures regarding, brochures, articles, fact sheets, photographs, video, web pages, graphics, advertisements, newsletters, news releases and other materials; ensure materials are up-to-date and enhance the Department's image.

- Prepare correspondence in response to inquiries, general complaints, and suggestions relative to the County's regulatory programs and activities; consult with appropriate staff members to secure pertinent technical facts and information.
- Research, write, and edit press releases, newsletter articles, brochures, fliers, and other materials in support of the department's public information effort.
- Plan, organize, staff and manage logistical details of special events, community outreach activities, employee activities and significant projects.
- Take photographs; attend events; research, write copy and provide logistical support for the department's newsletter.
- Provide logistical support to and/or prepare special projects, including brochures, display boards, magazine photos, and other media projects.
- Attend occasional night or weekend meetings; provide public information in time of emergency; remain on-call, as needed; travel to any Placer County location for occasional work-related duties.
- Build positive working relationships with the public and other county employees, using principles of good customer service.

Personnel conducted a review of the internal alignment of this classification as compared to existing classifications within the current salary schedule. Based on a review of our internal salary relationships, a determination was made that the Public Information Specialist salary be set approximately 10% below the Public Information Assistant II classification. Salary for this classification was derived from the in-depth analysis of the duties and role the position would have in the organization as compared to comparable classifications in terms of level of responsibilities and complexity of work involved; therefore, the recommended salary placement is Grade 106 (\$4,248 - \$5164).

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, and the departments of Administrative Services, Assessor, County Executive Office, District Attorney, Facility Services, Health and Human Services, Pubic Works, and Sheriff

Ordinance No.: _____

First Reading: 10-23-07

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.)

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

COMMUNITY DEVELOPMENT RESOURCE AGENCY		
(c)	Engineering and Surveying	
	Engineer/Junior Engineer – Assistant	9 10
	Engineering Technician I/II	15 14
ADMINISTRATIVE SERVICES		
(c)	Telecommunication Services	
	Administrative Technician	2 1
	Information Technology Analyst I/II	4 12
	Information Technology Supervisor	1 3
	Information Technology Technician I/II	1
	Telecommunications Analyst	7
	Telecommunications Supervisor	2
	Telecommunications Technician I/II	4 3
REDEVELOPMENT AGENCY		
	Administrative Secretary	1
	Secretary – Entry/Journey	4
DISTRICT ATTORNEY		
	District Attorney	
	Information Technology Technician I/II	1
	Technology Solutions Analyst I/II	1 2
FACILITY SERVICES		
(h)	Utility Services	
	Administrative Clerk – Entry/Journey	4
	Administrative Clerk – Senior	4 2
(b)	Building Maintenance	
	Building Crafts Mechanic – Senior	17 15
	Fire Application Technician	1
	Project Manager I/II	1
HEALTH AND HUMAN SERVICES		
(i)	Children's System of Care	
	Client Services Assistant I/II	44 45

	Client Services Counselor I/II/Senior	25	23
	Client Services Practitioner I/II/Senior	85	86
(e)	Environmental Health		
	Geographic Information Systems Technician I/II	1	
	Technology Solutions Analyst I/II	1	
PUBLIC WORKS			
(g)	NPDES		
	Geographic Information Systems Technician I/II	1	
	Geographic Information Systems Technician – Senior	1	
SHERIFF			
(a)	Sheriff Protection and Prevention		
	Community Service Officer I/II	4	3
(b)	Sheriff Administration and Support		
	Public Information Specialist	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
15720	Telecommunications Analyst	PROF	230
15721	Telecommunications Supervisor	PROF	238
14607	Appraiser – Senior	GNRL	136 139
11736	Fire Application Technician	GNRL	112
11737	Public Information Specialist	GNRL	106

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.