MEMORANDUM
OFFICE OF THE
COUNTY EXECUTIVE
COUNTY OF PLACER

TO: Honorable Board of Supervisors

FROM: Thomas Miller, County Executive Officer

DATE: November 27, 2007

SUBJECT: Merit Increase for Cynthia Martin, Risk Management Administrator

ACTION REQUESTED:
Approve a 5% merit increase for Cynthia F. Martin, Risk Management Administrator, from Grade 432 Step 3 to Grade 432 Step 4 at $38.12 per hour retroactive to August 5, 2006; and approve a 5% merit increase for Cynthia F. Martin, Risk Management Administrator, from Grade 432 Step 4 to Grade 432 Step 5 at $40.03 per hour, retroactive to August 4, 2007.

BACKGROUND:
In accordance with County Code provisions for unclassified positions, it is necessary for your Board to review and approve merit increases for those persons in the unclassified service.

ISSUE STATEMENT:
Performance Evaluation and Personnel Action forms have been submitted for Cynthia F. Martin, Risk Management Administrator, recommending approval of a step increase. This office concurs with the recommendation.

TM:br

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