

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Board of Supervisors
From: Nancy Nittler, Personnel Director
By: Ann McNellis, Senior Personnel Analyst
Date: August 26, 2008
Subject: Approve a Side Letter Agreement with Placer County Deputy Sheriffs' Association to Establish the Salary for the Newly Created Supervising Welfare Fraud Investigator Classification

Recommendation:

Approve the attached Side Letter Agreement with Placer County Deputy Sheriffs' Association (PCDSA) and related implementing salary ordinance to create the new classification of Supervising Welfare Fraud Investigator.

Background:

In September 2007, the Health and Human Services Department (HHS), in conjunction with the County Executive Office (CEO), reviewed the organizational structure relative to the placement of the Welfare Fraud Investigations Unit. Several options were considered including relocation of the function to the District Attorney's Office. CEO, along with the HHS, determined that the County's interests were best served by retaining the Welfare Fraud Investigation function within HHS.

Once it was determined that the function would remain in HHS, based on the department's request, Personnel reviewed the department's organizational structure and confirmed that a Supervising Welfare Fraud Investigator classification would be the appropriate class to supervise the unit versus maintaining the unit under the Human Services Division Director's oversight. Historically, there has been a Chief of Security and Investigations classification that had additional and more broad security-related duties that are no longer handled by the unit. Personnel worked with HHS to develop the new classification and it was approved by the Civil Service Commission at their January 2008 meeting. The review and development of this classification was completed prior to your Board's implementation of the new approval process for classification reviews, however, your Board has been briefed on this issue through the negotiations process to establish an appropriate salary for the class.

Meet and confer sessions with PCDSA yielded the attached side letter that documents the mutual agreement between the County and PCDSA that the newly created Supervising Welfare Fraud Investigator classification salary will be placed at approximately seven and one-half percent (7.5%) above the Welfare Fraud Investigator classification. In addition, the incumbent currently working out of class, who has received

five percent (5%) in recognition of additional duties being performed, will be given an additional two and one-half percent (2.5%) effective March 29, 2008.

Fiscal Impact:

The fiscal impact associated with this request is approximately seven and one-half percent (7.5%), which equates to approximately \$9,165 in additional annual salary and benefits costs. This cost has been budgeted for FY 08-09. The current Welfare Fraud Investigator has been receiving a five percent (5%) work out of class pay differential since July 22, 2006 to provide supervision to the Welfare Fraud Investigation Unit; consequently, the net fiscal impact to HHS is approximately two and one-half percent (2.5%) or \$3,055 in annual salary and benefits costs.

LETTER OF AGREEMENT
PLACER COUNTY DEPUTY SHERIFF'S ASSOCIATION

This is a letter of agreement between the Placer County Deputy Sheriff's Association (DSA) and the County of Placer intended to implement the negotiated salary for the newly created Supervising Welfare Fraud Investigator classification and to allow for provision of a reopener if proper conditions are met.

The parties mutually agree that the Supervising Welfare Fraud Investigator classification salary will be set approximately 7.5% above the Welfare Fraud Investigator classification and the new salary will be implemented effective the first day of the first pay period following Board of Supervisor approval. The Supervising Welfare Fraud Investigator position will be filled by competitive selection. The current employee receiving work-out-of-class pay for the assignment of Supervising Welfare Fraud Investigator will be paid at the amount described above beginning with pay period 22 (March 29, 2008) and continuing until the assignment has ended.

REOPENER LANGUAGE

The parties agree that in the event the essential duties of the Supervising Welfare Fraud Investigator position substantially change or expand beyond the duties formally documented in the current classification specification, that a job analysis will be conducted to assess whether the job duties of the position have expanded based on standard allocation factors. This job analysis will be requested and initiated through normal County policies and procedures in effect at the time of the request. Based on the results of the job analysis, the parties agree to commence the meet and confer process and to bargain in good faith relative to the findings of the job analysis conducted.

This agreement is a result of meeting and conferring between the parties and is a full understanding on the above matter and is not intended to set precedent with regard to any future agreements. This Side Letter of Agreement will be incorporated into the next negotiated Memorandum of Understanding between the Parties.

Dated: _____

By: _____
Jim Holmes
Chair, County Board of Supervisors

Dated: _____

By: _____
Tom Miller
County Executive Officer

Dated: _____

By: _____
Nancy Nittler
Personnel Director

Dated: _____

By: _____
Josh Tindall
President, Deputy Sheriff's Association

Dated: _____

By: _____
David Topaz
Representative, Deputy Sheriff's Association

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

In the matter of: An ordinance amending the un-codified
Classified Service - Schedule of Classifications, Salary Plan
and Grade Ordinance for the classification of Supervising
Investigator Welfare Fraud

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:**

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 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
11739	Investigator – Welfare Fraud – Supervising	DSAN	NS4

Grade	Step 1	Step 2	Step 3	Step 4	Step 5
NS4	32.7895	34.4290	36.1504	37.9579	39.9093

Section 2. That this ordinance shall be effective the first day of the pay period 30 days following final passage.

Section 3. That this ordinance amendment is adopted as an un-codified ordinance.

