



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

TO: Honorable Board of Supervisors

FROM: Thomas M. Miller, County Executive Officer  
By: Holly L. Heinzen Assistant County Executive Officer

DATE: November 23, 2010

SUBJECT: Organizational Changes  
Board of Supervisors Office and County Executive Office

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**ACTION REQUESTED**

Approve appropriate ordinance implementing organizational changes as directed by the Board of Supervisors or provide alternative direction.

**BACKGROUND**

As the County workforce changes the County Executive Office (CEO) continually evaluates operational needs to develop models that gain additional efficiencies and reduce ongoing costs to the County. In conjunction with a number of staff changes within the County Executive Office and the Board of Supervisors Office, the Board has received information and discussed options regarding organizational structures that would best continue to meet organizational objectives of both offices within continued cost constraints. Several vacancies within the County Executive Office have occurred and organizational changes are currently being implemented in the CEO as approved by this Board.

**ISSUE**

Under the current organizational structure an Assistant County Executive Officer acts in a lead capacity in the Board of Supervisors Office (Attachment 1). At the meeting of November 2, the Board considered a staff proposal and two alternatives for organization of operations for the Board of Supervisors (Attachment 2 – BOS Summary of Alternatives), one of which essentially continues the current structure. It should be noted that the Board of Supervisor's office operations has organizationally functioned under the direction of the County Executive Officer for the last five years. Under all three alternatives, the reporting relationship between the lead for Board operations and the County Executive Officer remains the same. The Board expressed support for Alternative 1 directing staff to return to the Board with appropriate ordinances and more specific delineation of roles and responsibilities under this alternative. Summarized below is Alternative 1, the initial staff proposal and Alternative 2 for your information.

### Alternative 1

Under Alternative 1 (Attachment 3), a Principal Management Analyst (PMA) (working title TBD) would be the designated lead for Board operations rather than an Assistant County Executive Officer. Alternative 1 provides for Board Administration and clerical functions under the Senior Board Aide reporting to the County Executive Officer. There would be no changes in clerical assignments to individual Board members.

Consistent with Board discussion, this alternative is intended to strengthen the public information function and more closely links the public information function with community interests and opportunities for disseminating information. The District Board Aides would report *administratively* to the PMA, however, district policy issues and day to day activities supporting the District Supervisor would continue to be directed by Board members in their respective districts. The Public Information Office functions would report to the Principal Management Analyst as a line function.

This arrangement would provide additional depth in staffing for public information and communications functions, and allow for staff fluctuations and uneven workload demands on staff. As existing Municipal Advisory Councils, staffed by Board Aides, serve as community representatives, this arrangement provides greater opportunities for coordination and the ability to provide important public information directly to key members in the community. Further, this approach facilitates collaboration in addressing information needs specific to district priorities. Attachment 4 provides further delineation of proposed roles and responsibilities as requested. In addition, this structure formally consolidates the Board of Supervisors and the County Executive Office allocations into a single department.

### Initial Staff Proposal

The initial staff proposal provided for a Community Outreach/OES unit to include the existing **Public Information Office and Office of Emergency Services** as well as two existing positions from the Board office (Attachment 5). The consolidation of these services into a single unit is intended to better coordinate and strengthen the dissemination of public information and more formally integrate OES and PIO functions. The District and Constituent Support division would provide general administration relative to Board operations and constituent support for members of the Board of Supervisors, primarily addressing issues and providing for issues management within respective supervisorial districts. The fundamental role of District Aides and the existing reporting relationships for the District Aides do not change. Delineation of roles and functions that would be assumed by staff in the Community Outreach unit and as well as in the division that would retain Board Support functions is reflected in Attachment 6.

### Alternative 2

Under this alternative, the existing operating structure remains substantially the same with the Assistant County Executive Officer being replaced at the Principal Management Analyst level. (The recommended change in classification level reflects the shift of a

critical function, labor relations, to another CEO division). With this approach ongoing roles and responsibilities of existing staff are well defined and currently operate well within this framework. Internal changes in staff assignments would be required to otherwise strengthen key areas and address gaps in service due to existing and anticipated staff vacancies.

## **Discussion**

With the current priorities and the economic constraints that exist, consolidating functions as outlined in Alternative 1, provides a reasonable means to streamline operations and reduce overlap that may exist. The staffing patterns within the two departments (CEO and BOS) and the skill sets of existing staff are well suited to assume responsibilities common to both departments. In addition, the cost savings of filling at the Principal Management Analyst level (rather than an Assistant CEO) is in keeping with the more spare approach to staffing yet can still meet the fundamental goal of sustaining service delivery and meeting ongoing constituent demands. Finally, with some high level functions dispersed to other divisions or work units and other administrative responsibilities to be assumed by current staff, the classification for the lead in the Board's office would be more appropriate at a reduced classification level. Any cost differences/savings between the proposal previously discussed and the Alternatives outlined would not be material.

## **Requested Action:**

An ordinance is attached (Attachment 7) that would provide for implementation of organizational changes under **Alternative 1** which would include action as follows:

1. Introduction of an uncodified ordinance which provides for the following:
  - a. Integrates the Board of Supervisors and the County Executive Office allocations into a single department, which removes the need for one department head level position;
  - b. Replaces one Assistant County Executive Officer with the allocation of a Principal Management Analyst (serving the Board of Supervisors),
2. Approve modifications to the Principal Management Analyst Class specification (Attachment 8).

An ordinance reflecting the initial staff proposal is also attached should this Board in the event the Board should choose to proceed with this organization structure (Attachment 9). Alternative 2, utilizing the existing structure would require internal or administrative adjustments in assignments but would not immediately require changes to County ordinances.

## **FISCAL IMPACT**

In addition to the Chief Assistant County Executive Officer position, an Administrative Secretary position was removed from the CEO budget resulting in a combined savings of over \$300,000 from last fiscal year. In addition to the savings noted above, the specific actions required to implement organizational changes will result in savings of at least \$45,000 annually, primarily in salary and benefit costs for the County Executive Office and Board of Supervisors budgets. Similar or greater savings would be realized under any of the three options discussed in this memorandum. Based on direction provided by this Board today a follow up budget revision would be prepared to apportion staff costs to the appropriate budget units as may be required.

## **CONCLUSION**

Consistent with other County departments, the County Executive Office and the Board of Supervisors office continue to seek opportunities that result in streamlined operations and costs savings while maintaining service to the public. With the retirement of the Assistant County Executive Officer assigned to the Board of Supervisors, the recent vacancy of the County Budget Administrator position, the retirement of the Chief Assistant CEO as well as a Senior Management Analyst at the end of last year, opportunities are presented to analyze staff structure and to position the County for continued challenges posed by changing economic conditions. In addition, these changes would maximize efficiencies of existing staff and shift appropriate work elements to other divisions with complementary functions. These changes are consistent with County's need to operate organizationally in a more efficient, austere manner with reduced staffing levels. The structures identified will strengthen areas of priority, as well as fill gaps in coverage where vacancies have occurred and are anticipated.

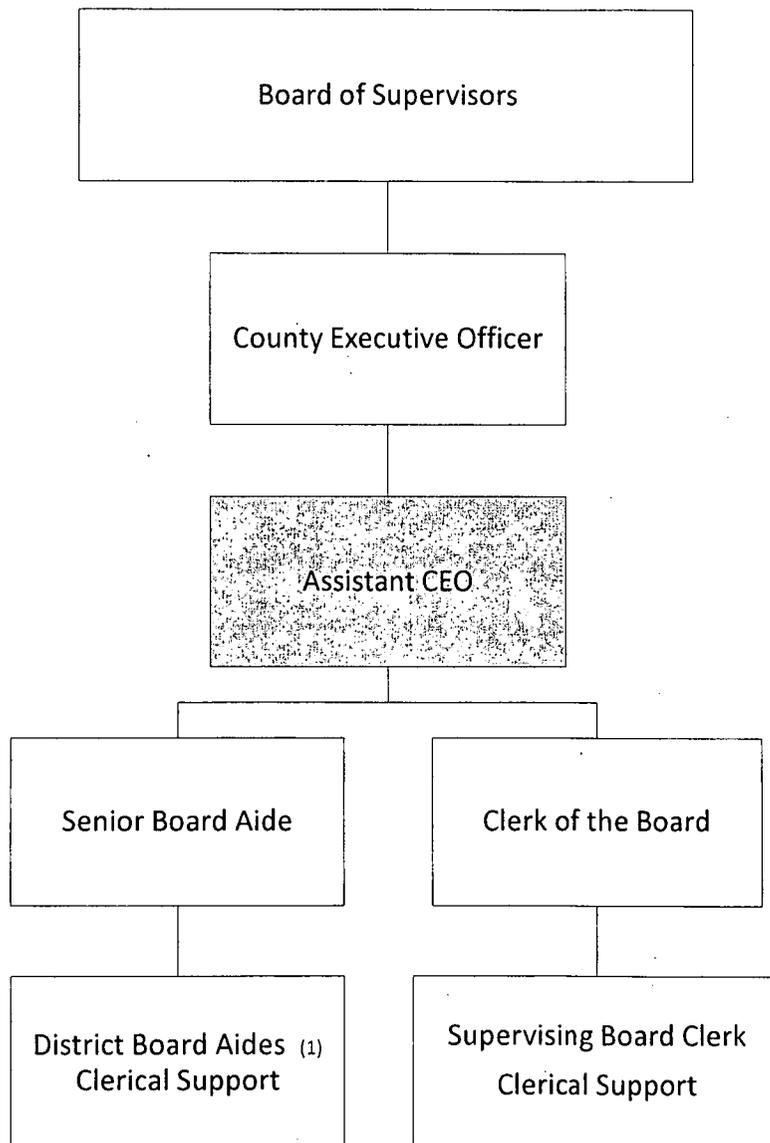
- Attachments:
- 1 - Current Operational Structure
  - 2 - Initial Staff Proposal and 2 Alternatives
  - 3 - Alternative 1 Org Chart
  - 4 - Roles and Responsibilities - Alternative 1
  - 5 - Initial Staff Proposal Org Chart
  - 6 - Roles and Responsibilities - Staff Proposal
  - 7 - Ordinance - Alternative 1
  - 8 - Principal Management Analyst Job Specifications
  - 9 - Ordinance - Initial Staff Proposal

# INITIAL STAFF PROPOSAL

## Simplified View

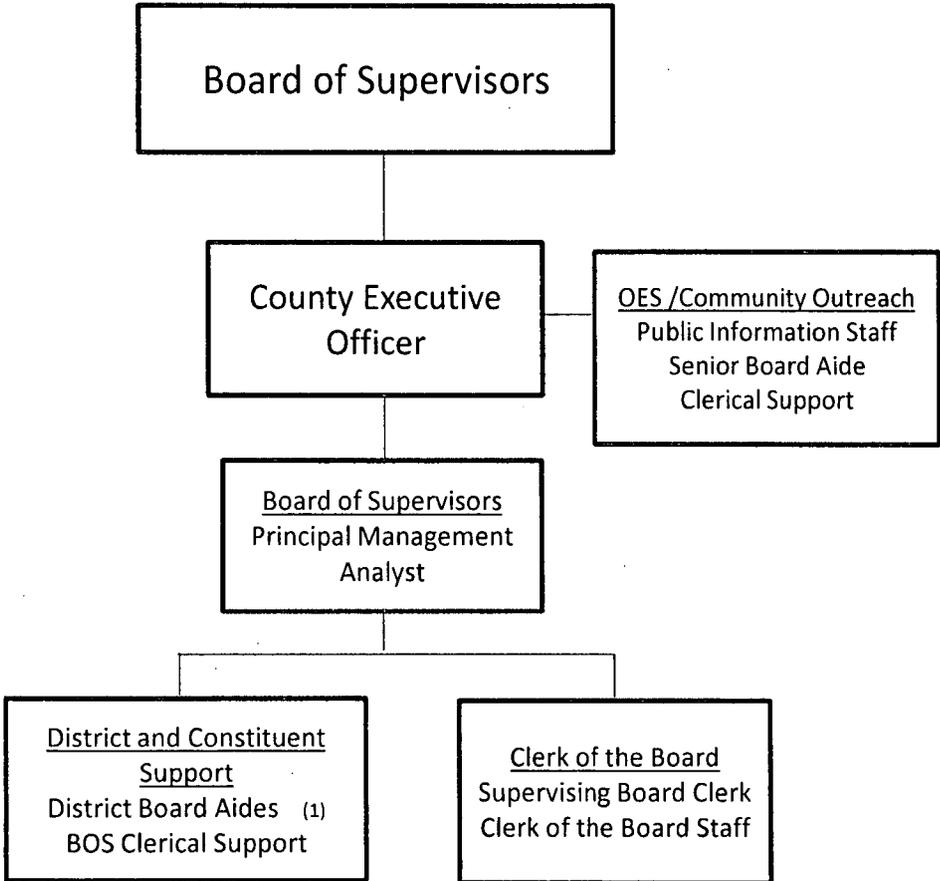
# BOARD OF SUPERVISORS

## Current Operating Structure



(1) Reflects Administrative reporting to Senior Board Aide – Functionally reports to District Supervisor

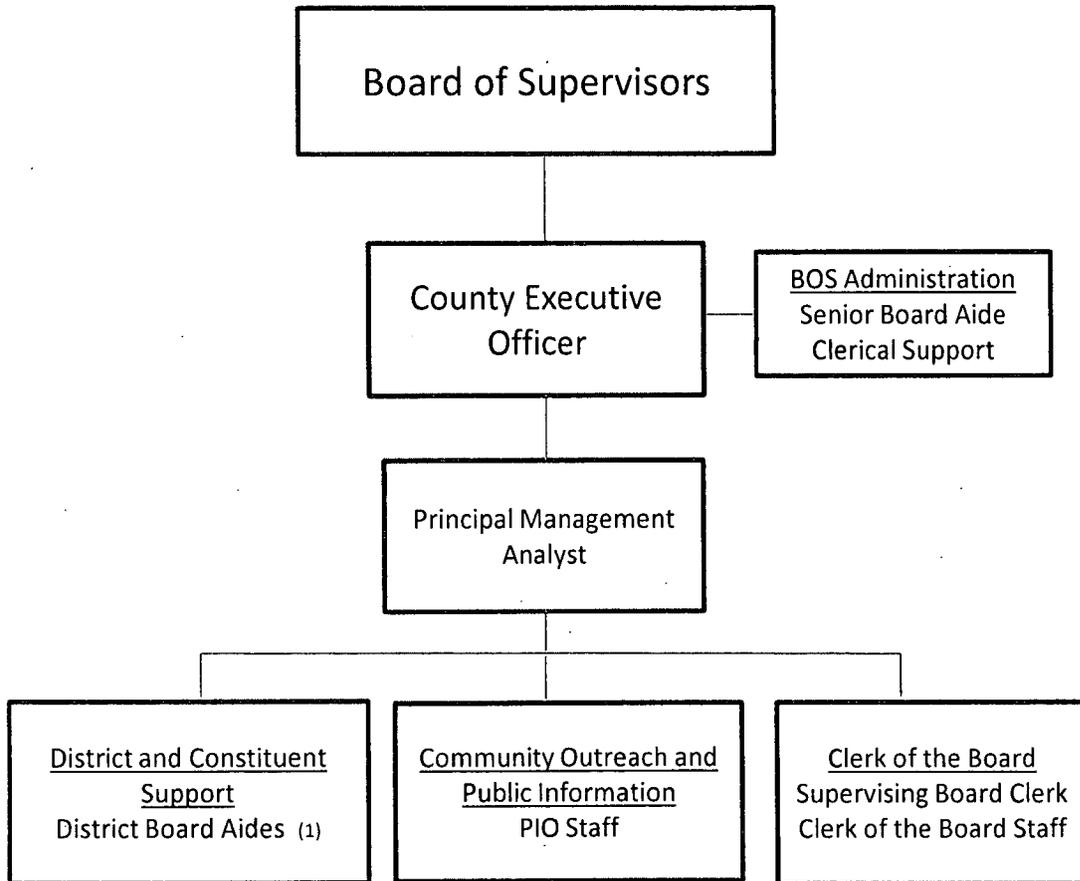
# BOARD OF SUPERVISORS Initial Staff Proposal



(1) Reflects Administrative reporting to Senior Board Aide – Functionally reports to District Supervisor

# BOARD OF SUPERVISORS

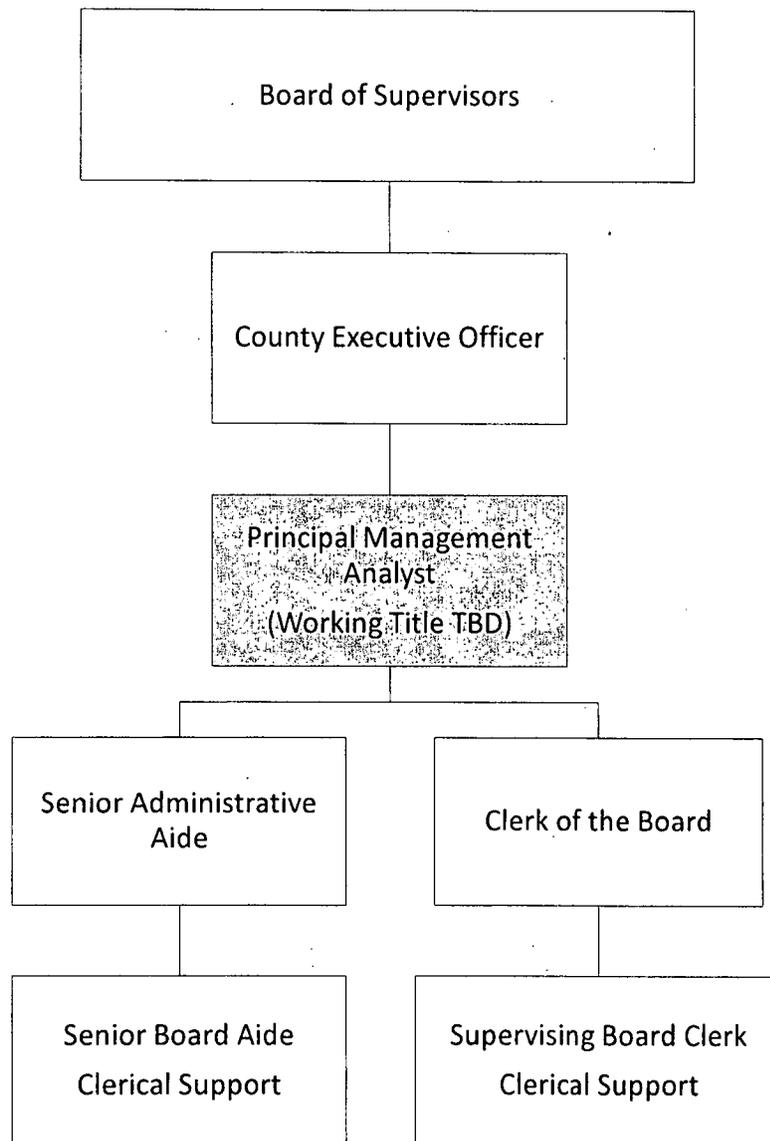
## Alternative 1



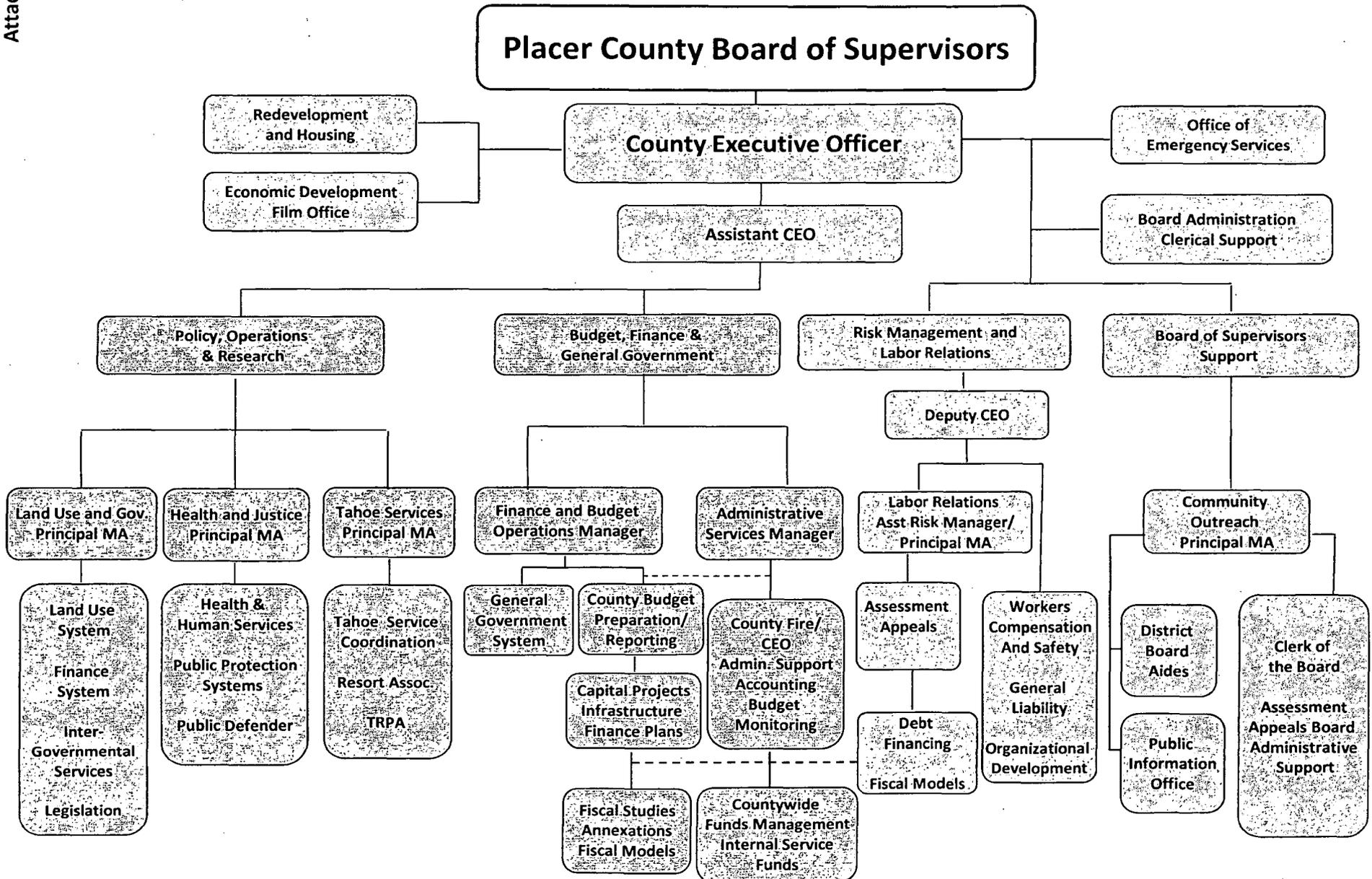
(1) Reflects Administrative reporting to Senior Board Aide – Functionally reports to District Supervisor

# BOARD OF SUPERVISORS

## Alternative 2



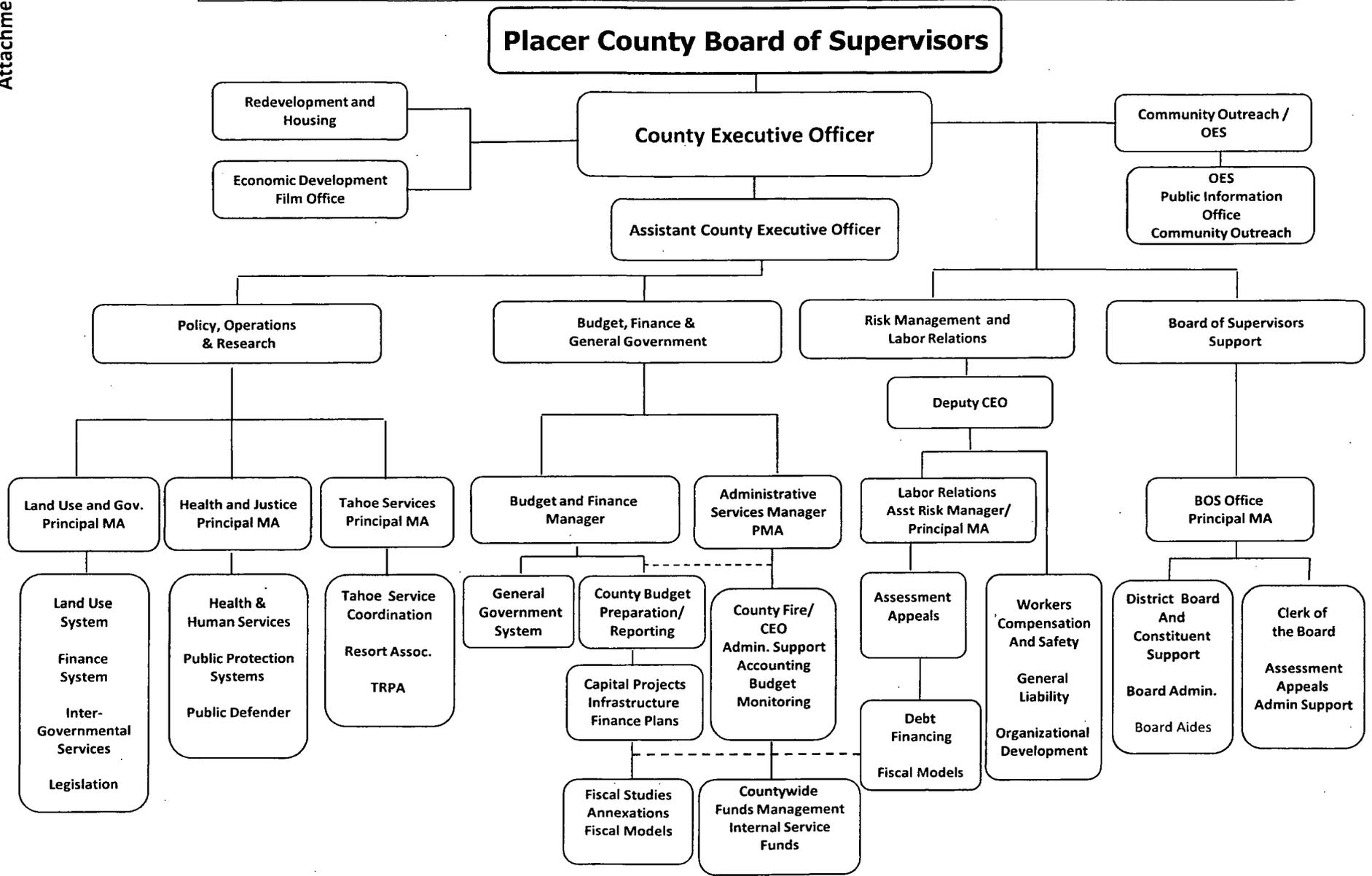
# County Executive Office – Board of Supervisors Alternative 1



<p><b>Community Outreach and District/Constituent Support</b></p> <p>The Community Outreach and District Support unit would consolidate public communications and district outreach functions under a Principal Management Analyst. The unit would include the District Aides, Public Information Office (PIO) and Clerk of the Board.</p>	<p><b>Board of Supervisors Administration and Clerical Support</b></p> <p>Focus of staff in the Board Support division would provide general administrative and clerical support for Board operations. The Senior Board Aide would be the lead staff person in this unit reporting to the CEO.</p>
<p>The PMA would provide administrative oversight and coordination for Board Aides and support in managing district issues, and functional supervision of PIO staff and Clerk of the Board functions.</p> <p><b><u>District and Constituent Support - Board Aides</u></b>          The primary role is support of the Board of Supervisors for issues that are more specific to an <b>individual Board members' respective supervisorial</b> district or constituency including:</p> <ul style="list-style-type: none"> <li>• District issues management and coordination</li> <li>• Representation at meetings and events on behalf of Board members</li> <li>• Development and management of Municipal Advisory Council agendas</li> <li>• Coordination with Departments on behalf of respective Board members</li> </ul> <p><b><u>Public Information Office</u></b>          Development and framing of County messaging for important Countywide issues</p> <ul style="list-style-type: none"> <li>• Preparation and delivery of messages and information to the public through electronic, print and other media sources.</li> <li>• Preparation of Press Releases</li> <li>• Coordination of website postings</li> <li>• Development and dissemination of public and employee newsletters</li> <li>• Emergency Service communications and training</li> <li>• Development of educational materials related to county services and programs</li> <li>• Outreach for county events</li> <li>• Support of County departments in public information messaging, development of departmental publications, educational pieces and presentations</li> <li>• Maintenance of centralized public presentation library and photo repository</li> </ul>	<p>This unit would provide general operational and clerical support functions for the Board of Supervisors and District Aides.</p> <p>Existing clerical support of members of the Board of Supervisors <b>would be unchanged.</b></p> <ul style="list-style-type: none"> <li>• Board member calendaring and scheduling</li> <li>• Personnel actions and processing</li> <li>• Fiscal/accounting support as may be required</li> <li>• Administrative support including preparation of agenda items</li> <li>• Coordination on BOS agenda items with CEO and Clerk of the Board</li> <li>• Preparation of commendations and resolutions as may be required</li> <li>• Planning, management, and/or coordination of dedications, ceremonies and other public events</li> <li>• Coordination with COB for appointments to county wide committees and commissions</li> <li>• Coordination of special events on behalf of Board of Supervisors</li> </ul> <p style="text-align: right;">213</p>

# County Executive Office – Board of Supervisors

## Initial Staff Proposal



## ROLES AND RESPONSIBILITIES – Staff Proposal

Community Outreach/OES Services	Board of Supervisors Administration and Support
<p>The Community Outreach/Office of Emergency Services unit would consolidate public communications and outreach functions. The unit would include the existing Office of Emergency Services (OES), the Public Information Office (PIO) and the Senior Board Aide and a clerical position from the existing Board's Office</p>	<p>The Principal Management Analyst would be the lead staff person in this unit. Focus of staff within the Board Support division would provide general administration relative to Board operations and constituent support for members of the Board of Supervisors.</p>
<p>The Community Outreach Unit would be responsible for <b>primarily for external communications</b> representing the general county interest.</p> <ul style="list-style-type: none"> <li>• Preparation and delivery of messages and information to the public through electronic, print and other media sources.</li> <li>• Development and framing of County messaging for important Countywide issues</li> <li>• Development of Press Releases</li> <li>• Website management and postings</li> <li>• Development and dissemination of public and employee newsletters</li> <li>• Emergency Service communications</li> <li>• Management of emergency telecommunications network</li> <li>• Development of educational materials related to county services and programs</li> <li>• Public affairs and public event management and coordination</li> <li>• Outreach for county events</li> <li>• Responsibility for responding to general constituent concerns, complaints and coordination; tracking responses on behalf of the County.</li> <li>• Coordination of county wide committees and commissions</li> <li>• Managing MAC <i>memberships</i></li> <li>• Support of County departments in public information messaging, development of departmental publications, educational pieces and presentations</li> <li>• Maintenance of centralized public presentation library and photo repository</li> </ul>	<p>The primary role is support of the Board of Supervisors for issues that are more specific to <b>an individual Board members' respective supervisorial</b> district or constituency. BOS in conjunction with CEO would provide for identification of issues and framing public information needs.</p> <ul style="list-style-type: none"> <li>• General Board member and District Support</li> <li>• Board member calendaring and scheduling</li> <li>• Issues management and coordination</li> <li>• Representation at meetings and events on behalf of Board members as may be required</li> <li>• Development and management of MAC agendas</li> <li>• Coordination with Departments on behalf of respective Board members</li> <li>• Administrative support including preparation of agenda items, personnel actions and fiscal/accounting support as may be required</li> <li>• Oversight and guidance of staff and Board Aides</li> <li>• Oversight of agenda process and Clerk of the Board function</li> <li>• Higher level BOS Agenda Management and coordination as may be required</li> </ul>

# 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 County Executive Office and  
Board of Supervisors

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 Allocation of Positions to County Executive Office and Board of Supervisors is 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:

County Executive Office				
(a)	<b>Administration</b>			
	Account Clerk Entry/Journey	4		
	Accountant - Auditor I/II	4		
	Accounting Technician	4		
	Administrative and Fiscal Operations Manager	4		
	Administrative Secretary	3		
	Administrative Services Officer - Senior	4		
	Administrative Technician	3		
	Assistant County Executive Officer	2		
	Budget Analyst	4		
	Chief Assistant County Executive Officer	4		
	County Executive Officer	4		
	Executive Assistant to County Executive Officer	4		
	Executive Secretary	2		
	Finance and Budget Operations Manager	4		
	Management Analyst I/II/Senior	10		
	Principal Management Analyst	4		
	Public Information Assistant II	2		
	Public Information Officer	4	37	
(b)	<b>Economic Development</b>			
	Director of Economic Development	4		
	Economic Development Specialist - Senior	4		
	Executive Secretary	4	3	
(c)	<b>Emergency Services</b>			
	Administrative Secretary	4		
	Emergency Services Coordinator	4		
	Emergency Services Program Manager	4		
	Emergency Services Specialist - Senior	4		
	Management Analyst - Senior	4	5	
(d)	<b>Risk Management and Labor Relations</b>			
	Assistant Risk Manager	4		
	Deputy County Executive Officer	4		
	Executive Secretary	4		
	Management Analyst I/II	4		
	Risk Management Investigator	4	5	
(e)	<b>Risk Management - General Liability - Workers Compensation</b>			
	Administrative Technician	3		
	Americans with Disabilities Act/Leave Coordinator	4		
	Risk Management Administrator	2		
	Safety Officer	4	7	
(f)	<b>Organizational Development</b>			
	Administrative Technician	4		
	Secretary Entry/Journey	4		

	Training and Organizational Development Analyst I/II	4		
	Training and Organizational Development Analyst - Senior	4	4	
	<b>TOTAL - COUNTY EXECUTIVE OFFICE</b>			64
<b>Board of Supervisors</b>				
(a)	<b>Administration</b>			
	Administrative Aide I/II	2		
	Administrative Aide - Senior	4		
	Administrative Secretary	3		
	Executive Secretary	4		
	Supervisor	5	42	
(b)	<b>Clerk of the Board</b>			
	Administrative Clerk - Entry/Journey	4		
	Administrative Secretary	4		
	Board/Commission Clerk - Senior	2		
	Board/Commission Clerk - Senior (Part-Time)	4		
	Board/Commission Clerk - Supervising	4		
	Clerk to the Board of Supervisors	4	7	
	<b>TOTAL - BOARD OF SUPERVISORS</b>			19
<b>County Executive Office</b>				
(a)	<b>Administration</b>			
	Account Clerk Entry/Journey	1		
	Accountant - Auditor I/II	1		
	Accounting Technician	1		
	Administrative and Fiscal Operations Manager	1		
	Administrative Secretary	3		
	Administrative Services Officer - Senior	1		
	Administrative Technician	3		
	Assistant County Executive Officer	1		
	Budget Analyst	1		
	County Executive Officer	1		
	Executive Assistant to County Executive Officer	1		
	Executive Secretary	2		
	Finance and Budget Operations Manager	1		
	Management Analyst I/II/Senior	10		
	Principal Management Analyst	4		
			32	
(b)	<b>Board of Supervisors - Administration</b>			
	Administrative Aide - Senior	1		
	Administrative Secretary	3		
	Executive Secretary	1	5	

<b>(c)</b>	<b>Board of Supervisors – Clerk of the Board</b>			
	<b>Administrative Secretary</b>	1		
	<b>Administrative Clerk - Entry/Journey</b>	1		
	<b>Board/Commission Clerk - Senior</b>	2		
	<b>Board/Commission Clerk - Senior (Part-Time)</b>	1		
	<b>Board/Commission Clerk - Supervising</b>	1		
	<b>Clerk to the Board of Supervisors</b>	1	7	
<b>(d)</b>	<b>Board of Supervisors – Community Outreach</b>			
	<b>Administrative Aide I/II</b>	2		
	<b>Principal Management Analyst</b>	1		
	<b>Public Information Assistant II</b>	2		
	<b>Public Information Officer</b>	1		
	<b>Supervisor</b>	5	11	
<b>(e)</b>	<b>Emergency Services</b>			
	<b>Administrative Secretary</b>	1		
	<b>Emergency Services Coordinator</b>	1		
	<b>Emergency Services Program Manager</b>	1		
	<b>Emergency Services Specialist - Senior</b>	1		
	<b>Management Analyst - Senior</b>	1	5	
<b>(f)</b>	<b>Economic Development</b>			
	<b>Director of Economic Development</b>	1		
	<b>Economic Development Specialist – Senior</b>	1		
	<b>Executive Secretary</b>	1	3	
<b>(g)</b>	<b>Risk Management and Labor Relations</b>			
	<b>Assistant Risk Manager</b>	1		
	<b>Deputy County Executive Officer</b>	1		
	<b>Executive Secretary</b>	1		
	<b>Management Analyst I/II</b>	1		
	<b>Risk Management Investigator</b>	1	5	
<b>(h)</b>	<b>Risk Management – General Liability – Workers Compensation</b>			
	<b>Administrative Technician</b>	3		
	<b>Americans with Disabilities Act/Leave Coordinator</b>	1		
	<b>Risk Management Administrator</b>	2		
	<b>Safety Officer</b>	1	7	
<b>(i)</b>	<b>Organizational Development</b>			
	<b>Administrative Technician</b>	1		
	<b>Secretary Entry/Journey</b>	1		
	<b>Training and Organizational Development Analyst I/II</b>	1		
	<b>Training and Organizational Development Analyst - Senior</b>	1	4	
	<b>TOTAL - COUNTY EXECUTIVE OFFICE</b>			79

**Section 2.** That this ordinance shall be effective on December 14, 2010.

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

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## PRINCIPAL MANAGEMENT ANALYST

### DEFINITION

To plan, direct, administer, and manage assigned teams; to develop, manage, monitor and review the activities of major and significant County-wide operations, projects and programs (i.e. public works, land use, facilities, etc) that often require working with complicated logistics of interdepartmental and/or interagency cooperation; to serve as a positive and motivational leader of professional and technical employees and to participate as a positive and cooperative team member.

### DISTINGUISHING CHARACTERISTICS

The Management Analyst job series represents professional positions responsible for establishing, maintaining, and monitoring a variety of administrative policies, budget and fiscal processes, and organizational and legislative issues on a County-wide basis as well as providing a liaison with and support to departments as a representative of the County Executive Office. Positions within this job series are exclusive to allocation within the County Executive Office.

The Principal Management Analyst level recognizes positions that provide full second-line direct supervision to a team(s) of professional, technical, and clerical employees within a work section and assumes substantive and significant responsibilities for County-wide programs, projects, and/or initiatives as well as the on-going support for assigned departments.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the County Executive Officer or Assistant County Executive Officer or his/her designee.

Exercises direct supervision over professional, technical, and clerical staff.

### EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

*For all assignments:*

Serve as subject matter expert in area(s) of specialty or designated responsibility; act as resource to departments, the County Executive Officer, the Board of Supervisors, and other management staff.

Identify, plan, and implement programmatic goals, objectives, priorities with areas of responsibility in a manner consistent with the County's overall goals and objectives; develop strategies and tactics for the successful achievement of set goals and objectives; direct and coordinate the implementation of strategies.

Plan, direct, manage, and monitor the conduct of various administrative and operational analyses, studies and audits; manage and participate in data collection with regard to needs assessments, benchmarking, training needs identification, performance evaluation and operational reviews of designated responsibilities; evaluate success of progress and provide feedback.

Provide policy, program, and procedural direction to assigned teams and areas of responsibility; review financial reports and budgets to provide fiscal direction; prepare budgets and make recommendations in support of the County's goals and objectives; evaluate success of progress and provide feedback.

Direct, manage, and monitor assigned teams; plan, prioritize and assign work activities of team members; act as a primary resource to assigned team members, provide input to team members regarding sensitive and/or complex issues; provide direction, goals, suggestions and guidance to team members.

Oversee and monitor the operations and administration of teams; participate in staff selection; coordinate training, conduct performance evaluations, recommend discipline and maintain high standards to ensure efficient, professional operations.

Develop, manage, implement and maintain major County-wide initiatives, programs or projects; lead team meeting in a positive and motivational manner; make decisions with the long term benefit of the County in mind; coordinate interjurisdictional, interdepartmental, and/or interagency activities; communicate to appropriate County entities.

Provide lead departmental support as assigned; serve as liaison between assigned departments and the County Executive Office; review and analyze departmental operations, activities and budgets and provide recommendations and alternative solutions; review and analyze policies and procedures and assist in the identification of opportunities for improvement and development of new policies and procedures.

Develop and administer the budget(s) for assigned work section and programs; forecast funding needs, staffing, equipment, materials and supplies; monitor approved expenditures; implement mid-year adjustments to expenditures.

Build and maintain positive working relationships with co-workers, other County employees and managers, and the community utilizing accepted principles of effective customer service.

Direct and manage the work of consultants; assist in the preparation of requests for proposals, review bids, interview and select consultants; manage workflow, set expectations and priorities, and monitor outcomes; negotiate contracts.

Maintain awareness of and participation in the external professional environment and resources to ensure the highest level of professional standards are applied to service delivery within the County Executive Office.

Represent the County of Placer and its County Executive Office to the public and to other agencies in a positive and productive manner.

Serve as a positive and motivational team leader as well as a positive and effective member of a peer group.

Perform related duties as required.

*In addition to the duties cited above, when assigned to the Board of Supervisors:*

Attend meetings of and provide support to the Municipal Advisory Councils established by the Board of Supervisors.

May sit with the Board as an advisory capacity on Board of Supervisors Planning Hearings.

Represent the Board of Supervisors to other public agencies, community and civic groups and the general public; respond to and resolve, as appropriate, citizen complaints concerning County

operations, procedures or policies; and, generally assist the public regarding expressed concerns or problems.

Conduct special studies and prepare reports for use by the Board; review and summarize reports and studies for Board members; and review and follow up on Board agenda items.

Represent the Board of Supervisors to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

## MINIMUM QUALIFICATIONS

### Knowledge of:

- Principles and practices of public administration, including organizational structure and service delivery systems of county government.
- Principles and practices of public finance, budgeting, fiscal control and administrative and policy analysis.
- Computer software, including word processing, spreadsheet, presentation and database applications.
- English usage, spelling, punctuation, and grammar.
- Pertinent local, state and federal laws, guidelines, regulations and statutes.
- Principles and practices of public finance, budgeting and fiscal control.
- Standard and accepted uses and applications of statistics, including calculation of mean and median.
- Standard and accepted modern research techniques, including the use of surveys and questionnaires.
- Principles and techniques of administrative analysis, including workload measurement, workflow and layout, work simplification and systems and procedure analysis.
- Principles and practices of local government, including county administration, organization, programs and functions such as public works or land use, for example.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Communication techniques required for gathering, evaluating and transmitting information and directing group discussions.
- Principles and practices of general and statistical research, analysis and presentation.
- Principles and practices of supervision, training, and personnel management.

### Ability to:

- Apply knowledge in a specific field/area to the needs of the County
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures.
- On a continuous basis, sit at desk or in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; walk, stand, bend, squat, kneel, or twist, perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to

communicate through written means or enter/retrieve data from computer; and lift light weight.

- Read, analyze, evaluate and summarize written materials and statistical data including reports, financial reports and budgets.
- Apply the principles and practices of motivation, team building and conflict resolution.
- Understand, interpret and apply complex rules and procedures.
- Analyze systems and administrative and management practices and identify opportunities for improvement.
- Obtain information through interview; handle multiple assignments; and deal firmly and courteously with the public.
- Determine effective method of research; and compile data and present in form most likely to enhance understanding.
- Prepare reports, statistical data, forms, questionnaires and surveys.
- Learn to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret and apply pertinent local, state, and federal laws and regulations, including Civil Service rules.
- Analyze situations quickly and objectively, apply appropriate elements of decision-making and determine the proper course of action.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Obtain information through interview; effectively handle multiple assignments; and deal firmly and courteously with the public.
- Use a computer, calculator, typewriter, telephone, facsimile machine, postage meter, and photocopy machine.
- Communicate clearly and concisely, both orally and in writing.
- Perform the most complex work within the County Executive Office.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

### **Experience and Training**

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

#### **Experience:**

Five years of increasingly responsible experience in public administrative, administrative analysis, including two years of supervisory responsibility.

**Training:**

Equivalent to a bachelor's degree from an accredited college or university with major course work in business or public administration, political science or a related field.

**License or Certificate:**

- May need to possess a valid California driver's license as required by the position. 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 the un-codified  
Allocation of Positions to County Executive Office and  
Board of Supervisors

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 Allocation of Positions to County Executive Office and Board of Supervisors is 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:

<b>Board of Supervisors</b>			
(a)	<b>Administration</b>		
	Administrative Aide I/II	2	
	Administrative Aide - Senior	4	
	Administrative Secretary	3	
	Executive Secretary	1	
	Supervisor	5	
			12
(b)	<b>Clerk of the Board</b>		
	Administrative Clerk - Entry/Journey	4	
	Administrative Secretary	1	
	Board/Commission Clerk - Senior	2	
	Board/Commission Clerk - Senior (Part-Time)	4	
	Board/Commission Clerk - Supervising	4	
	Clerk to the Board of Supervisors	1	
			7
	<b>TOTAL - BOARD OF SUPERVISORS</b>		<b>19</b>

<b>County Executive Office</b>			
(a)	<b>Administration</b>		
	Account Clerk Entry/Journey	1	
	Accountant - Auditor I/II	1	
	Accounting Technician	1	
	Administrative and Fiscal Operations Manager	1	
	Administrative Secretary	3	
	Administrative Services Officer - Senior	1	
	Administrative Technician	3	
	Assistant County Executive Officer	21	
	Budget Analyst	1	
	Chief Assistant County Executive Officer	4	
	County Budget Administrator	4	
	County Executive Officer	1	
	Executive Assistant to County Executive Officer	1	
	Executive Secretary	2	
	<b>Finance and Budget Operations Manager</b>	<b>1</b>	
	Management Analyst I/II/Senior	10	
	Principal Management Analyst	4	
	Public Information Assistant II	2	
	Public Information Officer	4	
			37 <u>32</u>

<b>(b)</b>	<b>Board of Supervisors</b>			
	Administrative Aide I/II	2		
	Administrative Secretary	4	3	
	Administrative Clerk - Entry/Journey	1		
	Board/Commission Clerk - Senior	2		
	Board/Commission Clerk - Senior (Part-Time)	1		
	Board/Commission Clerk - Supervising	1		
	Clerk to the Board of Supervisors	1		
	Executive Secretary	1		
	Principal Management Analyst	1		
	Supervisor	5		
				49- 18
<b>(c)</b>	<b>Community Outreach – Emergency Services</b>			
	Emergency Services Coordinator	1		
	Emergency Services Program Manager	1		
	Emergency Services Specialist - Senior	1		
	Management Analyst - Senior	1		
				4
	<b>Community Outreach – Public Information</b>			
	Administrative Aide - Senior	1		
	Administrative Secretary	4	2	
	Public Information Assistant II	2		
	Public Information Officer	1		
				6
<b>(d)</b>	<b>Economic Development</b>			
	Director of Economic Development	1		
	Economic Development Specialist – Senior	1		
	Executive Secretary	1		
				3
<b>(e)</b>	<b>Risk Management and Labor Relations</b>			
	Assistant Risk Manager	1		
	Deputy County Executive Officer	1		
	Executive Secretary	1		
	Management Analyst I/II	1		
	Risk Management Investigator	1		
	Secretary – Entry/Journey	4		
				5
	<b>Risk Management – General Liability - Workers Compensation</b>			
	Administrative Technician	3		
	Americans with Disabilities Act/Leave Coordinator	1		
	Risk Management Administrator – General Liability	1		
	Risk Management Administrator – Workers Compensation	1		
	Safety Officer	1		
				7

<b>(f)</b>	<b>Organizational Development</b>			
	Administrative Technician	1		
	Secretary Entry/Journey	1		
	Training and Organizational Development Analyst I/II	1		
	Training and Organizational Development Analyst - Senior	1		
			4	
	<b>TOTAL - COUNTY EXECUTIVE OFFICE</b>			<b>64 79</b>

**Section 2.** That the un-codified Unclassified Service- Schedule of Classifications, Salary Plan and Grade Ordinance is hereby amended to read as follows:

**UNCLASSIFIED SERVICE**

JOB CODE	CLASSIFICATION TITLE	SALARY PLAN - APPENDIX	GRADE
19817	<del>County Budget Administrator</del> <b>Finance and Budget Operations Manager</b>	MNGT	<del>452</del> <b>468</b>

**Section 3.** That this ordinance shall be effective on November 6, 2010.

**Section 4.** That this ordinance amendment is adopted as an un-codified ordinance.