



MEMORANDUM
OFFICE OF THE
COUNTY EXECUTIVE OFFICER
COUNTY OF PLACER

TO: Honorable Board of Supervisors
FROM: David Boesch, County Executive Officer
DATE: July 23, 2013
SUBJECT: Unclassified Employee Step Increase: Gerald O. Carden, County Counsel

ACTION REQUESTED

In accordance with Placer County Code Section 3.04.650 D, and the Board having completed an annual performance evaluation, approve a 5% merit increase for Gerald O. Carden, County Counsel, from Grade 691 Step 2 @ \$87.43 to Grade 691 Step 3 at \$91.81 per hour, effective June 29, 2013.

BACKGROUND

Placer County Code Section 3.04.650 generally provides for both classified and unclassified employees to advance by steps through merit increases along the salary grade approved for their classification and position. For classified employees, merit increases are approved by the Civil Service Commission. Under Section 3.04.650 D, the Board of Supervisors is the approval body for merit or step advancements for the unclassified service.

The Placer County Code requires an appointing authority to conduct an annual performance evaluation prior to an employee's eligibility for a step increase. The Board itself is the appointing authority for the County Executive Officer and the County Counsel. The County Counsel has completed one year of full-time continuous service in that position and is eligible for a step increase. The Board conducted the required annual Performance Evaluation for the County Counsel on July 9, 2013.

As the Board has completed its annual performance evaluation for the County Counsel, the approval of a merit increase must occur at a regular meeting of the Board.

