



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

TO: Honorable Board of Supervisors

FROM: David Boesch, County Executive Officer
By: Mark Giacomini, Senior Management Analyst

DATE: September 9, 2014

SUBJECT: Introduction of Ordinance to Retitle and Amend Salary and Grade, Assistant Assessor to Chief Deputy Assessor

Action Requested

Introduction of an un-codified Ordinance to amend the Unclassified Service – Schedule of Classifications Ordinance deleting the Assistant Assessor allocation (MGMT, 474), and adding a Chief Deputy Assessor allocation (MGMT, 476).

Background

At the request of the County Assessor, the Personnel Department reviewed the Assistant Assessor classification to determine if a classification title change to Chief Deputy Assessor would better serve the Assessor's Office and communicate the role more clearly to the public.

The Assessor made the request after reviewing other California counties to determine the classification title of the position that is the Assistant to the Elected Assessor position. Through research it was determined that the classification of Chief Deputy Assessor better serves the department as the title of the entry level position of "Assistant Appraiser" is often confused with "Assistant Assessor", the Assistant Department Head position. This position is currently vacant, thus any changes to the classification title will not impact an incumbent.

With respect to the associated salary adjustment request, the Assistant Auditor Controller and Assistant Treasurer Tax Collector for Placer County are both aligned to grade MGNT 476, while the Assistant Assessor is aligned to grade MGNT 474, which is 2.03% below similar positions within the County. The salary recommendation of MGNT 476 for the Chief Deputy Assessor would provide internal equity and greater internal alignment, setting all three Elected Department Head Assistant classifications to the same grade. The recommended salary would not create any compaction as there will be a 13.48% salary differential between the Elected Assessor position and the Chief Deputy Assessor position.

FISCAL IMPACT

The action to amend the Schedule of Classifications results in an hourly salary increase for the new classification of \$1.42 per hour, or \$2,954 annually, however, the position is currently vacant. Should the Assessor's Office decide to fill the position in the future, funding will be allocated to this position from within the Assessor's existing appropriation.

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

In the matter of: An ordinance amending the un-codified Allocations of Positions to Departments and the Unclassified Service - Schedule of Classifications, Salary Plan and Grade Ordinance

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 Departments Ordinance and the un-codified Unclassified Service - Schedule of Classifications, Salary Plan and Grade Ordinance are hereby amended as follows:

Section 1. That the un-codified Unclassified Service – Schedule of Classifications, Salary Plan and Grade Ordinance is hereby amended and shall read as follows:

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN – APPENDIX	GRADE
19804	Assistant Assessor	MGMT	474
19804	Chief Deputy Assessor	MGMT	476

Section 2. That this ordinance shall be effective October 23, 1014.

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

