

# 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 Department Ordinance regarding Facility Services and Community Development Resource Agency.

Ordinance No.: \_\_\_\_\_

First Reading: April 7, 2015

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:**

(Additions to ordinance shown in bold and underline, deletions shown with strike-through.)

**Section 1.** That the un-codified Allocation of Positions to Department Ordinance is hereby amended to read as follows:

COMMUNITY DEVELOPMENT RESOURCE AGENCY (CDRA)	(a) Administration	Community Development Technician – Assistant/Associate	9 <b>8</b>
		Community Development Technician – Senior	6 <b>7</b>

FACILITY SERVICES	(g) Environmental Utilities	Secretary-Entry Journey	2- <b>1</b>
		Community Development Technician Assistant/Associate	0 <b>1</b>

**Section 2.** That this ordinance shall be effective the first pay period, 30 days following adoption.

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



PLACER COUNTY  
PERSONNEL DEPARTMENT

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**MEMORANDUM**

**To:** Board of Supervisors  
**From:** Civil Service Commission  
**By:** Lori Walsh, Personnel Director  
**Date:** April 7, 2015  
**Subject:** Recommendations from the Civil Service Commission in action taken at their March 9, 2015 meeting regarding the reclassification of positions in CDRA and Facility Services for the Community Development Technician series.

**ACTION REQUESTED:**

Introduction of an ordinance, waive the first reading, amending the un-codified Allocations of Positions to Departments ordinance modifying allocated positions in the departments of Community Development Resource Agency and Facility Services.

**BACKGROUND:**

At the request of the Community Development Resource Agency, the Personnel Department undertook a study of the Community Development Technician classification series to more accurately reflect the organizational changes that had been implemented since 2010 when individual departmental designations within the Agency related to building, engineering and surveying, and planning were changed from departments to divisions. During the same period as the 2010 reorganization, an Assistant Community Development Technician transferred to the Environmental Engineering division of the Facility Services department in order to provide support and perform permitting and development functions related to wastewater.

In support of Personnel Department staff recommendations, the Civil Service Commission approved revisions to the classification specifications for the Community Development Technician classifications and further recommended the non-competitive recruitment of the current incumbents.

The current incumbent in CDRA is working at a level higher than her current classification of Associate Community Development Technician and is performing duties ascribed to the Senior Community Development Technician classification, including, but not limited to, the following:

- Performs the more complex site plan review in support of planning; serves as a technical resource to staff and the public in the interpretation and application of permit guidelines.

