



PLACER COUNTY
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MEMORANDUM

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To: Board of Supervisors
From: Civil Service Commission
By: Lori Walsh, Personnel Director
Date: July 21, 2015
Subject: Introduction of an Ordinance amending the Allocations of Positions to Departments Ordinance and the Schedule of Classifications and Salary Grades for Classified and Unclassified Services Ordinance regarding the Recorder/Elections Supervisor, Counter Services Manager, Building Division Manager and various information technology classifications.

Action Requested

Introduction of an ordinance, waive the first reading, amending the un-codified Allocations of Positions to Departments Ordinance and the un-codified Schedule of Classifications and Salary Grades for Classified and Unclassified Services Ordinance regarding the Recorder/Elections Supervisor, Counter Services Manager, Building Division Manager and various information technology classifications.

Background

At their meetings held May 11, 2015, June 8, 2015 and June 15, 2015, the Civil Service Commission approved:

1. Title changes and revisions to the classification specifications for the following classifications:
 - Recorder/Elections Supervisor to Clerk/Recorder/Elections Supervisor
 - Building Division Manager to Building Manager
2. Abolishment of the Counter Services Manager classification
3. The administrative placement of the incumbents into information technology classifications, pursuant to Placer County Code section 3.08.480, following the formal appeal process that was heard by the Civil Service Commission.

Basis for Recommendation

Recorder/Elections Supervisor: The Recorder/Elections Supervisor classification specification was approved in June 2002 and has not since been revised. This classification is only allocated to the Clerk-Recorder/Elections Department, and incumbents are assigned to the Clerk, Recording, or

Elections functional area. While preparing to open a recruitment, subject matter experts in the department reviewed the current classification specification and identified some areas where minor revisions were needed in order to update current language and to accurately reflect some of the unique responsibilities associated with each functional area. Of significance is the title change and the additional duties specific to assignments in the Clerk's Office. Previously those duties were either not reflected in the classification specification, or they were noted in the Recorder section. Redundancy of language between the various functional areas was also removed, with more generalized information pertaining to all areas added for clarity. Additionally, it was noted that the minimum qualifications only require experience in legal recording, which may be a potential barrier for positions in the Clerk or Elections functional areas. As a result, the proposed changes expand on the experience requirement to include Clerk and Elections-related duties and also add one year of lead experience, which is consistent with other first-line supervisor classification specifications.

Building Division Manager: In March 2005, the Placer County Board of Supervisors approved the creation of the Community Development Resource Agency (CDRA) as an umbrella agency to include all of the County's land development departments, including Building, Planning and Engineering & Surveying. The Building Division Manager classification is a single position classification which was established to provide management oversight of the Building Division in Tahoe, including building inspection, plans examination and counter services. Since the Chief Building Official serves as the primary building division manager, the recommended title change from Building Division Manager to Building Manager supports the 2010 organizational structure that established divisions within the agency as opposed to departments (Building, Planning and Engineering & Surveying divisions), and is consistent with the countywide classification plan. Expanding the minimum qualifications further supports the organizational structure and allows for additional career opportunities within the Agency by eliminating the narrow focus of building code enforcement and inspection.

Given current service needs, along with the original direction by the Board of Supervisors to provide continuous improvement, evaluate organization effectiveness, establish more efficient business operations and sustainable organizational structure, and to continue providing efficient delivery of services, CDRA has determined that consolidating the two service areas to include counter services responsibility in the Building Division Manager classification would be the best use of current staffing and resources.

Counter Services Manager: It is further recommended the management duties of the Counter Services Manager classification also shift to the Building Manager. The remaining duties of the Counter Services Manager classification fall within the scope of work and could be absorbed by the Supervising Community Development Technician classification, including direct supervision over assigned technical and/or clerical staff, technical tasks related to the permitting process, land development issues and County requirements and regulations.

Reassigning counter services and other management functions to the Building Manager and the remaining job responsibilities to the Supervising Community Development Technician would eliminate the need for a separate Counter Services Manager classification; therefore, it is recommended the classification be abolished.

Information Technology classifications: At your Board's meeting of May 19, 2015, ordinances were adopted that modified the staffing allocations of information technology positions countywide as a result of the classification study that had been undertaken. As provided by Chapter 3, Section 3.08.520, each study participant has an opportunity to review the study's final recommendations for their position and can appeal the recommendation to the Civil Service. A total of eight (8) requests to appeal were received by the stated deadline of which five (5) were heard by the Commission. Of the other three (3) requests, one employee retired and two employees withdrew their appeal. After hearing the appeal of the five employees, the CSC determined to approve three of the allocation requests and to deny two of the requests.

Fiscal Impact

There are no fiscal impacts affiliated with the modification of the classification specifications noted herein with the exception of the three information technology positions which will result in an annual increased cost of approximately \$25,000.00 to be absorbed by the Administrative Services Department.

Attachment 1 - Ordinance

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

In the matter of: An un-codified ordinance amending the Allocation of Positions to Departments Ordinance and the Schedule of Classifications and Salary Grades for Classified and Unclassified Services Ordinance regarding the Recorder/Elections Supervisor, Counter Services Manager, Building Division Manager and various information technology classifications.

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:

That the un-codified Allocation of Positions to Departments Ordinance and the un-codified Schedule of Classifications and Salary Grades for Classified and Unclassified Services Ordinance are hereby amended as follows:

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

Ordinance # _____

Section 1. That the un-codified Schedule of Classifications and Salary Grades for Classified and Unclassified Services Ordinance is here by amended to read as follows:

JOB CODE	CLASSIFICATION TITLE	SALARY ADMIN PLAN	GRADE
11713	Building Division Manager Building Manager	MNGT	435
11316	Counter Service Manager	PROF	238
13402	Recorder/Elections Supervisor Clerk/Recorder/Elections Supervisor	GNRL	82

Section 2. That the un-codified Allocation of Positions to Departments Ordinance is hereby amended to read as follows:

Administrative Services				
	(d)	Information Technology		
		Information Technology Analyst I/II	18	<u>19</u>
		Information Technology Specialist	16	<u>14</u>
		Information Technology Analyst – Senior	11	<u>12</u>

Community Development Resource Agency				
	(a)	Administration		
		Counter Services Manager	1	<u>0</u>
	(b)	Building Inspection		
		Building Division Manager Building Manager	1 0	<u>0</u> <u>1</u>

County Clerk Recorder				
		County Clerk/Recorder		
		Recorder/Elections Supervisor	4	<u>0</u>
		Clerk/Recorder/Elections Supervisor	0	<u>4</u>

Section 3. That this ordinance shall be effective the first day of the pay period 30 days following adoption.

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

