



## CIVIL SERVICE COMMISSION

Monday – January 11, 2016

CIVIL SERVICE COMMISSION  
RICK WARD, **Chair**  
ANDRAE RANDOLPH, **Vice Chair**  
JOHN COSTA  
RON LE DOUX  
DON NELSON

Lori Walsh, Director of Human Resources  
Dawn McCollum, Executive Secretary

### AGENDA

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Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Executive Secretary. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Executive Secretary five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

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#### MEETING LOCATION:

**Placer County Human Resources – Training Room**  
145 Fulweiler Avenue, Suite 200  
Auburn, CA 95603  
530.889.4060

**4:00 PM ROLL CALL**

#### **CLOSED SESSION – PURSUANT TO GOVERNMENT CODE**

##### **I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS**

- A.** Closed Session - Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

**4:30 PM OPEN SESSION**

#### **FLAG SALUTE**

- I. REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.**
- II. AGENDA APPROVAL**
- III. MINUTES OF PREVIOUS MEETING – December 14, 2015**
- IV. PUBLIC COMMENT:** Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

**V. OLD BUSINESS**

- A.** Disciplinary Appeal Hearing Findings – Department of Public Works  
The Commission met on December 2, 2015, for a closed disciplinary hearing. The Commission found that the appellant abandoned the appeal by failing to attend the hearing.

**VI. NEW BUSINESS**

- A.** Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code
- B.** Request for approval of Work out of Class Pay pursuant to Placer County Code Section 3.08.510(C.) (5.) (c.) for employee(s) assigned to the department(s) of Health and Human Services.

**VII. COMMUNICATIONS** - Reports to the Commission are informational items only. **(No action will be taken)**

- A.** Provisional Appointments – None
- B.** Staff Reports and Correspondence
1. Introduction of New Staff
- Natalie Wilhite
  - Aimee Wilkins
- C.** Commissioner Comments

**VIII. ADJOURNMENT**

**Civil Service Commission 2016 Meeting Schedule**

- January 11, 2016 – Auburn – Human Resources Training Room
- February 8, 2016
- March 14, 2016
- April 11, 2016
- May 9, 2016
- June 13, 2016
- July 11, 2016
- August 8, 2016
- September 12, 2016
- October 11, 2016
- November 14, 2016
- December 12, 2016



# MEMORANDUM

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**DATE:** January 11, 2016  
**TO:** Civil Service Commission  
**FROM:** Lori Walsh, Director of Human Resources  
**SUBJECT:** Review of Merit Increases for Eligible Classified County Employees

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During the closed session of your meeting, your Commission will review the performance evaluations of classified County employees pursuant to Subdivision (b) (1) of Government Code Section 54957. For those classified County employees determined to be eligible for a merit increase, the following motion is submitted for your consideration:

Motion to approve the classified merit awards set forth in the list dated January 11, 2016 pursuant to Section 3.04.650 of the County Code.



# MEMORANDUM

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**DATE:** January 11, 2016  
**TO:** Civil Service Commission  
**FROM:** Lori Walsh, Director of Human Resources  
**SUBJECT:** Work-Out-of-Class Pay

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We have received the following departmental request(s) for work-out-of-class pay extensions. Listed below are the department(s), employee name(s), and time period(s) requested. The Personnel Department has previously approved work-out-of-class pay and we are requesting the Civil Service Commission approve additional extension(s) as per Placer County Code 3.08.510 C.5.c. Supporting documentation has been attached to this memo.

| <u>Department</u>       | <u>Employee Name</u> | <u>Dates</u>      | <u>Approximate</u> |
|-------------------------|----------------------|-------------------|--------------------|
| Health & Human Services | Janice Whiteside     | 02/06/16-08/05/16 | 180 days           |

**Recommendation:** It is recommended that the Civil Service Commission approve the above work-out-of-class pay extension(s) in recognition of the duties being performed.

cc: Dr. Robert Oldham – Public Health Division

**WORK OUT OF CLASS AGREEMENT  
DEPARTMENT OF HHS**

**TO:** Lori Walsh, Personnel Director  
**FROM:** Dr. Robert Oldham, Health Officer and Director of Public Health Division  
**DATE:** December 31, 2015  
**SUBJECT:** Request to Extend Work Out of Class (WOC) Pay

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**ACTION REQUESTED**

Employee's Name: Janice Whiteside  
Current Classification: Public Health Nurse II  
WOC Classification: Senior Public Health Nurse  
Initial WOC Effective Date: February 6, 2015 PP 18  
Requested Extension Effective Date: February 6, 2016  
Approximate Number of Days: 180  
Approximate End Date (End of pp): August 5, 2016  
Reason for WOC Request:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Fill Behind Leave of Absence | <input checked="" type="checkbox"/> Peak Workload/Special Project | <input type="checkbox"/> Pending Reclassification/Reallocation |
| <input type="checkbox"/> Fill Behind Retirement       | <input type="checkbox"/> No Request to Fill Vacancy               | <input type="checkbox"/> Request to CEO to Fill Vacancy        |
| <input type="checkbox"/> Fill Behind WOC              | <input type="checkbox"/> Temporary End WOC>80-Hours Leave         | <input type="checkbox"/> Restart WOC>80-Hours Leave            |

**BACKGROUND**

In February 2015, the Public Health Division of Health & Human Services placed Janice Whiteside, Public Health Nurse II, into a Work Out of Class (WOC) assignment as a Senior Public Health Nurse to perform the more complex California Children's Services Program (CCS) cases and to provide lead supervisory duties over newly-hired Public Health Nurses. The WOC assignment was extended in August 2015 as there was still a need for Janice to perform the higher level duties.

The CCS program requires highly technical knowledge of policies and procedures according to legislatively mandated medical case management regulations, and even very experienced nurses usually need significant training during their first several months in the program. In addition to the relatively new nurses hired earlier this year, two new staff members have been hired into this unit within the last three months and the need for Janice to perform the Senior-level duties will continue.

The Health and Human Services Department is committed to resolving this WOC assignment as soon as possible and is exploring permanent staffing options. An extension of this WOC assignment will afford the department additional time to evaluate staffing needs at the Registered Nurse and Public Health Nurse levels throughout the Department, particularly given the County's recent issuance of a Request for Proposal for a provider to establish comprehensive primary care service clinics and to transition existing patients to new providers.

This position is 100% funded by outside allocations.

**RECOMMENDATION**

It is therefore recommended that the approval for Janice Whiteside, Public Health Nurse II, receive WOC pay as a Senior Public Health Nurse be extended up to 180 days, effective February 6, 2016. This WOC assignment will result in an approximate increase of 5%. Consistent with the guidelines presented under provisions for work out of class section in Chapter 3 of the County code, additional compensation for working out of class shall be no less than a minimum of five percent or exceed a maximum of fifteen (15) percent. The specific amount of the additional compensation will be determined by an analysis of the employee's current classification and the proposed work out of class classification and in no case will exceed the amount the employee would receive if promoted.

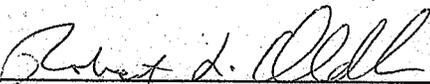
**AUTHORITY**

In line with the principle that an employee assigned to work in a position having discernibly higher job duties should receive higher pay, positions within the classified service may be applicable for work-out-of-class assignment. Individual employees maybe certified by the personnel department as being eligible for work-out-of-class pay when so assigned by the appointing authority or designate of that appointing authority. (3.08.510)

**PROVISIONS FOR WOC ASSIGNMENTS**

- For evaluation purposes, employee is rated on his or her current classification.
- Evaluation rating periods are not impacted by WOC assignments.
- Employee will continue to be eligible for merit increases as outlined in 3.04.650.
- Employee will continue to accrue seniority in his/her regular position/classification.
- Employee will continue to receive the benefit package associated with his/her regular position/classification.
- WOC compensation will not be considered or paid for assignments of two workdays or less or for training purposes.
- The Department must notify the Personnel Department when the WOC employee has a leave of absence that exceeds 10 ten working days since this results in ending WOC compensation. The Department must notify Personnel and submit the appropriate paperwork prior to continuing an employee in a WOC assignment upon his or her return from leave.
- Additional compensation for working out of class shall be no less than a minimum of five (5) percent or exceed a maximum of fifteen (15) percent.
- The Department is responsible for requesting WOC extensions anticipated to be beyond 180 days from the County Executive's Office using the Position Exception Form and process.
- Employee is not to begin the work out of class assignment until certified by the Personnel Department that the individual meets the minimum qualifications for the WOC assignment, the additional duties warrant WOC compensation, and that the WOC compensation requirements have been met.

*I have reviewed and understand the Department and Employee responsibilities with the requested WOC assignment and understand the provisions set forth above and specified in 3.08.510 of Placer County's Personnel Rules.*

 1/4/15  
\_\_\_\_\_  
Appointing Authority                      Date  
Dr. Robert L. Oldham  
Health Officer / Director  
Public Health

 1/5/15  
\_\_\_\_\_  
Employee                                      Date  
Janice Whiteside  
Public Health Nurse II

 1/4/2015  
\_\_\_\_\_  
Department Head                      Date  
Jeff Brown  
Director of Health and Human Services

# Robert Oldham, MD

Public Health Officer and Director of Public Health Services

## Joe Arsenith, Program Manager

Program Manager Children's Medical Service, Prevention,  
Program Development, Health Education

## Liz Duffy

Supervising PHN

### CCS - Medical Therapy Unit

Joni Anderson, Sr. PT  
Debbie Gutierrez, PT II  
Karen Dugoni, PT II  
Sunita Palecanda, OT II R/L  
Katherine Thurmond, OT II R/L  
Tina Rogers, Admin Clerk Journey

### CCS Admin

Jan Whiteside, Sr. PHN (WOC)  
Steve Sawallisch, PHN II  
Martii Peterson, PHN II  
Pam Christiansen, PHN II (EH)  
Katy Carlsen MD, (EH)  
Isela Smith, Sr. CSPS  
Joy Robertson, CSPS II  
Clara Watkins, CSPS II  
Lynda Walsh, CSPS II  
Sheryse Lewis, Admin Clerk Journey

### CDHP

Renee Schmidt, Sr. PHN  
Heidi Knost, PHN II  
Foster Care (HCPCFC)  
Linda Adam, PHN II (w/ CSOC)  
Heather Palmer, PHN II (w/ CSOC)