



## CIVIL SERVICE COMMISSION

### COMMISSIONERS

John Costa  
Ron Le Doux  
Don Nelson  
Andrae Randolph – Vice Chair  
Rick Ward - Chair

Tuesday, October 11, 2016

## AGENDA

145 Fulweiler Avenue, Suite 200  
Auburn, California 95603

Lori Walsh, Human Resources Director  
Dawn McCollum, Commission Clerk  
Main Office: 530.889.4067  
[www.placer.ca.gov](http://www.placer.ca.gov)

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.

### MEETING LOCATION:

### Placer County Board of Supervisors Chambers

175 Fulweiler Avenue, Auburn CA 95603

530.889.4060

4:00 PM

### OPEN SESSION

Roll Call

Flag Salute

- I. **Agenda Approval**
- II. **Approval of Minutes from previous meeting – September 12, 2016**
- III. **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.
- IV. **New Business**
  - A. Request for approval of Work out of Class Pay pursuant to Placer County Code Section 3.08.510 (C)(5)(c.) for an employee assigned to the District Attorney's Office.

- B. Request for approval to reclassify one Information Technology Specialist to the classification of Information Technology Specialist – Senior at the District Attorney's Office, and the non-competitive promotion of the incumbent pursuant to County Code Section 3.08.480.

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

- A. Provisional Appointments – None
- B. Staff Reports and Correspondence
  - 1. Staff Updates
    - Sheri Chapman/Wendy Brodnick
    - Allison McCrossen/Leanna Lipsmeyer
    - Lori Walsh/Monique Morgan
- C. Commissioner Comments

**CLOSED SESSION**

**I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS**

- A. Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957 and pursuant to Placer County Chapter 3 Section 3.04.650.
- B. Evaluation of performance of the Human Resources Director pursuant to Government Code Section 54957.

**OPEN SESSION**

- I. Report of action taken in closed session pursuant to Government Code Section 54957.
- II. Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code.
- III. Adjournment

**Civil Service Commission – Upcoming Meetings**

- November 14 – Auburn  
Regular Meeting
- November 28 - Rocklin  
Special Meeting – Veteran Services Department Update



# MEMORANDUM

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

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We have received the following requests for work-out-of-class pay extensions. Listed below are the departments, employee names, and time periods requested. The Human Resources Director has previously approved work-out-of-class pay and we are requesting the Civil Service Commission approve extensions 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>Approximately</u> |
|----------------------------|----------------------|-------------------------|----------------------|
| District Attorney's Office | Lauren Featherstone  | 11/12/2016 – 05/12/2017 | 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: R. Scott Owens – District Attorney

**WORK OUT OF CLASS AGREEMENT  
DEPARTMENT OF DISTRICT ATTORNEY**

**TO:** Lori Walsh, Human Resources Director  
**FROM:** R. Scott Owens, District Attorney  
**DATE:** September 9, 2016  
**SUBJECT:** Request for Work Out of Class (WOC) Pay

**RECEIVED**  
SEP 9 0 2016  
Placer County  
Human Resources

**ACTION REQUESTED**

Employee's Name: Lauren Featherstone  
Current Classification: Administrative Services Officer  
WOC Classification: Administrative Services Officer Senior  
Initial WOC Effective Date: May 14, 2016; PP #24  
Requested Extension Effective Date: November 12, 2016; PP #12  
Approximate Number of Days: 180  
Approximate End Date (End of pp): May 12, 2017; PP #24  
Reason for WOC Request:

- Fill Behind Leave of Absence       Peak Workload/Special Project       Pending Reclassification/Reallocation  
 Fill Behind Retirement       No Request to Fill Vacancy       Request to HR to Fill behind Vacancy  
 Fill Behind WOC       Temporary End WOC>80-Hours Leave       Restart WOC>80-Hours Leave

**BACKGROUND**

The District Attorney's office requests to continue Work out of Class assignment for an additional 180 days to fill a critical vacancy in the Administrative Fiscal unit which occurred in February 2016. Ms. Featherstone has been assigned the higher level day to day fiscal responsibilities while the District Attorney's Office determines a permanent solution for the vacancy. The higher level duties assigned include monitoring the departmental budget, as well as tracking and monitoring revenue and expenditures and approving and monitoring departmental purchases. Additionally, Ms. Featherstone is responsible for tracking, reporting, monitoring and verifying compliance of the nine (9) State and Federal Grants currently awarded to the District Attorney's Office.

**RECOMMENDATION**

It is recommended that Lauren Featherstone, Administrative Services Officer, be approved to continue to receive WOC pay as an Administrative Services Officer Senior effective November 12, 2016, Pay Period #12 through May 12, 2017, Pay Period #24. 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 may be certified by the Human Resources 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)



**R. Scott Owens**  
District Attorney

DeeAnn Ralphs  
Admin Secty./Asst. PIO

G. Farias  
Executive Secretary  
Volunteer Coordinator

**Jeff Wilson**  
Assistant District Attorney  
Public Information Officer

| Administration Unit   | VICTIM SERVICES/ASSET FORFEITURE UNIT  | INVESTIGATION UNIT   | FAMILY PROTECTION  | MISDEMEANOR UNIT   | FELONY TEAM  | PUBLIC INTEGRITY Unit  | Juvenile & Tahoe Unit  | IT UNIT  |
|---|--|--|--|--|--|--|--|--|
| <p><b>Nancy Aplanalp</b><br/>Sr. ASO</p> <p><b>Sr. ASO</b><br/>L. Featherstone</p> <p><b>Admin Technician</b><br/>A. Flynn<br/>Vacant/UF</p> <p><b>Sr. Account Clerk</b><br/>Vacant/UF</p> <p><b>Front Reception Admin Clerk</b><br/>M. Mutert<br/>L. Maschmeyer</p> <p><b>Wtn. Notification Sr. Admin Legal Clerks</b><br/>B. Casillas<br/>Vacant/UF<br/>Vacant/UF</p> | <p>Vacant Funded Supervising DDA</p> <p><b>Asset Forfeiture</b><br/>C. Gehlbach</p> <p><b>Supervising-Victim Services</b><br/>Vacant/UF</p> <p><b>Sr. VW Advocate</b><br/>L. Mitchell</p> <p><b>Sr. Claims Spec.</b><br/>L. Ludwig</p> <p><b>Claims Spec.</b><br/>J. Renison<br/>M. Wasner</p> <p><b>VW Advoc</b><br/>P. Mikles<br/>T. Mosolino<br/>R. Lagala (underfill Funded Legal Secretary)<br/>C. Manutis<br/>Vacant/F</p> <p><b>Admin Clerk</b><br/>Vacant/UF</p> <p><b>Admin Legal Clerk</b><br/>P. Reynolds</p> <p><b>Intake Sr. Admin Clerk</b><br/>M. Broussard</p> <p><b>Admin Clerk</b><br/>C. Barron<br/>J. Franco<br/>K. Eldridge</p> | <p>Chief Investigator</p> <p><b>Supervisor Invest.</b><br/>J. Potter</p> <p><b>Legal Secretary</b><br/>Z. Schermerhorn</p> <p><b>Investigators</b><br/>N. Brommeland<br/>R. Harroun<br/>D. Murchison</p> <p>██████████</p> <p>V. Dutto<br/>Vacant (was M.Green)</p> <p>S. Bryan</p> <p>J. Ross</p> <p>L. Griffin</p> <p><b>CSO</b><br/>J. Kozzele<br/>Vacant/UF</p> <p><b>Welfare Fraud Unit Supervisor Invest.</b><br/>N. Tavaras</p> <p><b>Investigators</b><br/>S. Godfrey<br/>C. Baker</p> <p><b>Investigator Asst.</b><br/>T. Overmyer<br/>L. Austin</p> <p>L. Lucchetti</p> <p><b>SIU Legal Secretary</b><br/>Debra Gordon</p> <p><b>MDIC/SART/UNIT Investigator</b><br/>M. Green</p> <p>Legal Secty<br/>L. Curley</p> | <p>Jeff Wood<br/>Supervising DDA</p> <p><b>Domestic Violence</b><br/>Sr. DDA ██████████</p> <p>DDA<br/>L. Botwinik</p> <p>A. Duffy</p> <p>F. Noey</p> <p>C. Center</p> <p><b>Sex Crimes DDA</b><br/>G. Nargie</p> <p><b>Elder Abuse DDA</b><br/>██████████</p> <p><b>Sr. Legal Secty</b><br/>T. Frazier</p> <p><b>Legal Secretary</b><br/>K. Wagner<br/>B. La Chapelle<br/>L. Kirkwood</p> | <p>J. Miskewycz<br/>Supervising DDA</p> <p><b>Sr. DDA</b><br/>Vacant/F</p> <p><b>Misdemeanor DUI</b><br/>DDA<br/>S. Macumber</p> <p>R. Miller</p> <p><b>MISD DDA</b><br/>D. Bass<br/>N. Cid<br/>A. Klein<br/>P. 36</p> <p>DDA<br/>M. Paschon</p> <p><b>DUI Grant</b><br/>TBD</p> <p>J. Deslaurier</p> <p>J. McInerney</p> <p><b>Sr. Legal Secretary</b><br/>P. Hood</p> <p><b>Legal Sectys</b><br/>V. Mulsow<br/>C. Errico<br/>C. Bolt</p> <p><b>Sr. Leg. Secty</b><br/>Vacant/F</p> <p><b>Legal Secretaries</b><br/>L. Mason<br/>D. Briggs<br/>L. Kanngtesser<br/>J. Jackson<br/>S. Belding<br/>Vacant/UF<br/>Vacant/UF</p> | <p>Dave Tellman<br/>Supervising DDA</p> <p><b>Sr. DDA</b><br/>T. Pecoraro</p> <p><b>ODD TEAM DDA</b><br/>K. Everett<br/>K. Jibson<br/>R. Lopez<br/>J. Smith<br/>D. Portillo<br/>R. Dejesus</p> <p><b>Sr. Legal Secty</b><br/>H. Beggs</p> <p><b>EVEN TEAM DDA</b><br/>A. Bellah<br/>M. Baxley<br/>J. Moore<br/>D. Wesp</p> <p><b>Sr. Legal Secty</b><br/>Vacant/F</p> <p><b>Legal Secty</b><br/>M. Penwell<br/>C. Devany</p> | <p>D. Van Breemen<br/>Supervising DDA</p> <p><b>Consumer &amp; Envir. Fraud</b><br/>Sr. DDA<br/>J. Crue</p> <p><b>Welfare &amp; Public Asst. Fraud</b><br/>DDA<br/>M. Blook</p> <p><b>Paralegal</b><br/>D. Gullick</p> <p><b>Workers Comp</b><br/>Investigator</p> | <p>C. Gehlbach<br/>Supervising DDA</p> <p><b>Juvenile Branch</b><br/>Sr. DDA<br/>D. Broady</p> <p>DDA<br/>C. Jilot<br/>M. Begley</p> <p><b>Legal Secty</b><br/>T. Magnuson<br/>Vacant/UF</p> <p><b>Tahoe Branch</b><br/>Sr. DDA<br/>C. Catfran</p> <p>DDA<br/>M. Leftwich</p> <p><b>Legal Secty</b><br/>M. Del Barba<br/>K. Shye</p> | <p><b>Tech. Sol Analyst II</b><br/>M. Killian</p> <ul style="list-style-type: none"> <li>• Wireless</li> <li>• Ipad</li> <li>• Hardware</li> </ul> <p>R. Pointer<br/>E-Service<br/>Dannion</p> |



PLACER COUNTY  
HUMAN RESOURCES DEPARTMENT  
145 Fulweiler Avenue, Suite 200  
Auburn, California 95603-4578

CIVIL SERVICE COMMISSION  
John Costa  
Ron Le Doux  
Don Nelson  
Andrae Randolph  
Rick Ward

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Lori Walsh, Human Resources Director  
Main Office: 530.889.4060  
FAX: 530.886.4626  
www.placer.ca.gov

## MEMORANDUM

**To:** Civil Service Commission  
**From:** Lori Walsh, Human Resources Director  
**By:** Kathy Youngs, Human Resource Analyst II  
**Date:** October 11, 2016  
**Subject:** **Reclassification Request for District Attorney's Office – Information Technology Specialist to Information Technology Specialist - Senior**

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### Recommendation

It is recommended the Civil Service Commission approve:

- The reclassification of one Information Technology Specialist, PROF 230 (\$5,898-\$7,169/Monthly) to Information Technology Specialist – Senior, PROF 238 (\$6,503-\$7,904/Monthly);
- The non-competitive promotion of the incumbent pursuant to County Code Section 3.08.480.

### Basis for Recommendation

Placer County Human Resources (HR) completed an agency-wide Information Technology (IT) classification study in April 2015. This study included all IT positions allocated in the County. At the conclusion of the agency-wide study, the District Attorney's Office (DAO) had two (2) IT Specialist positions allocated; one position was filled, one was vacant. The study determined that both positions were appropriately allocated at the IT Specialist level.

In October 2015, the DAO filled the vacant IT Specialist position and, at that time, assigned additional duties to the existing IT Specialist incumbent, including providing technical and functional lead direction to the IT unit. Specifically, the incumbent was assigned responsibility for the oversight of the work performed by the newly hired IT Specialist, as well oversight of the four administrative clerical staff in the Intake Unit. At that time, the DAO placed the incumbent in a work out of class assignment in recognition of the higher level duties performed.

October 11, 2016

Reclassification Request – IT Specialist to IT Specialist - Senior

Page 2

Consistent with current practice regarding the scope of work review for all county IT positions, the IT review committee met to review the additional duties and responsibilities assigned to the IT Specialist position in order to determine whether it was appropriately classified. Based on the information provided by the Assistant District Attorney, it was determined that the duties assigned to the incumbent were consistent with the IT Specialist – Senior classification, including the following:

- Providing lead direction to staff of four (4) Administrative Clerks and one (1) IT Specialist;
- Technical expertise and support for the department wide case management system (Damion).

Attached for the Commission's review and consideration are the request from the Assistant District Attorney and a copy of the organizational chart for the DAO. The Business Agent for Local 39, the County Executive's Office, the Human Resources Department and the District Attorney's Office have all reviewed the findings of the IT Review Committee and concur with this request.

cc: Scott Owens, District Attorney  
Jeff Wilson, Assistant District Attorney  
Joel Joyce, Management Analyst II  
James Britton, Business Representative, IUOE Stationary Engineers Local 39

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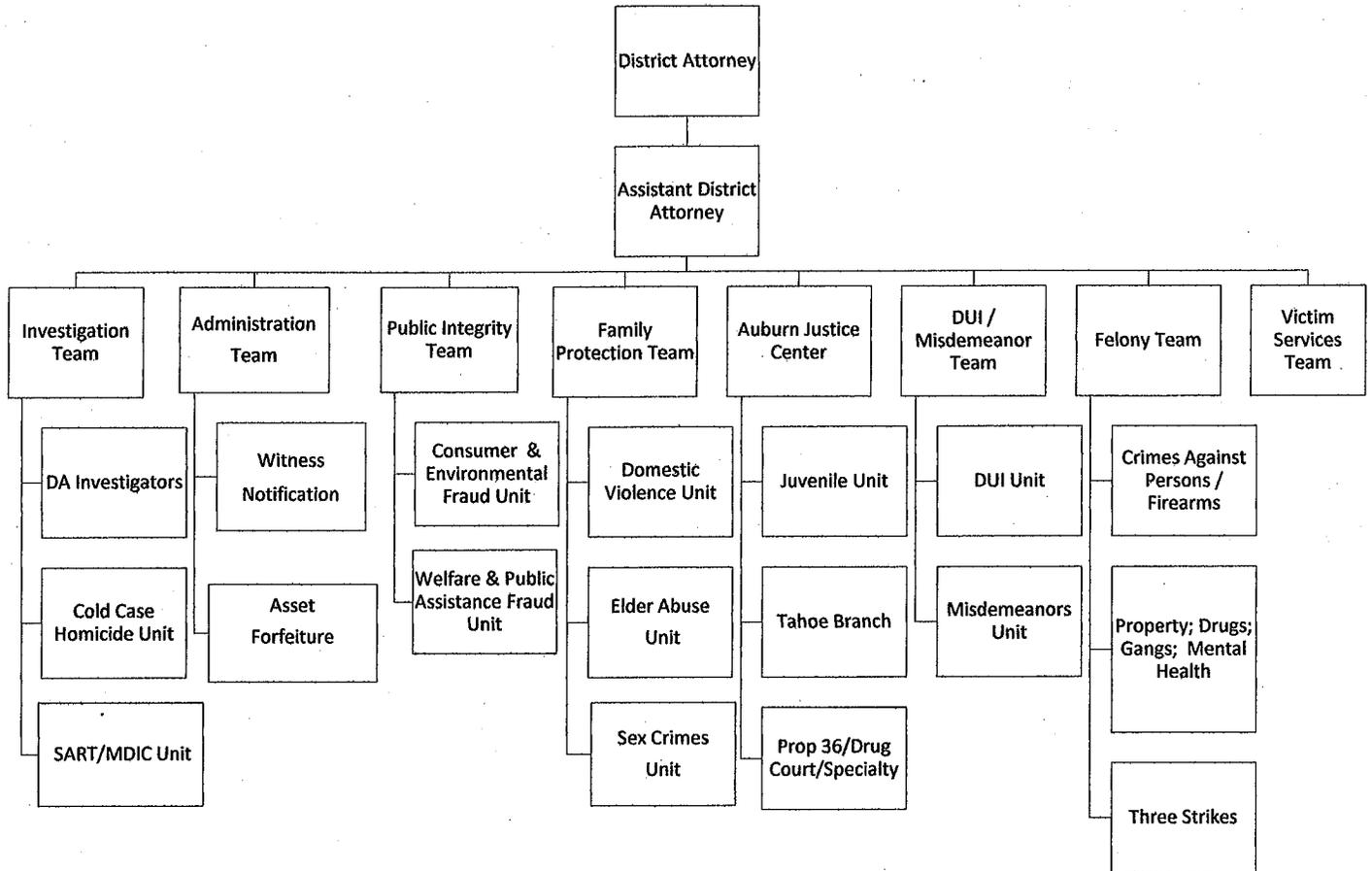
**From:** Jeff Wilson  
**Sent:** Monday, May 02, 2016 10:42 AM  
**To:** Nancy Aplanalp  
**Subject:** Language for Roxanne promo.

Roxanne Pointer has been assign the functional supervision of the District Attorney's Office IT unit including one Information Technology Specialist position as well as the case intake unit and the four administrative clerks assigned to the unit. She provides training and guidance to them on the daily operations of the intake unit. Roxanne is also responsible for the case management system and provides instruction to the legal sectaries and other staff members on it use. She is has created the protocols used by our office regarding the case management system and will serve as the project manager for the transition to our new case management system and our transition to a complete digital file system. Accordingly her position should be reclassified as a Senior Information Technology Specialist given her current responsibilities and supervisory oversight of other positions in our office.

Jeffrey Wilson  
Assistant District Attorney



# DISTRICT ATTORNEY





# MEMORANDUM

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**DATE:** October 11, 2016  
**TO:** Civil Service Commission  
**FROM:** Lori Walsh, Human Resources Director  
**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 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 October 11, 2016, pursuant to Section 3.04.650 of the County Code.