



## CIVIL SERVICE COMMISSION

Monday – May 9, 2016

Lori Walsh, Director of Human Resources  
Dawn McCollum, Commission Clerk

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

### AGENDA

---

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 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 – April 11, 2016**

- 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 - None**

**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 an employee assigned to the Administrative Services Department.

**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. Jennifer Duvall
    - a. Health & Human Services: Business Advantage Network Services
  - 2. Judy LaPorte
    - a. Staff Introduction: Allison McCrossen
  - 3. Lori Walsh
    - a. Reappointment of Commissioner Randolph
    - b. Upcoming Meeting Locations
- C. Commissioner Comments

**VIII. ADJOURNMENT**

**Civil Service Commission – Upcoming Meetings**

- May 23, 2016 – Rocklin  
Special Meeting – Department Update: HHS/Public Health
- June 13, 2016 – Auburn  
Regular Meeting



# MEMORANDUM

---

**DATE:** May 9, 2016  
**TO:** Civil Service Commission  
**FROM:** Lori Walsh, Human Resources Director  
**BY:** Dawn McCollum, Clerk to the Commission  
**SUBJECT:** Review of Merit Increases for Eligible Classified County Employees

---

During the closed session of your meeting, your Commission will review the performance evaluations of classified County employees pursuant to Government Code Section 54957.1. 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 **May 9, 2016**, pursuant to Section 3.04.650 of the County Code.



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

---

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

**TO:** Civil Service Commission  
**FROM:** Lori Walsh, Human Resources Director  
**BY:** Dawn McCollum, Commission Clerk  
**DATE:** May 9, 2016  
**SUBJECT:** Work Out of Class Pay

---

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 Department 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>
Administrative Services	Shirley Bada	05/12/2016 – 11/11/2016	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:** Jerry Gamez – Administrative Services

**WORK OUT OF CLASS AGREEMENT  
DEPARTMENT OF Administrative Services**

**TO:** Lori Walsh, Director of Human Resources  
**FROM:** Jerry Gamez, Director of Administrative Services  
**DATE:** May 14, 2016  
**SUBJECT:** Request for Work Out of Class (WOC) Pay

---

**ACTION REQUESTED**

Employee's Name:	Shirley Bada
Current Classification:	Senior Information Technology Analyst
WOC Classification:	Information Technology Supervisor
Initial WOC Effective Date:	November 14, 2015, PP12, FY15/16
Requested Extension Effective Date:	May 12, 2016, PP25, FY15/16
Approximate Number of Days:	180
Approximate End Date (End of pp):	November 11, 2016 PP11, FY16/17
Reason for WOC Request:	

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Fill Behind Leave of Absence | <input 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**

The purpose of this memo is to request approval to continue to work Shirley Bada out-of-class as an Information Technology (IT) Supervisor within the Information Technology Division's Infrastructure Services Team of the Administrative Services Department for a period of up to 180 days beginning May 12, 2016.

The Information Technology Division's Information Technology Supervisor assigned to the Infrastructure Services Team will be on extended military leaves on the following dates, January 4, 2016 - January 1, 2017 and we are requesting to fill behind this position with a WOC assignment for Shirley Bada as an Information Technology Supervisor to provide an uninterrupted level of service to our divisions, customer departments and to the public.

The IT Supervisor provides direct supervision over two Sr. Information Technology Analysts and five Information Technology Analysts. The program supervised by this position includes the day-to-day management of the Infrastructure Services Team which is responsible for the administration, support and maintenance of the County's Email, Server Infrastructure, Storage Array's, Windows System's, Enterprise-class Storage Area Network's and Disaster Recovery Architecture and Operations. The Infrastructure Services Supervisor, as a member of the County's management team, also has responsibilities related to the forecasting and administration of the Infrastructure Services program budget. Having Mrs. Bada work at this level is critical to providing supervision and direction to staff, coordinating the daily workload assignments, and ensuring that project and budget targets successfully fall within time and cost projections.

Mrs. Bada meets the minimum requirements of Information Technology Supervisor.

**RECOMMENDATION**

It is therefore recommended that Shirley Bada, Senior Information Technology Analyst, be approved to continue to receive WOC pay as an Information Technology Supervisor effective May 14,2016 PP25, FY15/16. This WOC assignment will result in an approximate increase of 5%.

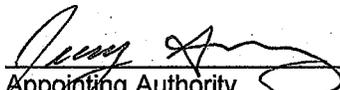
**AUTHORITY**

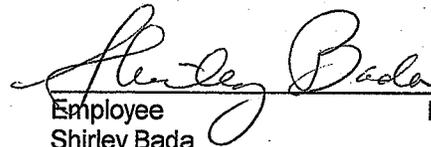
In line with the principle that an employee assigned to work in a position having discernibly higher job duties should receive higher pay, positions within the classified service may be applicable for work-out-of-class assignment. Individual employees may be certified by the personnel department as being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

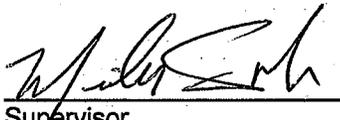
**PROVISIONS FOR WOC ASSIGNMENTS**

- For evaluation purposes, employees are to be 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 for 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 submitted 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.*

 4/12/16  
 Appointing Authority Date  
 Jerry Gamez  
 Director  
 Administrative Services Department

 4/12/16  
 Employee Date  
 Shirley Bada  
 Senior Information Technology Analyst

 4-12-16  
 Supervisor Date  
 Michael Spak  
 Information Technology Manager  
 Administrative Services Department