

Monday, March 15, 2021

9:00 a.m.

ADMINISTRATIVE COMMITTEE
(Supervisors Crew and Forster)

AGENDA

Amador County Administration Center
Conference Room C
810 Court Street
Jackson, California

ANY INDIVIDUALS WHO WISH TO ATTEND THIS MEETING IN PERSON WILL BE REQUIRED TO WEAR A FACE SHIELD OR MASK TO ENTER THE BUILDING AND THROUGHOUT THE DURATION OF THEIR ATTENDANCE AT THE MEETING.

AGENDA: Off-agenda items must be approved by the Committee pursuant to Section 5496.5 of the California Government Code.

PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only; no action to be taken. Any person(s) may address the Committee upon any subject within the jurisdiction of the Committee; however, any matter that requires action may be referred to staff for a report and recommendation for possible consideration at subsequent Committee meeting(s). Please note - there is a three (3) minute limit per person.

MISCELLANEOUS MATTERS

1. **Auditor-Controller:** Review and Possible Recommendation Relative To Creating New Position – Payroll Manager – And Reclassifying Candace Thomas From Payroll Specialist II To Payroll Manager Retroactive To January 1, 2021.
2. **Behavioral Health Department:** Review and Possible Recommendation Relative to Adoption of a Side letter With the SEIU Local 1021 Concerning the Behavioral Health Rehabilitation Specialist Reporting to the Probation Department.
3. **Public Health Department:** Review and Possible Recommendation Relative to a Proposed Stipend for Health Educator I/Medical Assistant.
4. **Sheriff's Office:** Review and Possible Recommendation Relative to a Request for Re-Classification of Erin Scotto.

Public hearing items will commence no sooner than the times listed on the agenda. Closed Session agenda items may be heard before or after scheduled public hearings, dependent upon progression of the agenda.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the Clerk of the Board staff, at (209) 223-6470 or (209) 257-0619 (fax). Requests must be made as early as possible and at least one-full business day before the start of the meeting. Assisted hearing devices are available in the Board Chambers for public use during all public meetings.

Pursuant to Government Code 54957.5, all materials relating to an agenda item for an open session of a regular meeting of the Board of Supervisors which are provided to a majority or all of the members of the Board by Board members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, at and after the time of such distribution, in the office of the Clerk of the Board of Supervisors, 810 Court Street, Jackson, California 95642, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the Board or County staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials that are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

AUDITOR-CONTROLLER

810 COURT STREET JACKSON, CA 95642-9534 TELEPHONE (209) 223-6357 FAX (209) 223-6721



TACY ONETO ROUEN, AUDITOR-CONTROLLER

MEMORANDUM

DATE: March 1, 2021

TO: Administrative Committee/Board of Supervisors

FROM: Tacy Oneto Rouen *JOR*

SUBJECT: *CREATE NEW POSITION - PAYROLL MANAGER – AND RECLASSIFY CANDACE THOMAS FROM PAYROLL SPECIALIST II TO PAYROLL MANAGER RETROACTIVE TO JANUARY 1, 2021*

It has always been my position that exemplary employees must be recognized, rewarded, and continually challenged in order to fulfill both their needs and our desire for retention. As such, in November, I formally discussed the need to reclassify one of our outstanding employees, Candace Thomas, with our CAO. Based on Chuck's personal interactions with Candace and his knowledge of her extensive skill and drive, he concurred that Candace should be reclassified. Currently, Candace's position of Payroll Specialist II is the top payroll position; thus, we needed to create a new position, which we titled Payroll Manager. The Payroll Manager Job Description and requested Pay Rate Schedule (attached) were submitted to, reviewed by, and are supported by both our CAO and our HR Director.

We created the attached Payroll Manager Job Description based on reviewing several related Job Descriptions from other counties (specifically Kings County, Madera County, and Santa Cruz County) as well as incorporating our specific tasks and expectations. We also reviewed the other counties' pay rates, but more heavily considered the jump between our Payroll Specialist I vs. Payroll Specialist II positions, and then we evaluated the responsibilities of the new position versus other current positions such as Fiscal Officer. We determined that the Payroll Manager position should be higher compensated than our Fiscal Officers as they often are reaching out for help on projects, and the Payroll Manager will also be primarily responsible for handling the fiduciary monitoring responsibilities of the 457 Plan as an "other duty as required."

As mentioned, Candace is an extremely valuable employee, and we want to reward her for her hard work and expertise now and going forward. She is responsible for handling many complex tasks in the Auditor's Office, including all aspects of Auditor's Office Payroll and PERS-related duties for the County. In addition to typical payroll duties, Candace prepares all of the monthly Payroll Journals for both the County and Special Districts; she also took the initiative to take over all PERS reporting and monthly Affordable Care Act (ACA) payroll reporting. The Auditor's Office recently took over the responsibilities of managing the County's 457 Plan, and Candace is now primarily responsible for monthly reporting, balancing, resolving discrepancies, and will serve as the Auditor's first hand to help establish new monitoring procedures to bring the County into compliance with its fiduciary obligations.

Candace excels at every task presented to her. Her determination to solve problems and to strive for excellence is demonstrated daily to employees, Auditor's Office Staff, HR Staff, and the CAO's Office. The following includes notable accomplishments that she has made during just a few years at the County thus far:

- Separated both Education and Longevity from base wages to comply with CalPERS requirements.
- Assisted Auditor to implement eFinance system upgrade – directly coordinated communication between our software company, Central Square, and County Departmental staff.
- Took over Annual County Compensation Reporting duties (previous completed by Budget Director and/or Assistant Auditor).
- Cleaned up Worker's Compensation Reporting by working directly with vendor to ensure that proper pay codes are included.
- Transferred payroll vouchers from printing on actual check stock to true Paystubs, saving the County future costs.
- Took over 457 Plan Reporting from the HR department, which entailed cleaning up reports and splitting EE/ER deductions accordingly.
- Worked through a multitude of other issues related to Employer Share of 457 contributions with the Auditor, including FICA and SDI withholding and reporting requirements.
- Heavily assisted Auditor with transition to biweekly payroll. Implemented all necessary software/vendor/deduction changes for the transition.
- Assisted Auditor with processing hundreds of accounting corrections needed on the Conservator's Office outside bank accounts.
- Volunteered to take a larger role/responsibility in coordinating FMLA and all other Leaves with HR/Risk Management staff and employees.
- Coordinating the implementation of EAC/ETS Payroll/HR related modules, and will be responsible for overseeing the training of staff.

Many of Candace's accomplishments were achieved by having the drive and skills to research issues down to the core and implement new processes and procedures to both resolve outstanding issues, help the Auditor to automate more procedures, and to adhere to ever-changing requirements of CalPERS, the Federal Government, and other State Agencies. These undertakings not only require a high degree of organization, exceptional attention to detail, and extreme accuracy, but also an attitude of wanting to go beyond basic duties every day and lead in problem solving. Candace possesses and demonstrates all of these qualities and should be recognized and compensated for her valuable contributions to the County.

We believe that Candace is currently working out of class and thus should be reclassified and more highly compensated for her work and performance. We hereby request that the Administration Committee and Board of Supervisors approve the attached new Payroll Manager Position Job Description and Pay Rate Schedule. We further request that Candace Thomas be reclassified from a Payroll Specialist II to the new position, Payroll Manager, retroactive to January 1, 2021. Thank you for considering our requests.

PAYROLL MANAGER

DEFINITION

Under direction, to supervise the payroll accounting function of the Auditor-Controller's office; to perform a variety of highly specialized, difficult and complex technical payroll and accounting duties; to participate in the preparation, review and maintenance of payroll and related financial transactions, records and reports; to provide information and assistance related to payroll; and to do related work as required.

SUPERVISION EXERCISED

Exercises technical and functional supervision over payroll staff.

DISTINGUISHING CHARACTERISTICS

This is a highly specialized/advanced class responsible for supervising the County payroll function of the Auditor-Controller's Office. Incumbents must have specialized knowledge of the County's organizational and accounting structures as well as the payroll and accounting software. Job assignments include the training of and problem solving for subordinates; delegation of assignments and responsibility for compliance with established deadlines; preparation, audit and review of a variety of transactions to maintain payroll and related financial reports; and serving as the primary source of information for questions concerning payroll and related financial reports.

EXAMPLES OF DUTIES

Assumes responsibility for coordinating the work of the payroll function; plans, directs and participates in the performance of complex technical payroll procedures, services and activities; coordinates assigned functions and activities with other departments, divisions and County staff in order to consolidate information necessary to ensure accurate record keeping and reporting; ensures tasks are completed accurately and timely; provides technical information and instruction regarding County policies, acceptable payroll and accounting procedures, and proper utilization of the payroll and accounting software; answers questions and resolves problems or complaints; provides accurate payroll reports as needed; assists other departments with the payroll function; audits all payroll authorizations to ensure proper payroll and accounting treatment/classification and makes necessary work assignments to ensure payroll and all related liabilities are processed/paid timely; prepares correcting entries as needed; accurately prepares payments, including electronic fund deposits, for all payroll liabilities; prepares and transmits timely all mandated reports, including PERS retirement, health insurance, quarterly State and Federal returns, annual State and Federal reconciliations and W-2's; prepares journal entries to maintain the general

ledger accurately; corrects payroll records as needed; and assists in the evaluation of subordinates.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

DESIRABLE QUALIFICATIONS

Knowledge, Skills and Abilities:

- Knowledge of payroll accounting and record keeping principles, procedures, and methods and their application.
- Knowledge of pertinent Federal, State and local laws, codes, regulations and guidelines governing or effecting payroll.
- Knowledge of modern office practices, methods and equipment, to include computer equipment and related software applications.
- Skill to operate modern office equipment, including computers.
- Skill to type and input data quickly and accurately.
- Ability to learn the payroll module of the Integrated Financial Accounting System and understand the relationship between various modules.
- Ability to independently perform a variety of highly specialized payroll assignments.
- Ability to deal tactfully and courteously with others in answering questions, resolving problems, or providing technical instructions or general information regarding policies and procedures.
- Ability to effectively coordinate payroll functions with other County departments and personnel.
- Ability to interpret and apply the policies, procedures, laws, codes, regulations and guidelines from a variety of sources to payroll, especially those pertaining to garnishments, taxability, and PERS retirement.
- Ability to research, collect, compile and analyze information necessary for the effective discharge of duties.
- Ability to handle multiple concurrent projects by correctly assigning priorities to a variety of tasks.
- Ability to understand the organization and operation of the Auditor-Controller's office in particular and the County in general.
- Ability to prepare, examine, and verify payroll financial documents, statements, reports, etc.
- Ability to perform comparisons of data quickly and accurately.
- Ability to accurately tabulate, record, balance, and audit payroll transactions.
- Ability to perform mathematical computations quickly and accurately.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to develop and maintain effective working relationships with those contacted during the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four (4) years of increasingly responsible specialized payroll experience comparable to that of a Payroll Technician which includes at least one (1) year in a lead or supervisory capacity.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized vocational training or college level course work in accounting or a related field.

Special Requirements:

None.

Proposed Pay Range Schedule

Confidential Unit

FLSA: *Exempt*

Payroll Manager

Step A: \$33.43

Step B: \$35.10

Step C: \$36.86

Step D: \$38.70

Step E: \$40.64

BEHAVIORAL HEALTH DEPARTMENT

10877 Conductor Boulevard, Suite 300 • Sutter Creek, CA 95685 •
Phone (209) 223-6412 • Fax (209) 223-0920 • Toll Free Number (888) 310-6555



DATE: February 11, 2021
TO: Board of Supervisors, Admin Committee
FROM: Melissa Cranfill, LCSW *MC*
SUBJECT: Agenda item: Next Admin Committee meeting

This is to request that the Board consider for their next Admin Committee agenda the adoption of a side letter with the SEIU Local 1021 concerning the Behavioral Health Rehabilitation Specialist reporting to the Probation department. The tentative agreement is that an incumbent of this class would receive a five per cent (5%) differential upon attaining a State Board of Behavioral Sciences registration in Clinical Social Work.

The Behavioral Health Rehabilitation Specialist position is funded by AB109 and CCP funding. Currently there is a single level of Behavioral Health Rehabilitation Specialist, which does not require the professional registration. Acquiring this registration will allow the incumbent to provide both Substance Use Disorder and Mental Health counseling to the assigned population.



Amador County Public Health Department

10877 Conductor Blvd., Ste. 400
Sutter Creek, CA 95685
Phone (209) 223-6407
Fax (209) 223-1562

MEMORANDUM

TO: Administrative Committee

FROM: Connie Vaccarezza, Director of Public Health

DATE: 2/23/2021

RE: Health Educator I/Medical Assistant - Proposed Stipend

I am requesting that Anna Shrode receive a 5% Medical Assistant stipend when she performs clinic duties outside her main classification of Health Educator I. Anna is providing services to assist medical personnel in the following activities:

- Delivery of childhood/adult vaccines, including injectable and PPD placements during immunization clinics, specialty clinics, and as need to ensure the safety of the community during a hazardous event (under the direction of the Amador County Health Officer).
- Tuberculosis Screenings of school based personnel
- Assisting medical personnel during COVID-19 Vaccine Clinics by drawing the vaccine into syringes and delivery of the injectable vaccine to the public.

**OFFICE OF THE
SHERIFF-CORONER**

700 COURT STREET • JACKSON, CA 95642-2130



**MARTIN A. RYAN
SHERIFF-CORONER**

(209) 223-6515 • FAX (209) 223-1609

March 4, 2021

Amador County Board of Supervisors
Administrative Committee
810 Court Street
Jackson, CA 95642

Re: Request for Re-Classification of Erin Scotto

Dear Administrative Committee:

By this memorandum I am requesting the re-classification of Erin Scotto from her current position of Administrative Secretary to Sheriff's Executive Secretary to properly reflect her duties and responsibilities and to align with other positions in Sheriff's Offices throughout the state.

I have attached the new proposed job description which more accurately reflects her duties for your review.

Erin's pay range will remain the same as her current range with her agreement and consent. I have discussed this matter with HR Director Lisa Gaebe to ensure the proper procedures for implementing this re-classification are in place and Erin has communicated with SEIU on her desire to be re-classified while keeping her current pay range.

Sincerely,

A handwritten signature in green ink, appearing to read "M. Ryan", with a long horizontal flourish extending to the right.

MARTIN A. RYAN
Sheriff-Coroner

Attachment

SHERIFF'S EXECUTIVE SECRETARY

DEFINITION

Under direction, serves as primary executive secretary to the elected Sheriff. Performs a variety of complex and confidential secretarial, administrative, staff, and office management duties for the elected Sheriff. Performs difficult, complex, and specialized administrative support, information gathering and preparation duties, performs public information assignments; and performs related duties as required.

REPORTS TO

Elected Sheriff-Coroner.

CLASSIFICATIONS SUPERVISED

This classification may exercise direct, functional or technical supervision over clerical staff.

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

Serves as Executive Secretary and staff support person to the elected Sheriff. Performs a wide variety of specialized office management, administrative support assignments, performs public information and relations assignments such as providing comprehensive information about policies, programs, functions, and procedures. Receives and screens calls, mail, and visitors. Assists with the development and administration of the department and/or unit budget as requested by the department head. Maintains and tracks a variety of fiscal and budget control journals, documents, and reports. Prepares and submits activity reports and reports required by other government agencies. Establishes, and updates information retrieval systems. Gathers, organizes, and summarizes a variety of data and information, performs special projects and prepares reports, correspondence, informational material, and documents. Interacts with Board Members, Government officials, department heads and members from the public over the phone and in-person, providing information and resolving complaints, which require tact, discretion, sound judgment and the interpretation and application of policies and procedures. Handles confidential information and inquiries regarding personnel and controversial County matters. Screens incoming correspondence and arranges correspondence for reply in order of priority. Assists the public with application and permit procedures, including preliminary reviews of materials and plans submitted to support applications. This classification will have close physical contact with firearms and inmates. Maintains permit files and issue permits, maintains and updates files and databases, generates computer reports, operates office equipment including computers and assigned software. Acts as Notary for Sheriff's Office and Jail. May have direct supervision and/or

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lead worker responsibilities for other staff, and performs related duties as to a Sheriff's Analyst.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and fax machine.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; contact with staff and the general public and inmates.

MINIMUM QUALIFICATIONS

Knowledge of:

- County policies, rules, and regulations.
- Operations, rules, policies, and procedures of the Department, Board, or Commission where assigned.
- Rules and regulations governing meetings of assigned Boards or Commissions.
- Methods and techniques of budget tracking and monitoring.
- Principles and practices of customer service.
- Public and community relations techniques.
- Office management methods and procedures.
- Methods and techniques of establishing and maintaining of filing and information retrieval systems.
- Purchasing methods and procedures.
- Mathematic concepts and practices.
- Personal computers and software applications related to administrative support work.
- Correct English usage, spelling, grammar, and punctuation.
- As assigned, principles of work coordination and lead supervision.
- As assigned, principles of supervision, training, and performance evaluation.

Ability to:

- Perform a wide variety of complex and specialized administrative support work for an assigned County Department Head, Board or Commission.
- Interpret, explain, and apply a variety of County and Department policies, rules, and regulations.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Use a personal computer and appropriate software for word processing, recordkeeping,

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and administrative functions.

- Effectively represent the County and the department in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Understand and carry out oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures
- Work in an environment with exposure to criminal offenders, mentally ill individuals, and or persons potentially infected with communicable diseases

Training and Experience: *Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:*

Education

High school diploma or GED equivalent.

Experience

Five years of increasingly responsible experience performing a variety of administrative and office support work at a level equivalent to Secretary with Amador County, including substantial experience in a public contact position.

Special Requirements

Must receive prior to employment and maintain as a condition of employment ability to pass an extensive criminal background. Employees in this classification must be able to work in a para-military environment.