

BOARD OF SUPERVISORS

Vacant, 1st District
Kevin Goss, Chair 2nd District
Sharon Thrall, Vice Chair 3rd District
Lori Simpson, 4th District
Jeff Engel, 5th District

**AGENDA FOR REGULAR MEETING OF NOVEMBER 3, 2020 TO BE HELD AT 10:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

www.countyofplumas.com

AGENDA

The Board of Supervisors welcomes you to its meetings which are regularly held on the first three Tuesdays of each month, and your interest is encouraged and appreciated.

Any item without a specified time on the agenda may be taken up at any time and in any order. Any member of the public may contact the Clerk of the Board before the meeting to request that any item be addressed as early in the day as possible, and the Board will attempt to accommodate such requests.

Any person desiring to address the Board shall first secure permission of the presiding officer. For noticed public hearings, speaker cards are provided so that individuals can bring to the attention of the presiding officer their desire to speak on a particular agenda item.

Any public comments made during a regular Board meeting will be recorded. The Clerk will not interpret any public comments for inclusion in the written public record. Members of the public may submit their comments in writing to be included in the public record.

CONSENT AGENDA: These matters include routine financial and administrative actions. All items on the consent calendar will be voted on at some time during the meeting under "Consent Agenda." If you wish to have an item removed from the Consent Agenda, you may do so by addressing the Chairperson.



REASONABLE ACCOMMODATIONS: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the Clerk of the Board at (530) 283-6170. Notification 72 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility. Auxiliary aids and services are available for people with disabilities.

STANDING ORDERS

Due to the Coronavirus disease (COVID-19) Public Health Emergency, dated March 16, 2020, the County of Plumas is making several changes related to Board of Supervisors meetings to protect the public's health and prevent the disease from spreading locally.

California Governor Gavin Newsom issued Executive Order N-29-20 on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic.

Pursuant to the Executive Order, and the Governor's temporary partial exemptions to the Brown Act, and to maintain the orderly conduct of the meeting, the County of Plumas members of the Board of Supervisors may attend the meeting via teleconference or phone conference and participate in the meeting to the same extent as if they were physically present. Due to the Governor's temporary, partial exemption to the Brown Act, the Boardroom will be open to the public but subject to social distancing requirements, which limit the number of people that may enter to 25% of room capacity. Those that wish to attend the Board meeting, will be required to wear a face covering, as required by the local Public Health Officer order. The public may participate as follows:

Live Stream of Meeting

Members of the public who wish to watch the meeting, are encouraged to view it [LIVE ONLINE](#)

Public Comment Opportunity/Written Comment

Members of the public may submit written comments on any matter within the Board's subject matter jurisdiction, regardless of whether the matter is on the agenda for Board consideration or action. Comments will be entered into the administrative record of the meeting.

Members of the public are strongly encouraged to submit their comments on agenda and non-agenda items using e-mail address Public@countyofplumas.com

10:00 A.M. **CALL TO ORDER/ROLL CALL**

PLEDGE OF ALLEGIANCE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

PUBLIC COMMENT OPPORTUNITY

Matters under the jurisdiction of the Board, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an urgency item by the Board of Supervisors. Any member of the public wishing to address the Board during the "Public Comment" period will be limited to a maximum of 3 minutes.

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

Brief announcements by, or brief reports on their activities by County Department Heads

ACTION AGENDA

1. **PUBLIC HEALTH AGENCY** – Andrew Woodruff
Report and update on COVID-19; receive report and discussion

2. CONSENT AGENDA

These items are expected to be routine and non-controversial. The Board of Supervisors will act upon them at one time without discussion. Any Board members, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations and/or allocations from reserves will require a four/fifths roll call vote.

A) CLERK OF THE BOARD

Approve Board minutes for October 2020

B) FACILITY SERVICES

Authorize Facility Services to purchase Big Tex Trailer, not to exceed \$6,618.25, from Featherlite of Reno, NV; approved in the FY 2020-2021 budget **View Item**

C) PROBATION

Approve and authorize the Chair to sign contract, between County of Plumas and Butte Juvenile Detention Facility and Camp (\$150 per day); approved as to form by County Counsel **View Item**

D) HUMAN RESOURCES

Adopt **RESOLUTION** adopting Plumas County's Pay Schedule **View Item**

E) PUBLIC HEALTH AGENCY

Approve Grant Number 6NU50CK000539-01-08 with Public Health Foundation Enterprises, Inc., DBA Heluna Health for Epidemiology and Laboratory Capacity (ELC) Coronavirus Aid, Relief, and Economic Security Act (CARES) 2020, not to exceed \$157,532.00, and authorize the Director of Public Health to sign the agreement and any future Amendments; approved as to form by County Counsel **View Item**

F) BEHAVIORAL HEALTH

Approve and authorize the Chair to sign FY 2020-2021 Aftercare Agreement with Environmental Alternatives; approved as to form by County Counsel **View Item**

SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS

The Board of Supervisors sits as the Governing Board for various special districts in Plumas County including Dixie Valley Community Services District; Walker Ranch Community Services District; Plumas County Flood Control and Water Conservation District; Quincy Lighting District; Crescent Mills Lighting District

Convene as the Walker Ranch Community Services District Governing Board

3. **WALKER RANCH COMMUNITY SERVICES DISTRICT** – Robert Perreault
 - A. Approve and authorize the Chair to sign Professional Services Agreement, not to exceed \$22,650, between Walker Ranch CSD and Vestra Resources, Inc., for Phase II of the Sand Filter Replacement Project; approved as to form by County Counsel; discussion and possible action. **View Item**
 - B. Approve and authorize the Chair to sign Amendment No. 1 to Professional Services Agreement, not to exceed \$9,000, between Walker Ranch CSD and Nichols Consulting Engineers, Inc. for Phase II of the Sand Filter Replacement Project; approved as to form by County Counsel **View Item**

Adjourn as the Walker Ranch Community Services District Governing Board and reconvene as the Board of Supervisors

4. **DEPARTMENTAL MATTERS**

- A) **ENGINEERING** – Robert Perreault
Authorize the Engineering Department to fill vacant, funded and allocated .5 FTE Recording Secretary position; discussion and possible action [View Item](#)
- B) **LIBRARY** – Lindsay Fuchs
Literacy Program – Authorize the County Librarian to recruit and fill vacant, funded and allocated Extra-Help Literacy Program Assistant position; discussion and possible action [View Item](#)
- C) **SOCIAL SERVICES** – Neal Caiazzo
Authorize the Department of Social Services to recruit and fill vacant, funded and allocated 1.0 FTE Eligibility Specialist III position, created by resignation; discussion and possible action [View Item](#)
- D) **AUDITOR-CONTROLLER** – Roberta Allen
Authorize the Auditor-Controller to recruit and fill vacant, funded and allocated 1.0 FTE Accountant Auditor I/II position, created by resignation; discussion and possible action [View Item](#)
- E) **SHERIFF** – Todd Johns
- 1) Authorize the Sheriff to use \$12,728.93 in Public Safety Power Shutoff funding, for purchase of replacement batteries for public safety communication equipment; discussion and possible action [View Item](#)
 - 2) Approve and authorize the Sheriff to sign long-term lease agreement (\$855 per month), between County of Plumas and DigitalPath, Inc., for rental of space at the Radio Hill Communication Site; approved as to form by County Counsel; discussion and possible action [View Item](#)
 - 3) Approve and authorize the Sheriff to sign agreement, not to exceed \$50,000, between County of Plumas and DigitalPath, Inc., to provide services to the County for installation of equipment on radio towers; approved as to form by County Counsel; discussion and possible action [View Item](#)
 - 4) Approve and authorize the Chair to sign employment agreement, between County of Plumas and Edward Obayashi, to provide services to the Sheriff's office as a contract employee; approved as to form by County Counsel; discussion and possible action [View Item](#)
- F) **FACILITY SERVICES/AIRPORTS** – Kevin Correia
- 1) Approve and authorize the Chair to sign agreement, not to exceed \$180,010, between County of Plumas and Bob's Janitorial Services, for custodial services of Quincy facilities; and ratify effective July 1, 2020, not approved as to form by County Counsel, discussion and possible action [View Item](#)
 - 2) Approve supplemental budget of \$225,000, for receipt of unanticipated revenue, from Pavement Maintenance Management Program grant for the county's three airports; **four/fifths required roll call vote** [View Item](#)

5. **BOARD OF SUPERVISORS**

- A. Accept letter of retirement from Craig Settlemyre, County Counsel, effective December 30, 2020, and direct Human Resources to begin recruitment to fill the position; discussion and possible action [View Item](#)
- B. Adopt **RESOLUTION** to Participate in Coalition Defending U.S. Fish & Wildlife Service Decision that California Spotted Owl Does Not Warrant Listing Under Federal Endangered Species Act. **Roll call vote** [View Item](#)
- C. Correspondence
- D. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations
- E. **Appointments**
CALIFORNIA STATE ASSOCIATION OF COUNTIES
Select Director and Alternate to serve on the CSAC Board of Directors for the 2020-2021 Association year, beginning November 12, 2020 [View Item](#)

6. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Conference with real property negotiator, Gabriel Hydrick, County Administrator regarding Plumas County Properties, Assessor's Parcel No. 025-050-045
- B. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 (Workers Compensation Case No. TIBV-600185)
- C. Conference with Legal Counsel: Existing litigation – Tiffany Wagner, Plaintiff, v. County of Plumas, et al., Defendants, United States District Court, Eastern District of California, Case No. 2:18-cv-03105-KMJ-DMC
- D. Conference with Legal Counsel: Pending litigation – USA Waste of California, Inc. dba Feather River Disposal, a California corporation v. County of Plumas, Superior Court of California, County of Plumas, Case No. CV19-00064 – pursuant to Subdivision (c) of Government Code Section 54956.9
- E. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (one case)
- F. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, November 10, 2020, Board of Supervisors Room 308, Courthouse, Quincy, California



DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645

(530) 283-6299 FAX: (530) 283-6103

2B

Kevin Correira

Director

Board Meeting: Nov 3, 2020

To: The Honorable Board of Supervisors

From: Kevin Correira, Director

Subject: Approve and Authorize Facility Services Director to purchase new tilt trailer for equipment from Featherlite Trailers in Reno, NV.
Not to exceed \$6,618.25

Background

As per Budget request Facility Services has been given permission to purchase a new Big Tex 14ft-18 14k-gvw tilt equipment trailer to facilitate the ease of moving equipment from place to place and not having to move the trailer all over to get other equipment moved.

Recommendation

Approve and authorize Facilities Director to Purchase trailer. Purchase is not to exceed \$6,618.25

FeatherliteOfReno.com

Trailer: Bill Of Sale

Purchasers Signature: X F/L Rep. CHRIS MCMASTERS



Erin Metcalf
Chief Probation Officer

County of Plumas

Department of Probation

270 County Hospital Rd. #128,
Quincy, California, 95971



Phone: (530)283-6200
FAX: (530)283-6165

jc

DATE: October 20, 2020

TO: Honorable Board of Supervisors

FROM: Erin Metcalf, Chief Probation Officer

SUBJECT: Approval of the contract between Plumas County Probation Department and Butte County Juvenile Detention Facility.

Recommendation

Approve and authorize the Chair to sign the contract between Plumas County Probation Department and Butte County to utilize their Juvenile Detention Facility for the detention of Plumas County juvenile offenders.

Background and Discussion

Because Plumas County does not have a juvenile detention facility, the Probation Department has contracted with Butte County Juvenile Detention Facility in the detention of Plumas County juvenile offenders. The Juvenile Hall rate is \$150.00 a day per juvenile before adjudication and \$150.00 per day per juvenile for Court-ordered commitments.

Therefore, it is respectfully requested the Board of Supervisors approve and authorize the Chair to sign the contract.

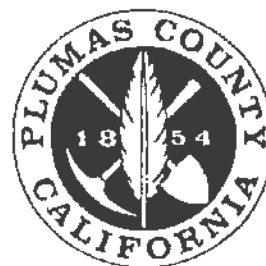
70

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

(530) 283-6444 FAX (530) 283-6160

Email: nancyselvage@countyofplumas.com



DATE: October 23, 2020

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF
November 3, 2020
RE: APPROVE RESOLUTION ADOPTING PLUMAS COUNTY'S
PAY SCHEDULE

IT IS RECOMMENDED THAT THE BOARD:

Approve Resolution for the Plumas County's Pay Schedule that required updating due the Agricultural Department's re-organization that was previously adopted by the Board of Supervisors per Resolution October 13, 2020.

BACKGROUND AND DISCUSSIONS

Plumas County's pay scheduled has been updated to reflect new base wages and to meet the CalPERS CCR 370.5 Statutory and Regulatory Requirements for Publicly Available Pay Schedule.

Thank you for your consideration in this matter.

Attachments:

Exhibit A: Pay Schedule

RESOLUTION NO. 2020-_____

RESOLUTION TO ADOPT PLUMAS COUNTY'S PAY SCHEDULE

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan and Pay Schedules covering all positions in Plumas County; and

WHEREAS, during the Fiscal Year 2020/2021 needs may arise to amend the Job Classification Plan and Pay Schedule; and

WHEREAS, this is necessary in the daily operational needs of the Plumas County job classifications; and

WHEREAS, this request meets the CCR section 570.5 requirements for a publicly available pay schedule used to determine pay rates:

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

Approve this Resolution to adopt Plumas County's revised Pay Schedule.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 3rd day of November 2020 by the following vote:

AYES:

NOES:

ABSENT:

Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board

County of Plumas
Pay Schedule

Exhibit A

Effective as of 07/14/2020 per Board of Supervisors Resolution No. 2020-8503
Revised as of 10/13/2020 per Resolution No. 2020-8526 and adopted by the Board as of 11/03/2020 per Resolution No.

CONFIDENTIAL EMPLOYEE UNIT

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ACCOUNTANT	\$19.48	\$20.46	\$21.49	\$22.57	\$23.70	\$24.90	\$26.15	\$27.45	\$28.84	\$30.28
ACCOUNTANT AUDITOR 1	\$22.03	\$23.13	\$24.29	\$25.51	\$26.79	\$28.13	\$29.53	\$31.02	\$32.57	\$34.21
ACCOUNTANT AUDITOR 2	\$24.27	\$25.48	\$26.77	\$28.11	\$29.51	\$31.00	\$32.55	\$34.18	\$35.90	\$37.69
ASSISTANT AUDITOR/CONTROLLER	\$28.08	\$29.48	\$30.97	\$32.52	\$34.15	\$35.87	\$37.66	\$39.55	\$41.53	\$43.61
ASST RISK MGR/SAFETY OFFICER	\$26.27	\$27.59	\$28.97	\$30.42	\$31.95	\$33.55	\$35.23	\$37.00	\$38.84	\$40.79
CHIEF DEPUTY AUDITOR	\$26.78	\$28.12	\$29.52	\$31.01	\$32.56	\$34.20	\$35.92	\$37.71	\$39.61	\$41.60
DEPUTY COUNTY COUNSEL 1	\$32.29	\$33.91	\$35.60	\$37.39	\$39.26	\$41.23	\$43.30	\$45.47	\$47.75	\$50.14
DEPUTY COUNTY COUNSEL 2	\$33.93	\$35.62	\$37.41	\$39.28	\$41.25	\$43.32	\$45.49	\$47.77	\$50.16	\$52.67
DEPUTY COUNTY COUNSEL 3	\$39.28	\$41.25	\$43.32	\$45.49	\$47.77	\$50.16	\$52.67	\$55.31	\$58.09	\$60.98
FISCAL SUPPORT COORDINATOR	\$18.35	\$19.27	\$20.24	\$21.26	\$22.33	\$23.46	\$24.63	\$25.87	\$27.17	\$28.52
HR PAYROLL SPECIALIST 1	\$21.24	\$22.31	\$23.44	\$24.61	\$25.85	\$27.15	\$28.50	\$29.94	\$31.44	\$33.02
HR PAYROLL SPECIALIST 2	\$23.42	\$24.60	\$25.84	\$27.14	\$28.49	\$29.93	\$31.43	\$33.01	\$34.66	\$36.41
HUMAN RESOURCES ANALYST 1	\$22.02	\$23.12	\$24.28	\$25.50	\$26.78	\$28.12	\$29.52	\$31.01	\$32.56	\$34.20
HUMAN RESOURCES ANALYST 2	\$24.27	\$25.48	\$26.77	\$28.11	\$29.51	\$31.00	\$32.55	\$34.18	\$35.90	\$37.69
HUMAN RESOURCES TECHNICIAN 1	\$17.06	\$17.92	\$18.82	\$19.76	\$20.75	\$21.79	\$22.88	\$24.04	\$25.24	\$26.50
HUMAN RESOURCES TECHNICIAN 2	\$18.82	\$19.76	\$20.75	\$21.79	\$22.88	\$24.04	\$25.24	\$26.50	\$27.84	\$29.24
HUMAN RESOURCES TECHNICIAN 3	\$19.96	\$20.96	\$22.01	\$23.11	\$24.27	\$25.48	\$26.77	\$28.11	\$29.51	\$31.00
LEAD FISCAL & TECH SERV ASST	\$16.27	\$17.09	\$17.95	\$18.85	\$19.80	\$20.79	\$21.83	\$22.93	\$24.08	\$25.29
MANAGEMENT ANALYST 1	\$22.02	\$23.12	\$24.28	\$25.50	\$26.78	\$28.12	\$29.52	\$31.01	\$32.56	\$34.20
MANAGEMENT ANALYST 2	\$24.27	\$25.48	\$26.77	\$28.11	\$29.51	\$31.00	\$32.55	\$34.18	\$35.90	\$37.69
PARALEGAL 1	\$17.06	\$17.92	\$18.82	\$19.76	\$20.75	\$21.79	\$22.88	\$24.04	\$25.24	\$26.50
PARALEGAL 2	\$18.82	\$19.76	\$20.75	\$21.79	\$22.88	\$24.04	\$25.24	\$26.50	\$27.84	\$29.24
PARALEGAL 3	\$20.76	\$21.80	\$22.89	\$24.05	\$25.25	\$26.51	\$27.85	\$29.25	\$30.71	\$32.26
PAYROLL SPECIALIST 1	\$21.24	\$22.31	\$23.44	\$24.61	\$25.85	\$27.15	\$28.50	\$29.94	\$31.44	\$33.02
PAYROLL SPECIALIST 2	\$23.42	\$24.60	\$25.84	\$27.14	\$28.49	\$29.93	\$31.43	\$33.01	\$34.66	\$36.41
SYSTEMS ANALYST 1	\$25.51	\$26.79	\$28.13	\$29.53	\$31.02	\$32.57	\$34.21	\$35.94	\$37.73	\$39.63
SYSTEMS ANALYST 2	\$28.08	\$29.48	\$30.97	\$32.52	\$34.15	\$35.87	\$37.66	\$39.55	\$41.53	\$43.61

County of Plumas
Pay Schedule

Effective as of 07/14/2020 per Board of Supervisors Resolution No. 2020-8503
Revised as of 10/13/2020 per Resolution No. 2020-8526 and adopted by the Board as of 11/03/2020 per Resolution No.

CONTRACT EMPLOYEES

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
AIRPORT MANAGER	\$22.03	\$0.00	\$0.00	\$0.00	\$0.00	\$23.14	\$24.29	\$25.51	\$26.78	\$28.12
ASSISTANT COUNTY COUNSEL	\$43.70	\$0.00	\$0.00	\$0.00	\$0.00	\$45.88	\$48.18	\$50.58	\$53.11	\$55.77
BH DEPUTY DIRECTOR	\$45.00	\$47.25	\$49.62	\$52.11	\$54.72	\$57.46	\$60.34	\$63.36	\$66.53	\$69.86
EXEC ASST/CLERK OF THE BOARD	\$26.44	\$0.00	\$0.00	\$0.00	\$0.00	\$27.77	\$29.16	\$30.61	\$32.14	\$33.75

**County of Plumas
Pay Schedule**

Effective as of 07/14/2020 per Board of Supervisors Resolution No. 2020-8503
Revised as of 10/13/2020 per Resolution No. 2020-8526 and adopted by the Board as of 11/03/2020 per Resolution No.

DEPARTMENT HEADS

Job Title	HOURLY RATE					L1	L2	L3	L4	L5
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5					
AG COMM/SEALER OF WTS & MEAS	\$40.58	\$0.00	\$0.00	\$0.00	\$0.00	\$42.61	\$44.75	\$46.99	\$49.34	\$51.81
ALCOHOL & DRUG ADMINISTRATOR	\$36.06	\$37.87	\$39.77	\$41.76	\$43.85	\$46.05	\$48.36	\$50.78	\$53.32	\$55.99
BEHAVIORAL HEALTH DIRECTOR	\$53.39	\$56.06	\$58.87	\$61.81	\$64.90	\$68.15	\$71.56	\$75.14	\$78.90	\$82.85
CHIEF PROBATION OFFICER	\$42.42	\$44.55	\$46.78	\$49.12	\$51.58	\$54.16	\$56.87	\$59.72	\$62.71	\$65.85
COUNTY ADMINISTRATOR	\$47.97	\$0.00	\$0.00	\$0.00	\$0.00	\$50.37	\$52.89	\$55.54	\$58.32	\$61.24
COUNTY COUNSEL	\$66.43	\$69.76	\$73.25	\$76.92	\$80.77	\$84.81	\$89.05	\$93.50	\$98.18	\$103.08
COUNTY FAIR MANAGER	\$31.41	\$0.00	\$0.00	\$0.00	\$0.00	\$32.98	\$34.63	\$36.36	\$38.18	\$40.09
COUNTY LIBRARIAN	\$31.21	\$0.00	\$0.00	\$0.00	\$0.00	\$32.77	\$34.40	\$36.12	\$37.93	\$39.83
DIRECTOR OF BUILDING SERVICES	\$43.28	\$0.00	\$0.00	\$0.00	\$0.00	\$45.44	\$47.71	\$50.10	\$52.60	\$55.23
DIRECTOR OF CHILD SUPPORT SVCS	\$32.23	\$0.00	\$0.00	\$0.00	\$0.00	\$33.84	\$35.53	\$39.91	\$41.91	\$44.00
DIRECTOR OF FACILITY SERVICES	\$39.42	\$0.00	\$0.00	\$0.00	\$0.00	\$41.40	\$43.47	\$45.65	\$47.94	\$50.34
DIRECTOR OF INFO TECHNOLOGIES	\$38.19	\$40.10	\$42.11	\$44.22	\$46.44	\$48.77	\$51.21	\$53.78	\$56.47	\$59.30
DIRECTOR OF PUBLIC HEALTH	\$51.37	\$52.65	\$53.97	\$55.32	\$56.70	\$59.54	\$62.51	\$65.64	\$68.92	\$72.37
DIRECTOR OF PUBLIC WORKS	\$52.16	\$0.00	\$0.00	\$0.00	\$0.00	\$54.78	\$57.52	\$60.40	\$63.42	\$66.60
ENVIRONMENTAL HEALTH DIRECTOR	\$39.76	\$0.00	\$0.00	\$0.00	\$0.00	\$41.75	\$43.84	\$46.04	\$48.35	\$50.77
HUMAN RESOURCES DIRECTOR	\$34.89	\$36.64	\$38.47	\$40.39	\$42.41	\$44.53	\$46.76	\$49.10	\$51.55	\$54.13
MUSEUM DIRECTOR	\$21.59	\$22.67	\$23.81	\$25.01	\$26.27	\$27.59	\$28.97	\$30.42	\$31.95	\$33.55
PLANNING DIRECTOR	\$50.48	\$0.00	\$0.00	\$0.00	\$0.00	\$53.01	\$55.67	\$58.46	\$61.39	\$64.46
SOCIAL SERV DIR/PUB GUARD/PC	\$40.46	\$0.00	\$0.00	\$0.00	\$0.00	\$42.49	\$44.62	\$46.86	\$49.21	\$51.68

**County of Plumas
Pay Schedule**

Effective as of 07/14/2020 per Board of Supervisors Resolution No. 2020-8503
Revised as of 10/13/2020 per Resolution No. 2020-8526 and adopted by the Board as of 11/03/2020 per Resolution No.

ELECTED OFFICIALS

Job Title						HOURLY RATE				
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ASSESSOR	\$35.96	\$0.00	\$0.00	\$0.00	\$0.00	\$37.76	\$39.64	\$41.63	\$43.71	\$45.89
AUDITOR/CONTROLLER	\$37.12	\$0.00	\$0.00	\$0.00	\$0.00	\$38.98	\$40.93	\$42.97	\$45.12	\$47.38
BOARD OF SUPERVISORS-CPI 2014	\$22.08	\$0.00	\$0.00	\$0.00	\$0.00	\$23.19	\$24.35	\$25.56	\$26.84	\$28.19
BOARD OF SUPERVISORS-CPI 2018	\$24.29	\$0.00	\$0.00	\$0.00	\$0.00	\$25.51	\$26.78	\$28.12	\$29.53	\$31.00
BOARD OF SUPERVISORS-NON PERS	\$27.11	\$0.00	\$0.00	\$0.00	\$0.00	\$28.47	\$29.89	\$31.39	\$32.96	\$34.61
BOARD OF SUPERVISORS-PERSABLE	\$25.35	\$0.00	\$0.00	\$0.00	\$0.00	\$26.62	\$27.95	\$29.35	\$30.81	\$32.35
CLERK-RECORDER	\$35.96	\$0.00	\$0.00	\$0.00	\$0.00	\$37.76	\$39.64	\$41.63	\$43.71	\$45.89
DISTRICT ATTORNEY	\$48.43	\$0.00	\$0.00	\$0.00	\$0.00	\$50.85	\$53.39	\$56.06	\$58.87	\$61.81
SHERIFF/CORONER	\$45.77	\$0.00	\$0.00	\$0.00	\$0.00	\$48.06	\$50.47	\$52.99	\$55.64	\$58.42
TREASURER/TAX COLLECTOR	\$35.96	\$0.00	\$0.00	\$0.00	\$0.00	\$37.76	\$39.64	\$41.63	\$43.71	\$45.89

**County of Plumas
Pay Schedule**

Effective as of 07/14/2020 per Board of Supervisors Resolution No. 2020-8503
Revised as of 10/13/2020 per Resolution No. 2020-8526 and adopted by the Board as of 11/03/2020 per Resolution No.

OE 3 CRAFTS & TRADES

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
EQUIPMENT SERVICE WORKER	\$14.50	\$15.23	\$16.00	\$16.80	\$17.64	\$18.53	\$19.46	\$20.44	\$21.47	\$22.55
LEAD POWER EQUIPMENT MECHANIC	\$20.04	\$21.05	\$22.11	\$23.22	\$24.39	\$25.61	\$26.90	\$28.25	\$29.67	\$31.16
MECHANIC/SHOP TECHNICIAN	\$18.16	\$19.07	\$20.03	\$21.04	\$22.10	\$23.21	\$24.38	\$25.60	\$26.88	\$28.23
POWER EQUIPMENT MECHANIC 1	\$16.80	\$17.64	\$18.53	\$19.46	\$20.44	\$21.47	\$22.55	\$23.68	\$24.87	\$26.12
POWER EQUIPMENT MECHANIC 2	\$18.16	\$19.07	\$20.03	\$21.04	\$22.10	\$23.21	\$24.38	\$25.60	\$26.88	\$28.23
PUBLIC WRKS MAINT LEADWORKER	\$17.64	\$18.53	\$19.46	\$20.44	\$21.47	\$22.55	\$23.68	\$24.87	\$26.12	\$27.43
PUBLIC WRKS MAINT WORKER 1	\$13.48	\$14.16	\$14.87	\$15.62	\$16.41	\$17.24	\$18.11	\$19.02	\$19.98	\$20.98
PUBLIC WRKS MAINT WORKER 2	\$14.87	\$15.62	\$16.41	\$17.24	\$18.11	\$19.02	\$19.98	\$20.98	\$22.03	\$23.14
PUBLIC WRKS MAINT WORKER 3	\$16.39	\$17.21	\$18.08	\$18.99	\$19.94	\$20.94	\$21.99	\$23.09	\$24.25	\$25.47
WELDER	\$17.63	\$18.52	\$19.45	\$20.43	\$21.46	\$22.54	\$23.67	\$24.86	\$26.11	\$27.42

**County of Plumas
Pay Schedule**

Effective as of 07/14/2020 per Board of Supervisors Resolution No. 2020-8503

Revised as of 10/13/2020 per Resolution No. 2020-8526 and adopted by the Board as of 11/03/2020 per Resolution No.

OE3 GENERAL

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
4-H REPRESENTATIVE	\$17.23	\$18.09	\$18.99	\$19.95	\$20.95	\$22.01	\$23.12	\$24.27	\$25.49	\$26.76
ACCOUNTANT	\$18.12	\$19.03	\$19.99	\$20.99	\$22.05	\$23.16	\$24.32	\$25.54	\$26.82	\$28.17
ACCOUNTING TECHNICIAN	\$17.31	\$18.18	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38	\$25.61	\$26.89
ADMINISTRATIVE ASSISTANT 1	\$13.89	\$14.59	\$15.33	\$16.10	\$16.91	\$17.77	\$18.66	\$19.60	\$20.58	\$21.62
ADMINISTRATIVE ASSISTANT 2	\$15.32	\$16.08	\$16.89	\$17.75	\$18.63	\$19.57	\$20.55	\$21.59	\$22.67	\$23.81
AG & STANDARDS INSPECTOR 1	\$20.30	\$21.32	\$22.39	\$23.51	\$24.69	\$25.93	\$27.23	\$28.60	\$30.03	\$31.54
AG & STANDARDS INSPECTOR 2	\$23.61	\$24.80	\$26.04	\$27.34	\$28.71	\$30.16	\$31.67	\$33.26	\$34.93	\$36.67
AG & STANDARDS INSPECTOR 3	\$26.05	\$27.36	\$28.73	\$30.17	\$31.68	\$33.27	\$34.94	\$36.69	\$38.53	\$40.46
AG & STANDARDS TECHNICIAN 1	\$15.69	\$16.48	\$17.33	\$18.20	\$19.12	\$20.08	\$21.08	\$22.14	\$23.26	\$24.42
AG & STANDARDS TECHNICIAN 2	\$17.21	\$18.08	\$18.99	\$19.94	\$20.94	\$21.99	\$23.09	\$24.25	\$25.47	\$26.75
AG & STANDARDS TECHNICIAN 3	\$18.70	\$19.64	\$20.63	\$21.67	\$22.76	\$23.90	\$25.10	\$26.36	\$27.68	\$29.07
AG & STANDARDS MANAGEMENT ANALYST 1	\$21.02	\$22.08	\$23.19	\$24.35	\$25.57	\$26.85	\$28.20	\$29.61	\$31.10	\$32.66
AG & STANDARDS MANAGEMENT ANALYST 2	\$23.38	\$24.55	\$25.78	\$27.07	\$28.43	\$29.86	\$31.36	\$32.93	\$34.58	\$36.31
ALCOHOL & DRUG PREV COORD	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
ALCOHOL & DRUG THERAPIST 1	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82	\$34.47
ALCOHOL & DRUG THERAPIST 2	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18	\$37.99
ALTERNATIVE SENTENCING COORD	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38	\$25.61	\$26.89	\$28.24	\$29.66
ANIMAL CONTROL OFFICER 1	\$14.24	\$14.95	\$15.71	\$16.50	\$17.34	\$18.21	\$19.13	\$20.09	\$21.10	\$22.15
ANIMAL CONTROL OFFICER 2	\$15.69	\$16.48	\$17.31	\$18.18	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38
ANIMAL SHELTER ATTENDANT	\$13.07	\$13.73	\$14.42	\$15.15	\$15.91	\$16.71	\$17.56	\$18.44	\$19.37	\$20.33
APPRAISER 1	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
APPRAISER 2	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80	\$31.30
APPRAISER 3	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82	\$34.47
APPRAISER ASSISTANT	\$17.31	\$18.18	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38	\$25.61	\$26.89
ASSISTANT CIVIL ENGINEER	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
ASSISTANT COOK	\$13.07	\$13.73	\$14.42	\$15.15	\$15.91	\$16.70	\$17.55	\$18.43	\$19.37	\$20.33
ASSISTANT MUSEUM DIRECTOR	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99
ASSISTANT PLANNER	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
ASSOC ENG/ASST TRANS PLANNER	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
ASSOCIATE ENGINEER	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
ASSOCIATE PLANNER	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
AUDITOR ACCOUNTING CLERK 1	\$14.30	\$15.02	\$15.78	\$16.57	\$17.41	\$18.28	\$19.20	\$20.16	\$21.18	\$22.24
AUDITOR ACCOUNTING CLERK 2	\$15.79	\$16.58	\$17.42	\$18.29	\$19.21	\$20.17	\$21.19	\$22.25	\$23.37	\$24.54
AUDITOR ACCOUNTING TECH 1	\$13.23	\$13.89	\$14.59	\$15.33	\$16.10	\$16.91	\$17.77	\$18.66	\$19.60	\$20.58
AUDITOR/APPRAISER 1	\$17.31	\$18.18	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38	\$25.61	\$26.89
AUDITOR/APPRAISER 2	\$18.71	\$19.66	\$20.64	\$21.68	\$22.76	\$23.91	\$25.10	\$26.36	\$27.69	\$29.07
AUDITOR/APPRAISER 3	\$20.63	\$21.67	\$22.75	\$23.90	\$25.09	\$26.35	\$27.68	\$29.06	\$30.52	\$32.05
BENEFIT ASSISTANCE COUNSELOR 1	\$13.88	\$14.58	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61
BENEFIT ASSISTANCE COUNSELOR 2	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80
BENEFIT ASSISTANCE COUNSELOR 3	\$16.87	\$17.72	\$18.61	\$19.55	\$20.53	\$21.57	\$22.65	\$23.79	\$24.98	\$26.24
BENEFIT ASSISTANCE SUPERVISOR	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
BH ADMINISTRATIVE ASSISTANT 1	\$13.89	\$14.58	\$15.33	\$16.09	\$16.90	\$17.76	\$18.64	\$19.58	\$20.56	\$21.60
BH ADMINISTRATIVE ASSISTANT 2	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61	\$22.69	\$23.83
BH CASE MGMT SPECIALIST 1	\$20.39	\$21.42	\$22.49	\$23.62	\$24.80	\$26.05	\$27.36	\$28.73	\$30.17	\$31.69
BH CASE MGMT SPECIALIST 2	\$22.48	\$23.61	\$24.79	\$26.04	\$27.35	\$28.72	\$30.16	\$31.68	\$33.27	\$34.93
BH CASE MGMT SPECIALIST SR	\$24.57	\$25.81	\$27.10	\$28.46	\$29.89	\$31.39	\$32.96	\$34.61	\$36.35	\$38.16
BH CLINICAL RECORDS SPECIALIST	\$17.78	\$18.67	\$19.61	\$20.59	\$21.63	\$22.71	\$23.85	\$25.04	\$26.30	\$27.62
BH QUALITY ASSURANCE COORD	\$27.19	\$28.55	\$29.99	\$31.50	\$33.07	\$34.73	\$36.47	\$38.30	\$40.22	\$42.24
BH SITE COORDINATOR	\$18.87	\$19.82	\$20.81	\$21.86	\$22.95	\$24.11	\$25.32	\$26.58	\$27.92	\$29.32
BH SUPERVISING SITE COORD	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
BH SUPPORT SERVICES COORD	\$16.88	\$17.74	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$25.00	\$26.25
BH SUPPORTIVE SERVICES TECH 1	\$14.94	\$15.70	\$16.49	\$17.33	\$18.20	\$19.12	\$20.08	\$21.08	\$22.14	\$23.26
BH SUPPORTIVE SERVICES TECH 2	\$16.00	\$16.80	\$17.65	\$18.53	\$19.47	\$20.44	\$21.47	\$22.54	\$23.68	\$24.86
BH SYSTEMS ANALYST	\$26.14	\$27.46	\$28.83	\$30.28	\$31.80	\$33.40	\$35.07	\$36.83	\$38.68	\$40.62
BH THERAPIST 1	\$25.43	\$26.70	\$28.04	\$29.45	\$30.92	\$32.47	\$34.10	\$35.81	\$37.61	\$39.50
BH THERAPIST 2	\$28.02	\$29.43	\$30.89	\$32.45	\$34.08	\$35.79	\$37.59	\$39.47	\$41.45	\$43.53
BH THERAPIST SENIOR	\$30.94	\$32.49	\$34.12	\$35.83	\$37.63	\$39.52	\$41.50	\$43.58	\$45.76	\$48.05
BLDG & GRNDS MAINT TECHNICIAN	\$17.81	\$18.70	\$19.65	\$20.63	\$21.67	\$22.75	\$23.90	\$25.09	\$26.35	\$27.68
BLDG & GRNDS MAINT WORKER 1	\$13.55	\$14.23	\$14.94	\$15.70	\$16.49	\$17.33	\$18.20	\$19.12	\$20.08	\$21.08
BLDG & GRNDS MAINT WORKER 2	\$14.94	\$15.70	\$16.49	\$17.33	\$18.20	\$19.30	\$20.08	\$21.08	\$22.14	\$23.26
BLDG & GRNDS MAINT WORKER 3	\$16.47	\$17.30	\$18.17	\$19.09	\$20.04	\$21.04	\$22.10	\$23.21	\$24.37	\$25.60
BRANCH LIBRARY ASSISTANT 1	\$13.07	\$13.73	\$14.42	\$15.15	\$15.91	\$16.70	\$17.55	\$18.43	\$19.37	\$20.33
BRANCH LIBRARY ASSISTANT 2	\$14.40	\$15.13	\$15.89	\$16.68	\$17.53	\$18.41	\$19.35	\$20.32	\$21.35	\$22.41
BUILDING INSPECTOR 1	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.12	\$26.38	\$27.70	\$29.08	\$30.55
BUILDING INSPECTOR 2	\$22.74	\$23.89	\$25.09	\$26.35	\$27.67	\$29.05	\$30.51	\$32.04	\$33.65	\$35.34
BUILDING PLANCHHECK INSPECTOR	\$24.45	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98
BUILDING PLANS EXAMINER 1	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
BUILDING PLANS EXAMINER 2	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
CADASTRAL DRAFTING SPECIALST	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82	\$34.47
CHILD SUPPORT ACCOUNTING SPEC	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
CHILD SUPPORT ASSISTANT	\$13.23	\$13.89	\$14.59	\$15.33	\$16.10	\$16.91	\$17.77	\$18.66	\$19.60	\$20.58
CHILD SUPPORT SPECIALIST 1	\$13.89	\$14.59	\$15.33	\$16.10	\$16.91	\$17.77	\$18.66	\$19.60	\$20.58	\$21.62
CHILD SUPPORT SPECIALIST 2	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61	\$22.69	\$23.83
CHILD SUPPORT SPECIALIST 3	\$16.88	\$17.74	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$25.00	\$26.25
CODE ENFORCEMENT OFFICER	\$24.68	\$25.92	\$27.22	\$28.58	\$30.02	\$31.53	\$33.10	\$34.76	\$36.50	\$38.33
COLLECTIONS OFFICER 1	\$19.17	\$20.13	\$21.15	\$22.21	\$23.34	\$24.50	\$25.73	\$27.02	\$28.37	\$29.80
COLLECTIONS OFFICER 2	\$21.13	\$22.19	\$23.31	\$24.48	\$25.71	\$27.00	\$28.35	\$29.78	\$31.28	\$32.84
COMMUNITY OUTREACH COORDINATOR	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
CUSTODIAN	\$13.07	\$13.73	\$14.42	\$15.15	\$15.91	\$16.70	\$17.55	\$18.43	\$19.37	\$20.33
DA ADMIN/ASST PUBLIC ADMIN	\$21.14	\$22.20	\$23.32	\$24.48	\$25.71	\$26.99	\$28.35	\$29.78	\$31.28	\$32.84
DA INVESTIGATIONS SPECIALIST	\$24.56	\$25.80	\$27.09	\$28.45	\$29.88	\$31.38	\$32.95	\$34.60	\$36.34	\$38.16
DA INVESTIGATIVE ASSISTANT	\$19.68	\$20.66	\$21.70	\$22.78	\$23.93	\$25.14	\$26.40	\$27.73	\$29.11	\$30.57
DEPUTY CHILD SUP ATTORNEY 1	\$26.29	\$27.61	\$28.99	\$30.45	\$31.98	\$33.59	\$35.28	\$37.04	\$38.90	\$40.85
DEPUTY CHILD SUP ATTORNEY 2	\$29.01	\$30.47	\$32.00	\$33.61	\$35.30	\$37.06	\$38.92	\$40.87	\$42.92	\$45.07
DEPUTY CLERK-RECORDER 1	\$15.08	\$15.83	\$16.63	\$17.47	\$18.35	\$19.28	\$20.25	\$21.28	\$22.34	\$23.46
DEPUTY CLERK-RECORDER 2	\$16.58	\$17.42	\$18.30	\$19.23	\$20.19	\$21.22	\$22.27	\$23.40	\$24.57	\$25.81
DEPUTY DISTRICT ATTORNEY 1	\$31.77	\$33.37	\$35.03	\$36.79	\$38.64	\$40.58	\$42.61	\$44.74	\$46.98	\$49.34
DEPUTY DISTRICT ATTORNEY 2	\$33.36	\$35.02	\$36.78	\$38.62	\$40.56	\$42.59	\$44.72	\$46.96	\$49.32	\$51.79
DEPUTY DISTRICT ATTORNEY 3	\$38.62	\$40.56	\$42.59	\$44.72	\$46.96	\$49.32	\$51.79	\$54.38	\$57.10	\$59.97
DEPUTY PUB GUARD/CONSERVATOR 1	\$13.23	\$13.89	\$14.58	\$15.33	\$16.09	\$16.90	\$17.76	\$18.64	\$19.58	\$20.56

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
DEPUTY PUB GUARD/CONSERVATOR 2	\$14.57	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66
DISTRICT ATTORNEY INVESTIGATOR	\$22.75	\$23.89	\$25.09	\$26.35	\$27.67	\$29.06	\$30.52	\$32.05	\$33.66	\$35.35
DRINKING DRIVER COORDINATOR	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
DRIVER 1	\$13.55	\$14.23	\$14.94	\$15.70	\$16.49	\$17.33	\$18.20	\$19.12	\$20.08	\$21.08
DRIVER 2	\$14.24	\$14.95	\$15.71	\$16.50	\$17.34	\$18.21	\$19.13	\$20.09	\$21.10	\$22.15
DRIVER 3	\$14.94	\$15.70	\$16.49	\$17.33	\$18.20	\$19.12	\$20.08	\$21.08	\$22.14	\$23.26
ELECTIONS COORDINATOR	\$24.08	\$25.30	\$26.56	\$27.90	\$29.31	\$30.78	\$32.33	\$33.95	\$35.66	\$37.45
ELECTIONS SERVICES ASSISTANT 1	\$15.08	\$15.83	\$16.63	\$17.47	\$18.35	\$19.28	\$20.25	\$21.28	\$22.34	\$23.46
ELECTIONS SERVICES ASSISTANT 2	\$16.58	\$17.42	\$18.30	\$19.23	\$20.19	\$21.22	\$22.27	\$23.40	\$24.57	\$25.81
ELECTIONS SPECIALIST	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99
ELIGIBILITY SPECIALIST 1	\$14.74	\$15.49	\$16.27	\$17.09	\$17.94	\$18.84	\$19.79	\$20.78	\$21.83	\$22.92
ELIGIBILITY SPECIALIST 2	\$16.21	\$17.02	\$17.88	\$18.77	\$19.72	\$20.71	\$21.76	\$22.85	\$24.00	\$25.21
ELIGIBILITY SPECIALIST 3	\$18.08	\$18.98	\$19.94	\$20.94	\$22.00	\$23.11	\$24.26	\$25.48	\$26.75	\$28.10
EMPLOYMENT & TRAINING WORKER 1	\$17.67	\$18.55	\$19.49	\$20.46	\$21.49	\$22.56	\$23.70	\$24.88	\$26.13	\$27.44
EMPLOYMENT & TRAINING WORKER 2	\$19.47	\$20.44	\$21.47	\$22.54	\$23.68	\$24.86	\$26.11	\$27.42	\$28.79	\$30.24
EMPLOYMENT & TRAINING WORKER 3	\$21.46	\$22.53	\$23.67	\$24.85	\$26.10	\$27.41	\$28.78	\$30.23	\$31.75	\$33.34
ENGINEERING AIDE	\$13.07	\$13.73	\$14.42	\$15.15	\$15.91	\$16.70	\$17.55	\$18.43	\$19.37	\$20.33
ENGINEERING TECHNICIAN 1	\$17.74	\$18.63	\$19.57	\$20.55	\$21.59	\$22.67	\$23.81	\$25.00	\$26.26	\$27.58
ENGINEERING TECHNICIAN 2	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
ENVIRONMENTAL HEALTH AIDE	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25
ENVIRONMENTAL HEALTH SPEC 1	\$23.73	\$24.92	\$26.17	\$27.49	\$28.86	\$30.31	\$31.83	\$33.43	\$35.10	\$36.86
ENVIRONMENTAL HEALTH SPEC 2	\$26.18	\$27.50	\$28.87	\$30.32	\$31.84	\$33.44	\$35.11	\$36.87	\$38.72	\$40.66
ENVIRONMENTAL HEALTH SPEC 3	\$28.80	\$30.25	\$31.77	\$33.37	\$35.03	\$36.79	\$38.64	\$40.58	\$42.61	\$44.74
ENVIRONMENTAL HEALTH TECH 1	\$16.88	\$17.74	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$25.00	\$26.25
ENVIRONMENTAL HEALTH TECH 2	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
EXECUTIVE ASSISTANT-PLANNING	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99
FAIR FISCAL COORDINATOR 1	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
FAIR FISCAL COORDINATOR 2	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
FAMILY VIOLENCE OFFICER	\$18.26	\$19.18	\$20.14	\$21.16	\$22.22	\$23.34	\$24.51	\$25.74	\$27.03	\$28.39
FIELD SERVICES ASSISTANT	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61	\$22.69	\$23.83
FISCAL & TECH SERVICES ASST 1	\$13.07	\$13.73	\$14.42	\$15.15	\$15.91	\$16.70	\$17.55	\$18.43	\$19.37	\$20.33
FISCAL & TECH SERVICES ASST 2	\$13.88	\$14.58	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61
FISCAL & TECH SERVICES ASST 3	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80
GEO INFO SYS (GIS) PLANNER 1	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.67	\$29.05	\$30.51	\$32.04	\$33.65
GEO INFO SYS (GIS) PLANNER 2	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
GRANT COMPLIANCE ASSISTANT	\$14.57	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66
HAZ MAT SPECIALIST 1	\$23.73	\$24.92	\$26.17	\$27.49	\$28.86	\$30.31	\$31.83	\$33.43	\$35.10	\$36.86
HAZ MAT SPECIALIST 2	\$26.18	\$27.50	\$28.87	\$30.32	\$31.84	\$33.44	\$35.11	\$36.87	\$38.72	\$40.66
HAZ MAT SPECIALIST 3	\$28.80	\$30.25	\$31.77	\$33.37	\$35.03	\$36.79	\$38.64	\$40.58	\$42.61	\$44.74
HEAD COOK	\$13.72	\$14.41	\$15.14	\$15.90	\$16.69	\$17.54	\$18.43	\$19.36	\$20.33	\$21.36
HEALTH AIDE 1	\$13.07	\$13.73	\$14.42	\$15.15	\$15.91	\$16.70	\$17.55	\$18.43	\$19.37	\$20.33
HEALTH AIDE 2	\$13.72	\$14.41	\$15.14	\$15.90	\$16.69	\$17.54	\$18.43	\$19.36	\$20.33	\$21.36
HEALTH EDUCATION COORDINATOR 1	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
HEALTH EDUCATION SPECIALIST	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
HIV SPECIALTY CLINIC THERAPIST	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18	\$37.99
INFORMATION SYSTEMS TECHNICIAN	\$21.81	\$22.90	\$24.05	\$25.26	\$26.52	\$27.85	\$29.25	\$30.71	\$32.25	\$33.87
JUNIOR ENGINEER	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
LAW LIBRARIAN	\$14.56	\$15.30	\$16.07	\$16.97	\$17.72	\$18.61	\$19.55	\$20.53	\$21.57	\$22.65
LEAD DEPUTY CLERK-RECORDER	\$20.71	\$21.76	\$22.85	\$24.01	\$25.22	\$26.48	\$27.81	\$29.21	\$30.67	\$32.21

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
LEGAL SECRETARY	\$18.72	\$19.67	\$20.65	\$21.69	\$22.77	\$23.92	\$25.12	\$26.37	\$27.70	\$29.08
LEGAL SECRETARY - SENIOR	\$19.86	\$20.86	\$21.91	\$23.01	\$24.17	\$25.38	\$26.65	\$27.99	\$29.39	\$30.86
LEGAL SECRETARY - TRAINEE	\$16.98	\$17.83	\$18.73	\$19.67	\$20.66	\$21.70	\$22.79	\$23.93	\$25.13	\$26.39
LEGAL SERVICES ASSISTANT 1	\$13.23	\$13.89	\$14.59	\$15.33	\$16.10	\$16.91	\$17.77	\$18.66	\$19.60	\$20.58
LEGAL SERVICES ASSISTANT 2	\$14.57	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66
LIBRARIAN	\$21.01	\$22.07	\$23.18	\$24.34	\$25.57	\$26.85	\$28.20	\$29.62	\$31.10	\$32.66
LIBRARY AIDE	\$13.07	\$13.73	\$14.42	\$15.15	\$15.91	\$16.70	\$17.55	\$18.43	\$19.37	\$20.33
LIBRARY LITERACY CLERK	\$13.07	\$13.73	\$14.42	\$15.15	\$15.91	\$16.70	\$17.55	\$18.43	\$19.37	\$20.33
LIBRARY TECHNICIAN	\$13.56	\$14.24	\$14.95	\$15.71	\$16.50	\$17.34	\$18.21	\$19.13	\$20.09	\$21.10
LICENSED VOCATIONAL NURSE 1-BH	\$20.19	\$21.21	\$22.27	\$23.39	\$24.56	\$25.80	\$27.09	\$28.45	\$29.88	\$31.38
LICENSED VOCATIONAL NURSE 1-PH	\$20.19	\$21.21	\$22.27	\$23.39	\$24.56	\$25.80	\$27.09	\$28.45	\$29.88	\$31.38
LICENSED VOCATIONAL NURSE 2-BH	\$21.20	\$22.26	\$23.38	\$24.55	\$25.79	\$27.08	\$28.45	\$29.87	\$31.37	\$32.94
LICENSED VOCATIONAL NURSE 2-PH	\$21.20	\$22.26	\$23.38	\$24.55	\$25.79	\$27.08	\$28.44	\$29.87	\$31.37	\$32.94
LITERACY PROGRAM ASSISTANT 1	\$13.07	\$13.73	\$14.42	\$15.15	\$15.91	\$16.70	\$17.55	\$18.43	\$19.37	\$20.33
LITERACY PROGRAM ASSISTANT 2	\$13.72	\$14.41	\$15.14	\$15.90	\$16.70	\$17.55	\$18.43	\$19.36	\$20.33	\$21.35
MANAGEMENT ANALYST 1	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
MANAGEMENT ANALYST 2	\$23.50	\$24.67	\$25.91	\$27.21	\$28.57	\$30.01	\$31.52	\$33.09	\$34.75	\$36.49
MENTORING COORDINATOR	\$13.07	\$13.72	\$14.41	\$15.14	\$15.90	\$16.70	\$17.55	\$18.43	\$19.36	\$20.33
MUSEUM REGISTRAR	\$14.57	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66
NATURAL RESOURCES ANALYST	\$20.63	\$21.67	\$22.75	\$23.90	\$25.09	\$26.35	\$27.68	\$29.06	\$30.52	\$32.05
NURSE PRACTITIONER	\$46.47	\$48.80	\$51.25	\$53.81	\$56.50	\$59.34	\$62.31	\$65.43	\$68.70	\$72.14
OFFICE ASSISTANT 1	\$13.60	\$14.28	\$15.00	\$15.76	\$16.55	\$17.39	\$18.26	\$19.18	\$20.14	\$21.16
OFFICE ASSISTANT 2	\$14.27	\$14.98	\$15.74	\$16.53	\$17.37	\$18.24	\$19.16	\$20.12	\$21.14	\$22.20
OFFICE ASSISTANT 3	\$15.74	\$16.53	\$17.37	\$18.24	\$19.16	\$20.12	\$21.14	\$22.20	\$23.32	\$24.49
OFFICE AUTOMATION ANALYST	\$22.18	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45
OFFICE AUTOMATION SPECIALIST	\$18.26	\$19.18	\$20.14	\$21.16	\$22.22	\$23.34	\$24.51	\$25.74	\$27.03	\$28.39
PARALEGAL 1	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99
PARALEGAL 2	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25	\$27.57
PARALEGAL 3	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
PERMIT TECHNICIAN	\$16.47	\$17.30	\$18.17	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38	\$25.61
PHYSICIAN ASSISTANT	\$46.47	\$48.80	\$51.25	\$53.81	\$56.50	\$59.34	\$62.31	\$65.43	\$68.70	\$72.14
PLANNING TECHNICIAN	\$17.81	\$18.70	\$19.65	\$20.63	\$21.67	\$22.75	\$23.90	\$25.09	\$26.35	\$27.68
PREVENTION AIDE	\$13.07	\$13.73	\$14.42	\$15.15	\$15.91	\$16.70	\$17.55	\$18.43	\$19.37	\$20.33
PROG COMPL & TRAINING ANALYST	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
PROGRAMMER ANALYST	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82	\$34.47
PROJECT MANAGER	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88	\$41.88
PROPERTY TAX ASSESSMENT SPEC 1	\$14.30	\$15.02	\$15.78	\$16.57	\$17.41	\$18.28	\$19.20	\$20.16	\$21.18	\$22.24
PROPERTY TAX ASSESSMENT SPEC 2	\$15.79	\$16.58	\$17.42	\$18.29	\$19.21	\$20.17	\$21.19	\$22.25	\$23.37	\$24.54
PROPERTY TAX ASSESSMENT TECH	\$13.23	\$13.89	\$14.59	\$15.33	\$16.10	\$16.91	\$17.77	\$18.66	\$19.60	\$20.58
PSYCHIATRIC NURSE 1	\$26.14	\$27.46	\$28.83	\$30.28	\$31.80	\$33.40	\$35.07	\$36.83	\$38.68	\$40.62
PSYCHIATRIC NURSE 2	\$29.28	\$30.74	\$32.28	\$33.90	\$35.60	\$37.39	\$39.26	\$41.23	\$43.30	\$45.47
PSYCHIATRIC TECHNICIAN	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
PUBLIC HEALTH NURSE 1	\$26.14	\$27.46	\$28.83	\$30.28	\$31.80	\$33.40	\$35.07	\$36.83	\$38.68	\$40.62
PUBLIC HEALTH NURSE 2	\$29.28	\$30.74	\$32.28	\$33.90	\$35.60	\$37.39	\$39.26	\$41.23	\$43.30	\$45.47
PUBLIC HEALTH NURSE 3	\$32.41	\$34.04	\$35.75	\$37.54	\$39.42	\$41.40	\$43.47	\$45.65	\$47.94	\$50.34
PUBLIC WORKS SR ENV PLANNER	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
QUALITY ASSURANCE COORDINATOR	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18	\$37.99
RECORDING SECRETARY	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61	\$22.69	\$23.83
RECORDS MANAGEMENT TECH 1	\$13.23	\$13.89	\$14.59	\$15.33	\$16.10	\$16.91	\$17.77	\$18.45	\$19.60	\$20.58
RECORDS MANAGEMENT TECH 2	\$14.57	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
REGISTERED DENTAL ASSISTANT 1	\$20.19	\$21.21	\$22.27	\$23.39	\$24.56	\$25.80	\$27.09	\$28.45	\$29.88	\$31.38
REGISTERED DENTAL ASSISTANT 2	\$21.20	\$22.26	\$23.38	\$24.55	\$25.79	\$27.08	\$28.44	\$29.87	\$31.37	\$32.94
REGISTERED NURSE 1 - BH	\$26.14	\$27.46	\$28.83	\$30.28	\$31.80	\$33.40	\$35.07	\$36.83	\$38.68	\$40.62
REGISTERED NURSE 1 - PH	\$26.14	\$27.46	\$28.83	\$30.28	\$31.80	\$33.40	\$35.07	\$36.83	\$38.68	\$40.62
REGISTERED NURSE 2 - BH	\$29.28	\$30.74	\$32.28	\$33.90	\$35.60	\$37.39	\$39.26	\$41.23	\$43.30	\$45.47
REGISTERED NURSE 2 - PH	\$29.28	\$30.74	\$32.28	\$33.90	\$35.60	\$37.39	\$39.26	\$41.23	\$43.30	\$45.47
SECRETARY	\$13.07	\$13.72	\$14.41	\$15.14	\$15.90	\$16.70	\$17.55	\$18.43	\$19.36	\$20.33
SENIOR BUILDING INSPECTOR	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
SENIOR BUILDING PLNCHK INSP	\$26.88	\$28.23	\$29.65	\$31.13	\$32.69	\$34.33	\$36.05	\$37.86	\$39.76	\$41.75
SENIOR DISTRICT ATTORNEY INVST	\$25.06	\$26.32	\$27.64	\$29.03	\$30.49	\$32.02	\$33.63	\$35.32	\$37.09	\$38.95
SENIOR ENGINEERING TECHNICIAN	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
SENIOR PERMIT TECHNICIAN	\$18.52	\$19.46	\$20.43	\$21.46	\$22.53	\$23.67	\$24.85	\$26.10	\$27.41	\$28.78
SENIOR PLANNER	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
SENIOR SOCIAL WORKER A	\$25.62	\$26.90	\$28.25	\$29.67	\$31.16	\$32.71	\$34.35	\$36.07	\$37.88	\$39.78
SENIOR SOCIAL WORKER B	\$28.03	\$29.44	\$30.91	\$32.46	\$34.09	\$35.80	\$37.59	\$39.49	\$41.47	\$43.55
SITE MANAGER	\$14.40	\$15.13	\$15.89	\$16.68	\$17.53	\$18.41	\$19.35	\$20.32	\$21.35	\$22.41
SOCIAL SERVICES AIDE	\$15.79	\$16.58	\$17.42	\$18.29	\$19.21	\$20.17	\$21.19	\$22.25	\$23.37	\$24.54
SOCIAL WORKER 1	\$20.39	\$21.42	\$22.49	\$23.62	\$24.80	\$26.05	\$27.36	\$28.73	\$30.17	\$31.69
SOCIAL WORKER 2	\$22.48	\$23.61	\$24.79	\$26.04	\$27.35	\$28.72	\$30.16	\$31.68	\$33.27	\$34.93
SOCIAL WORKER 3	\$24.57	\$25.81	\$27.10	\$28.46	\$29.89	\$31.39	\$32.96	\$34.61	\$36.35	\$38.17
SOLID WASTE PROGRAM MANAGER	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
STAFF SERVICES ANALYST 1	\$21.91	\$23.00	\$24.16	\$25.38	\$26.65	\$27.99	\$29.40	\$30.87	\$32.42	\$34.05
STAFF SERVICES ANALYST 2	\$24.15	\$25.37	\$26.64	\$27.98	\$29.39	\$30.86	\$32.41	\$34.04	\$35.75	\$37.54
STAFF SERVICES SPECIALIST	\$21.14	\$22.20	\$23.32	\$24.48	\$25.71	\$26.99	\$28.35	\$29.78	\$31.28	\$32.84
SUBSTANCE USE DISORDER SPEC 1	\$19.58	\$20.56	\$21.60	\$22.68	\$23.82	\$25.01	\$26.27	\$27.59	\$28.97	\$30.43
SUBSTANCE USE DISORDER SPEC 2	\$21.60	\$22.68	\$23.82	\$25.01	\$26.27	\$27.59	\$28.97	\$30.43	\$31.96	\$33.56
TELECOMMUNICATIONS TECHNICIAN	\$22.17	\$23.29	\$24.45	\$25.69	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44
TREAS/TAX COLLECTIONS OFFCR 1	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
TREAS/TAX COLLECTIONS OFFCR 2	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
TREASURER/TAX SPECIALIST 1	\$14.30	\$15.02	\$15.78	\$16.57	\$17.41	\$18.28	\$19.20	\$20.16	\$21.18	\$22.24
TREASURER/TAX SPECIALIST 2	\$15.79	\$16.58	\$17.42	\$18.29	\$19.21	\$20.17	\$21.19	\$22.25	\$23.37	\$24.54
TREASURER/TAX TECHNICIAN	\$15.22	\$15.98	\$16.78	\$17.63	\$18.51	\$19.45	\$20.42	\$21.45	\$22.52	\$23.66
VETERANS SERVICE REP 1	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61	\$22.69	\$23.83
VETERANS SERVICE REP 2	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25
VICTIM/WITNESS ADVOCATE	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80
WELFARE FRAUD INVESTIGATOR 1	\$22.22	\$23.34	\$24.51	\$25.74	\$27.03	\$28.39	\$29.82	\$31.32	\$32.88	\$34.53
WELFARE FRAUD INVESTIGATOR 2	\$24.10	\$25.31	\$26.57	\$27.91	\$29.31	\$30.77	\$32.32	\$33.94	\$35.64	\$37.43

**County of Plumas
Pay Schedule**

Effective as of 07/14/2020 per Board of Supervisors Resolution No. 2020-8503

Revised as of 10/13/2020 per Resolution No. 2020-8526 and adopted by the Board as of 11/03/2020 per Resolution No.

OE3 MID-MANAGEMENT

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
A&D PROG CLINICIAN/SUPERVISOR	\$29.73	\$31.22	\$32.78	\$34.43	\$36.16	\$37.97	\$39.87	\$41.87	\$43.97	\$46.17
ALCOHOL & DRUG PROG CHIEF	\$29.73	\$31.22	\$32.78	\$34.43	\$36.16	\$37.97	\$39.87	\$41.87	\$43.97	\$46.17
ALTERNATIVE SENTENCING MANAGER	\$25.65	\$26.93	\$28.28	\$29.70	\$31.19	\$32.75	\$34.39	\$36.12	\$37.93	\$39.83
ANIMAL CONTROL SUPERVISOR	\$17.81	\$18.69	\$19.64	\$20.62	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.67
ASSESSOR'S OFFICE MANAGER	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
ASSISTANT BUILDING OFFICIAL	\$29.73	\$31.22	\$32.78	\$34.42	\$36.16	\$37.97	\$39.87	\$41.87	\$43.97	\$46.17
ASSISTANT COUNTY ASSESSOR	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88	\$41.88
ASSISTANT DISTRICT ATTORNEY	\$44.72	\$46.96	\$49.32	\$51.79	\$54.38	\$57.10	\$59.97	\$62.97	\$66.13	\$69.44
ASSISTANT PLANNING DIRECTOR	\$29.73	\$31.22	\$32.78	\$34.43	\$36.16	\$37.97	\$39.87	\$41.87	\$43.97	\$46.17
ASST COUNTY CLERK-RECORDER	\$26.63	\$27.97	\$29.37	\$30.83	\$32.38	\$34.01	\$35.71	\$37.51	\$39.39	\$41.37
ASST DIR DEPT OF CHILD SUP SVC	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
ASST DIR OF PUBLIC WORKS	\$31.21	\$32.77	\$34.42	\$36.15	\$37.96	\$39.86	\$41.86	\$43.96	\$46.16	\$48.47
ASST DIRECTOR OF PUBLIC HEALTH	\$37.94	\$39.84	\$41.84	\$43.94	\$46.14	\$48.45	\$50.88	\$53.44	\$56.11	\$58.92
ASST TREASURER/TAX COLLECTOR	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88	\$41.88
BH ADMIN SERVICES OFFICER	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68	\$42.72	\$44.86	\$47.11	\$49.48	\$51.96
BH AOD PROGRAM ADMIN	\$36.59	\$38.43	\$40.36	\$42.38	\$44.50	\$46.73	\$49.07	\$51.54	\$54.12	\$56.83
BH CONTINUING CARE COORDINATOR	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68	\$42.72	\$44.86	\$47.11	\$49.48	\$51.96
BH QUAL IMPROVEMENT/COMPL MGR	\$36.59	\$38.43	\$40.36	\$42.38	\$44.50	\$46.73	\$49.07	\$51.54	\$54.12	\$56.83
BH UNIT SUPERVISOR	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68	\$42.72	\$44.86	\$47.11	\$49.48	\$51.96
BH UNIT SUPERVISOR-NURSING	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68	\$42.72	\$44.86	\$47.11	\$49.48	\$51.96
BLDG/GRDS MAINT SUPERVISOR 1	\$17.30	\$18.17	\$19.09	\$20.04	\$21.04	\$22.10	\$23.21	\$24.37	\$25.60	\$26.88
BLDG/GRDS MAINT SUPERVISOR 2	\$18.72	\$19.67	\$20.65	\$21.69	\$22.77	\$23.92	\$25.12	\$26.37	\$27.70	\$29.08
BUILDING OFFICIAL	\$32.76	\$34.40	\$36.13	\$37.94	\$39.84	\$41.84	\$43.94	\$46.14	\$48.45	\$50.88
CHIEF APPRAISER	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
CHIEF CODE ENFORCEMENT OFFICER	\$28.59	\$30.03	\$31.54	\$33.11	\$34.77	\$36.51	\$38.34	\$40.26	\$42.28	\$44.40
CHIEF DEP PUB GRDN/CONSERVATOR	\$24.57	\$25.81	\$27.10	\$28.46	\$29.89	\$31.39	\$32.96	\$34.61	\$36.35	\$38.17
CHILDRENS SERVICES COORDINATOR	\$29.03	\$30.49	\$32.02	\$33.63	\$35.32	\$37.08	\$38.94	\$40.89	\$42.94	\$45.09
COMMUNITY CARE CASE MANAGER	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25	\$27.57
DEPUTY AG COMM/SEALER OF WEIGHTS & MEASURES	\$28.66	\$30.10	\$31.61	\$33.20	\$34.86	\$36.61	\$38.45	\$40.38	\$42.40	\$44.52
DEP DIR/SOC SERV PROGRAM MGR	\$34.19	\$35.91	\$37.71	\$39.60	\$41.58	\$43.66	\$45.85	\$48.15	\$50.56	\$53.09
DEPARTMENT FISCAL OFFICER 1	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
DEPARTMENT FISCAL OFFICER 2	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
DEPUTY DIR OF PUBLIC WORKS	\$28.30	\$29.72	\$31.21	\$32.77	\$34.42	\$36.15	\$37.96	\$39.86	\$41.86	\$43.96
DIRECTOR OF NURSING - PH	\$39.74	\$41.73	\$43.82	\$46.01	\$48.31	\$50.73	\$53.28	\$55.95	\$58.75	\$61.70
DIV DIR VETERANS SVCS OFFICER	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
ELIGIBILITY SUPERVISOR	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
EMPLOYMENT & TRNG WKR SUP	\$26.24	\$27.56	\$28.94	\$30.39	\$31.92	\$33.52	\$35.20	\$36.96	\$38.81	\$40.76
EQUIPMENT MAINT SUPERVISOR	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
FISCAL SUPPORT COORD	\$18.50	\$19.43	\$20.41	\$21.44	\$22.52	\$23.65	\$24.84	\$26.09	\$27.40	\$28.77
GEO INFO SYSTEM (GIS) COORD	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88	\$41.88
GRANT COMPLIANCE OFFICER	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
HEALTH EDUCATION COORDINATOR 2	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
LIBRARY LITERACY PROGRAM COORD	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61	\$22.69	\$23.83
MNTL HLTH SERVICES ACT COORD	\$29.03	\$30.49	\$32.02	\$33.63	\$35.32	\$37.08	\$38.94	\$40.89	\$42.94	\$45.09
OFFICE SUPERVISOR	\$18.82	\$19.77	\$20.76	\$21.81	\$22.90	\$24.05	\$25.26	\$26.52	\$27.85	\$29.25
PERMIT MANAGER	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
PH ADMIN SERVICES OFFICER	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68	\$42.72	\$44.86	\$47.11	\$49.48	\$51.96
PROGRAM CHIEF-NURSING	\$29.73	\$31.22	\$32.78	\$34.43	\$36.16	\$37.97	\$39.87	\$41.87	\$43.97	\$46.17
PROGRAM MANAGER 1	\$30.94	\$32.49	\$34.12	\$35.83	\$37.63	\$39.52	\$41.50	\$43.58	\$45.76	\$48.05
PROGRAM MANAGER 2	\$32.49	\$34.12	\$35.83	\$37.63	\$39.52	\$41.50	\$43.58	\$45.76	\$48.05	\$50.46
PUBLIC HEALTH PROG DIV CHIEF	\$28.29	\$29.71	\$31.20	\$32.76	\$34.40	\$36.13	\$37.94	\$39.84	\$41.84	\$43.94
PW FISCAL OFF/ADMIN SRVC MGR	\$26.81	\$28.16	\$29.58	\$31.06	\$32.62	\$34.26	\$35.98	\$37.78	\$39.67	\$41.66
PW ROAD MAINTENANCE SUPERVISOR	\$20.14	\$21.16	\$22.22	\$23.34	\$24.51	\$25.74	\$27.03	\$28.39	\$29.82	\$31.32
RECORDS MGMT COORDINATOR	\$18.26	\$19.18	\$20.14	\$21.16	\$22.22	\$23.34	\$24.51	\$25.74	\$27.03	\$28.39
SENIOR SERVICES DIVISION DIR.	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.67	\$29.05	\$30.51	\$32.04	\$33.65
SOCIAL SERVICES SUPERVISOR 1	\$26.81	\$28.16	\$29.58	\$31.06	\$32.62	\$34.26	\$35.98	\$37.78	\$39.67	\$41.66
SOCIAL SERVICES SUPERVISOR 2	\$30.94	\$32.49	\$34.13	\$35.84	\$37.63	\$39.52	\$41.50	\$43.58	\$45.76	\$48.06
STAFF SERVICES MANAGER	\$29.72	\$31.21	\$32.77	\$34.42	\$36.15	\$37.96	\$39.86	\$41.86	\$43.96	\$46.16
VICTIM/WITNESS COORDINATOR	\$17.72	\$18.61	\$19.55	\$20.53	\$21.57	\$22.65	\$23.79	\$24.98	\$26.24	\$27.56

County of Plumas
Pay Schedule

Effective as of 07/14/2020 per Board of Supervisors Resolution No. 2020-8503

Revised as of 10/13/2020 per Resolution No. 2020-8526 and adopted by the Board as of 11/03/2020 per Resolution No.

PROBATION MID-MANAGEMENT

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
DEPARTMENT FISCAL OFFICER 1	\$20.92	\$21.97	\$23.07	\$24.23	\$25.44	\$26.71	\$28.06	\$29.46	\$30.94	\$32.49
DEPARTMENT FISCAL OFFICER 2	\$23.05	\$24.21	\$25.42	\$26.69	\$28.04	\$29.44	\$30.92	\$32.47	\$34.10	\$35.80
SUPERVISING PROBATION OFFICER	\$24.83	\$26.07	\$27.38	\$28.75	\$30.20	\$31.71	\$33.30	\$34.97	\$36.72	\$38.56

**County of Plumas
Pay Schedule**

Effective as of 07/14/2020 per Board of Supervisors Resolution No. 2020-8503
Revised as of 10/13/2020 per Resolution No. 2020-8526 and adopted by the Board as of 11/03/2020 per Resolution No.

PROBATION ASSC

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ADMINISTRATIVE ASSISTANT 1	\$13.74	\$14.42	\$15.15	\$15.91	\$16.71	\$17.54	\$18.42	\$19.35	\$20.32	\$21.34
ADMINISTRATIVE ASSISTANT 2	\$15.14	\$15.90	\$16.70	\$17.53	\$18.41	\$19.34	\$20.31	\$21.33	\$22.40	\$23.52
DEPUTY PROBATION OFFICER 1	\$17.98	\$18.88	\$19.83	\$20.83	\$21.88	\$22.98	\$24.13	\$25.34	\$26.61	\$27.95
DEPUTY PROBATION OFFICER 2	\$19.45	\$20.43	\$21.46	\$22.54	\$23.67	\$24.87	\$26.12	\$27.43	\$28.81	\$30.25
DEPUTY PROBATION OFFICER 3	\$21.44	\$22.52	\$23.65	\$24.85	\$26.09	\$27.40	\$28.77	\$30.22	\$31.73	\$33.33
DETENTION COORDINATOR	\$19.00	\$19.96	\$20.96	\$22.01	\$23.11	\$24.27	\$25.49	\$26.78	\$28.12	\$29.53
LEGAL SERVICES ASSISTANT 1	\$13.13	\$13.79	\$14.48	\$15.21	\$15.97	\$16.77	\$17.61	\$18.49	\$19.42	\$20.40
LEGAL SERVICES ASSISTANT 2	\$14.47	\$15.20	\$15.97	\$16.77	\$17.60	\$18.48	\$19.42	\$20.39	\$21.41	\$22.49
MANAGEMENT ANALYST 1	\$21.23	\$22.30	\$23.42	\$24.59	\$25.83	\$27.12	\$28.48	\$29.91	\$31.41	\$32.99
MANAGEMENT ANALYST 2	\$23.61	\$24.80	\$26.04	\$27.34	\$28.71	\$30.16	\$31.67	\$33.26	\$34.93	\$36.67
OFFICE ASSISTANT 1	\$13.13	\$13.80	\$14.49	\$15.22	\$15.99	\$16.79	\$17.63	\$18.52	\$19.46	\$20.43
OFFICE ASSISTANT 2	\$13.79	\$14.48	\$15.21	\$15.98	\$16.78	\$17.62	\$18.52	\$19.45	\$20.43	\$21.46
OFFICE ASSISTANT 3	\$15.20	\$15.97	\$16.77	\$17.61	\$18.50	\$19.43	\$20.41	\$21.44	\$22.52	\$23.64
PROB PROG COORD/ADMIN ASSIST	\$18.89	\$19.84	\$20.84	\$21.89	\$22.99	\$24.14	\$25.35	\$26.62	\$27.96	\$29.36
PROBATION ASSISTANT	\$15.14	\$15.90	\$16.70	\$17.53	\$18.41	\$19.34	\$20.31	\$21.33	\$22.40	\$23.52
PROBATION REPORT WRITER	\$18.05	\$18.96	\$19.91	\$20.91	\$21.96	\$23.06	\$24.22	\$25.43	\$26.70	\$28.05

**County of Plumas
Pay Schedule**

Effective as of 07/14/2020 per Board of Supervisors Resolution No. 2020-8503
Revised as of 10/13/2020 per Resolution No. 2020-8526 and adopted by the Board as of 11/03/2020 per Resolution No.

SHERIFF EMPLOYEE ASSC

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ASSISTANT PROGRAM MANAGER	\$15.02	\$15.78	\$16.56	\$17.40	\$18.27	\$19.19	\$20.16	\$21.17	\$22.23	\$23.34
CORRECTIONAL OFFICER 1	\$17.98	\$18.89	\$19.84	\$20.83	\$21.88	\$22.99	\$24.14	\$25.35	\$26.63	\$27.97
CORRECTIONAL OFFICER 2	\$19.81	\$20.81	\$21.85	\$22.96	\$24.11	\$25.31	\$26.58	\$27.91	\$29.31	\$30.78
CORRECTIONAL SERGEANT	\$21.97	\$23.07	\$24.22	\$25.43	\$26.71	\$28.05	\$29.46	\$30.94	\$32.49	\$34.12
CRIME ANALYST	\$16.91	\$17.76	\$18.65	\$19.59	\$20.58	\$21.61	\$22.69	\$23.84	\$25.04	\$26.29
DEP SHERIFF 2/COM EQUIP COORD	\$27.85	\$29.25	\$30.71	\$32.26	\$33.88	\$35.57	\$37.36	\$39.23	\$41.20	\$43.26
DEPUTY SHERIFF 1	\$20.38	\$21.40	\$22.47	\$23.60	\$24.79	\$26.04	\$27.34	\$28.71	\$30.16	\$31.66
DEPUTY SHERIFF 2	\$22.45	\$23.57	\$24.76	\$26.00	\$27.31	\$28.68	\$30.12	\$31.63	\$33.23	\$34.90
DEPUTY SHERIFF 2-ADVANCED	\$23.63	\$24.82	\$26.07	\$27.37	\$28.74	\$30.19	\$31.70	\$33.29	\$34.96	\$36.70
DEPUTY SHERIFF 2-INTERMEDIATE	\$23.13	\$24.29	\$25.51	\$26.79	\$28.13	\$29.53	\$31.02	\$32.57	\$34.21	\$35.94
SH INVSTG/CANNABIS CODE COMPL	\$27.22	\$28.59	\$30.02	\$31.52	\$33.10	\$34.75	\$36.50	\$38.33	\$40.26	\$42.28
SHERIFF DISPATCHER 1	\$17.98	\$18.89	\$19.84	\$20.83	\$21.88	\$22.99	\$24.14	\$25.35	\$26.63	\$27.97
SHERIFF DISPATCHER 2	\$19.20	\$20.17	\$21.18	\$22.24	\$23.35	\$24.53	\$25.77	\$27.07	\$28.42	\$29.85
SHERIFF INVESTIGATOR	\$24.15	\$25.36	\$26.64	\$27.98	\$29.38	\$30.86	\$32.40	\$34.03	\$35.73	\$37.53
SHERIFF INVESTIGATOR SERGEANT	\$29.43	\$30.91	\$32.46	\$34.09	\$35.80	\$37.59	\$39.47	\$41.45	\$43.53	\$45.71
SHERIFF INVESTIGATOR-ADVANCED	\$25.41	\$26.69	\$28.03	\$29.44	\$30.92	\$32.47	\$34.10	\$35.81	\$37.60	\$39.49
SHERIFF INVESTIGATOR-INTERMED	\$24.88	\$26.13	\$27.43	\$28.82	\$30.26	\$31.77	\$33.37	\$35.04	\$36.79	\$38.64
SHERIFF SERGEANT	\$25.36	\$26.64	\$27.98	\$29.38	\$30.86	\$32.40	\$34.03	\$35.73	\$37.53	\$39.42
SHERIFF SERGEANT-ADVANCED	\$27.35	\$28.72	\$30.17	\$31.68	\$33.27	\$34.94	\$36.68	\$38.53	\$40.46	\$42.48
SHERIFF SERGEANT-INTERMEDIATE	\$26.75	\$28.10	\$29.50	\$30.99	\$32.54	\$34.17	\$35.89	\$37.68	\$39.57	\$41.56
SHERIFF SERVICES ASSISTANT 1	\$16.23	\$17.04	\$17.90	\$18.79	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01	\$25.21
SHERIFF SERVICES ASSISTANT 2	\$17.89	\$18.78	\$19.73	\$20.72	\$21.76	\$22.85	\$24.00	\$25.20	\$26.46	\$27.80

**County of Plumas
Pay Schedule**

Effective as of 07/14/2020 per Board of Supervisors Resolution No. 2020-8503
Revised as of 10/13/2020 per Resolution No. 2020-8526 and adopted by the Board as of 11/03/2020 per Resolution No.

SHERIFF EMPLOYEE ASSC MID-MGMT

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ASST DIR OF EMERGENCY SERVICES	\$22.96	\$24.11	\$25.32	\$26.59	\$27.92	\$29.32	\$30.79	\$32.33	\$33.95	\$35.65
COMMUNICATIONS SUPER ADVANCED	\$23.22	\$24.38	\$25.61	\$26.90	\$28.25	\$29.67	\$31.15	\$32.72	\$34.36	\$36.08
COMMUNICATIONS SUPER INTERMED	\$22.77	\$23.91	\$25.12	\$26.37	\$27.69	\$29.08	\$30.54	\$32.08	\$33.68	\$35.38
COMMUNICATIONS SUPERVISOR	\$22.11	\$23.22	\$24.38	\$25.61	\$26.90	\$28.25	\$29.67	\$31.15	\$32.72	\$34.36
JAIL COMMANDER	\$31.65	\$33.25	\$34.92	\$36.66	\$38.50	\$40.42	\$42.45	\$44.59	\$46.82	\$49.17
SH INV SGT/CODE COMPLIANCE SUP	\$31.65	\$33.25	\$34.92	\$36.66	\$38.50	\$40.42	\$42.45	\$44.59	\$46.82	\$49.17
SHERIFF ADMIN SERGEANT	\$29.43	\$30.91	\$32.45	\$34.08	\$35.78	\$37.58	\$39.47	\$41.44	\$43.53	\$45.71
SHERIFF FISCAL OFFICER 1	\$22.63	\$23.77	\$24.96	\$26.22	\$27.53	\$28.92	\$30.37	\$31.90	\$33.49	\$35.17
SHERIFF FISCAL OFFICER 2	\$26.72	\$28.06	\$29.47	\$30.96	\$32.51	\$34.14	\$35.86	\$37.64	\$39.53	\$41.51
SHERIFF PATROL COMMANDER	\$31.65	\$33.25	\$34.92	\$36.66	\$38.50	\$40.42	\$42.45	\$44.59	\$46.82	\$49.17
SHERIFFS DEP/TRAINING/POL ADV	\$32.42	\$34.05	\$35.75	\$37.55	\$39.44	\$41.41	\$43.48	\$45.67	\$47.95	\$50.36
SHERIFFS SPECIAL OPS SGT	\$29.43	\$30.91	\$32.45	\$34.08	\$35.78	\$37.58	\$39.47	\$41.44	\$43.53	\$45.71

County of Plumas
Pay Schedule

Effective as of 07/14/2020 per Board of Supervisors Resolution No. 2020-8503
Revised as of 10/13/2020 per Resolution No. 2020-8526 and adopted by the Board as of 11/03/2020 per Resolution No.

UNDERSHERIFF

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
UNDERSHERIFF	\$34.21	\$35.93	\$37.73	\$39.62	\$41.61	\$43.70	\$45.89	\$48.19	\$50.60	\$53.13



PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

2E

Date: September 28, 2020
To: Honorable Board of Supervisors
From: Andrew Woodruff
Agenda: Item for November 3, 2020

Recommendation: Approve Grant Number 6NU50CK000539-01-08 with Public Health Foundation Enterprises, Inc., DBA Heluna Health for Epidemiology and Laboratory Capacity (ELC) Coronavirus Aid, Relief, and Economic Security Act (CARES) 2020, and authorize the Director of Public Health to sign the agreement and any future Amendments. Approved to form by County Counsel.

Background: The Department of Public Health, Communicable Disease Center as part of the "Coronavirus Aid, Relief, and Economic Security Act" or the "CARES Act" of 2020, ELC is awarding a total of nearly \$631 million to the recipient base in a program-initiated component funding under the Emerging Issues (E) Project of CK19-1904, henceforth 'ELC CARES'. The intention of this funding is to rapidly establish and monitor key activities related to COVID-19 in the areas of epidemiology, laboratory, and informatics. Monitoring the indicators associated with these activities are intended to assist State, local, and territorial governments in making data-driven policy decisions regarding testing, mitigation, and prevention efforts.

Activities Include:

- ✓ Establish or enhance ability to aggressively identify cases, conduct contact tracing and follow up, as well as implement recommended containment measures.
- ✓ Improve morbidity and mortality surveillance.
- ✓ Enhance laboratory testing and reporting capacity:
- ✓ Prevent and control COVID-19 in healthcare settings and protect other vulnerable or high-risk populations.
- ✓ Monitor and mitigate COVID-19 introductions from connected jurisdictions (i.e., neighboring cities, states; including air travel).
- ✓ Work with healthcare system to manage and monitor system capacity.
- ✓ Improve understanding of jurisdictional communities with respect to COVID-19 risk.

Grant Agreement Number 6NU50CK000539-01-08 with Public Health Foundation Enterprises, Inc., DBA Heluna Health shall commence on May 1, 2020 and end on March 31, 2022 for a total amount of \$157,532.00.

Please contact me should you have any questions, or need additional information. Thank you.

C:\Documents and Settings\rosieolney\My Documents\BOS\EPI 6NU50CK000539-01-08.doc



530-283-6337 OFFICE
530-283-6425 FAX



270 County Hospital Rd, Suite 206
Quincy, California 95971



<http://countyofplumas.com/publichealth>

PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

270 County Hospital Road, Ste 109, Quincy, CA 95971
(530) 283-6307 FAX (530) 283-6045

Tony Hobson Ph.D., Director



DATE: November 3, 2020

TO: Honorable Board of Supervisors

FROM: Tony Hobson Ph.D., Behavioral Health Director 

SUBJECT: Consent Agenda

Recommendation

1. It is respectfully requested the Board of Supervisors approve and authorize the board chair to sign FY 2020/21 Aftercare Agreement with Environmental Alternatives

BACKGROUND AND DISCUSSION:

1. Environmental Alternatives Family Services agree with Behavioral Health to render services at new location, 455 W. Main Street, Quincy. E.A. will monitor, track and provide specialty mental health aftercare services to Medi-Cal beneficiaries who have transitioned from full-services partnership level of care to permanent, supportive housing.

This Agreement has been approved to form by County Counsel.

FINANCIAL IMPACT: There are no General Fund revenue involved in these matters. Any costs associated with these matters are covered by a combination of Federal and State funds.

3A

WALKER RANCH COMMUNITY SERVICES DISTRICT
c/o PLUMAS COUNTY ENGINEERING DEPARTMENT
555 WEST MAIN STREET • QUINCY, CA 95971 • (530) 283-6268 • FAX (530) 283-6135
Robert A. Perreault, Jr., P.E. *County Engineer and Manager, WRCSD*

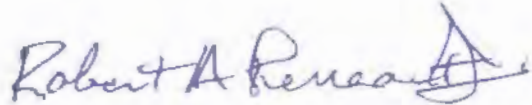
AGENDA REQUEST

for the November 3, 2020 meeting of the Plumas County Board of Supervisors

Date: October 26, 2020

To: Honorable Governing Board

From: Robert Perreault, Manager, WRCSD



Subject: Authorize Execution of Professional Services Agreement between WRCSD and Vestra Resources, Inc. for Phase II of the Sand Filter Replacement Project in the amount of \$22,650; discussion and possible action.

BACKGROUND:

Walker Ranch Community Services District (WRCSD) was formed in August 1995 to provide wastewater treatment and other services for developments within a 2,123-acre area located east of the community of Chester on County Road A-13. Approval of the Walker Ranch Planned Development (WRPD) permit in 1996 allowed for the development of Walker Ranch, Bailey Creek, and Foxwood subdivisions and golf courses within the WRCSD.

WRCSD operates one sand filtration system and leachfield disposal area and 50 miles of collection lines. Individual lots within the development contain septic tanks that are connected to an existing collection system via a septic tank effluent pump/septic tank effluent gravity (STEP/STEG) system with effluent either pumped up to (STEP) or flowing via gravity down to (STEG) collection lines within the subdivision roads. The collection system delivers effluent to a Recirculating Sand Filter (RSF) located off of County Road A-13. Treated wastewater effluent leaves the RSF and is disposed in subsurface leach field located north and east of the site in an undeveloped area.

Wastewater treatment in the WRCSD is currently regulated by the Central Valley RWQCB under State Water Resources Control Board Order WQ 2014-0153-DWQ, *General Waste Discharge Requirements for Small Domestic Wastewater Treatment Systems*.

For additional background information, the reader is referred to the "Wastewater Services" section of the Walker Ranch CSD MSR – included within the Lake Almanor Area Municipal Services Review, as prepared by Plumas LAFCo – is available for viewing on the internet, at: www.plumaslafco.org – then, under the "MORE..." tab in the header, click on "Adopted Municipal Services Reviews," then click on "Lake Almanor Area Service Review (adopted Oct 15, 2012)" and proceed to Page 213.

CURRENT CONDITIONS

The Walker Ranch Planned Development (WRPD) portion of the CSD includes approximately 1,209 acres, and consists of the Walker Ranch, Bailey Creek, and Foxwood subdivisions. Three smaller subdivisions within the WRCSD are also part of the WRPD: Trailhead, Lake Almanor Associates, and Red River. The WRPD is currently permitted for a maximum of 2,211 equivalent dwelling units (EDUs) comprised mainly of single-family homes, but also including a new church, expansion of an existing church, multi-family dwelling units, a mobile home/RV park, a 200-space recreational vehicle park, commercial offices and an 18-hole golf course with clubhouse and restaurant.

The Bailey Creek subdivision encompasses approximately 544 acres and is permitted for a maximum of 581 dwelling units, including residential homes, a golf course pro shop, restaurant facilities, and limited other commercial facilities. Bailey Creek is allowed a maximum of 850 EDUs. Currently, approximately 200 residential units are connected to the Bailey Creek wastewater treatment and disposal facility. The golf course pro shop and a 50-seat restaurant and an estimated 10 EDUs, for a total of 210 EDUs, or 25 percent of capacity. Of the current 200 residential units, 125 to 150 are generally used only as vacation homes.

Foxwood encompasses approximately 409 acres within the WRCSD and is composed of four individual subdivisions or "villages" – Cedar Wood, Fox Glenn, Fox Hollow, and Fox Run. There are currently 28 dwelling units in the Foxwood subdivision. Wastewater from Foxwood's existing development is currently conveyed to and treated by the Bailey Creek wastewater treatment system. However, the WDRs require aerobic/anoxic activated sludge systems with nitrogen removal for wastewater influent of 75 percent or greater when Foxwood reaches 220 completed dwelling units. Upon reaching 600 units, wastewater recycling must be implemented whereby all wastewater generated during the irrigation season (1 May through 1 October) will be discharged to the Bailey Creek Golf Course.

The existing wastewater treatment system is designed to support 260 EDUs with an average design flow of 25,000 gpd. WDR Order No. 96-264 requires an advanced secondary treatment plant with effluent quality sufficient to be used as reclaimed water for golf-course irrigation once the subdivision reaches its capacity of 260 EDUs. The current system is designed to manage only effluent. Solids are managed with individual septic tank stems at each residence as described above.

Most homes in the subdivisions are occupied seasonally or as summer rentals. Peak wastewater flow is highly variable based on season, lowest in the winter months, much higher in the summer months, with the highest peak flows on holiday weekends. The average design flow for the current system is 25,000 gallons per day; however, average daily flows vary from a low of 4,000 GPD to a high of 35,000 GPD.

PROJECTED BUILD-OUT

Table 1 provides a breakdown of dwelling units by development planned for the WRCSD.

Table 1			
SUMMARY OF DWELLING UNITS PLANNED FOR THE WRCSD			
Subdivision	EDUs Allowed	EDUs Built to Date (7.3 %)	EDUs Remaining
Bailey Creek	850	200	650
Foxwood	784	28	756
Lake Almanor Associates	292	0	292
Trailhead	83	0	83
Red River	10	0	10
WRPD Total	2,019	228	1,791
Source: Plumas County Engineering Department – Walker Ranch CSD Lot Summary, Updated 9/25/2007			

CURRENT PROBLEM

The RSF was initially constructed over 20 years ago and had a planned limited life expectancy. The RSF was to be replaced as the subdivision was developed and sufficient funds were available for a more advanced system. The current sand filter has been bypassed due to cronic problems of not percolating.

The current filter is approximately 50 feet x 100 feet and was excavated into the subsurface approximately 4 feet and lined with 40 mil HDPE. This filter consists of a collection manifold above the liner, approximately 3 feet of sand, and a distribution system to dose the waste water over the sand. The filter has reached its planned useful life. Thus, improvements or replacement of the filter is required. The filter is currently operating near capacity and, on large holiday weekends, the waste water is bypassing directly to the leachfield.

The system is operated by a private contractor (Operator), under contract with the WRCSD. In conjunction with those duties, the Operator has researched a number of alternatives to replacement of the aging sand filter.

The WRCSD Manager has requested a review of the current system and recommendations to address peak flow issues. The previous and proposed contract responds to that request.

The present aging condition of the sand filter is consistent with the limited life expectancy design assumptions that were relied upon at the time of original design. The replacement of the existing sand filter is a major capital improvement project of the Walker Ranch CSD.

There are several alternates available to the WRCSD, with the cost of the different options being influenced by various design parameters, not the least of which will be the future design life. The various design alternatives from Phase 1 were developed by Vestra with a compilation of pros, cons and estimated costs for the various alternatives, included here with. The Governing Board of the WRCSD, following review of the data, to be developed by the Design Engineer as well as a recommendation by Public Works staff, will make the decision as to which alternative Agenda Request to the WRCSD Governing Board will be selected and designed for this project.

FINANCIAL

The source of funding for this contract is included in the existing adopted budget of the Walker Ranch CSD and does not require Plumas County general funds.

Presently, at least two (2) alternative projects have been cost-estimated (preliminary), each of which would cost in the order of \$600,000.

Thus, there are sufficient WRCSD funds available to pay for a long range solution to the current wastewater treatment problems.

The professional services agreement with Vestra approved by the Governing Board on January 16, 2018 and was not to exceed \$30,250 and has since expired on January 16, 2020. This project was delayed due in part to issues relating to completely bypassing the existing Sand Filter site, which required additional engineering calculation to justify the additional pump height from individual septic tanks. A total of \$5,453.50 was paid to Vestra prior to the agreement expiration.

The attached agreement for professional services was approved as to form by County Counsel.

PROJECT APPROACH BY PUBLIC WORKS STAFF

The Manager of the WRCSD has already initiated the necessary planning activities and consideration of alternatives, with the issuance of a base contract with Vestra Resources, Inc., during August, 2016 in the amount of \$7,370. Additionally, the Manager is presently involving the services of an experienced wastewater engineering consultant to conduct peer review services, on an as-requested basis by the WRCSD Manager.

Following preparation of preliminary designs and costs estimates, as well as discussions with the WRCSD Operator, the WRCSD Manager will formulate a recommendation on the selection of an alternative – to be considered by the WRCSD Governing Board before the project moves forward to the final design phase as well as the preparation of Project Plans and Specifications for a public “Call For Bids.”

SCHEDULE

Phase II: Tasks 2, 3, 4, 5, 6 and 7 will be completed no later than October 21, 2022. Task 1 has been completed.

RECOMMENDATION:

The Manager of the Walker Ranch Community Services District respectfully recommends that the WRCSD Governing Board authorize the WRCSD Manager and the Chair of the Governing Board to execute the Professional Services Agreement with Vestra Resources, Inc., copy attached, in the base amount of \$22,650.

Attachment: Sand Filter Replacement Project Professional Services Agreement Phase II with Vestra Resources

**PROFESSIONAL SERVICES AGREEMENT
FOR PROVIDING ASSISTANCE AND SUPPORT TO
WALKER RANCH COMMUNITY SERVICES DISTRICT
FOR
PHASE II OF THE SAND FILTER REPLACEMENT PROJECT**

THIS AGREEMENT is made and entered into this ____ day of October, 2020 ("Effective Date"), by and between **WALKER RANCH COMMUNITY SERVICES DISTRICT**, a political subdivision of the State of California ("WRCSD"), and **VESTRA RESOURCES, INC.**, a California corporation ("Consultant").

W I T N E S S E T H:

- A. **WHEREAS**, WRCSD proposes to have Consultant provide professional engineering support services and support for WRCSD's staff review and approval activities pertaining to the replacement of the WRCSD's sand filter; and
- B. **WHEREAS**, Consultant represents that it has that degree of specialized expertise contemplated within California Government Code, Section 31000, and holds all necessary licenses to practice and perform the services herein contemplated; and
- C. **WHEREAS**, WRCSD and Consultant desire to contract for specific services in connection with the project described below (the "Project") and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and
- D. **WHEREAS**, no official or employee of WRCSD has a financial interest, within the provisions of California Government Code, Sections 1090-1092, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1.0. SERVICES PROVIDED BY CONSULTANT

1.1. Scope of Services. Consultant shall provide the professional services described in the Scope of Work identified in Exhibit "A", incorporated herein by reference.

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices.

_____ WRCSD Initials

Contractor Initials _____

1.3. **Warranty.** Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement.

1.4. **Non-discrimination.** In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religion, color, national origin, ancestry, age, physical handicap, medical condition, marital status, sexual gender or sexual orientation, except as permitted pursuant to Section 12940 of the Government Code. Violation of this provision may result in the imposition of penalties referred to in Labor Code, Section 1735.

1.5. **Non-Exclusive Agreement.** Consultant acknowledges that WRCSD may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.6. **Delegation and Assignment.** This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of WRCSD. Consultant may engage a subcontractor(s) as permitted by law and may employ other personnel to perform ancillary services contemplated by this Agreement at Consultant's sole cost and expense.

2.0. **COMPENSATION AND BILLING**

2.1. **Compensation.** Consultant shall be paid in accordance with the Cost Estimate set forth in Exhibit "B" and associated Fee Schedule set forth in Exhibit "C", incorporated herein by reference. Consultant's compensation shall in no case exceed twenty-two thousand six hundred fifty dollars (\$22,650) until the termination date written in Section 4.1 of this Agreement.

2.2 **Contingency of Funding.** Consultant acknowledges that funding or portions of funding for this agreement may also be contingent upon receipt of funds from, and/or appropriation of funds from the WRCSD. If such funding and/or appropriations are not forthcoming, or otherwise limited, WRCSD may immediately terminate or modify this Agreement without penalty. Consultant will be compensated for work performed prior to date of termination.

2.3. **Additional Services.** Consultant shall not receive compensation for any services provided outside the scope of services specified in Exhibit A attached hereto unless the WRCSD or the Project Manager for this Project, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.

2.4. **Method of Billing.** Consultant may submit invoices to WRCSD's Project Manager for approval on a progress basis, but no more often than monthly. Said invoice shall be based on the total of all Consultant's services which have been completed to WRCSD's sole satisfaction. WRCSD shall pay Consultant's invoice within forty-five (45) days from the date WRCSD receives said invoice. Each invoice shall describe in detail, the services performed and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

_____ WRCSD Initials

Contractor Initials _____

2.5. **Records and Audits.** Records of Consultant's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to WRCSD or its Project Manager for inspection and/or audit at mutually convenient times for a period of three (3) years from the Effective Date.

3.0. TIME OF PERFORMANCE

3.1. **Commencement and Completion of Work.** The professional services to be performed pursuant to this Agreement shall commence of the Work shall be the date of execution of this Agreement. The Project Schedules may be amended by mutual agreement of the parties. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. **Excusable Delays.** Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party.

4.0. TERM AND TERMINATION

4.1. **Term.** This Agreement shall commence upon the Effective Date of this agreement and continue for two years, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

4.2. **Notice of Termination.** The WRCSD reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the WRCSD.

VESTRA may terminate this Agreement by giving 30 days written notice to the other party. In the event of such termination, VESTRA shall be entitled to compensation for services rendered and direct non-salary expenses incurred to the date of termination at the rate set forth herein, with or without cause. Unless VESTRA is responsible for early termination, Client agrees to release VESTRA from all liability for services performed.

4.3. **Compensation.** In the event of termination, WRCSD shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of WRCSD's written notice of termination. Compensation for work in progress shall be prorated as to the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents pertaining to the services contemplated herein whether delivered to the WRCSD or in the possession of the Consultant.

____ WRCSD Initials

Contractor Initials ____

4.4 Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and reports, shall be delivered to the WRCSD within ten (10) days of delivery of termination notice to Consultant, at no cost to WRCSD. Any use of uncompleted documents without specific written authorization from Consultant shall be at WRCSD's sole risk and without liability or legal expense to Consultant.

5.0. INSURANCE

5.1. Minimum Scope and Limits of Insurance. Consultant shall obtain and maintain during the life of this Agreement all of the following insurance coverages:

- (a) Comprehensive general liability, including but not limited to premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, and personal injury with a minimum policy limit of the greater of (i) the limit available on the policy or (ii) One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate.
- (b) Automobile liability for owned vehicles, hired, and non-owned vehicles, with a minimum policy limit of the greater of (i) the limit available on the policy or (ii) One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate.
- (c) Workers' compensation insurance as required by the State of California.
- (d) Professional errors and omissions ("E&O") liability insurance with minimum policy limits of the greater of (i) the limit available on the policy or (ii) One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate. Contractor shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder.

5.2. Additional Requirements. Contractor and WRCSD agree to the following with respects to insurance provided by Contractor:

- (a) Each policy shall be endorsed to name the WRCSD, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "WRCSD") as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13.
- (b) All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the WRCSD, as the additional insured.
- (c) All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the WRCSD, including defense costs and damages.
- (d) Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement.

_____ WRCSD Initials

Contractor Initials _____

- (e) Contractor's policy shall be primary insurance as respects the WRCSD, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the WRCSD, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13.
- (f) To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the WRCSD before the WRCSD's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.
- (g) Contractor agrees to require insurers to provide notice to WRCSD thirty (30) days prior to cancellation of such liability coverage or any of any material alteration or non-renewal of any such coverage, other than for non-payment of premium. Contractor shall assure that this provision also applies to any subcontractors, joint venturers or any other party engaged by or on behalf of contractor in relation to this Agreement. Certificate(s) are to reflect that the issuer will provide thirty (30) days notice to WRCSD of any cancellation of coverage.
- (h) The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; shall include a cross-liability clause permitting suits between insureds; and shall provide that an act or omission of one of the insureds shall not reduce or avoid coverage to the other insureds.
- (i) No liability insurance coverage provided to comply with Agreement shall prohibit Contractor, or Contractor's employees, or agents, from waiving the right of subrogation prior to loss, Contractor waives its right to subrogation against the WRCSD.
- (j) Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this agreement, and Contractor shall verify subcontractor's compliance.

5.3. Certificates of Insurance. Contractor shall provide to WRCSD certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by WRCSD, prior to performing any services under this Agreement. WRCSD reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

5.4. Non-limiting. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

_____ WRCSD Initials

Contractor Initials _____

6.0. GENERAL PROVISIONS

6.1. **Entire Agreement.** This Agreement constitutes the entire Agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. **Representatives.** The Director of Public Works or his designee shall be the representative of WRCS D for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the WRCS D, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Consultant shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Consultant called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. **Project Managers.** WRCS D shall designate a Project Manager to work directly with Consultant in the performance of this Agreement.

Consultant shall designate a Project Manager who shall represent it and be its agent in all consultations with WRCS D during the term of this Agreement. Consultant or its Project Manager shall attend and assist in all coordination meetings called by WRCS D.

6.4. **Notices.** Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, facsimile or mail and shall be addressed as set forth below, unless the recipient party has, by written notice to the other, provided alternate contact information. Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by facsimile; and c) 48 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:

Susan Goodwin, P.E., Vice President
Vestra Resources, Inc.
5300 Aviation Drive
Redding, CA 95002
Tel: (530) 223-2585
Fax: (530) 223-1145

IF TO WRCS D:

Robert A. Perreault, Jr., P.E., Manager
Walker Ranch Community Services District
1834 East Main Street
Quincy, CA 95971
Tel: (530) 283-6268
Fax: (530) 283-6323

For purposes of convenience and efficiency, any communications not affecting the scope of work or the rights of the parties under this agreement may be transmitted via e-mail.

6.5. **Drug Free Workplace.** Consultant certifies that it provides a drug-free workplace by complying with all provisions of California's Drug Free Workplace Act of 1990. Consultant's failure to conform to these requirements shall constitute a material breach of this Agreement and shall be cause for immediate termination of this Agreement by WRCS D.

_____ WRCS D Initials

Contractor Initials _____

6.6. **Attorneys' Fees.** In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.7. **Governing Law.** This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Plumas County, California.

6.8. **Assignment.** Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without WRCSO's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of WRCSO's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.

6.9. **Indemnification and Hold Harmless.** To the fullest extent permitted by law, Contractor shall protect, defend with counsel approved in writing by WRCSO, indemnify and hold harmless WRCSO and its elected and appointed officials, officers, employees, agents and those special districts and agencies which County's Board of Supervisors acts as the governing Board ("County Indemnitees") from any and all claims, liabilities, expenses, including attorney fees, damage to property or injuries to or death of any person or persons or damages of any nature including, but not by way of limitation, all civil claims or workers' compensation claims arising out of, pertaining to, or relating in any way with the intentional or negligent acts, error or omissions of Contractor, its employees, agents or subcontractors in the performance of this Agreement. If judgment is entered against Contractor and WRCSO by a court of competent jurisdiction because of concurrent active negligence of Contractor and WRCSO Indemnitees, Contractor and WRCSO agree that liability will be apportioned as determined by the court. Notwithstanding anything stated above, nothing contained herein shall relieve Contractor of any insurance requirements or obligations created elsewhere in this Agreement.

6.10. **Independent Contractor.** Consultant is and shall be acting at all times as an independent contractor and not as an employee of WRCSO. Consultant shall secure, at his expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder.

6.11. **PERS Eligibility Indemnification.** In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the WRCSO, Contractor shall indemnify, defend, and hold harmless WRCSO for the payment of any employee and/or employer contributions for PERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of WRCSO.

_____ WRCSO Initials

Contractor Initials _____

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Contractor and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by WRCSD, including but not limited to eligibility to enroll in PERS as an employee of WRCSD and entitlement to any contribution to be paid by WRCSD for employer contribution and/or employee contributions for PERS benefits.

6.12. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of WRCSD. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of WRCSD. Consultant shall deliver to WRCSD any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other related items as requested by WRCSD or its authorized representative, at no additional cost to the WRCSD.

6.13. Public Records Act Disclosure. Consultant has been advised and is aware that all reports, documents, information and data including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, and provided to WRCSD may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 6250 et. seq.). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code Section 6254.7, and of which Consultant informs WRCSD of such trade secret. The WRCSD will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The WRCSD shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.14. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the WRCSD's representative, regarding any services rendered under this Agreement at no additional cost to WRCSD. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to WRCSD, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of WRCSD and to participate in any meeting required with regard to the correction.

6.15. Prohibited Employment. Consultant will not employ any regular employee of WRCSD while this Agreement is in effect.

6.16. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provisions of the Scope of Work such provisions shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the attachments.

6.17. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

_____ WRCSD Initials

Contractor Initials _____

6.18. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of WRCSD and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.19. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.20. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.21. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.22. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.23. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party is materially impaired, which determination as made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.24. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.25. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so, the parties hereto are formally bound to the provisions of this Agreement.

[SIGNATURES FOLLOW ON THE NEXT PAGE]

____ WRCSD Initials

Contractor Initials ____

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

FOR VESTRA RESOURCES, INC.

Susan Goodwin, Vice President

Date: _____

Kimberly Wilkes, Chief Financial Officer

Date: _____

Taxpayer ID Number: 68-0150306

FOR WALKER RANCH COMMUNITY SERVICES DISTRICT

Kevin Goss, Chair, Board of Supervisors

Date: _____

ATTEST:

Nancy DaForno, Clerk of the Board of Supervisors

Date: _____

Robert A. Perreault, Jr., P.E.
Director of Public Works

Date: _____

Approved as to form:



10/5/20

Gretchen Stuhr
Deputy County Counsel III

_____ WRCSD Initials

Contractor Initials _____

Exhibit "A"
SCOPE OF SERVICES
WALKER RANCH COMMUNITY SERVICES DISTRICT

Phase I (complete)

Phase II

Task II – 1 Confirm Design Criteria and Objectives (COMPLETE)

Meet with the representatives of the Walker Ranch Community Services District (WRCSD) to determine project objectives and develop needs schedule. WRCSD staff have stated that they want a replacement system that is (1) easy to operate, (2) expandable, and (3) in compliance with RWQCB guidelines criteria and the site permit. The meeting will serve to develop additional limitations or parameters to be placed on the designs to be constructed. Also, during this task, future growth and development projections will be developed and used to estimate treatment volumes over time. This will indicate the likely life of the alternative systems, when a formal WWTP may come on line or when expansions of the interim system will be needed. NCE team should be involved in this preliminary meeting in order to understand the design constraints for the project.

Task II – 2 Prepare Alternatives Analysis, Screening-Level Cost Estimate, and Preliminary Layout for Each Alternative (including preliminary mapping) (UNDERWAY)

Identify the objectives and design criteria/limitations for alternatives outlined in Phase I, plus additional alternatives as requested by County. Prepare analysis of the alternatives, listing pros and cons of each and identifying vendors for each alternative. Prepare screening-level cost estimates and preliminary layout for each alternative. The work under this task will form the basis for the report and a presentation to the WRCSD Governing Board for a vote on the preferred alternative. Work completed to date also included help in choosing replacement pumps to correctly determine flows to be used in sizing the system. Additionally some preliminary work was done to determine if relocating the system down by the leachfield is feasible, as the property owner would prefer not to have the system located at its current location. The preliminary layout and analysis will include the relocation of the system.

Task II – 3 Prepare and Submit Report and Recommendation to WRCSD Manager

A report presenting the alternatives, costs, and a recommendation for the selected alternative will be presented to the WRCSD Manager or designated representative.

Task II – 4 Attend CSD Governing Board Meeting to Present Alternatives and Answer Questions from the Board of Directors

If requested by the WRCSD Manager, staff will attend a meeting of the WRCSD Governing Board to present alternatives and answer any questions from the WRCSD Governing Board.

Task II – 5 Coordinate with NCE (UNDERWAY)

Coordination/oversight with NCE throughout the project.

Task II – 6 Teleconferences with County, WRCSD Operator, and NCE (UNDERWAY)

Periodic teleconferences will be conducted with the County, WRCSD Operator, and NCE.

Task II – 7 Project Management

A 10 percent project management fee is included.

Phase III (Not a part of this contract at this time)

Following selection of an alternative, completion of design phase and construction phase services will be necessary.

Exhibit "B"

COST ESTIMATE & SCHEDULE
WALKER RANCH COMMUNITY SERVICES DISTRICT

Estimated costs for each task are included in Table 1.

Table 1 ESTIMATED COST – PHASE II			
Task No.	Description	Spent to date	Remaining Estimated Cost
- - - PHASE II - - -			
II – 1	Confirm Design Criteria and Objectives	\$304.00	COMPLETE
II – 2	Prepare Alternatives Analysis, Screening-Level Cost Estimate, and Preliminary Layout for Each Alternative including preliminary mapping	\$2512.50	\$9,500
II – 3	Prepare and Submit Report and Recommendation to WRCSD Manager	\$0	\$3,500
II – 4	Attend CSD Governing Board Meeting to Present Alternatives	\$0	\$1,500
II – 5	Coordinate with NCE	\$1,218	\$4,800
II – 6	Teleconferences with County, WRCSD Operator, and NCE	\$798	\$1,200
II – 7	Project Management (10%)	\$621	\$2,150
Total Estimated Cost – Phase II:		\$5,453.50	\$22,650
- - - PHASE III - - -			
III	Prepare Necessary Design (Plans and Specs) TBD	\$0	TBD

SCHEDULE

Table 2 SCHEDULE		
Task	Description	
II-1	Confirm Design Criteria and Objectives	Completed during initial discussions and meeting with County and NCE.
II-2	Prepare Alternatives Analysis, Screening-Level Cost Estimate, and Preliminary Layout for Each Alternative including preliminary mapping	Analysis underway. Can resume upon contract execution. Draft analysis, cost estimate and preliminary layout can be completed within 6-8 weeks for submittal to County/NCE for review. Once comments received can have edits within 2 weeks.
II-3	Prepare and Submit Report and Recommendation to WRCSD Manager	Once Task II-2 is complete, the final report and recommendations can be completed with 4 weeks.
II-4	Attend CSD Governing Board Meeting to Present Alternatives	
II-5	Coordinate with NCE	Ongoing throughout
II-6	Teleconferences with County, WRCSD Operator, and NCE	Ongoing throughout
II-7	Project Management (10%)	

Exhibit "C"
2020 VESTRA RATE SCHEDULE

Staff Classification	Per Hour
Environmental Services	
Environmental Technician	\$65.00 - \$95.00
Environmental Scientist	\$75.00 - \$105.00
Regulatory Compliance Specialist	\$75.00 - \$105.00
Environmental GIS Analyst	\$90.00 - \$105.00
Associate Geologist	\$85.00 - \$105.00
Associate Hydrologist	\$85.00 - \$105.00
Regulatory Biologist	\$85.00 - \$110.00
Senior Biologist	\$120.00 - \$150.00
Senior Environmental Scientist	\$100.00 - \$150.00
Senior Regulatory Compliance Specialist	\$100.00 - \$150.00
Professional Geologist	\$120.00 - \$170.00
Professional Hydrologist	\$120.00 - \$170.00
Project Manager	\$120.00 - \$170.00
Senior Project Manager	\$165.00 - \$190.00
Senior Consultant	\$165.00 - \$190.00
Principal Consultant	\$165.00 - \$190.00
Engineering Services	
Engineering Technician	\$55.00 - \$100.00
Associate Engineer	\$90.00 - \$120.00
Professional Land Surveyor	\$110.00 - \$135.00
Senior Engineer	\$145.00 - \$170.00
Survey Crew	\$130.00 - \$225.00
GPS Survey	\$170.00
Administration	
Admin Clerk/ Document Production Technician	\$30.00 - \$50.00
Admin Supervisor I/ Document Production Supervisor	\$75.00 - \$90.00
Equipment Classification Rates	
Small Format Color Printer – Color Copies	\$1.00/copy
Small Format Color Printer – Black & White	\$0.50/copy
Small Format Black & White Printer	\$0.15/copy
Vehicle Mileage	\$0.60/mile

Materials and Travel Expenses: Billed as direct reimbursement plus 15%.

Subcontractors: Billed as direct reimbursement plus 15%.

Terms: Due and Payable upon Receipt. 1 % per month (21% per annum) finance charge will be added to any balance 30 days past due.

3B

for the November 3, 2020 meeting of the Plumas County Board of Supervisors

Date: October 26, 2020

To: Honorable Governing Board

From: Robert Perreault, Manager, WRCSD

Robert Herrick

Subject: Approval of Amendment No. 1 to Professional Services Agreement between WRCS&D and Nichols Consulting Engineers, Inc. for Phase II of the Sand Filter Replacement Project in the amount not to exceed \$9,000.

BACKGROUND:

The Walker Ranch CSD Sand Filter is a filtration process used prior to the effluent being sent to the leach fields. The sand filter reached the end of its useful life and has been bypassed and a replacement filtration process is needed. Walker Ranch CSD had previously executed a professional services agreement with Vestra Resources August 22, 2017 for Sand filter Replacement, for phase I of the work which has been completed. Phase II professional services include replacement sand filter alternatives analysis. Nichols Consulting Engineers professional services are needed as peer review of the replacement sand filter alternatives.

The attached Amendment No. 1 to the agreement for professional services for phase 2, approved as to form by County Counsel, extends the term of the agreement starting on the effective date of this agreement until December 31, 2021. The total compensation shall not exceed \$9,000.

The source of funding for this contract is the budget of the Walker Ranch CSD and does not involve Plumas County general funds.

Amendment No. 1 revises only the term expiration date and does not modify the compensation to Nichols Consulting Engineers, Inc.

RECOMMENDATION:

Walker Ranch Community Services District staff respectfully recommends that the WRCSD Governing Board authorize the WRCSD Manager and the Chair of the Board of Supervisors to execute Amendment No. 1 to the Professional Services agreement with Nichols Consulting Engineers, Inc., copy attached.

Attachment: Sand Filter Replacement Project Amendment No. 1 to Professional Services Agreement phase II with NCE

**AMENDMENT NO. 1
TO PROFESSIONAL SERVICES AGREEMENT
For
PROVIDING PROFESSIONAL ENGINEERING PEER REVIEW
FOR THE
WALKER RANCH COMMUNITY SERVICES DISTRICT
PHASE II SAND FILTER REPLACEMENT PROJECT**

This First Amendment to Agreement ("Amendment") is made on October __, 2020, between **WALKER RANCH COMMUNITY SERVICES DISTRICT**, a political subdivision of the State of California ("WRCSD"), and **NICHOLS CONSULTING ENGINEERS, CHTD. (NCE)**, a California corporation ("Consultant" who agrees as follows:

1. **Recitals:** This Amendment is made with reference to the following facts and objectives:
 - a. Walker Ranch Community Services District and Nichols Consulting Engineers, CHTD. have entered into a written Agreement dated September 20, 2018, (the "Agreement"), in which Nichols Consulting Engineers, CHTD. agreed to provide assistance and support to Walker Ranch Community Services District for Phase II Sand Filter Replacement Project.
 - b. Because agreement is set to expire September 20, 2020, the parties desire to change the Agreement.
2. **Amendments:** The parties agree to amend the Agreement as follows:
 - a. Paragraph 4.1. is amended to read as follows:

Term. This Agreement shall commence on the Effective Date of this agreement and continues until December 31, 2021, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.
3. **Effectiveness of Agreement:** Except as set forth in this First Amendment of Agreement, all provisions of the Agreement dated September 20, 2018, shall remain unchanged and in full force and effect. County Board of Supervisors hereby ratifies, and approves for payment, services provided by Nichols Consulting Engineers, CHTD., following the expiration of the Agreement and the date of approval of this Amendment by the Board of Supervisors.

IN WITNESS WHEREOF, this Agreement has been executed as of the date first set forth above.

CONSULTANT:

Nichols Consulting Engineers, CHTD.,
a California corporation

Walker Ranch CSD:

County of Plumas, a political subdivision of
the State of California

By: _____
Name: Margot Yapp
Title: President
Date signed: _____

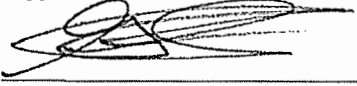
By: _____
Name: Kevin Goss
Title: Chair, Board of Supervisors
Date signed: _____

By: _____
Name: Gregory Fasiano
Title: Secretary
Date signed: _____

ATTEST:

By: _____
Nancy DaForno
Clerk of the Board of Supervisors

Approved as to form:



Gretchen Stuhr
Deputy County Counsel III

10/6/20

By: _____
Name: Robert A. Perreault, Jr., P.E.
Title: County Engineer
& Manager Walker Ranch CSD
Date signed: _____

PLUMAS COUNTY ENGINEERING DEPARTMENT
555 Main Street • Quincy, CA 95971 • (530) 283-6209 • Fax (530) 283-6135
Robert A. Perreault, Jr., P.E., County Engineer

4A

CONSENT AGENDA REQUEST

For the November 3, 2020 meeting of the Plumas County Board of Supervisors

Date: October 26, 2020

To: Honorable Board of Supervisors

From: Robert Perreault, County Engineer



Subject: Authorization for the Engineering Department to fill the vacancy of one (1) Recording Secretary for one-half (0.50) FTE part time position.

Background:

One Fiscal and Services Technical Assistant III has recently resigned from the Department. As a result, the Department now has a vacant Recording Secretary position.

The Department is requesting to fill this position.

This position is funded and allocated in the approved FY20/21 budget for the Engineering Department.

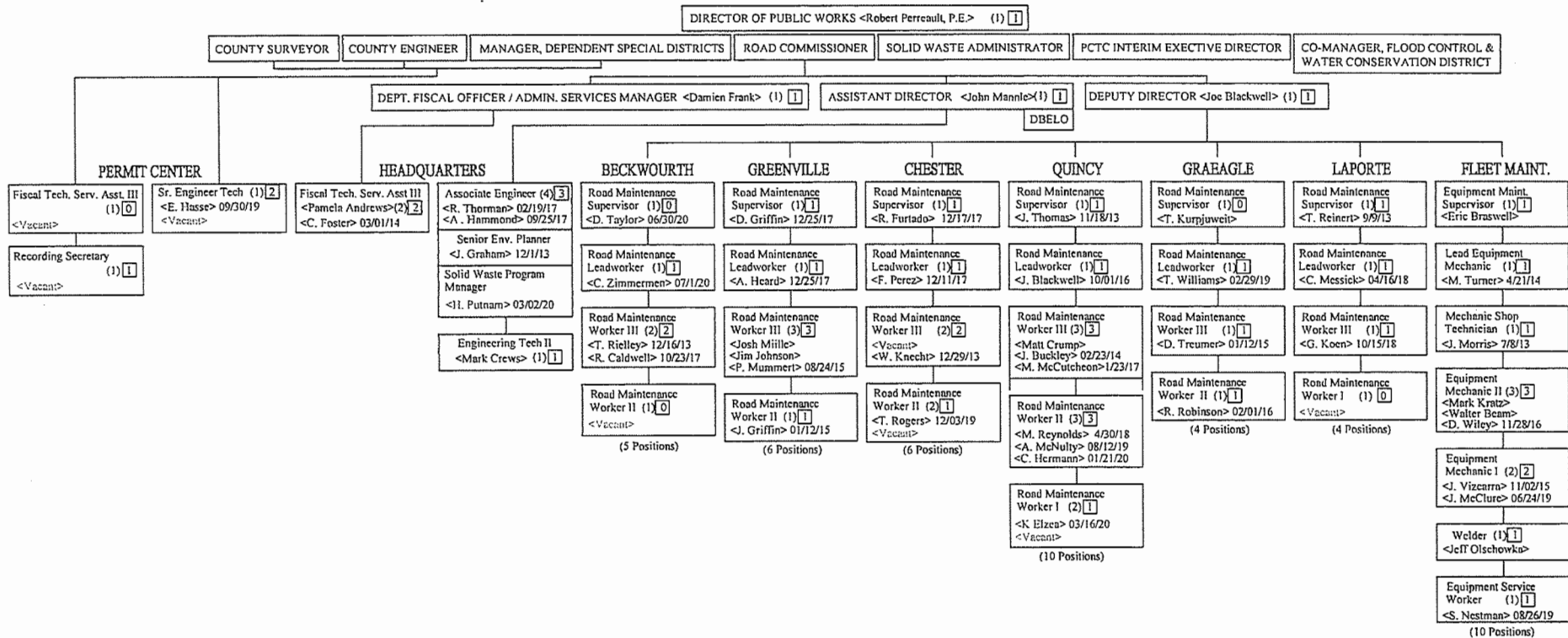
The completed Critical Staffing Questionnaire and Departmental Organizational Chart are attached

Recommendation:

The Plumas County Engineer respectfully recommends that the Board of Supervisors authorize the County Engineer to fill the vacancy of one-half time (0.50) FTE Recording Secretary.

Attachments:

PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS ORGANIZATION CHART



Director of Public Works
Revision Date: 10/02/20

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED

Recording Secretary / Public Works Engineering

- Is there a legitimate business, statutory or financial justification to fill the position?
Recording Secretaries are instrumental in documenting meeting minutes for the various special committee meetings for which the Department is responsible
- Why is it critical that this position be filled at this time?
Recording Secretaries provide documentation for special committee meetings. A prolonged vacancy can negatively impact the performance of the Department
- How long has the position been vacant?
Almost two months.
- Can the department use other wages until the next budget cycle?
The department's wage and benefits portion of the 20/21 budget includes funds for this position.
- What are staffing levels at other counties for similar departments and/or positions?
No specific research has been performed for this position. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.
- What core function will be impacted without filling the position prior to July 1? **N/A**
What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **None**
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments? **N/A**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?
No change in General Fund support since this is already a budgeted position
- Does the department have a reserve? **No**
If yes, provide the activity of the department's reserve account for the last three years?

PLUMAS COUNTY LIBRARY

445 JACKSON STREET • QUINCY, CA 95971 • (530) 283-6310 • Fax (530) 283-3242



*Lindsay Fuchs
County Librarian*

DATE: October 15, 2020
TO: Honorable Board of Supervisors
FROM: Lindsay Fuchs, Plumas County Librarian
RE: Authorize the Literacy Department and HR to recruit and fill the vacant and funded Extra Help – Literacy Program Assistant position.

Recommendation:

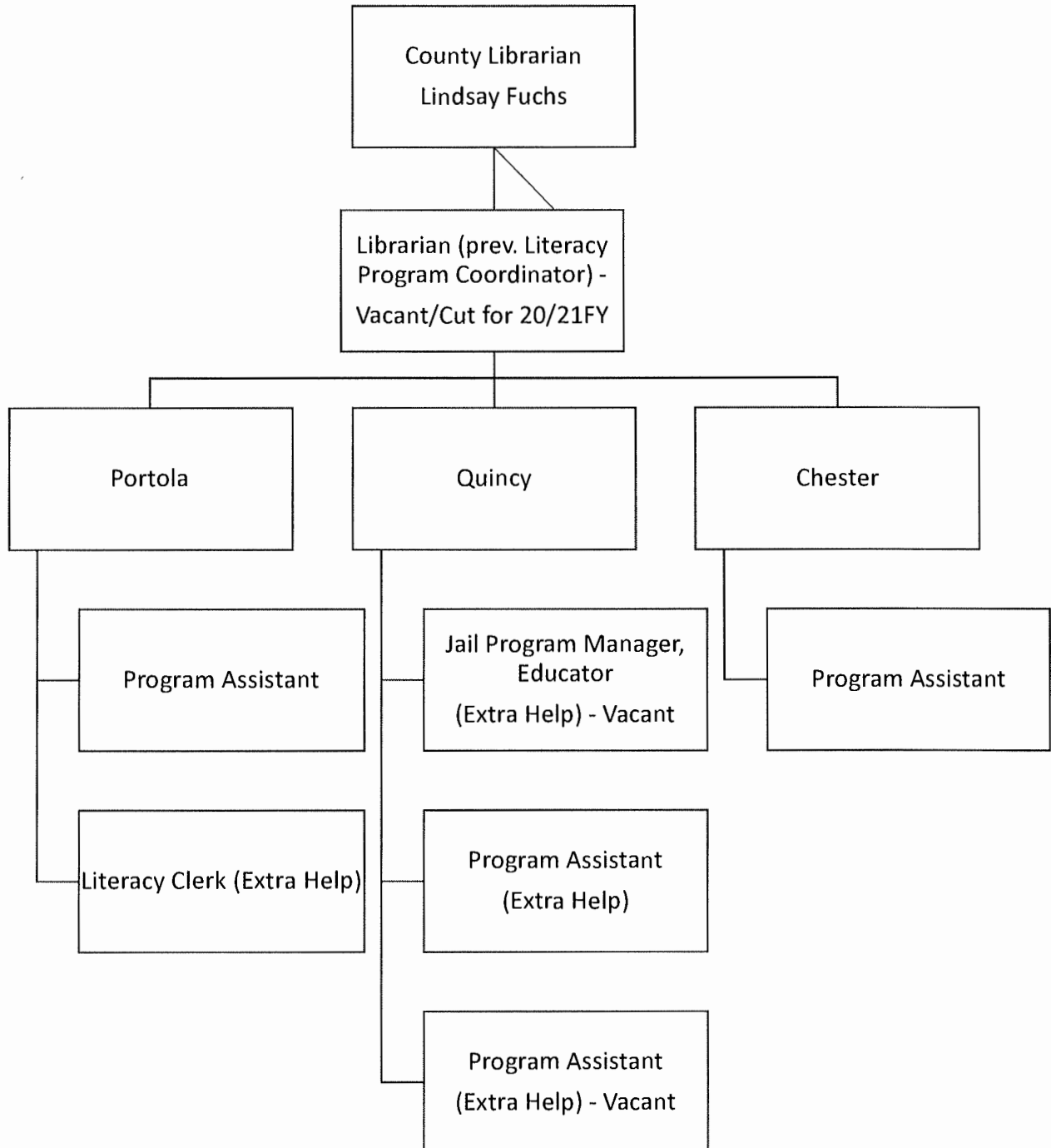
Authorize the Literacy Department and HR to recruit and fill the vacant and funded Extra Help – Literacy Program Assistant position.

Background:

Plumas County Literacy Second Chance is a program designed to provide education services to adults incarcerated in Plumas County's jail. This includes both MRT (Moral Recognition Therapy) sessions such as parenting, How to Escape Your Prison, and Anger Management, and general literacy skills including basic computer instruction, career exploration and job readiness, ABE and GED. Funding for this comes from the Community Corrections Partnership with the goal to provide access to an array of educational and support services to inmates within the corrections center, and to increase the number of inmates who are prepared for reentry release. The MRT program's educator has resigned his position with Plumas County Literacy, and therefore we need to recruit and hire a new person to fulfill his role in teaching the MRT sessions. This position is crucial to continue the Second Chance program, which in turn provides needed service to the community and extra funding opportunities for the Literacy Department.

Other Wages to fulfill this Extra Help position have already been set aside by the approved CCP grant and marked in the Literacy budget for 20/21FY.

Organizational Chart for Plumas County Literacy



QUESTIONS FOR STAFFING CRITICAL POSITIONS CURRENTLY ALLOCATED FOR
FISCAL YEAR 2020/2021

1. Is this a legitimate business, statutory, or financial justification to fill the position?

Yes, the position was funded for the 20/21FY budget and is paid for with the CCP grant (already approved.) This position is crucial to continue the Plumas County Literacy Second Chance program, specifically the MRT (Moral Recognition Therapy) sessions, which provide needed service to the community and extra funding opportunities for the Literacy Department.

2. Why is it critical that this position be filled at this time?

This position is vital to the operation of the Second Chance program, which has already been on hold for several months due to COVID-19 social distancing requirements.

3. How long has this position been vacant?

The previous staff member in this position originally resigned in April 2020 due to COVID-19 pausing all of his working hours due to social distancing requirements, with the plan to return when the program continued. Recently, he decided to continue with his resignation from his position.

4. Can the department use other wages until the next budget cycle?

This position is Extra Help and will be using other wages; this position is paid for with the CCP grant.

5. What are staffing levels at other counties for similar departments and/or positions?

Other counties who run similar programs through the Literacy and/or Library systems have similar positions.

6. What core function will be impacted without filling the position prior to July 1st?

The Second Chance program has been given permission from the jail to be able to resume with new policies in place to deal with COVID19 social distancing restrictions, but cannot to the same level of service until this position is filled.

7. What negative fiscal impact will the County suffer if the position is not filled prior to July 1st?

The program and its participants are included in the reports we send to the CA State Library, which in turn decides on the grant funding distribution using a formula that includes student totals. The decrease of class sessions and therefore students (and staff hours) affects funding in future fiscal years.

A non -general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?

N/A

8. Does the Department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?

No.

9. Does the budget reduction plan anticipate the elimination of any of the requested positions?

The position is dependent on CCP grant funding, which may be decreased in future years. This position is Extra Help and is at-will. This is a General Fund dept.

10. Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

N/A; the position is dependent on CCP grant funding.

11. Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

No, the department is funded by the General Fund and grants.

LITERACY PROGRAM ASSISTANT I

DEFINITION

Under supervision assists with the development, implementation and management of the ongoing operation of a program or programs in a field office of the Plumas or Sierra County Literacy Program.

DISTINGUISHING CHARACTERISTICS

This is the first level of the Literacy Program Assistant class, under the supervision of the County Literacy Coordinator, with general responsibility. As the incumbent's breadth of knowledge and experience increases and the ability to perform a variety of assignments without close supervision is demonstrated, he/she may reasonably expect promotion to the next higher level of Literacy Program Assistant II.

REPORTS TO

The County Literacy Coordinator.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

LITERACY PROGRAM ASSISTANT I - 2

EXAMPLES OF DUTIES

- Responds to public inquiries about the Plumas County Literacy Program, providing a variety of information as needed.
- Recruits and oversees the training and activities of volunteer literacy tutors.
- Matches tutors with students.
- Evaluates tutors and monitors the progress of adult learners.
- Assists the preparation of public relations information.
- Carries out the data collection and evaluation methods for evaluating program effectiveness and quality review.
- Trains volunteer program and office assistants.
- Schedules literacy meetings and workshops.
- Assists with the development of volunteer training programs.
- Monitors tutoring sites.
- Assists with the development of a county wide coalition of community leaders to promote the program.
- Assists with the development of a collection of adult reading and training material.
- Assists with preparation of grant applications and administration of the literacy grant.
- Assists with preparation of requisite program reports.
- Performs general office support.
- Performs a variety of public relations activities for the Plumas County Literacy Program.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office and library environments; continuous contact with staff and the public.

LITERACY PROGRAM ASSISTANT I - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Functions, services, policies, and procedures of a public library system.
- Basic knowledge of the goals and objectives of a literacy program.
- Public and community relations methods and principles.
- Data collection and analysis.
- Principles of recruiting, supervising, and training volunteer program staff.

Ability to:

- Assists with developing and implementing a county wide literacy program in conjunction with the public library system.
- Recruit, train, and supervise volunteer tutor and office support staff.
- Collect and analyze information and data.
- Prepare clear and concise reports.
- Make effective public presentations.
- Utilize a computer in program support assignments.
- Effectively represent the Plumas County Library System and Literacy Program in contacts with the public, community organizations, other County staff, other literacy programs, and other government agencies.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

Previous background and experience in recruiting and developing volunteer efforts is highly desirable.

Special Requirement: Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.



NEAL CAIAZZO
DIRECTOR

**DEPARTMENT OF SOCIAL SERVICES
AND PUBLIC GUARDIAN**

Courthouse Annex, 270 County Hospital Road, Suite 207, Quincy, California 95971

(530) 283-6350
Fax: (530) 283-6368
Toll Free: (800) 242-3338

DATE: OCTOBER 19, 2020

TO: HONORABLE BOARD OF SUPERVISORS

FROM: NEAL CAIAZZO, DIRECTOR
DEPARTMENT OF SOCIAL SERVICES

SUBJ: AGENDA ITEM FOR NOVEMBER 3, 2020

RE: APPROVAL TO FILL A VACANCY IN THE ELIGIBILITY SPECIALIST SERIES IN
THE DEPARTMENT OF SOCIAL SERVICES

It is Recommended that the Board of Supervisors

Authorize the Department of Social Services to fill a vacancy in the Eligibility Specialist III position following the resignation of the incumbent on September 1, 2020.

Background and Discussion

The Department of Social Services has been notified that an incumbent employee in the class of Eligibility Specialist III resigned from her position with the Department effective September 1, 2020. As is shown on the enclosed Table of Organization, the Eligibility Specialist III the lead worker for a unit of seven Eligibility Specialists. The staff in this unit processes applications and continuing eligibility for economic assistance programs such as CalFresh, Medi-Cal and county General Assistance. As your Board is aware, demands for these programs have been high due to the expansion of the Medicaid Program.

Financial Impact

There is no financial impact to the County's General Fund as a result of taking this action because all funds to support this position come from federal, state and Realignment sources. The position is funded in the Department's 2020-2021 adopted County budget.

Copies: PCDSS Management Staff
Ms. Nancy Selvage, Human Resources Director

Enclosures (2)

Position Classification: Eligibility Specialist III

FTE: 1.00

Budgeted Position: Yes

Mandated Program: Yes

Position Description:

This position is primarily responsible for reviewing and or performing the most difficult eligibility determinations for the Medi-Cal, CMSP and CalFresh (Foodstamp) programs. Eligibility determinations for the Medi-Cal and CMSP programs are critical to the mission of assuring that county citizens who do not have medical insurance or another payer for health care services have access, to the extent that they are eligible, to the State Medi-Cal and County CMSP programs. This also helps to assure that hospitals that are required by law to serve poor and indigent county residents receive payment for the services they provide. Eligibility determinations for the CalFresh (Foodstamp) program are a state mandated activity.

Funding Sources: Medi-cal is entirely funded by State General Fund and federal pass through dollars. There is a small apportionment of Realignment dollars that is part of the funding mix for this position, generally 15% of the cost of time spent performing CalFresh (Foodstamp) eligibility determinations. As is explained below, there are potential Realignment funding implications *when the position is left empty*.

Special Considerations: Department of Social Services funding mechanisms are structured on a very specific cost allocation plan that generates the distribution of fixed overhead costs based on filled positions. To the extent that a position is not filled, the fixed overhead costs redistribute themselves in uncontrolled and unpredictable ways adding unanticipated costs to other program areas particularly to program areas that contain Realignment dollars in their cost structure. It is in the County's best interests to avoid such a scenario.

Reason for the Vacancy: The reason for this vacancy is because the prior incumbent resigned due to Covid-19 restrictions.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Position: Eligibility Specialist – Medi-Cal/CalFresh Program

- Is there a legitimate business, statutory or financial justification to fill the position?

Answer: Yes. Medi-Cal and CalFresh (Foodstamp) administration is a state mandated service. The Eligibility Specialist performs eligibility determinations for these services

- Why is it critical that this position be filled prior to the adoption of the County's budget this summer?

Answer: The position is funded in the current budget and has no General Funds associated with it. Additionally the caseload is growing and the state provides funds to meet this growth.

- How long has the position been vacant?

Answer: The position will become vacant effective September 1, 2020 due to an employee resignation.

- Can the department use other wages until the budget is adopted?

Answer: No.

- What are staffing levels at other counties for similar departments and/or positions?

Answer: Other counties are structured in a very similar way. The state determines appropriate staffing levels and funds accordingly.

- What core function will be impacted without filling the position prior to July 1?

Answer: We will not be able to process applications for Medi-Cal, CalFresh and CMSP in accordance with the state requirements.

- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?

Answer: We will not expend state funds that have been allocated to this function and Realignment dollars will be disbursed to other programs costing the Department money.

- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?

Answer: The Department has developed a variety of budget reduction strategies that are dependent upon state policy decisions. Other Departments could be impacted by such reduction strategies.

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?

Answer: No.

- Does the budget reduction plan anticipate the elimination of any of the requested positions?

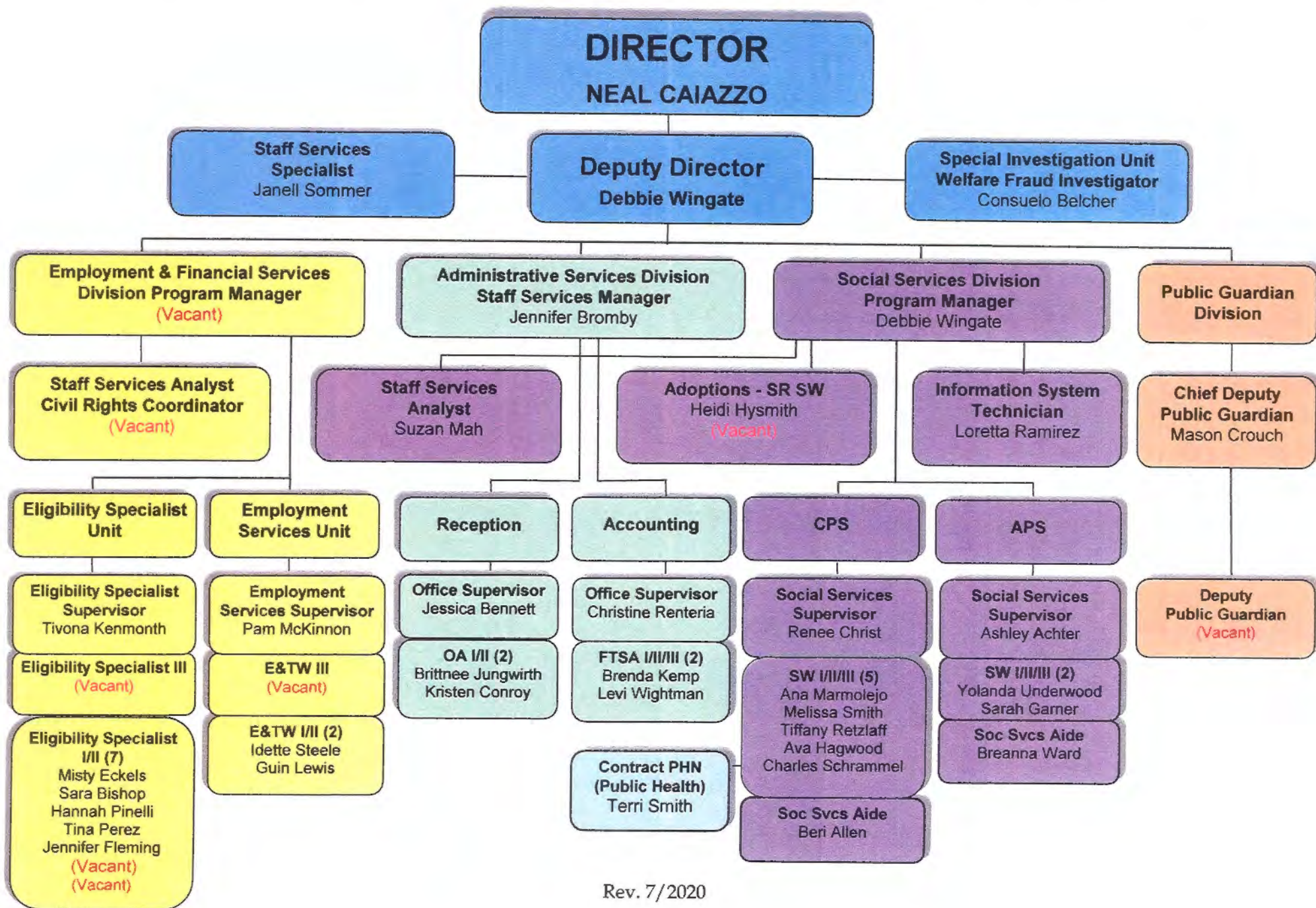
Answer: No.

- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

Answer: The Department does not currently utilize County General Fund dollars. Filling this position does not change that.

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?
- **Answer: The Department does have a reserve. The balance fluctuates depending upon a number of factors including whether or not the State achieves the base amount of collection for any given year.**

PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES & PUBLIC GUARDIAN



PLUMAS COUNTY AUDITOR / CONTROLLER

520 MAIN STREET • ROOM 205 • QUINCY, CA 95971-4111 • (530) 283-6246 • FAX (530) 283-6442
ROBERTA M. ALLEN, CPA • AUDITOR / CONTROLLER
BIANCA HARRISON, CMA • ASSISTANT AUDITOR / CONTROLLER



Date: 10/26/2020

To: HONORABLE BOARD OF SUPERVISORS

From: ROBERTA M. ALLEN – AUDITOR/CONTROLLER 

Subject: Authorize Auditor Controller to recruit and fill 1.0 FTE position of Accountant Auditor I or II, vacant due to resignation.

Recommendation:

Authorize Auditor Controller to recruit and fill 1.0 FTE position of Accountant Auditor I or II, vacant due to resignation. This position is allocated and funded per the FY 20/21 County budget.

Please see the attached Critical Staffing Request Form

AUDITOR CONTROLLER DEPARTMENT

ACCOUNTANT AUDITOR I OR II

ATTACHMENT - CRITICAL STAFFING REQUEST FORM

Position Description and Responsibilities:

The Accountant Auditor I or II is responsible for processing daily claims, journals, deposits, and budget transfers from county departments, special districts, PUSD, and FRC. This position shares in the responsibility for uploading the accounts payable check runs for PUSD, FRC, and Social Services. All claims and journals submitted to the department for processing are audited prior to processing, this position is part of that team. This position assists in reviewing Fund Balance Declarations, reconciling of Trust Fund balances, recording Fixed Asset acquisitions, uploading the Positive Pay files to Union Bank, auditing Calcard claims, and may also assist with payroll or property tax, among various other functions necessary for the operation of the department.

Consequences of not filling position:

The Auditor's Department currently processes an average of 1200 checks per month, 200 journal entries, and 400 deposits. Without the position being filled, other staff members must take on more responsibilities and added workload. This can result in errors and/or delays in paying vendors or recording transactions.

Anticipated Salary:

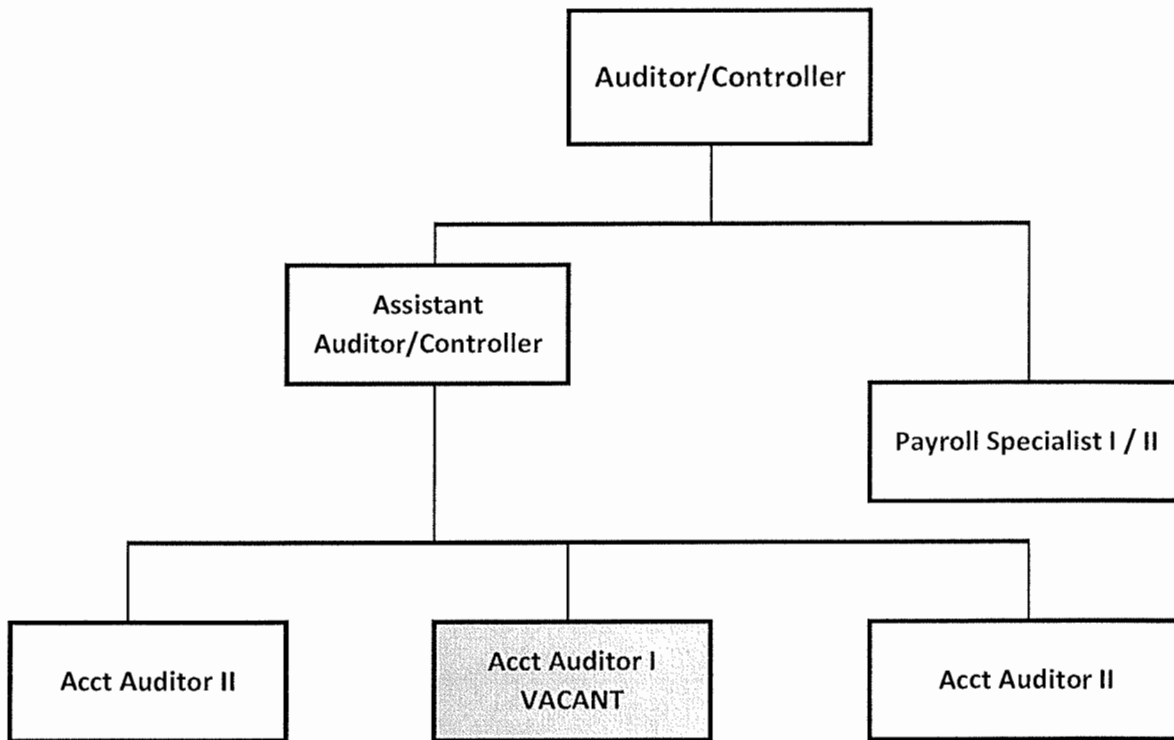
The base salary range for Accountant Auditor I: \$45,816 to \$55,680

The base salary range for Accountant Auditor II: \$50,472 - \$61,380

The actual salary will depend on the qualifications and experience of the candidate, and if the individual hired is a current employee and will have a higher salary due to the number of years employed by the county at date of hire.

Auditor Department

Organizational Chart





Classifications	Range	Unit	Monthly Salary
4-H Representative (PDF)	1723	GEN	\$2,986-\$3,631
(Return to top)			

A

Classifications	Range	Unit	Monthly Salary
Accountant (PDF)	1948	CONF	\$3,376-\$4,108
Accountant (PDF)	1812	GEN	\$3,140-\$3,822
* Accountant Auditor I (PDF)	2203	CONF	\$3,816-\$4,640 ✓
* Accountant Auditor II (PDF)	2427	CONF	\$4,206-\$5,115 ✓
Accounting Technician (PDF)	1731	GEN	\$3,000-\$3,648
Administrative Assistant I (PDF)	1389	GEN	\$2,407-\$2,931
Administrative Assistant I-Probation (PDF)	1374	PROB	\$2,381-\$2,896
Administrative Assistant II (PDF)	1532	GEN	\$2,655-\$3,232
Administrative Assistant II-Probation (PDF)	1514	PROB	\$2,624-\$3,191
Agricultural and Standards Inspector I (PDF)	2030	GEN	\$3,518-\$4,279
Agricultural and Standards Inspector II (PDF)	2361	GEN	\$4,092-\$4,976
Agricultural and Standards Inspector III (PDF)	2605	GEN	\$4,515-\$5,491
Agricultural and Standards Management Analyst I (PDF)	2102	GEN	\$3,643-\$4,432
Agricultural and Standards Management Analyst II (PDF)	2338	GEN	\$4,052-\$4,927
Agricultural and Standards Technician I (PDF)	1569	GEN	\$2,719-\$3,314
Agricultural and Standards Technician II (PDF)	1721	GEN	\$2,983-\$3,629
Agricultural and Standards Technician III (PDF)	1870	GEN	\$3,241-\$3,945
Agricultural Commissioner - Sealer of Weights and Measures (PDF)	FLAT	DEPT H	\$6,200-\$7,300
Alcohol and Drug Administrator (PDF)	FLAT	DEPT H	\$6,250-\$7,500

ACCOUNTANT AUDITOR I

DEFINITION

Under supervision, to perform accounting, auditing and fiscal analysis in the preparation, maintenance, analysis, and verification of the County's fiscal and budget records; to assist with the maintenance of information on County tax rates and rolls; to assist with control of the County's budget; to learn the methods and procedures used by the Auditor/Controller's Office; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and training level in the Accountant/Auditor class series. Incumbents perform a variety of less complex accounting and auditing work. Incumbents are expected to increase their skill and knowledge of technical accounting and auditing procedures during the training period. As soon as an incumbent has demonstrated substantive knowledge of the Department's procedures and policies and the ability to independently perform complex accounting work, as well as assist with auditing functions, they may expect promotion to the next higher level of Accountant/Auditor II.

REPORTS TO

Assistant Auditor/Controller

CLASSIFICATIONS DIRECTLY SUPERVISED

None

ACCOUNTANT/AUDITOR I - 2

EXAMPLES OF DUTIES

- Performs accounting work in the establishment and maintenance of County fiscal records.
- Assists with processing additions, changes, and deletions to the County tax rolls.
- Assists with maintaining proper tax roll fiscal balances.
- Assists with analyzing the impact of the tax roll changes on County revenue.
- Maintains a variety of ledgers and journals.
- Reviews fiscal records to insure proper disbursement of funds to different accounts.
- Prepares financial statements and reports.
- Assists with audits of County funds and programs.
- Assists with the analysis and approval of fund transfers, insuring that they meet program and legal requirements.
- Assists with maintaining proper controls on trust accounts.
- Provides backup for payroll preparation.
- Compiles information for state financial reports.
- Gathers information for the preparation and control of the County budget.
- Operates computers, maintaining and updating files and databases.
- Operates office equipment.

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 office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

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

ACCOUNTANT/AUDITOR I - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- General accounting theory, principles, and practices, and their application to a variety of accounting transactions and problems.
- Cost accounting and budgeting procedures.
- Basic auditing theory and techniques.
- Budget development and control.
- Excel (intermediate skill level), Word (basic skill level).
- Office management methods and procedures.

Ability to:

- Perform technical accounting work.
- Analyze and evaluate financial data, researching and gathering appropriate information to resolve problems.
- Monitor and update fiscal records.
- Prepare a variety of financial reports and statements.
- Make mathematical calculations quickly and accurately.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Establish and maintain cooperative working relationships.
- Work as a team-player.
- Maintain positive attitude towards co-workers and the public.

ACCOUNTANT/AUDITOR I - 4

TRAINING AND EXPERIENCE

Equivalent of successful completion of the courses required for a major in accounting at an accredited four (4) year college or university;

OR

Successful completion of a professional accounting curriculum given by an approved institution which included courses in elementary and advanced accounting, auditing, cost accounting, and business law;

OR

Three years of responsible professional accounting experience. A combination of two or more of the following skills would qualify: knowledge of financial statement preparation and analysis; experience using a computerized accounting system; preparation of financial reports and reconciliations; filing reports with outside agencies; payroll and payroll reporting.

OR

Other combinations of experience and education may be considered.

Special Requirements:

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

ACCOUNTANT AUDITOR II

DEFINITION

Under supervision, to perform accounting, auditing and fiscal analysis in the preparation, maintenance, analysis, and verification of the County's fiscal and budget records; to maintain information on County tax rates and rolls; to assist with control of the County's or a Department's budget; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the Accountant/Auditor class series. Incumbents perform a variety of complex accounting and auditing work. Incumbents are expected to have substantial accounting and auditing knowledge and background. Incumbents may be assigned responsibility for a special fiscal area such as fiscal monitoring for a department or departments which have complex financial reporting requirements.

REPORTS TO

Assistant Auditor/Controller.

CLASSIFICATIONS DIRECTLY SUPERVISED

None

ACCOUNTANT/AUDITOR II - 2

EXAMPLES OF DUTIES

- Performs technical accounting work in the establishment and maintenance of County fiscal records.
- Assists with processing additions, changes, and deletions to the County tax rolls.
- Maintains proper tax roll fiscal balances.
- Apportions tax roll monies to the proper accounts and funds.
- Analyzes the impact of the tax roll changes on County revenue.
- Maintains fixed asset inventories.
- Maintains a variety of ledgers and journals.
- Reviews fiscal records to insure proper disbursement of funds to different accounts.
- Prepares financial statements and reports.
- Assists with audits of County funds and programs.
- Assists with the analysis and approval of fund transfers, insuring that they meet program and legal requirements.
- Maintains proper controls on trust accounts.
- Reviews and reconciles County and special district warrants.
- Provides backup for payroll preparation.
- Compiles information for state financial reports.
- Gathers information for the preparation and control of the County budget.
- Operates computers, maintaining and updating files and databases.
- Operates office equipment.

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 office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

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

ACCOUNTANT/AUDITOR II - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- General accounting theory, principles, and practices, and their application to a variety of accounting transactions and problems.
- Cost accounting and budgeting procedures.
- Auditing theory, principles, and techniques and their application to government finance.
- Laws and regulations affecting the financial operations of the County and special districts.
- Principles of account classification.
- Budget development and control.
- Excel (intermediate skill level), Word (basic skill level).
- Office management methods and procedures.

Ability to:

- Perform technical accounting work.
- Analyze and evaluate financial data, researching and gathering appropriate information to resolve problems.
- Monitor and update fiscal records.
- Prepare a variety of financial reports and statements.
- Make mathematical calculations quickly and accurately.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Establish and maintain cooperative working relationships.
- Work as a team player.
- Maintain positive attitude towards co-workers and public.

ACCOUNTANT/AUDITOR II - 4

TRAINING AND EXPERIENCE

One (1) year of experience comparable to that of an Accountant/Auditor I with Plumas County,
AND

Equivalent to successful completion of the courses required for a major in accounting at an accredited four (4) year college or university.

OR

Successful completion of a professional accounting curriculum given by an approved institution which included courses in elementary and advanced accounting, auditing, cost accounting, and business law.

OR

Three years of responsible professional accounting experience. A combination of two or more of the following skills would qualify: knowledge of financial statement preparation and analysis; experience using a computerized accounting system; preparation of financial reports and reconciliations; filing reports with outside agencies; payroll and payroll reporting.

OR

Other combinations of experience and education may be considered.

Special Requirements:

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.



TODD JOHNS
SHERIFF/CORONER
DIRECTOR

Office of the Sheriff


Office of Emergency Services

1400 E. Main Street, Quincy, California 95971 • (530) 283-6375 • Fax 283-6344

4E1

DATE: Oct. 21, 2020

TO: Honorable Board of Supervisors

FROM: Sheriff Todd Johns 

RE: Agenda Item for the meeting of November 3, 2020

Recommended Action:

Authorize the Sheriff to purchase replacement batteries using Public Safety Power Shutoff funds for public safety communication equipment to restore resiliency and site reliability during power outages. The cost to purchase replacement batteries is \$12,728.93.

Background and Discussion:

Virtually all public safety communication equipment used in Plumas County is located at sites not owned by the County. Some have backup generators, which occasionally fail, and some sites have nothing for backup power should there be a commercial power outage.

To fill this gap, the Sheriff's Office had previously added batteries to all critical communication infrastructure equipment to assure it stays operational during power outages. All batteries used in the system are now 5-7 years old and have reached their end of useful life. Testing and actual experience in outages show these batteries now are operating at about 25%, or less, of the original capacity. Recent power outages caused considerable communication failures when the batteries could not provide the needed run time until power was restored.

Competitive quotes were solicited for the replacement batteries and Batteries and Bulbs provided the best pricing at \$12,728.93 for 56 batteries (see attached).

It is imperative that the reliability resiliency of our public safety communication systems is restored. This need is consistent with the guidelines on how PSPS funding can be used.

Batteries Plus

Quote - #P32036474

Batteries Plus Bulbs #351

4898 S Virginia St
Reno, NV 89502
Phone: (775) 825-0566
Fax: (775) 825-2966


About Your Quote-

Expires: 11/9/2020
Store Contact:
Description: 12V 100AH quote

Customer Information:

Plumas Cnty Sheriffs Off.

1400 E. Main St.
Quincy, CA 95971
Phone: (530) 283-6397
Cust #: 5302836397

Sale Items	Qty	Unit	Price	Ext Price
 SLAA12-100C/FR 12V LEAD DURA12-100C/FR Reg Price 229.99	56	Each	209.95	11757.20

Purchase Order #: Quote
Original Order #: P32036474
Sales Rep: Don Vergilio

Subtotal: 11757.20
Tax: 971.73
Total: \$12728.93

10/9/2020 2:08:13 PM
351-01
don.vergilio

P32036474

Join. Follow. Share.



Franchise Opportunities - batteriesplus.com/franchise

View our policies: [Returns](#) - [Warranty](#) - [Terms and Conditions](#) or call (800) 677-8278.

Copyright ©2020, Batteries Plus LLC. All rights reserved.



TODD JOHNS
SHERIFF/CORONER
DIRECTOR

Office of the Sheriff


Office of Emergency Services

1400 E. Main Street, Quincy, California 95971 • (530) 283-6375 • Fax 283-6344

4E2,3

DATE: Oct. 21, 2020

TO: Honorable Board of Supervisors

FROM: Sheriff Todd Johns 

RE: Agenda Item for the meeting of November 3, 2020

Recommended Actions:

Authorize the Sheriff to enter into a long term lease agreement with Digital Path, Inc. for rental space at the Radio Hill Communication Site.

Authorize the Sheriff to enter into a services agreement with Digital Path, Inc, not to exceed \$50,000, to provide services to the county for installation of equipment on radio towers.

Background and Discussion:

As the Board is aware, the Sheriff's Office has constructed a radio tower and communication equipment shelter on Radio Hill. Digital Path, Inc. is the first company to request space at the Radio Hill site. A universal lease agreement was developed by Sheriff's Office employees and County Counsel to be used for all future communication site leases for County owned facilities. This will bring constancy to a process that previously varied greatly from customer to customer.

The lease agreement provides flexibility to lower or increase the monthly fees based on equipment installed. This amount is initially set at \$855.00 per month. The lease agreement is for an initial period of five years to start when the document is signed. There is an option to extend for two additional five year periods with a cost escalator based on CPI California Cities (no less than 3% and no more than 5%).

Since the lease is essentially a "living" document subject to changes based on installed equipment, it makes sense that the Sheriff be the County's signatory as that is who will approve changes to the installed equipment and related rent adjustments.

A second services agreement with Digital Path, Inc is also included for your Board to review and authorize the Sheriff to sign. All County equipment currently located on Radio Hill needs to be moved from the CHP vault to the County's facility. This requires certified tower access personnel to complete the work. Also some work will be needed at other communication sites to line up microwave links once they are moved to the new tower on Radio Hill.

Since Digital Path, Inc. will be doing similar work in moving their own equipment, they have agreed to enter into this services agreement and move the County's equipment at the same time. Their per hour cost and framework for total hours billed is far more cost effective for the County than existing services agreements with other vendors

Both contracts have been approved as to form by County Counsel's Office.

Due to the length of the contracts, copies are available from the Clerk of the Board of Supervisors for review.



TODD JOHNS
SHERIFF/CORONER
DIRECTOR

Office of the Sheriff

Office of Emergency Services

1400 E. Main Street, Quincy, California 95971 • (530) 283-6375 • Fax 283-6344

4E4

Memorandum

DATE: October 15, 2020
TO: Honorable Board of Supervisors
FROM: Sheriff Todd Johns *TJ*
RE: Agenda Items for the meeting of November 3, 2020

It is recommended that the Board:

Approve and sign employment agreement #PCSO00124 between the Plumas County Sheriff's Office (PCSO) and Edward Obayashi.

Background and Discussion:

This employment agreement allows for Edward Obayashi to provide services to the Sheriff's Office as a contract employee.

Agreement has been reviewed and approved as to form by County Counsel.

EMPLOYMENT AGREEMENT

This Agreement is entered into by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, hereinafter referred to as "COUNTY" and EDWARD OBAYASHI, hereinafter referred to as "CONTRACT EMPLOYEE," for the provision of services to the COUNTY in the capacity of "Sheriff's Deputy/Training/Policy Advisor" with the Plumas County Sheriff's Office.

This Agreement is made with reference to following facts and circumstances:

- A. CONTRACT EMPLOYEE has been employed on a fulltime basis by the COUNTY in the duly allocated classified position of "Sheriff's Deputy/Training/Policy Advisor" subject to the collective bargaining agreement between the COUNTY and the Plumas County Sheriff's Employees Association Sheriff's Mid Management Unit.
- B. CONTRACT EMPLOYEE is considering retiring from service with the COUNTY on or before November 30, 2020, (the "retirement date"), and will submit a retirement application to the California Public Employees' Retirement System ("CalPERS") prior to the retirement date. This date is based upon the date of CONTRACT EMPLOYEE's exhaustion of accrued leave time (compensatory, vacation, and floating holidays) beginning September 13, 2020. In the event CONTRACT EMPLOYEE does not exhaust all such leave by the effective date of his retirement, it is expected that he will be paid off for the remaining balances as provided in the applicable MOU and Personnel Rules. On or before the retirement date, CONTRACT EMPLOYEE will have stopped working in all CalPERS-covered employment, including all full-time and part-time positions and any elected or appointive offices for which CONTRACT EMPLOYEE has CalPERS membership.
- C. Pending the selection and appointment of a new "Sheriff's Deputy/Training/Policy Advisor," the Plumas County Sheriff's Office is in need of experienced ongoing management, training, and the development and implementation of law enforcement policies to assure the delivery of competent law enforcement functions by the Plumas County Sheriff's Office.
- D. CONTRACT EMPLOYEE has had extensive experience and knowledge concerning management, training, and the development and implementation of law enforcement policies by reason of having served the as Sheriff's Deputy/Training/Policy Advisor with the Plumas County Sheriff's Office since July 5, 2016.
- E. As a result of his service in Plumas County and with other CalPERS agencies, CONTRACT EMPLOYEE will be a "retired annuitant" with the California Public Employees Retirement System ("CalPERS") upon his retirement.
- F. Consistent with the rules applicable to a retired annuitant, CONTRACT EMPLOYEE is willing and able to continue to provide services to COUNTY as the Sheriff's Deputy/Training/Policy Advisor pending the recruitment, selection, and qualification of a new Sheriff's Deputy/Training/Policy Advisor.

The parties agree as follows:

1. SERVICES PROVIDED

CONTRACT EMPLOYEE shall provide to the COUNTY necessary services as the Sheriff's Deputy/Training/Policy Advisor, and other duties as may be assigned. A copy of the Sheriff's Deputy/Training/Policy Advisor job description is set forth in Exhibit "A," and incorporated herein by this reference. CONTRACT EMPLOYEE's employment with COUNTY shall be not be more than 960 hours in a fiscal year (from July 1 through June 30) consistent with CalPERS rules and regulations with regard to retired annuitants, nor less than 300 hours in a fiscal year period beginning with the effective date, and on such days and times as scheduled by the Plumas County Sheriff and CONTRACT EMPLOYEE as provided in Section 5, below. CONTRACT EMPLOYEE shall not provide any services to another CalPERS agency that would jeopardize his status as a CalPERS retired annuitant, nor shall such services impair his ability to provide Plumas County with at least 300 hours of service as described above. It is CONTRACT EMPLOYEE's sole duty and responsibility to ensure compliance to maintain his status as a CalPERS retired annuitant. If CONTRACT EMPLOYEE provides any services to another CalPERS agency whether as an employee, independent contractor, or employee of a party providing services to another CalPERS agency, he will obtain advance written determination from CalPERS that doing so will not affect his status as a retired annuitant, and provide a copy of such written determination to COUNTY before undertaking such services for the other CalPERS agency.

2. TERM

CONTRACT EMPLOYEE shall be retained as the Sheriff's Deputy/Training/Policy Advisor, effective December 1, 2020, the day after his retirement date as determined in Recital B, above, and continuing until the occurrence of any of the following:

- a. The recruitment, selection, and qualification of a new Sheriff's Deputy/Training/Policy Advisor.
- b. COUNTY has abolished the position of Sheriff's Deputy/Training/Policy Advisor and has discontinued recruitment to fill the position.
- c. CONTRACT EMPLOYEE has worked the maximum number of hours permitted to be worked by a retired annuitant of the California Public Employees Retirement System.
- d. This Agreement is terminated as set forth in paragraph 3, below.

3. TERMINATION

CONTRACT EMPLOYEE may terminate this Agreement and separate from employment in good standing after having worked 300 hours as provided in Section 3, by giving at least thirty (30) days prior written notice of the proposed effective date of termination.

COUNTY may terminate this Agreement at any time, with or without cause, upon at least thirty (30) days prior written notice to CONTRACT EMPLOYEE. The parties hereby expressly waive any County Code provisions to the contrary, and/or any other County rules relating to notice of dismissal and to any rights to hearing or appeal thereon. Further, in this event, COUNTY may, at COUNTY's sole discretion, "buy-out" any part of the thirty-day period, by providing payment equal to the lesser of: 1) the unearned balance of the minimum 300 hours provided in Section 1, above, or 2) the number of hours that would have been worked during the

thirty-day period based on a 40-hour work week, (hereinafter "Severance") to CONTRACT EMPLOYEE.

Further, this contract may be terminated for cause for reasons that shall include, but not be limited to:

1. Conviction of any felony, or conviction of any misdemeanor involving dishonesty or moral turpitude.
2. Any material breach of this Agreement, including but not limited to a serious dereliction of, or inexcusable failure to perform, the duties set forth by this contract.
3. Gross insubordination.
4. Misappropriation or theft.
5. Intentional misrepresentation or willful failure to disclose a material fact to the Sheriff, the Board of Supervisors (Board), or the County Administrator.
6. A serious violation of the County's personnel rules.

Any termination for cause shall be made in good faith. Upon such termination, CONTRACT EMPLOYEE shall immediately cease providing service pursuant to this contract and will not be provided the severance pay described above.

4. SALARY

CONTRACT EMPLOYEE shall be considered an "extra-help" employee paid at an hourly rate, on bi-weekly basis, in the same manner as Plumas County employees. CONTRACT EMPLOYEE shall be paid at the hourly rate of Thirty-nine and 44/100s Dollars (\$39.44) for service as the Sheriff's Deputy/Training/Policy Advisor. For assignments requiring CONTRACT EMPLOYEE's physical presence at a work site, CONTRACT EMPLOYEE shall be paid at a rate of a minimum two (2) hours at said hourly rate. Any time worked beyond the two (2) hours minimum shall be paid in one-quarter (¼) hour increments. For remote work assignments (pursuant to the County Telecommuting Policy referred to in Section 5 "Scheduling Work" below), CONTRACT EMPLOYEE shall be paid in one-sixth (1/6) of an hour increments (10 minutes). CONTRACT EMPLOYEE shall submit a report detailing the time worked and briefly describe each task at the time he completes his bi-weekly time card.

5. SCHEDULING WORK:

Although the Parties agree that CONTRACT EMPLOYEE's outside employment shall not interfere with CONTRACT EMPLOYEE's duties and responsibilities under this agreement, both Parties understand and agree that it will not always be possible or feasible for COUNTY to provide adequate time notice to CONTRACT EMPLOYEE for him to be available to perform the services under this Agreement and that it will not always be possible or feasible for CONTRACT EMPLOYEE to provide adequate time notice to COUNTY of his availability for

the services under this Agreement. To the extent feasible, COUNTY shall notify CONTRACT EMPLOYEE of requiring the services under this Agreement at least 2 (two) weeks in advance so that CONTRACT EMPLOYEE has adequate notice to be available. To the extent feasible, CONTRACT EMPLOYEE shall notify COUNTY of his unavailability to provide the services under this Agreement at least 2 (two) weeks in advance so that CONTRACT EMPLOYEE and COUNTY may make alternate arrangements with CONTRACT EMPLOYEE. COUNTY understands and agrees that CONTRACT EMPLOYEE's availability may be limited due to circumstances, both planned and unplanned including, but not limited to, medical appointments, emergencies, pre-planned vacations, etc. In the event of a CONTRACT EMPLOYEE'S availability conflict, both Parties will make best efforts to reschedule CONTRACT EMPLOYEE's availability.

Based on the Parties' past experience with CONTRACT EMPLOYEE's duties as Sheriff's Deputy/Policy Advisor, it is expected that CONTRACT EMPLOYEE will be able to perform the services under this Agreement, with few exceptions, in a remote capacity and as is consistent with COUNTY'S Telecommuting Policy. As such, in the event of the services not requiring physical presence, CONTRACT EMPLOYEE agrees to make himself reasonably available to COUNTY to respond to requests for services under this Agreement. Provided however, that the Sheriff shall make the determination as to circumstances when CONTRACT EMPLOYEE'S personal presence at the worksite is necessary.

6. BENEFITS; EXPENSE REIMBURSEMENT

As an "extra-help" employee and a CalPERS retired annuitant, CONTRACT EMPLOYEE will not receive any benefit, incentive, compensation in lieu of benefits, or other form of compensation in addition to the hourly pay rate. However, CONTRACT EMPLOYEE will be provided with office space at the Plumas County Sheriff's Office administration building at 1400 East Main Street, Quincy, California and he will be provided with a laptop computer for Plumas County work. Given the part-time nature of the work, CONTRACT EMPLOYEE will not receive a cell phone allowance or have a vehicle assigned to his use. A vehicle will be made available upon prior approval of the Sheriff as the Sheriff determines necessary for Plumas County work assignments. Otherwise, CONTRACT EMPLOYEE will be entitled to reimbursement for job-related expenses (e.g. mileage for personal vehicle used to perform services under this Contract) for County business as generally available to COUNTY's employees

7. COMPLIANCE WITH LAWS AND ORDINANCES

CONTRACT EMPLOYEE shall perform all services pursuant to this Agreement in accordance with all applicable federal, state, county and municipal laws, ordinances, regulations, titles and departmental procedures. See attached job description and scope of work (Exhibit "A").

8. NON-ASSIGNABLE:

This Contract is personal to CONTRACT EMPLOYEE and is not assignable under any circumstances.

9. MODIFICATION

This Agreement may be modified only by a written amendment hereto, executed by both parties.

10. ATTORNEY'S FEES AND COSTS

If any court action is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs, in addition to any other relief, to which such party may be entitled.

11. INTEREST OF CONTRACT EMPLOYEE

CONTRACT EMPLOYEE hereby declares that he has no interest, direct or indirect, which would conflict in any manner or degree with the performance of service required to be performed pursuant to this Agreement, and that he shall not in the future acquire any such interest.

CONTRACT EMPLOYEE shall comply with the laws of the State of California regarding conflicts of interest, including but not limited to Government Code Section 1090, and provisions of the Political Reform Act found in Government Sections 87100 et seq., including regulations promulgated by the California Fair Political Practices Commission.

12. SEVERABILITY

If any provision of this Agreement is held to be unenforceable, the remainder of the Agreement shall be severable and not affected thereby.

13. ENTIRE AGREEMENT

This written instrument constitutes the entire agreement between the parties, and supersedes any other promises or representations, oral or written, which may have preceded it.

14. RIGHT TO CONSULT WITH COUNSEL

CONTRACT EMPLOYEE and COUNTY acknowledge that each has read and understood the contents of this written instrument, and have had the opportunity to consult with legal counsel prior to entering into this Agreement. Each warrants that it has either so consulted with legal counsel of its choice, or has elected not to so consult.

15. INTERPRETATION OF AGREEMENT

No portion of this written instrument shall be construed against the other, and all portions shall be construed as though drafted by each party.

16. NOTICES

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid. Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of the personal service, or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service. Notice to the COUNTY shall be given to the Plumas County Sheriff, 1400 East Main Street, Quincy, CA 95971, with a copy to the Plumas County Department of Human Resources, 520 Main St., Room 115, Quincy, CA 95971. Notice to CONTRACT EMPLOYEE shall be given to the last address on file with the Human Resources Department for CONTRACT EMPLOYEE.

17. INDEMNIFICATION

For purposes of indemnification and defense of legal actions, CONTRACT EMPLOYEE shall be considered an employee of the COUNTY and entitled to the same rights and subject to the same obligations as are provided for other employees of the COUNTY.

Provided, however, that this indemnification does not apply to any claims, actions, or other determination that CONTRACT EMPLOYEE is not a retired annuitant or the consequences that may result from such a determination, including, but not limited to any of the following:

- Termination of CONTRACT EMPLOYEE'S monthly CalPERS retirement allowance,
- Reinstatement from retirement,
- Repayment of retirement benefits already received,
- Payment of retroactive retirement contributions and interest,
- Loss of cost-of-living increases, or
- Loss of golden handshake benefits.

CONTRACT EMPLOYEE understands and assumes all risks related to any determination he is not a retired annuitant, and he agrees to indemnify and hold COUNTY harmless from the consequences of such a determination.

18. REPORTING

CONTRACT EMPLOYEE will report directly to the Plumas County Sheriff.

19. GENERAL PROVISIONS

This Agreement is entered into in Quincy, California, and shall be governed by California law. Venue for any action arising out of this Agreement shall lie in Plumas County, California. If a court determines that venue is not proper in Plumas County, the parties agree that venue shall be Sierra County.

This Agreement reflects the entire agreement of the parties and supersedes any prior agreements, promises or commitments. This Contract may be amended in writing by mutual consent of the parties.

20. EFFECTIVE DATE

This Agreement shall be effective on December 1, 2020, (the "Effective Date") if approved and signed by both parties.

21. SIGNATURES

[Continued on the following page.]

COUNTY:

County of Plumas,
a political subdivision of the State of California

CONTRACT EMPLOYEE:

By _____
Kevin Goss, Chair Plumas County Board of
Supervisors

Dated: _____

Ed Obayashi
EDWARD OBAYASHI
"Contract Employee"

Dated: 10/5/2020

ATTEST:

Nancy DaForno,
Clerk of the Board of Supervisors

Dated: _____

APPROVED AS TO FORM:

R. Craig Settemire
R. Craig Settemire
Plumas County Counsel

Dated: 10/6/2020

_____ COUNTY Initials

CONTRACT EMPLOYEE Initials _____

SHERIFF'S DEPUTY/TRAINING/POLICY ADVISOR

DEFINITION

Under general supervision, to perform law enforcement and crime prevention work by patrolling assigned areas and answering calls and complaints; to investigate incidents and perform identification work; to serve as deputy coroner. To plan, organize, and supervise the Training of Sheriff's Office Personnel(sworn and non-sworn); coordinates activities with other divisions and county departments; performs a variety of technical tasks relative to assigned areas of responsibility; and does related work as required or assigned.

DISTINGUISHING CHARACTERISTICS

This is a fully trained journey level classification for the performance of professional law enforcement work. Incumbents perform a wide range of law enforcement assignments. While an incumbent may be assigned to a specific area of law enforcement, he/she must be capable of performing assignments in other areas. The incumbent will be responsible for developing, implementing and overseeing the Department's training program for sworn and non-sworn personnel. This will include reviewing and writing the department's policies and procedures to comply with the latest law enforcement methods and court decisions. In addition, the incumbent will provide specialized administrative support to the Sheriff and Undersheriff.

REPORTS TO

Undersheriff/Sheriff

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Patrols assigned areas and answers calls for protection of life and property.
- Conducts preliminary investigations.
- Interrogates witnesses.
- Gathers evidence and takes statements in connection with suspected criminal activities.
- Substantiates findings of fact in court.
- Serves warrants/civil papers and makes arrests.
- Keeps firearms and other equipment in good working condition.
- Prepares detailed reports of all activities and incidents.
- Functions as a Deputy Coroner.
- May be assigned to facilitate communications with other law enforcement agencies.
- May perform staff administrative duties such as training, background investigations, crime prevention, public relations, and school liaison work.
- May be assigned to assist with follow-up, in-depth investigations for the preparation of charges in criminal cases.
- May secure search warrants and criminal complaints, preparing detailed reports.
- May make public speaking engagements at schools, fairs, official meetings and service clubs, serving as a Department spokesperson.
- May function as an undercover officer to conduct in-depth investigations for the detection and prevention of the sale of narcotics and the arrest of drug offenders.

- May perform special law enforcement assignments such as Field Training Officer, Search and Rescue, SWAT, Canine, and other areas.
- Directs, plans, organizes assigned law enforcement activities including training of sworn and non-sworn personnel.
- Establish schedules for the Sheriff's Office to facilitate the training of personnel.
- Maintains Department training equipment, updates current training curriculum, writes new training courses for certification by the Commission on Peace Officer Standards and Training (P.O.S.T.) as necessary.
- Assists in developing, recommending and implementing department/division goals and objectives.
- Implements department/division policies and procedures.
- Responsible for monitoring and updating the Sheriff's Office Manual and General Orders.
- Evaluate operations and activities of assigned responsibilities.
- Develop and implement specialized training related to county O.E.S. responsibilities for Sheriff Staff and outside county participants.
- Recommend improvements and modifications.
- Participates in the selection of staff.
- Works with employees to correct deficiencies.
- Answer questions and provide information to the public.
- Contacts and cooperate with other agencies as needed.
- Attends and participates in professional groups and committees.
- Performs related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, courtroom, and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of law enforcement program development and training.
- Procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, civil process, and arrest.
- Types of law enforcement equipment, materials, and specialty items including, but not limited to, training.
- Principles and practices of training and personnel management.
- Principles and procedures of record keeping and reporting.
- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, bailiff, and basic crime scene investigation.
- Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Laws applicable to the apprehension, retention, and treatment of juveniles.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- The general geography and topography of Plumas County.
- Use and care of Department authorized fire arms.
- First aid techniques.
- Principles of criminal identification and fingerprint classification.

Ability to:

- Organize, direct and implement a comprehensive law enforcement training program.
- Analyze problems, identify alternative solutions, project consequences of

proposed actions and implement recommendations in support of goals.

SHERIFF'S DEPUTY/TRAINING/POLICY ADVISOR-4

Ability to (continued):

- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Effectively administer a variety of law enforcement activities.
- Respond to requests and inquiries from the general public.
- Supervise the training and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Compile and forward necessary training reports to P.O.S.T. and write training courses, as necessary, for certification.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Gain cooperation through discussion and persuasion.
- Use and care for firearms.
- Perform a wide variety of professional law enforcement work.
- Understand and interpret laws and regulations relating to arrest, rules of evidence, and the apprehension, retention and treatment of prisoners and juveniles.
- Understand and interpret the Code of Civil Procedures and Civil Processes.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Secure information from witnesses and suspects.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Write clear and comprehensive reports.
- Meet standards of adequate physical stature, endurance and agility.
- Operate a motor vehicle under critical and unusual conditions.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.

TRAINING AND EXPERIENCE

Minimum qualifications for this position are:

Five years of increasingly responsible experience in law enforcement work.

Equivalent to completion of the twelfth grade, supplemented by college level courses in administration of criminal justice, police science, public administration, business administration, or a related field.

SHERIFF'S DEPUTY/TRAINING/POLICY ADVISOR-5

Special Requirements:

Possession of a P.O.S.T. Advanced Certificate.

Possession of, or ability to obtain, an appropriate, valid California Driver License issued by the California Department of Motor Vehicles.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

EXHIBIT _____

A



Kevin Correia
Director

County of Plumas Facility Services

198 Andy's Way
Quincy CA 95971



Phone: 530-283-6299
Fax: 530-283-6103

DATE: November 3, 2020

TO: Honorable Board of Supervisors

FROM: Kevin Correia – Facility Services Director

SUBJECT: Ratify, approve, and authorize Board Chair to sign contract between Facility Services and Bob's Janitorial Service

Recommendation

Ratify, approve, and authorize Board Chair to sign contract between Facility Services and Bob's Janitorial Service.

Background and Discussion

This contract will provide janitorial services for the Quincy Memorial Hall, Fairgrounds Administration building, Courthouse Annex, Courthouse, Quincy Library, Quincy Museum, Permit Center, and Facility Services building. This contract also provides for emergency janitorial services.

Bob's Janitorial Service has been providing service to Plumas County for many years. At this point in time, County Counsel is refusing to sign the contract 'Approved as to form' citing CA Government Code 31000. The claim by County Counsel is that this code requires Plumas County to hire in-house janitors employed by Plumas County. Facility Services disagrees with the opinion of County Counsel and believes this code does not require Plumas County to hire a janitorial staff and can continue contracting for janitorial services.

Contract not to exceed \$ 180,010.

A copy of the contract is on file with the Clerk of the Board.



Kevin Correia
Director

County of Plumas Facility Services

198 Andy's Way
Quincy CA 95971



Phone: 530-283-6299
Fax: 530-283-6103

DATE: November 3, 2020

TO: Honorable Board of Supervisors

FROM: Kevin Correia – Facility Services Director

SUBJECT: Request to approve and authorize Board Chair to sign Supplemental Budget Transfer to include Pavement Maintenance Management Program (PMMP) grant for Plumas County's 3 Airports.

Recommendation

Approve and authorize Board Chair to sign Supplemental Budget Transfer to include Pavement Maintenance Management Program (PMMP) grant for Plumas County's 3 Airports.

Background and Discussion

Plumas County Airports received a grant from the FAA and State of CA Aeronautics for required pavement testing of the runways and taxiways at Plumas County's three municipal airports: Chester, Quincy, and Beckwourth.

The value of the grant is \$225,000 of which the FAA is responsible for \$202,500; the State of CA Aeronautics is responsible for \$10,125; Plumas County is responsible for \$12,375. Although this additional expense was not included in the Airports FY 20/21 budget, the county's portion of the payment will be paid by an estimated \$72,000 of unanticipated and unbudgeted revenue for land leases to the US Forest Service for the use of Gansner and Nervino Airports for fire-suppression helicopter bases during the North Complex incident.

A copy of the Supplemental Budget Transfer is on file with the Clerk of the Board.

COPY

**COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET**

TRANSFER NUMBER

(Auditor's Use Only)

Department: Airports - Capital Improvements Dept. No: 20892 Date 10/23/2020

The reason for this request is (check one):

- A. ☐ Transfer to/from Contingencies OR between Departments
 B. ☒ Supplemental Budgets (including budget reductions)
 C. ☐ Transfers to/from or new Fixed Asset, within a 51XXX
 D. ☐ Transfer within Department, except fixed assets
 E. ☐ Establish any new account except fixed assets

Approval Required

Board

Board

Board

Auditor

Auditor

☐ **TRANSFER FROM OR** ☒ **SUPPLEMENTAL REVENUE ACCOUNTS**

(CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF SUPPLEMENTAL, NEW UNBUDGETED REVENUE)

Fund #	Dept #	Acct #	Account Name	\$ Amount
0110A	20892	44520	Federal - Other & FAA	202,500.00
		44582	State - Aeronautics DOT	10,125.00
		48000	Transfer In	12,375.00
Total (must equal transfer to total)				225,000.00

☐ **TRANSFER TO OR** ☒ **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

(CHECK "TRANSFER TO" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL EXPENDITURE" IF SUPPLEMENTAL, NEW UNBUDGETED EXPENSE)

Fund #	Dept #	Acct #	Account Name	\$ Amount
0110A	20892	545330	PMMP	225,000.00
Total (must equal transfer to total)				225,000.00

Supplemental budget requests require Auditor/Controller's signature

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request.

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

A) Creating new expenditure item for Pavement Maintenance Management Plan (PMMP) - new grant program

B) _____

C) _____

D) _____

Approved by Department Signing Authority: _____

☒ Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature: _____

[Handwritten Signature]

10/26/2020

Board Approval Date: _____

Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____

Initials _____

INSTRUCTIONS:

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

If one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

Transfers that are going to be submitted to the Board for approval:

- A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.



OFFICE OF THE
COUNTY COUNSEL
COUNTY OF PLUMAS

Plumas County Courthouse
520 Main Street, Room 302
Quincy, California 95971-9115
Phone: (530) 283-6240 Fax: (530) 283-6116

October 23, 2020

R. CRAIG SETTLEMIRE
COUNTY COUNSEL

GRETCHEN STUHR
DEPUTY COUNTY COUNSEL

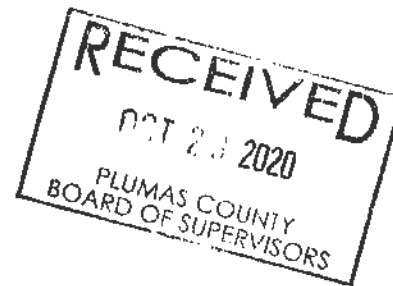
SARA G. JAMES
DEPUTY COUNTY COUNSEL

KRISTINA ROGERS
PARALEGAL

Honorable Board of Supervisors
Plumas County
520 Main Street, Room 309
Quincy, CA 95971

Re: Retirement

Hon. Supervisors:



This will serve as notice of my retirement from the office of Plumas County Counsel and termination of my employment agreement with the County of Plumas, both effective December 30, 2020, at 5:00 PM.

I have appreciated the opportunity to be of service to you, and the people of Plumas County, since my initial appointment as County Counsel ten (10) years ago, on August 1, 2010.

Respectfully submitted,

R. CRAIG SETTLEMIRE
Plumas County Counsel

RCS

cc: Gabriel Hydrick, Plumas County Administrator
Nancy Selvage, Human Resources Director

5B

RESOLUTION NO 20-____

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS TO
PARTICIPATE IN COALITION DEFENDING U.S. FISH & WILDLIFE SERVICE
DECISION THAT CALIFORNIA SPOTTED OWL DOES NOT WARRANT LISTING
UNDER FEDERAL ENDANGERED SPECIES ACT**

WHEREAS, the 2020 wildfire season in California is by far the most destructive on record, with over 4.1 million acres burned, over 9,200 structures destroyed, five of the six largest fires in California history, and at least 31 fatalities;

WHEREAS, scientific consensus as well as Governors Newsom and Brown, among others, agree that effective fire resilience requires large-scale fuels reduction, particularly combinations of mechanical thinning with prescribed burning;

WHEREAS, catastrophic fire is the single largest threat to forest-dwelling wildlife in California, by at least one order of magnitude;

WHEREAS, on November 8, 2019, the United States Fish and Wildlife Service ("Service") made a finding, pursuant to 16 U.S.C. § 1533(b)(3)(B)(i), that listing the California Spotted Owl, *Strix occidentalis occidentalis* ("CSO"), as threatened or endangered under the Endangered Species Act ("ESA") is not warranted;

WHEREAS, the ESA requires that decisions whether to list species shall be made "solely on the basis of the best scientific and commercial data available," 16 U.S.C. § 1533(b)(1)(A), and that listing determinations may take into account "the present or threatened destruction, modification, or curtailment of" the species' "habitat or range"; "overutilization" of the species "for commercial, recreational, scientific, or educational purposes;" the effects of "disease or predation;" the "inadequacy of existing regulatory mechanisms;" or "other natural or manmade factors affecting" the species' "continued existence," 16 U.S.C. § 1533(a)(1);

WHEREAS, the Service reviewed all the relevant listing factors and prepared, in June 2019, an extensive Species Status Report prior to making its November 2019 finding, and subjected the Report to scientific peer review;

WHEREAS, the Service's analysis "used the three conservation biology principles of resiliency, redundancy, and representation," and acknowledged "there are several factors that contribute to the current condition and pose a risk to future viability of the species" (Report at *ii*);

WHEREAS, the Service reviewed and analyzed potential species-level viability under three different scenarios, including a worst-case scenario, a current conditions scenario, and a scenario involving improved conditions (Report at *iii-v*);

WHEREAS, under all scenarios the Service reviewed and incorporated the best available science from the Intergovernmental Panel on Climate Change ("IPCC") and assessed the viability of the species within the range of future climate scenarios for the next 40–50 years (Report at 71);

WHEREAS, the Service's analysis considered all potential threat factors for the CSO, including Large-Scale High-Severity Fire; Tree Mortality; Drought; Interannual Climate Variability; Climate Change; Clearcutting; Mechanical Thinning; Salvage Logging; Barred Owls; Contaminants; Disease/Parasites; Development; and Recreation; and the effect of these threats on individual and population-level CSO needs, including prey, multi-layered high canopy cover, large trees, coarse woody debris, forest heterogeneity, nest trees, patch size, dispersal, survival, fecundity, occupancy, and population growth (Report at 72–107);

WHEREAS, the CSO currently exhibits high representation and moderate redundancy throughout its range, with over half the regions of the Sierra Nevada range in "moderate" or "high" condition despite the persistence of threat factors over the past 20–30 years;

WHEREAS, the Service's assessment indicated that with modest conservation measures, the CSO will very likely retain sufficient resilience, representation, and redundancy to avoid threats to its viability for the next 40–50 years;

WHEREAS, achieving the modest conservation measures necessary to ensure the species' viability requires increasing the amount of active forest management within the range of the CSO;

WHEREAS, nearly one-third of the forestland within the range of the CSO is in private ownership, and private timberland owners are taking significant measures to aid CSO conservation, including but not limited to candidate conservation agreements with assurances ("CCAAs"), habitat conservation plans ("HCPs"), and efforts with USFS, CAL FIRE, and organizations to implement a system of fuel breaks across federal, state and private forestland, and other measures;

WHEREAS, the State of California and U.S. Forest Service have entered a shared stewardship agreement to maintain and restore healthy forests to reduce risk of catastrophic wildfire, protect fish and wildlife habitat, enhance biological diversity, improve climate resilience, sequester carbon, improve recreational opportunities, and general good jobs and economic opportunities.

WHEREAS, listing the species under the ESA would hamper efforts on private, State and federal lands in California to take management actions to reduce wildfire risk and protect human health and safety, natural resources and the environment, and would increase costs and tie to implement necessary fuelbreak construction projects, fuels management/reduction projects; commercial timber harvesting projects, including thinning; and public infrastructure projects and land management actions to protect them;

WHEREAS, on August 17, 2020 a lawsuit captioned *Sierra Forest Legacy et al v. U.S. Fish & Wildlife Service et al*, No. 5:20-cv-05800-BLF, was filed in the United States District Court for the Northern District of California, challenging the Service's decision regarding listing the CSO;

WHEREAS, Plumas County has a significant interest in maintaining the ability of federal, state, and private timber managers to reduce fuels and increase forest resiliency throughout the County;

WHEREAS, interested stakeholders including CalForests, have retained the law firm of Baker Botts LLP to intervene in the above lawsuit, and the County may join the intervention efforts without expenditure of County funds;

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED, by the Plumas County Board of Supervisors, that the County Counsel is directed to engage with Baker Botts LLP and take all necessary actions for the County to intervene in the CSO lawsuit.

PASSED AND ADOPTED by the Plumas County Board of Supervisors, this 3rd day of November, 2020, by the following vote:

AYES:

NOES:

ABSENT:

Chair, Board of Supervisors

ATTEST:

Clerk of the Board of Supervisors



5E

OFFICERS

President

Lisa A. Bartlett
Orange County

1st Vice President

James Gore
Sonoma County

2nd Vice President

Ed Valenzuela
Siskiyou County

Past President

Virginia Bass
Humboldt County



EXECUTIVE DIRECTOR

Graham Knaus

September 15, 2020

TO: Chairs, Boards of Supervisors

FROM: Graham Knaus, Executive Director

SUBJECT: Nomination and Selection of CSAC Board of Directors Members

Under provisions of the CSAC Constitution, members of the Board of Directors and alternates are nominated by their respective boards of supervisors and appointed by the Executive Committee to a one-year term commencing with the first day of the CSAC Annual Conference. The 2020 CSAC conference will begin on Thursday, November 12, 2020. Any member of your Board of Supervisors is eligible for the directorship.

Each year, the new CSAC Board of Directors holds its first official meeting at the Association's annual conference. **Thus, it is important that your county appoints a representative to participate at the first meeting on Thursday, November 19, 2020.** Enclosed is a list of current Board of Directors, along with a form for your county to notify us of your Board's nomination.

Please note that if we do not receive your 2020-2021 nomination, your current Board representative will continue to serve on our Board of Directors. It is important to note that counties have the ability to change Board representatives and/or alternates at any point throughout the year subject to final appointment by the CSAC Executive Committee.

The new Board of Directors will meet during the annual conference, first by caucus (urban, suburban, and rural) to nominate CSAC Officers and Executive Committee members, and again as a full Board to elect the 2020-2021 Executive Committee and to conduct other Association business. Please note that under the CSAC Constitution, Executive Committee members are elected from the membership of the Board of Directors.

If you have any questions or need further information, please contact Korina Jones at (916) 327-7500 x 508 or by email at kjones@counties.org.

Enclosures

cc: 2020 Board of Directors
Clerks, Board of Supervisors



California State Association of Counties
1100 K Street, Suite 101
Sacramento, CA 95814
Phone (916) 327-7500
Facsimile (916) 321-5047

NOMINATION OF CSAC BOARD OF DIRECTORS MEMBER FOR YEAR 2020 – 2021

The Board of Supervisors nominates the following named Supervisor(s) to a position on the CSAC Board of Directors for the 2020 – 2021 Association year beginning Thursday, November 12, 2020.

County Name:

Director:

Alternate(s):

Name of individual completing form:

Does the Board of Directors member plan to attend the CSAC Annual Conference:

Yes:

No:

PLEASE RETURN TO:

Korina Jones
California State Association of Counties
1100 K Street, Suite 101
Sacramento, CA 95814
Email: kjones@counties.org

CALIFORNIA STATE ASSOCIATION OF COUNTIES

Board of Directors

2019-2020

SECTION	President:	Lisa Bartlett, Orange
U=Urban	First Vice President:	James Gore, Sonoma
S=Suburban	Second Vice President:	Ed Valenzuela, Siskiyou
R=Rural	Immediate Past President:	Virginia Bass, Humboldt

SECTION	COUNTY	DIRECTOR
U	Alameda County	Keith Carson
R	Alpine County	Terry Woodrow
R	Amador County	Richard Forster
S	Butte County	Debra Lucero
R	Calaveras County	Merita Callaway
R	Colusa County	Denise Carter
U	Contra Costa County	John Gioia
R	Del Norte County	Chris Howard
R	El Dorado County	John Hidahl
U	Fresno County	Buddy Mendes
R	Glenn County	Keith Corum
R	Humboldt County	Estelle Fennell
S	Imperial County	Raymond Castillo
R	Inyo County	Jeff Griffiths
S	Kern County	Zack Scrivner
R	Kings County	Craig Pedersen
R	Lake County	Bruno Sabatier
R	Lassen County	Chris Gallagher
U	Los Angeles County	Mark Ridley-Thomas
R	Madera County	David Rogers
S	Marin County	Damon Connolly
R	Mariposa County	Miles Menetrey
R	Mendocino County	Carre Brown
S	Merced County	Lee Lor
R	Modoc County	Patricia Cullins
R	Mono County	John Peters
S	Monterey County	Luis Alejo
S	Napa County	Diane Dillon
R	Nevada County	Ed Scofield

U	Orange County	Lisa Bartlett
S	Placer County	Bonnie Gore
R	Plumas County	Lori Simpson
U	Riverside County	Chuck Washington
U	Sacramento County	Susan Peters
R	San Benito County	Jim Gillio
U	San Bernardino County	Janice Rutherford
U	San Diego County	Greg Cox
U	San Francisco City & County	TBA
U	San Joaquin County	Bob Elliott
S	San Luis Obispo County	Bruce Gibson
U	San Mateo County	Carole Groom
S	Santa Barbara County	Das Williams
U	Santa Clara County	Susan Ellenberg
S	Santa Cruz County	Bruce McPherson
S	Shasta County	Leonard Moty
R	Sierra County	Lee Adams
R	Siskiyou County	Ed Valenzuela
S	Solano County	Erin Hannigan
S	Sonoma County	David Rabbitt
S	Stanislaus County	Vito Chiesa
R	Sutter County	Dan Flores
R	Tehama County	Robert Williams
R	Trinity County	Judy Morris
S	Tulare County	Amy Shuklian
R	Tuolumne County	Karl Rodefer
U	Ventura County	Kelly Long
S	Yolo County	Jim Provenza
R	Yuba County	Gary Bradford

ADVISORS

Bruce Goldstein, County Counsels Association, Past President, Sonoma County

Carmel Angelo, California Association of County Executives, President, Mendocino County