

RESOLUTION NO. 13-7902

**RESOLUTION TO ADOPT THE JOB DESCRIPTION AND SALARY  
CLASSIFICATION OF PUBLIC WORKS FISCAL  
OFFICER/ADMINISTRATIVE SERVICES MANAGER**

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

**WHEREAS**, a reclassification request was provided to the Human Resources Department in January of 2012; and

**WHEREAS**, after reviewing the information provided by the Public Works Director, the questionnaire that was completed by the employee, and the interviews that were conducted to determine if the Department Fiscal Officer II is working outside of their current classification; and

**WHEREAS**, the organization structure has changed which has provided a greater responsibility in providing direction, supervision and training beyond the classification within the office support classifications. In the organization structure of the Public Works Department, this position is just under the Deputy Director of Public Works; and

**WHEREAS**, the salary range for the Public Works Fiscal Officer/Administrative Services Manager will be set at range 2428; and

**WHEREAS**, Operating Engineers Representative, Mr. Gregory Ramirez was provided a copy of this job description and offered to meet and confer. Mr. Ramirez has responded to the Human Resources Director that the Union has no issue with the job description or the salary classification.

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

The County's classification plan is hereby amended to reflect the addition of the Public Works Fiscal Officer/Administrative Services Manager, at the salary range of 2428, as presented to the Board.

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 3<sup>rd</sup> day of September, 2013 by the following vote:

AYES: Supervisors THRALL, GOSS, KENNEDY, SIMPSON, SWOFFORD  
NOES: Supervisors NONE  
ABSENT: Supervisors NONE

ATTEST:

  
Clerk of the Board

  
Chairperson, Board of Supervisors