



## **BOARD OF SUPERVISORS**

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

**AGENDA FOR REGULAR MEETING OF NOVEMBER 17, 2020 TO BE HELD AT 10:00 A.M.  
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

[www.countyofplumas.com](http://www.countyofplumas.com)

**9:00 A.M. – COMMUNITY DEVELOPMENT COMMISSION**

### **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](mailto: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) **FACILITY SERVICES**

Approve and authorize the Chair to sign agreement, not to exceed \$62,400, between County of Plumas and Environmental Systems, Inc. to change/update all door controls and software at the Courthouse Annex; approved as to form by County Counsel [View Item](#)

- B) **DISTRICT ATTORNEY**

Authorize the District Attorney to extend an Extra-Help employee's 30 day limit through December 31, 2020 [View Item](#)

- C) **PUBLIC HEALTH AGENCY**

Approve submission of the California Children's Services and Child Health and Disability Prevention Plans for FY 2020-2021, and authorize the Chair to sign the Certification Statements for the California Children's Services and Child Health and Disability Prevention Programs [View Item](#)

3. **DEPARTMENTAL MATTERS**

- A) **HUMAN RESOURCES** – Nancy Selvage

Adopt **RESOLUTION** to amend Job Classifications and Base Wages for Paralegal I, Paralegal II, and Paralegal III for Fiscal Year 2020-2021 (County Counsel – 20080). **Roll call vote** [View Item](#)

- B) **PUBLIC WORKS** – Robert Perreault

Beckwourth County Service Area: Authorize payment of \$1,646, without a contract, to Jet Plumbing for emergency repair of sewer pump; discussion and possible action [View Item](#)

- C) **PROBATION** – Erin Metcalf

Authorize Probation to recruit and fill vacant, funded and allocated 1.0 FTE Probation Assistant; and 1.0 FTE Deputy Probation Officer I/II positions; discussion and possible action [View Item](#)

- D) **SHERIFF** – Todd Johns

Approve supplemental budget of \$25,000, for receipt of unanticipated revenue (CARES Relief Funding) for the Jail (70380); and authorize the purchase of fixed assets (commercial washer and dryer); **four/fifths required roll call vote** [View Item](#)

#### **4. BOARD OF SUPERVISORS**

- A. **PUBLIC HEARING:** Conduct public hearing, and finalize approval of the following projects, tentatively approved on October 6, 2020, for 2018-2019 Secure Rural Schools Title III funding (Plumas County Sheriff, OES Radio Tower and Vault Project - \$71,875; Plumas County Sheriff, Search & Rescue \$50,000; Plumas County Wildfire Prevention - \$65,000); discussion and possible action [View Item](#)
- B. Approve and authorize the Chair to sign Response to the FY 2019-2020 Grand Jury Report; discussion and possible action
- C. Set Board meeting schedule for December 2020
- D. Correspondence
- E. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations
- F. Appointments [View Item](#)

#### **RURAL COUNTIES ENVIRONMENTAL SERVICES JPA**

Select Delegate and Alternate for the 2021 Rural Counties ESJPA

#### **5. 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. 110-062-008
- B. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (one case)
- C. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- D. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

##### **REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)**

#### **ADJOURNMENT**

Adjourn meeting to Tuesday, December 1, 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

JA

Kevin Correira  
Director

Board Meeting: November 17, 2020

To: The Honorable Board of Supervisors

From: Kevin Correira, Director

Subject: Approve and Authorize board chair to sign Construction Agreement  
Between the County and Environmental Systems Inc. to install  
automatic door hardware and software at the County Annex not to  
exceed Sixty Two Thousand Four Hundred Dollars (\$62,400)

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### Background

The door controls for the County annex building are maintained by Siemens industry Inc. which is a proprietary (meaning, we do not have the software to work on them) company that charges us exorbitant amount of fees to come from their satellite office in Sacramento to do the door repairs. With the installation of new Delta Controls and software we will now be able to do repairs ourselves, plus the Software will be on the web.

### Recommendation

Approve And Authorize Board Chair to sign agreement between the county and Environmental Systems Inc. to have all new door systems and controls installed.



JB

## OFFICE OF THE DISTRICT ATTORNEY

**David Hollister, District Attorney**

520 Main Street, Room 404 · Quincy, California 95971  
(530) 283-6303 · Fax (530) 283-6340

**Date:** November 17, 2020

**To:** The Honorable Board of Supervisors

**From:** David Hollister, District Attorney

**Subject:** Extension of Extra-Help Position

### **Recommendation:**

- A. Approve the District Attorney's request to extend an extra-help employee's 30 day limit.

### **Background and Discussion**

On October 6, 2020, our office hired a part-time extra-help employee. This position serves as part of our internship program where we employ local high school and college students who intend to pursue law as a career. This employee is engaged in a series of projects providing experience for her and a valuable resource for the DA's office. Due to her limited availability, she has been unable to complete the project that she was hired to do. As she is only available to work 16 hours a week, I am requesting that the Board extend her employment through December 31, 2020. This will allow ample time for the project to be completed.

The funding for this is included in the approved 20-21 fiscal year budget.



# PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



*Growing Healthy Communities*

JC

**Date:** November 6, 2020

**To:** Honorable Board of Supervisors

**From:** Andrew Woodruff

**Agenda:** Item for November 17, 2020

**Recommendation:** Approve submission of the California Children's Services and Child Health and Disability Prevention Plans for FY 2020-2021, and direct the Chair to sign the Certification Statements for the California Children's Services and Child Health and Disability Prevention Programs.

**Background and Discussion:** As the Board may recall, Child Health and Disability Prevention (CHDP) is a California Department of Health Services program designed to provide routine health exams, immunizations and health education to children from low and moderate income families. Through this program, Plumas County Public Health Agency provides outreach to eligible families and children, coordination with local health care providers, education and training of medical providers regarding treatment protocols, coordination with other County agencies, and follow-up and referral of children with identified medical conditions. Additional funds provide for a nurse to work with Foster Care Agencies, Social Services, Probation Department, and to coordinate health care for children in foster care. The California Children's Services (CCS) Program provides diagnostic screening, medical treatment, and nurse case management for sixty to eighty families needing access to special services for medically fragile infants, or children, and assistance with travel and housing for those who must go out of county to access specialized medical care.

In order to continue to receive State and Federal funds for the CCS and CHDP programs, the Chair of the Board of Supervisors is required to certify program compliance with Federal and State laws and regulations related to the Health and Safety Code, Welfare and Institutions Code, Children's Medical Services Plan and Fiscal Guidelines Manual, and Title V and XIX of the Social Security Act. This must be done on an annual basis as the certification is valid for one year.

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

3A

## **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971  
(530) 283-6444 FAX (530) 283-6160  
Email: [nancyselvage@countyofplumas.com](mailto:nancyselvage@countyofplumas.com)



**DATE:** November 4, 2020

**TO:** The Honorable Board of Supervisors

**FROM:** Nancy Selvage, Human Resources Director

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF NOVEMBER 17, 2020.  
**RE: ADOPT RESOLUTION TO AMEND JOB CLASSIFICATIONS AND BASE WAGES FOR PARALEGAL I, PARALEGAL II, AND PARALEGAL III FOR FISCAL YEAR 2020/2021 COUNTY COUNSEL #20080**

### **IT IS RECOMMENDED THAT THE BOARD:**

Adopt Resolution to amend both job descriptions and base wages for the Paralegal job classification series, Paralegal I, Paralegal II, and Paralegal III. These job classifications are in the Confidential Unit within the County Counsel's Office #20080.

### **BACKGROUND AND DISCUSSIONS**

This has been a long process, revisited throughout the past three years after the initial request by County Counsel, back on April 17, 2017. Considerable time has lapsed since the initial request. It was not until the Board of Supervisors adopted the new updated job descriptions and base wages for the District Attorney's Legal Secretary Series job classification series, that the Human Resources Director was directed by the Board of Supervisors to review the Paralegal base wages for this job classification series and bring it back to the Board for review. The discrepancy was discussed during the Board of Supervisors meeting concerning base pay rates between the department's job classifications.

These job descriptions have not been updated since 1995 and required a few updates to bring up to date. The base wages low compared to several positions within the County's pay schedule. These are paraprofessional positions class series in the Confidential Unit. These positions performs paralegal work in a variety of complex, program areas or specialty fields under general direction of an attorney in accordance with ABA Rules of Professional Conduct. This 1 FTE funded and allocated position supports the County County's office for Plumas County. In addition serves manages the Small Claim Advisor Program.

I have attached the updated job descriptions and marked up job descriptions for review as well as proposed base wages for the Paralegal job classification series I, II, and III. I recommend the following pay adjustments:

Job Classification	Current Base Wage	Proposed Base Wage
Paralegal I	\$17.06	\$21.24
Paralegal II	\$18.82	\$23.42
Paralegal III	\$20.76	\$26.85

Included in the Exhibits is the list of confidential Unit job classifications and their pay schedules. I provided this new information to the Confidential Unit and requested a meet and confer obligations with this unit. The meet and confer included the proposed base wages and updated job descriptions. We met our meet and confer obligation with no issues.

I recommend approving the attached Resolution revising base pay rates for the Confidential Unit Paralegal I, Paralegal II, and Paralegal III and their associated updated job descriptions for the County Counsel Department #20080.

Thank you for considering this request.

Attachments:

Exhibit A: Marked up job, current job descriptions, and proposed updated job descriptions

Exhibit B: Five-Year Cost Projections

Exhibit C: Confidential Unit Pay Schedule

Exhibit C: County Counsel's Organizational Chart

**RESOLUTION TO AMEND BASE WAGES FOR JOB CLASSIFICATION  
PARALEGAL I, PARALEGAL II, AND PARALEGAL III FOR FISCAL YEAR  
2020/2021 FOR COUNTY COUNSEL DEPARTMENT #20080**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2020/2021 Job Classification covering all positions in the County service; and

**WHEREAS**, The Board of Supervisors directed Human Resources Director to review the base pay rates for the Paralegal I/II/III job classifications; and

**WHEREAS**, the 1.0 FTE funded and allocated position is necessary in the daily operational needs of the County Counsel Department; and

**WHEREAS**, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution to amend the County's base rate of pays for 1.0 FTE for Paralegal I base wage 2124, II base wage 2342, and III base wage 2685 funded and allocated for the County Counsel Department #20080; and

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

Approve the amendments to the Fiscal Year 2020/2021 Job Classification Plan for the following 1.0 FTE funded and flexibly allocated positions:

<u>Job Classification</u>	<u>Current Base Wage</u>	<u>Proposed Base Wage</u>
Paralegal I	\$17.06	\$21.24
Paralegal II	\$18.82	\$23.42
Paralegal III	\$20.76	\$26.85

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 17<sup>th</sup> day of November, 2020 by the following vote:

**AYES:** Supervisors:  
**NOES:** Supervisors:  
**ABSENT:** Supervisors:

\_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Clerk, Board of Supervisors

# Exhibit A

PLUMAS COUNTY

REVISED: 11/2020

## PARALEGAL I

### **DEFINITION**

Under general supervision, to perform a variety of paralegal, legal secretarial, and general clerical duties in support of the County Counsel's Office; to provide secretarial support to the County Counsel; and to do related work as required

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized paraprofessional class series in the Confidential Unit. An incumbent in the Paralegal I class performs the duties with a lesser degree of independence and discretion than a Paralegal II. Work under the formal supervision of an attorney. It is the entry and first working level for the series.

### **REPORTS TO**

County Counsel, Assistant County Counsel, or Deputy County Counsel.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## PARALEGAL I - 2

### **EXAMPLES OF DUTIES**

- Provides support and assists with the Small Claim Court Advisor Program.
- Provides basic small claims litigation support to litigants on legal issues including explaining procedures depending on the type of case, proper jurisdiction, appropriate forms, and procedures.
- Performs small claims legal research as required.
- Responds to inquiries relating to small claims.
- Confers with various departments in order to draft routine resolutions/ordinances for presentation to Board of Supervisors.
- Answers inquiries to County Counsel's Office concerning routine legal questions, status of pending litigation actions and Board of Supervisor's actions.
- Reviews and organizes files based on case specifications and attorney requests.
- Provides litigation support through activities such as file maintenance, litigation calendars, preparation of notices, subpoenas, depositions summaries and other documents.
- Maintains records of case dispositions.
- Calendars action.
- Prepares notices and/ or subpoenas.
- Prepares deposition summaries.
- Communicates with law firms and the Courts.
- Drafts basic pleading.
- Performs basic legal research and analysis of a variety of legal documents, learning more comprehensive legal research methods.
- Prepares expenditure claims and submits them to the Auditor.
- Assists with Department's annual budget preparation.
- Monitors budget and expenditures.
- Orders office materials and supplies.
- Performs word processing duties to produce a variety of legal documents including resolutions, ordinances, legal opinions, contracts, briefs, leases, and agreements.
- Provides secretarial and administrative support to the County Counsel and Deputy County Counsel office staff.
- Maintains appointment calendars, scheduling meetings and preparing travel arrangements.
- Serves as secretary for committees, transcribing, preparing, and distributing meeting minutes.
- Opens and routes mail.
- Copies, files, and FAXs correspondence.
- Serves as receptionist, screening calls, greeting visitors, and providing information and assistance to the public.

## PARALEGAL I - 3

### **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; occasionally works outside; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Legal terminology, forms and documents used in legal support work.
- Legal procedures and practices involved in drafting, processing, and filing a variety of legal documents.
- Basic knowledge of standard legal references materials and legal research techniques.
- Correct English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures.
- Maintenance of filing and information retrieval systems.
- Filing techniques.
- Basic Law Library procedures.

#### **Ability to:**

- Perform the more routine specialized legal and secretarial work involving the use of independent judgment and initiative.
- Learn to perform varied and responsible legal research assignments.
- Draft resolutions, ordinances, and legal documents.
- Maintain accurate records and prepare reports.
- Take and transcribe dictation at a speed necessary for successful job performance.
- Type at a speed necessary for successful job performance.
- Prepare legal documents, correspondence and memoranda.
- Communicate effectively, both orally and in writing.
- Read, comprehend, and analyze a variety of legal documents, files, records.
- Read, comprehend, and interpret applicable Federal and State laws, statutes, and codes.
- Effectively represent County Counsel's Office and services with the public.
- Establish and maintain cooperative working relationships.

## **PARALEGAL I - 4**

### **Training and Experience:**

Qualifications needed for this position:

Two (2) years of legal secretarial and support experience comparable to a Legal Secretary with Plumas County.

Equivalent to completion of a specialized course of paralegal training.

### **Special Requirement:**

Possession of a college paralegal certificate is highly desirable.

Possession of a valid California Driver's License issued by the Department of Motor Vehicles and an insurance certificate proving adequate vehicle insurance. The valid California Driver's 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.

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**PARALEGAL II**

**DEFINITION**

Under direction, to perform a variety of paralegal, legal secretarial, and general clerical duties in support of the County Counsel's Office; to provide secretarial support to the County Counsel; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a specialized paraprofessional class series in the confidential Unit. An incumbent in the Paralegal II class performs the duties with a greater degree of independence and discretion and may be assigned program management responsibilities as well as providing legal research for County Departments. The Paralegal I is an entry working level and performs specialized paralegal duties of a routine nature and under the formal supervision of an attorney.

**REPORTS TO**

County Counsel, Assistant County Counsel, or Deputy County Counsel.

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## PARALEGAL II - 2

### **EXAMPLES OF DUTIES**

- Manages the Small Claim Court Advisor Program.
- Provides small claims litigation support to litigants on legal issues including explaining procedures depending on the type of case, proper jurisdiction, appropriate forms, and procedures.
- Performs small claims legal research as required.
- Responds to inquiries relating to small claims.
- Confers with various departments in order to draft routine resolutions/ordinances for presentation to Board of Supervisors.
- Answers inquires to County Counsel's Office concerning routine legal questions, status of pending litigation actions and Board of Supervisor's actions.
- Discusses pending business and case strategy with attorneys.
- Reviews and organizes files based on case specifications and attorney requests.
- Provides litigation support through activities such as file maintenance, litigation calendars, preparation of notices, subpoenas, depositions summaries and other documents.
- Maintains records of case dispositions.
- Calendars action.
- Prepares notices and / or subpoenas.
- Prepares deposition summaries.
- Communicates with law firms and the Courts.
- Drafts basic pleading.
- Performs legal research and analyzes a variety of legal documents, files, and records.
- Drafts and prepares the office budget.
- Prepares expenditure claims and submits them to the Auditor according to deadlines.
- Monitor changes to government guidelines or regulations and submit reports on pertinent changes.
- Assists with Department's annual budget preparation.
- Monitors Department's budget and expenditures.
- Orders office materials and supplies.
- Performs word processing duties to produce a variety of legal documents including resolutions, ordinances, legal opinions, contracts, briefs, leases, and agreements.
- Provides secretarial and administrative support to the County Counsel and Deputy County Counsel office staff.
- Maintains appointment calendars, scheduling meetings and preparing travel arrangements.
- Serves as secretary for committees, transcribing, preparing, and distributing meeting minutes.
- Opens and routes mail.
- Copies, files, and FAXs correspondence.
- Serves as receptionist, screening calls, greeting visitors, and providing information and assistance to the public.

## PARALEGAL II - 3

### **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; occasionally works outside; continuous contact with staff and the public.

### **KNOWLEDGE OF**

- Legal terminology, forms and documents used in legal support work.
- Legal procedures and practices involved in drafting, processing, and filing a variety of legal documents.
- Standard legal references materials and legal research techniques.
- Correct English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures.
- Maintenance of filing and information retrieval systems.
- Filing techniques.
- Law Library procedures.
- Small claim rules and procedures.
- Policies, procedures, and practices common to the management of a law office.
- Basic accounting techniques.

### **ABILITY TO**

- Perform specialized legal and secretarial work involving the use of independent judgment and initiative.
- Perform varied and responsible legal research assignments.
- Draft resolutions, ordinances, and legal documents.
- Maintain accurate records and prepare reports.
- Act as an advisor to litigants involved in small claims cases.
- Take and transcribe dictation at a speed necessary for successful job performance.
- Type at a speed necessary for successful job performance.
- Prepare legal documents, correspondence and memoranda.
- Communicate effectively, both orally and in writing.
- Prepare and monitor an office budget.
- Read, comprehend, and analyze a variety of legal documents, files, records.
- Read, comprehend, and interpret applicable Federal and State laws, statutes, and codes.
- Effectively represent County Counsel's Office and services with the public.
- Establish and maintain cooperative working relationships.

**TRAINING AND EXPERIENCE**

Qualifications needed for this position:

One (1) year of experience comparable to a Paralegal I with Plumas County.

Equivalent to completion of a specialized course of paralegal training.

**SPECIAL REQUIREMENT**

Possession of a college paralegal certificate is highly desirable.

Possession of a valid California Driver's License issued by the Department of Motor Vehicles and an insurance certificate proving adequate vehicle insurance. The valid California Driver's 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.

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## **PARALEGAL III**

### **DEFINITION**

Under general direction, of County Counsel to provide all support work in a legal office, including the highest level of paralegal work, legal secretarial, and general support duties; functions as the office manager, budget preparation, tracks fiscal expenses and procures office supplies; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced specialized paraprofessional class series in the Confidential Unit. An incumbent in the Paralegal III class performs paralegal work in a variety of complex, program areas or specialty fields under general direction of an attorney in accordance with ABA Rules of Professional Conduct. This job is distinguished from the Paralegal II due to the independent discretion and judgment of the incumbent. Extensive experience and highly developed skills are required to perform the duties assigned. Projects assigned to this position are highly complex in nature and usually have a larger impact on the county than projects handled by lower level paralegals/legal assistants.

### **REPORTS TO**

County Counsel, Assistant County Counsel, or Deputy County Counsel

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

May supervise or serve as a lead worker to Legal Assistants, Paralegal I, Paralegal II and other clerical support staff

**EXAMPLES OF DUTIES**

- Manages the Small Claim Court Advisor Program.
- Provides legal advice to small claims litigants on legal issues including, but not limited to explaining procedures, proper jurisdiction, appropriate use of forms and assistance on presenting claim, motions, etc. before the court.
- Pursues continuing education to stay informed and aware of changing laws, procedures and forms pertaining to small claims.
- Develops, revises and implements office policies and procedures.
- Develops and provides input into budget matters, service and supply requisitions.
- Provides responsive, high quality service to County employees, representative of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
- Drafts legal opinions, contracts, leases, agreements, drafts motions, petitions and orders brought before the court.
- Performs legal research on an extensive level with little or no direct supervision.
- Confers with county departments in order to draft resolutions/ordinances for presentation to Board of Supervisors.
- Evaluate answers inquires to the department concerning routine legal questions, status of pending litigation and matters pertaining to the Board of Supervisor's agenda items.
- Discusses and analyzes pending business and case strategy with attorneys.
- Provides litigation support through activities such as file maintenance, litigation calendars, preparation of notices, subpoenas, depositions summaries and other related documents and/or other written materials, searches, retrieves and/or researches public and private records in accordance with applicable state and federal laws governing access to these records.
- Determines needs in discovery, and/or complete discovery; participates in decision making strategy sessions in preparing cases for court.
- Maintains document and organizes case files and trial folders.
- Prepare trial or hearing materials including organizing evidence, preparing trial displays and exhibits, locating, obtaining, tracking and disseminating information/evidence, etc., manages trial exhibits, and evidence procedures are followed/completed.
- Takes note and make observation during proceeding; assist in tracking existing and proposed legislation.
- Serves as a receptionist, screening calls greeting visitors and providing information and assistance to the public.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; repetitive use of hands; bending and twisting waist and of neck, continuous upward and downward flexion of the neck, squatting, simple grasping, reaching above and below shoulder level and carrying files weighing up to 10 pounds; 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; occasionally works outside; continuous contact with staff and the public.

#### **KNOWLEDGE OF:**

- Small claim rules and procedures.
- Legal terminology, forms and documents used in legal support work.
- Legal procedures and practices involved in drafting, processing, and filing a variety of legal documents.
- Standard legal references materials and legal research techniques.
- Correct and proper English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures.
- Maintenance of filing and information retrieval systems.
- Filing techniques.
- Policies, procedures, and practices common to the management of a law office.
- Basic accounting techniques.

#### **ABILITY TO:**

- Perform specialized legal and secretarial work involving the use of independent judgment and initiative.
- Perform varied and responsible legal research assignments.
- Draft a variety of legal documents.
- Maintain accurate records and prepare reports.
- Act as an advisor to litigants involved in small claims cases.
- Take and transcribe dictation at a speed necessary for successful job performance.
- Type at a speed necessary for successful job performance.
- Prepare legal documents, correspondence and memoranda.
- Communicate effectively, both orally and in writing.
- Prepare and monitor an office budget.
- Read, comprehend, and analyze a variety of legal documents, files, records.
- Read, comprehend, and interpret applicable Federal and State laws, statutes, and codes.

**ABILITY TO CONTINUED:**

- Effectively represent County Counsel's Office and services with the public.
- Establish and maintain cooperative working relationships.

**TRAINING AND EXPERIENCE**

Qualifications needed for this position:

**Required experience:**

1. A minimum of three (3) years of full time journey level paralegal experience in a law or government office setting performing legal research and assisting in drafting pleadings and legal correspondence while working under the direct supervision of an attorney.

**OR**

2. A minimum of three (3) years of experience as a Paralegal II in the County of Plumas.

**AND**

**Required Education:**

Incumbent must possess a Paralegal Certificate from an accredited university, college or other educational institution.

**SPECIAL REQUIREMENT**

Possession of a valid California Driver's License issued by the Department of Motor Vehicles and an insurance certificate proving adequate vehicle insurance. The valid California Driver's 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.

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## PARALEGAL I

**DEFINITION**

Under general supervision, to perform a variety of paralegal, legal secretarial, and general clerical duties in support of the County Counsel's ~~or District Attorney's~~ Office; to provide secretarial support to the County Counsel ~~or District Attorney~~; and to do related work as required.

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**DISTINGUISHING CHARACTERISTICS**

This is a specialized paraprofessional class series in the Confidential Unit. An incumbent in the Paralegal I class performs the duties with a lesser degree of independence and discretion than a Paralegal II. Work under the formal supervision of an attorney. It is the entry and first working level for the series.

**REPORTS TO**

County Counsel, Assistant County Counsel, or Deputy County Counsel ~~or District Attorney~~.

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**CLASSIFICATIONS DIRECTLY SUPERVISED**

None

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## PARALEGAL I - 2

### EXAMPLES OF DUTIES

- Provides support and assists with the Small Claim Court Advisor Program.
- Provides basic litigation support to small claims litigants on legal issues including explaining procedures depending on the type of case, proper jurisdiction, appropriate forms, and procedures.
- Performs small claims legal research as required.
- Responds to inquiries relating to small claims.
- Confers with various departments in order to draft routine resolutions/ordinances for presentation to Board of Supervisors.
- Answers inquires to County Counsel's Office concerning routine legal questions, status of pending litigation actions and Board of Supervisor's actions. Deleted: or District Attorney
- Reviews and organizes files based on case specifications and attorney requests.
- Provides litigation support through activities such as file maintenance, litigation calendars, preparation of notices, subpoenas, depositions summaries and other documents.
- Maintains records of case dispositions.
- Calendars action.
- Prepares notices and/or subpoenas.
- Prepares deposition summaries.
- Communicates with law firms and the Courts.
- Drafts basic pleading.
- Performs basic legal research and analysis of a variety of legal documents, learning more comprehensive legal research methods.
- Prepares expenditure claims and submits them to the Auditor.
- Assists with Department's annual budget preparation. Deleted:
- Monitors budget and expenditures.
- Orders office materials and supplies.
- Performs word processing duties to produce a variety of legal documents including resolutions, ordinances, legal opinions, contracts, briefs, leases, and agreements.
- Provides secretarial and administrative support to the County Counsel and Deputy County Counsel office staff. Deleted: , District Attorney  
Deleted: other professional
- Maintains appointment calendars, scheduling meetings and preparing travel arrangements.
- Serves as secretary for committees, transcribing, preparing, and distributing meeting minutes.
- Opens and routes mail.
- Copies, files, and FAXes correspondence.
- Serves as receptionist, screening calls, greeting visitors, and providing information and assistance to the public.

## PARALEGAL I - 3

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### 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.

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### TYPICAL WORKING CONDITIONS

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

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

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- Legal terminology, forms and documents used in legal support work.
- Legal procedures and practices involved in drafting, processing, and filing a variety of legal documents.
- Basic knowledge of standard legal references materials and legal research techniques.
- Correct English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures.
- Maintenance of filing and information retrieval systems.
- Filing techniques.
- Basic Law Library procedures.

#### Ability to:

- Perform the more routine specialized legal and secretarial work involving the use of independent judgment and initiative.
- Learn to perform varied and responsible legal research assignments.
- Draft resolutions, ordinances, and legal documents.
- Maintain accurate records and prepare reports.
- Take and transcribe dictation at a speed necessary for successful job performance.
- Type at a speed necessary for successful job performance.
- Prepare legal documents, correspondence and memoranda.
- Communicate effectively, both orally and in writing.
- Read, comprehend, and analyze a variety of legal documents, files, records.
- Read, comprehend, and interpret applicable Federal and State laws, statutes, and codes.
- Effectively represent County Counsel's Office and services with the public.
- Establish and maintain cooperative working relationships.

Deleted: or District Attorney

**PARALEGAL I - 4**

**Training and Experience:**

Qualifications needed for this position:

Two (2) years of legal secretarial and support experience comparable to a Legal Secretary with Plumas County.

Equivalent to completion of a specialized course of paralegal training.

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**Special Requirement:**

Possession of a college paralegal certificate is highly desirable.

Possession of a valid California Driver's License issued by the Department of Motor Vehicles and an insurance certificate proving adequate vehicle insurance. The valid California Driver's License must be maintained throughout employment.

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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.

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**Deleted:** Possession of a college paralegal certificate is highly desirable. Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

## PARALEGAL II

**DEFINITION**

Under direction, to perform a variety of paralegal, legal secretarial, and general clerical duties in support of the County Counsel's Office; to provide secretarial support to the County Counsel; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a specialized paraprofessional class series in the confidential Unit. An incumbent in the Paralegal II class performs the duties with a greater degree of independence and discretion and may be assigned program management responsibilities as well as providing legal research for County Departments. The Paralegal I is an entry working level and performs specialized paralegal duties of a routine nature and under the formal supervision of an attorney.

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**Deleted:** closer supervision.

**REPORTS TO**

County Counsel, Assistant County Counsel, or Deputy County Counsel.

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None

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## PARALEGAL II - 2

### EXAMPLES OF DUTIES

- Manages the Small Claim Court Advisor Program.
- Provides small claims litigation support to litigants on legal issues including explaining procedures depending on the type of case, proper jurisdiction, appropriate forms, and procedures.
- Performs small claims legal research as required.
- Responds to inquiries relating to small claims.
- Confers with various departments in order to draft routine resolutions/ordinances for presentation to Board of Supervisors.
- Answers inquires to County Counsel's Office concerning routine legal questions, status of pending litigation actions and Board of Supervisor's actions.
- Discusses pending business and case strategy with attorneys.
- Reviews and organizes files based on case specifications and attorney requests.
- Provides litigation support through activities such as file maintenance, litigation calendars, preparation of notices, subpoenas, depositions summaries and other documents.
- Maintains records of case dispositions.
- Calendars action.
- Prepares notices and/ or subpoenas.
- Prepares deposition summaries.
- Communicates with law firms and the Courts.
- Drafts basic pleading.
- Performs legal research and analyzes a variety of legal documents, files, and records.
- Drafts and prepares the office budget.
- Prepares expenditure claims and submits them to the Auditor according to deadlines.
- Monitor changes to government guidelines or regulations and submit reports on pertinent changes.
- Assists with Department's annual budget preparation.
- Monitors Department's budget and expenditures.
- Orders office materials and supplies.
- Performs word processing duties to produce a variety of legal documents including resolutions, ordinances, legal opinions, contracts, briefs, leases, and agreements.
- Provides secretarial and administrative support to the County Counsel and Deputy County Counsel office staff. Deleted: other professional
- Maintains appointment calendars, scheduling meetings and preparing travel arrangements.
- Serves as secretary for committees, transcribing, preparing, and distributing meeting minutes.
- Opens and routes mail.
- Copies, files, and FAXes correspondence.
- Serves as receptionist, screening calls, greeting visitors, and providing information and assistance to the public.

*Last Revised: 11/95*

PARALEGAL II - 3

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TYPICAL PHYSICAL REQUIREMENTS

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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

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

KNOWLEDGE OF

- Legal terminology, forms and documents used in legal support work.
- Legal procedures and practices involved in drafting, processing, and filing a variety of legal documents.
- Standard legal references materials and legal research techniques.
- Correct English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures.
- Maintenance of filing and information retrieval systems.
- Filing techniques.
- Law Library procedures.
- Small claim rules and procedures.
- Policies, procedures, and practices common to the management of a law office.
- Basic accounting techniques.

ABILITY TO

- Perform specialized legal and secretarial work involving the use of independent judgment and initiative.
- Perform varied and responsible legal research assignments.
- Draft resolutions, ordinances, and legal documents.
- Maintain accurate records and prepare reports.
- Act as an advisor to litigants involved in small claims cases.
- Take and transcribe dictation at a speed necessary for successful job performance.
- Type at a speed necessary for successful job performance.
- Prepare legal documents, correspondence and memoranda.
- Communicate effectively, both orally and in writing.
- Prepare and monitor an office budget.
- Read, comprehend, and analyze a variety of legal documents, files, records.
- Read, comprehend, and interpret applicable Federal and State laws, statutes, and codes.
- Effectively represent County Counsel's Office and services with the public.
- Establish and maintain cooperative working relationships.

**PARALEGAL II - 4**

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**TRAINING AND EXPERIENCE**

Qualifications needed for this position:

One (1) year of experience comparable to a Paralegal I with Plumas County.

Equivalent to completion of a specialized course of paralegal training.

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**SPECIAL REQUIREMENT**

Possession of a college paralegal certificate is highly desirable.

Possession of a valid California Driver's License issued by the Department of Motor Vehicles and an insurance certificate proving adequate vehicle insurance. The valid California Driver's 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.

Deleted: Possession of a college paralegal certificate is highly desirable. Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

## PARALEGAL III

### DEFINITION

Under general direction, of County Counsel to provide all support work in a legal office, including the highest level of paralegal work, legal secretarial, and general support duties; functions as the office manager, budget preparation, tracks fiscal expenses and procures office supplies; and to do related work as required.

### DISTINGUISHING CHARACTERISTICS

This is the advanced specialized paraprofessional class series in the Confidential Unit. An incumbent in the Paralegal III class performs paralegal work in a variety of complex, program areas or specialty fields under general direction of an attorney in accordance with ABA Rules of Professional Conduct. This job is distinguished from the Paralegal II due to the independent discretion and judgment of the incumbent. Extensive experience and highly developed skills are required to perform the duties assigned. Projects assigned to this position are highly complex in nature and usually have a larger impact on the county than projects handled by lower level paralegals/legal assistants.

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### REPORTS TO

County Counsel, Assistant County Counsel, or Deputy County Counsel

### CLASSIFICATIONS DIRECTLY SUPERVISED

May supervise or serve as a lead worker to Legal Assistants, Paralegal I, Paralegal II and other clerical support staff

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**PARALEGAL III – 2**

**EXAMPLES OF DUTIES**

- Manages the Small Claim Court Advisor Program.
- Provides legal advice to small claims litigants on legal issues including, but not limited to explaining procedures, proper jurisdiction, appropriate use of forms and assistance on presenting claim, motions, etc. before the court.
- Pursues continuing education to stay informed and aware of changing laws, procedures and forms pertaining to small claims.
- Develops, revises and implements office policies and procedures.
- Develops and provides input into budget matters, service and supply requisitions.
- Provides responsive, high quality service to County employees, representative of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
- Drafts legal opinions, contracts, leases, agreements, drafts motions, petitions and orders brought before the court.
- Performs legal research on an extensive level with little or no direct supervision.
- Confers with county departments in order to draft resolutions/ordinances for presentation to Board of Supervisors.
- Evaluate answers inquires to the department concerning routine legal questions, status of pending litigation and matters pertaining to the Board of Supervisor's agenda items.
- Discusses and analyzes pending business and case strategy with attorneys.
- Provides litigation support through activities such as file maintenance, litigation calendars, preparation of notices, subpoenas, depositions summaries and other related documents and/or other written materials, searches, retrieves and/or researches public and private records in accordance with applicable state and federal laws governing access to these records.
- Determines needs in discovery, and/or complete discovery; participates in decision making strategy sessions in preparing cases for court.
- Maintains document and organizes case files and trial folders.
- Prepare trial or hearing materials including organizing evidence, preparing trial displays and exhibits, locating, obtaining, tracking and disseminating information/evidence, etc., manages trial exhibits, and evidence procedures are followed/completed.
- Takes note and make observation during proceeding; assist in tracking existing and proposed legislation.
- Serves as a receptionist, screening calls greeting visitors and providing information and assistance to the public.

**PARALEGAL III – 3**

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; repetitive use of hands; bending and twisting waist and of neck, continuous upward and downward flexion of the neck, squatting, simple grasping, reaching above and below shoulder level and carrying files weighing up to 10 pounds; 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; occasionally works outside; continuous contact with staff and the public.

**KNOWLEDGE OF:**

- Small claim rules and procedures.
- Legal terminology, forms and documents used in legal support work.
- Legal procedures and practices involved in drafting, processing, and filing a variety of legal documents.
- Standard legal references materials and legal research techniques.
- Correct and proper English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures.
- Maintenance of filing and information retrieval systems.
- Filing techniques.
- Policies, procedures, and practices common to the management of a law office.
- Basic accounting techniques.

**ABILITY TO:**

- Perform specialized legal and secretarial work involving the use of independent judgment and initiative.
- Perform varied and responsible legal research assignments.
- Draft a variety of legal documents.
- Maintain accurate records and prepare reports.
- Act as an advisor to litigants involved in small claims cases.
- Take and transcribe dictation at a speed necessary for successful job performance.
- Type at a speed necessary for successful job performance.
- Prepare legal documents, correspondence and memoranda.
- Communicate effectively, both orally and in writing.
- Prepare and monitor an office budget.
- Read, comprehend, and analyze a variety of legal documents, files, records.
- Read, comprehend, and interpret applicable Federal and State laws, statutes, and codes.

PARALEGAL III - 4

**ABILITY TO CONTINUED:**

- Effectively represent County Counsel's Office and services with the public.
- Establish and maintain cooperative working relationships.

**TRAINING AND EXPERIENCE**

Qualifications needed for this position:

**Required experience:**

1. A minimum of three (3) years of full time journey level paralegal experience in a law or government office setting performing legal research and assisting in drafting pleadings and legal correspondence while working under the direct supervision of an attorney.

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2. A minimum of three (3) years of experience as a Paralegal II in the County of Plumas.

**OR**

**Required Education:**

Incumbent must possess a Paralegal Certificate from an accredited university, college or other educational institution.

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**SPECIAL REQUIREMENT**

Possession of a valid California Driver's License issued by the Department of Motor Vehicles and an insurance certificate proving adequate vehicle insurance. The valid California Driver's License must be maintained throughout employment.

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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.

MISC PERS - Current EE Paralegal III

## Exhibit B

New figures as of 9/2020

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. 2020-8531

CONFIDENTIAL EMPLOYEE UNIT

Job Title	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

Exhibit C

# County Counsel

Craig Settemire

Deputy County  
Counsel

III

Gretchen Stuhr

Deputy County  
Counsel

II

Sara James

Paralegal III  
Kristina Rogers

3B  
BECKWOURTH COUNTY SERVICE AREA  
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, BCSA

## AGENDA REQUEST

for the November 17, 2020 meeting of the Plumas County Board of Supervisors

Date: November 9, 2020

To: Honorable Governing Board

From: *RP*: Robert Perreault, Manager, Beckwourth Community Service Area (BCSA)

Subject: Approval of Payments to Jet Plumbing for Emergency Repair of BCSA Sewer Pump Without a Contract

*John Monnle*  
Assistant Director  
*John Monnle*

### **BACKGROUND:**

On November 3, 2020, the BCSA operator, Jared Recasens, made his daily inspection of the sewer pump station and found the pump had stopped pumping. Jared texted Rob Thorman at 6:21 AM that the sewer pump was clogged with debris and he could not get it cleared.

Rob called Bob Perreault for approval and then called Jet Plumbing to find their availability to respond same day.

Jet Plumbing arrived at the site at approximately 9:30 AM and proceeded to attempt to clear the sewer pump by running the pump in reverse to dislodge the debris. After multiple attempts, Jet Plumbing was successful in dislodging the debris. Jet Plumbing waited for the sewer pump to start to confirm that the pump was working properly. Jet Plumbing left the site at approximately 12:00 PM with the sewer pump functioning properly.

### **RECOMMENDATION**

The Beckwourth CSA Manager respectfully requests that the Governing Board authorize the Manager of the Beckwourth CSA to pay the invoice from Jet Plumbing totaling \$1,646 without a contract and to ratify all approved work performed to date.

JET Plumbing, Heating & Drain Services  
1553 Hymer Avenue  
Sparks, NV 89431  
Phone: (775) 331-3933  
Fax: (775) 331-5584

INVOICE NUMBER 312274

BILL TO:  
BECKWORTH COMMUNITY SERVICE AREA  
1834 E MAIN ST  
QUINCY, CA 95971

WORK ADDRESS:  
BECKWORTH COMMUNITY SERVICE AREA  
80956 HIGHWAY 70  
BECKWORTH, CA 96129

INVOICE DATE	CUSTOMER ID	CUSTOMER PO	PAYMENT TERMS	SERVICE CALL #	WORKORDER #
11/03/2020	42384		Due Upon Receipt	312274	312274

Item ID	Description	Quantity	Unit Price	Ext Price
LABOR1	SERVICE LABOR - PLUMBING CREW DT	3.00	500.00	1,500.00
F	Trip Charge	1.00	146.00	146.00

Sales Total	1,646.00
Disc. Amount	0.00
Tax Total	0.00
Net Amount	1,646.00

TESTED PUMP BY HAND. FOUND PUMP PULLING 13.7 AMPS. REVERSED PUMP POLARITY MULTIPLE TIMES AND SET PROPER ROTATION. TESTED AGAIN AND FOUND PUMP PULLING 9.7-9.8 AMPS WHICH IS RANGE OF NORMAL OPERATION. TESTED PUMPS IN AUTOMATIC MODE AND FOUND FLOATS OPERATING CORRECTLY AND PUMP AT PROPER AMPERAGE.

NOTE: NO WARRANTY AGAINST DEBRIS IN PIT. RECOMMEND PIT BE PUMPED OUT.



**Erin Metcalf**  
Chief Probation Officer

# County of Plumas

## Department of Probation

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



3c

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

DATE: November 4, 2020

TO: Honorable Board of Supervisors

FROM: Erin Metcalf, Chief Probation Officer

SUBJECT: Request approval to recruit and fill allocated 1.0 FTE Probation Assistant and 1.0 FTE Deputy Probation Officer I/II Positions.

### Recommendation

Approve the recruitment and filling of 1.0 FTE Probation Assistant Position and 1.0 FTE Deputy Probation Officer I/II Position. The two positions are allocated in the 2020-2021 Adopted Budget.

### Background and Discussion

On June 22, 2020, the Probation Assistant position became vacant due to resignation. This position is responsible for completion of client admission documents, assisting with drug testing, and juvenile transportation.

On September 27, 2019, a Deputy Probation Officer I/II position became vacant due to separation of employment during the probationary period. This position is responsible for the investigation, assessment, and management of adult and/or juvenile cases to which their supervisor assigns and monitors for compliance with Probation conditions, guidance, and accountability.

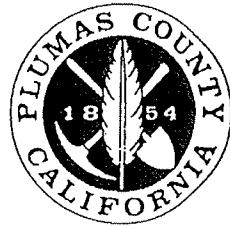


**Erin Metcalf**  
Chief Probation Officer

# County of Plumas

## Department of Probation

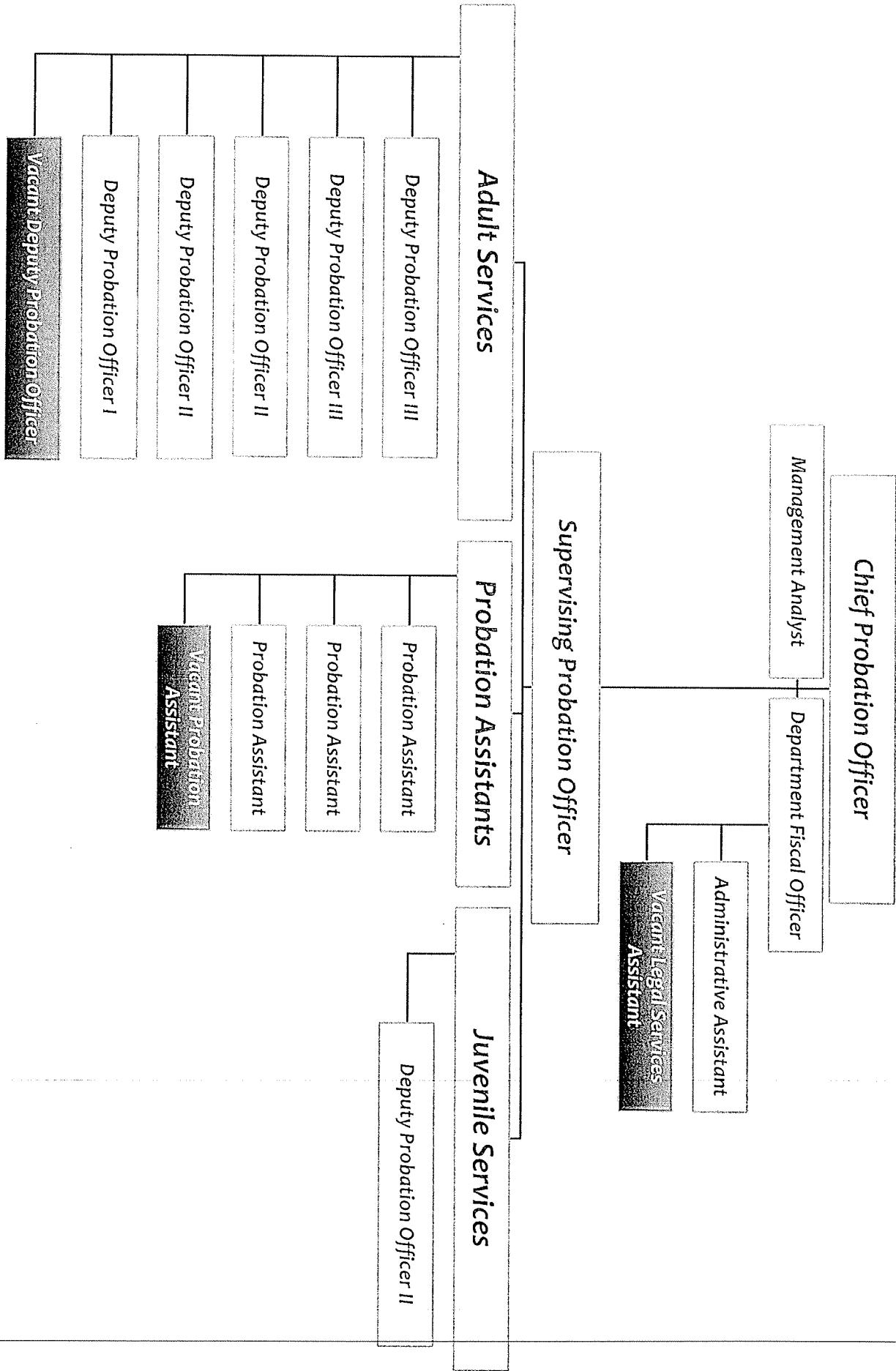
270 County Hospital Rd. #128,  
Quincy, California, 95971



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

Both positions are critical to Probation's obligation to protect our community, reduce recidivism, restore victims and promote healthy families.

Therefore, we respectfully request the Board of Supervisors approve the recruitment and filling of the Probation Assistant and Deputy Probation Officer I/II Positions.



## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position?
  - Yes, the Probation Assistant position is a legitimate business need.
- Why is it critical that this position be filled at this time?
  - The main function of this position covers a wide range of duties, to include assisting Deputy Probation Officers with drug testing, transporting Plumas County juveniles back and forth from juvenile facilities and working on truancy program needs.
- How long has the position been vacant?
  - The Probation Assistant's position has been vacant since June 22, 2020.
- Can the department use other wages until the next budget cycle?
  - Other wages are not suitable in recruiting, hiring, and retaining the Probation Assistant position, so are therefore not an option.
  - The job requires specific education and experience. A permanent employee in this position is important.
- What are staffing levels at other counties for similar departments and/or positions?
  - Other county Probation Departments of similar size use a comparable number of Probation Assistants.
- What core function will be impacted without filling the position prior to July 1?
  - Timely flow and management of department programs would be greatly impacted.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?
  - There would not be a fiscal impact to the County.
- A non-general fund department head needs 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?
  - The Probation Department is a General Fund department.
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted, such as audit exceptions?
  - The Probation Department does not expect unbudgeted audit exceptions that will affect the general fund.

- Does the budget reduction plan anticipate the elimination of any of the requested positions?
  - The Probation Department is not requesting elimination of any positions.
- Departments shall provide an estimate of future general fund support for the next two years. How does the immediate filling of this position impact, positively or negatively, the need for general fund support?
  - The Probation Assistant position in question is 100% borne by the General Fund. The anticipated cost for the next two years would be in the realm of \$125,901, had the vacancy not occurred.
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years.
  - The Probation General Fund does not carry a reserve amount. While other positions are offset through the grants, this Probation Assistant position is not supported through those grants.

## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position?
  - Yes, the Deputy Probation Officer I/II position is a legitimate business need.
- Why is it critical that this position be filled at this time?
  - The main function of this position covers a wide range of duties, including community supervision and preparation of reports for the Court. In order to fulfill the Department's goals and mission, caseloads and workloads must be maintained at appropriate levels.
- How long has the position been vacant?
  - The Deputy Probation Officer I/II position has been vacant since September 27, 2019.
- Can the department use other wages until the next budget cycle?
  - Other wage amounts have seen a 50% reduction since FY19-20.
  - Other wages are not suitable in recruiting, hiring, and retaining the Deputy Probation Officer I/II position, so are therefore not an option.
  - The job requires specific education, training and experience. As essential cornerstones of the department, a permanent employee in this position is important.
- What are staffing levels at other counties for similar departments and/or positions?
  - Other county Probation Departments of similar size use a comparable number of Deputy Probation Officers.
- What core function will be impacted without filling the position prior to July 1?
  - Timely flow and management of department programs would be greatly impacted. Effective community supervision would be impacted.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?
  - There would not be a fiscal impact to the County.
- A non-general fund department head needs 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?
  - The Probation Department is a General Fund department.

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted, such as audit exceptions?
  - The Probation Department does not expect unbudgeted audit exceptions that will affect the general fund.
- Does the budget reduction plan anticipate the elimination of any of the requested positions?
  - The Probation Department is not requesting elimination of any positions.
- Departments shall provide an estimate of future general fund support for the next two years. How does the immediate filling of this position impact, positively or negatively, the need for general fund support?
  - The Deputy Probation Officer I/II position in question is 100% borne by the General Fund. The anticipated cost for the next two years would be in the realm of \$151,470, had the position been filled since the start of the fiscal year.
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years.
  - The Probation General Fund does not carry a reserve amount. While other positions are offset through the grants, this Deputy Probation Officer I/II position is not supported through those grants.

## PROBATION ASSISTANT

### **DEFINITION**

Under direction, to transport juveniles in custody to and from court; to transport juveniles in custody to group homes and juvenile halls; to insure that proper admission documents have been completed prior to admitting juveniles to juvenile halls and group homes; to supervise juveniles in the Special Purpose Juvenile Hall; to provide a variety of assistance with Probation programs; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized class for the Probation Department. Incumbents are responsible for the transport of juveniles in custody to and from court, juvenile halls, and group homes. They are also review documents for proper completion of documents prior to admitting juveniles in group homes or juvenile halls. In addition, they supervising minors in custody while the minors are detained in the Special Purpose Juvenile Hall and provide a variety of assistance with Probation services and programs.

### **REPORTS TO**

Chief Probation Officer. May Report to Detention Coordinator or Probation Program Coordinator for some assignments.

### **CLASSIFICATIONS SUPERVISED**

None.

## PROBATION ASSISTANT - 2

### EXAMPLES OF DUTIES

- Transports juveniles to and from court, group homes, and juvenile halls.
- Has responsibility for security of juveniles during transport.
- Uses restraining equipment, as necessary, during transport.
- Inspects transport vehicle to verify proper operating condition and fuel levels.
- Supervise minors in custody in the Special Purpose Juvenile hall and maintain their security and well-being.
- May gather basic information regarding mental status and physical health of juveniles in custody.
- May gather appropriate data to cite and release juveniles to parents and guardians.
- Provides basic background information to juvenile hall and group home staff.
- Insures proper completion of juvenile hall and/or group home admission documents.
- Monitors child visits by parents.
- Calls and monitors defendants on house arrest.
- May perform drug testing.
- May assist with completion of monthly statistical information on holding cell use.
- Provides a variety of assistance with Probation programs and services.

### TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; sufficient manual dexterity, strength, stamina, and eye-hand coordination to use restraining equipment and maintain control of juveniles; lift and move objects weighing up to 50 pounds; 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 usually performed in an office, driving, and outdoor environments; sometimes works in varying weather conditions; continuous contact with staff and the public.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

- Basic knowledge of problems and emotions of juvenile offenders.
- Restraining equipment such as handcuffs, belly chain, and leg irons.
- Safe transport methods and procedures.
- Basic knowledge of admitting procedures for group homes and juveniles.

### **Ability to**

- Main responsibility for and carry out the safe transport of juveniles in custody.
- Use restraining equipment as necessary.
- Review and insure proper completion of group home and juvenile hall admitting documents.
- Evaluate situations and people accurately and make sound decisions regarding potential behavior problems.
- Maintain composure in stressful situations.
- Maintain and update accurate records.
- Effectively represent the Probation Department in contacts with juvenile offenders, the public, group home and juvenile hall staffs, and the courts.
- 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. A typical way to obtain the required knowledge and abilities would be:

Some previous experience in working with adult and/or juvenile offenders is highly desirable.

Completion of advanced coursework in criminology, sociology, psychology, social work, criminal justice or a closely related field is also highly desirable.

**Special Requirements:** Possession of a valid California driver's license issued by the California Department of Motor Vehicles.

Ability to work unusual hours or shifts as dictated by transport requirements.



**DEPUTY PROBATION OFFICER I****DEFINITION**

Under general supervision, to investigate, assess and manage cases involving adult or juvenile offenders; to supervise a caseload of assigned probationers and monitor compliance with Probation conditions of adult or juvenile offenders through supervision, guidance and accountability; and to perform related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the entry/training level class for the Probation Officer class series. Incumbents work under relatively close supervision, performing the most basic assignments. As experience is gained, incumbents perform more independent duties in Intake, Supervision, and Placement Programs.

**REPORTS TO**

Supervising Probation Officer, Chief Probation Officer

**CLASSIFICATIONS SUPERVISED**

None

## DEPUTY PROBATION OFFICER I - 2

### EXAMPLES OF DUTIES

- Receives adult and juvenile cases assigned by supervisor.
- Conducts an inquiry into the nature of the reported offense or conduct of the client and the circumstances surrounding it.
- Interviews clients regarding the charges against them and develops family history and background information.
- Interviews client's families and interested individuals to determine the nature of their environmental, employment, financial or marital difficulties.
- Talks to the referring law enforcement officer about the case.
- Prepares and submits a court report outlining pertinent information and recommending a course of action.
- Presents the report in court and answers the judge's questions concerning the case.
- May transport juveniles to/from court.
- Reviews the case files.
- Develop a plan for making regular contacts with the probationer and provide counsel, guidance, and support.
- Arranges for restitution payments to be made.
- Checks with others who are aware of probationer's activities.
- Monitors behavior to determine compliance with conditions of probation.
- Records contacts in the field book/case file.
- Reviews progress in the case with supervisor.
- Juvenile P.O. shall serve as on-call officer for juvenile problems during non-business hours.
- Adult P.O. may be asked to fulfill this duty as backup for juvenile division.
- Serves as intake officer in determining if a juvenile petition should be filed.
- Determines whether court action is necessary.
- Does crisis intervention as required.
- Conducts search and seizure of person, property and vehicles.
- May advise clients of available community resources.
- May be assigned to supervise Intensive Drug cases.
- Cooperates with State and local welfare, mental health, and law enforcement agencies in cases of mutual interest.
- Attend training programs yearly.
- Respond to citizen complaints and information requests.

## **DEPUTY PROBATION OFFICER I - 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 50 pounds; sufficient physical ability and strength to defend self and deal with violent/aggressive individuals; 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 and in the field environment; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Federal and State laws relating to probation work.
- Modern probation casework. Objectives, principles, and methods including individual and group behavior.
- Psychology as applied to both juvenile and adult offenders.
- Community, public and private agencies available for the probationer.
- Proficient writing techniques.

#### **Ability to**

- Learn the principles of adult and juvenile probation work and of related court procedures.
- Learn the provisions of the Civil, Penal, Welfare and Institutions, Education, Vehicle, Business and Profession, and Health and Safety Codes.
- Analyze investigation material and make proper deductions.
- Interview clients and elicit necessary information.
- Prepare and present effective written and oral reports.
- Establish and maintain effective relationships with probationers and others.
- Learn arrest, search and seizure procedures.
- Operate various office equipment including computer
- Make oral presentations and training before groups.
- Recognize health and behavior problems in juveniles and adults.
- Effectively interact with people from a variety of socio-economic, cultural and ethnic backgrounds
- Effectively represent the Probation Department in contacts with the public and other County and law enforcement agencies.
- Exercise sound independent judgment within general policy and guidelines.
- Prepare, review, and analyze data.

## DEPUTY PROBATION OFFICER I - 4

### Training and Experience:

Qualifications needed for this position:

Graduation from college with a Bachelor's degree in criminology, sociology, psychology, social work or closely related field. Some previous work experience in a probation related field is highly desirable.

OR

An Associate degree from an accredited college or university in criminal justice, behavioral science, or a related field, and two (2) years of related experience, including two (2) years as a Probation Assistant in the Plumas County Probation Department.

**Substitution:** A combination of related education, training, and experience performing duties such as custodial care, treatment counseling, probation, parole, corrections, criminal investigation, or other related law enforcement or counseling work may be substituted for the education at a rate of one (1) year of experience for each year of education requirement.

### Licenses and Certifications:

- Penal Code 832 requirements regarding arrest, search, and seizure within one year of employment.
- Ability to successfully complete 200 hours of instruction in the Basic Probation Course as certified by the Board of Corrections Certificate for Deputy Probation Officer Core Training within one year of employment. Evidence of continued compliance with annual training requirements.
- Possession of CPR /First Aid Certificate
- 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.
- Ability to qualify for training and background which will meet the requirements of California Government Code Sections 1029 and 1031. Individuals with a felony conviction may not apply for positions as peace officers.
- Must be able to meet physical and psychological standards and pass a detailed background investigation.

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.

## DEPUTY PROBATION OFFICER II

### **DEFINITION**

Under direction, to investigate, assess and manage cases involving adult or juvenile offenders; to supervise a caseloads of assigned probationers and monitor compliance with probation conditions; promote rehabilitation of adult or juvenile offenders through supervision, guidance and accountability ; and to perform related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the journey level class for the Probation Officer series. The assigned duties are more technical and complex than those assigned to the Deputy Probation Officer I. Duties are performed with minimal guidance and supervision.

### **REPORTS TO**

Supervising Probation Officer, Chief Probation Officer

### **CLASSIFICATIONS SUPERVISED**

None.

## DEPUTY PROBATION OFFICER II - 2

### **EXAMPLES OF DUTIES**

- Carries an assigned caseload in the investigation and supervision of adult or juvenile offenders
- Serves as intake officer in determining if a juvenile petition should be filed.
- Determines whether court action is necessary.
- Interviews adults or juveniles, their families and interested individuals to determine the nature of their environmental, employment, financial or marital difficulties.
- Performs crisis intervention as required.
- Conducts pre-sentence investigations.
- Formulates plans of probation and presents written or oral recommendations to the court.
- Monitors behavior to determine compliance with conditions of probation.
- Prepares Affidavits of Probation violations.
- Records contacts in the field book/case files.
- Investigates and makes recommendations to Superior, and Juvenile Courts.
- Conducts search and seizure of person, property and vehicles.
- May prepare civil cases; prepares reports regarding adoptions, guardianships, conservatorships, underage marriages, and/or custody "battles" of minors.
- Advise clients of available community resources.
- Cooperates with representatives from social service and law-enforcement agencies in cases of mutual interest.
- May serve as placement officer, by scheduling placement visits and evaluations of psychological reports and making assessments for appropriate placement of minors.
- Compiles assessment and treatment plans on each placement.
- May work with placement agency and conduct follow-up on final results.
- Juvenile P.O. shall serve as on-call officer for juvenile problems during non-business hours.
- Adult P.O. may be asked to fulfill this duty as backup for juvenile division.
- Transports individuals in custody when necessary.
- Composes and dictates petitions, correspondence, and case histories.
- Prepares and maintains court records and reports.
- Cooperates with State and local welfare, mental health, and law enforcement agencies in cases of mutual interest.
- May be assigned to coordinate the Drug Testing Program and supervise Intensive Drug cases.
- May provide training and direction for support staff.

## DEPUTY PROBATION OFFICER II - 3

### TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 50 pounds; sufficient physical ability and strength to defend self and deal with violent/aggressive individuals; 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 and in the field; continuous contact with staff and the public.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Principles of adult and juvenile probation work, including related court procedures.
- Provisions of Civil, Penal, Welfare and Institutions, Education, Vehicle, Business and Profession, and Health and Safety Codes applicable to probation work.
- Modern probation casework. Objectives, principles, and methods including individual and group behavior.
- Psychology as applied to both juvenile and adult offenders.
- Community, public and private agencies available for the probationer.
- Proficient Writing Techniques.

#### Ability to

- Apply the principles and practices of adult and juvenile probation work and related court procedures in a variety of situations.
- Interpret and apply appropriate provisions of the Civil, Penal, Welfare and Institutions, Education, Vehicle, Business and Profession, and Health and Safety Codes.
- Analyze investigation material and make proper deductions.
- Interview clients and elicit necessary information.
- Prepare and present effective written and oral reports.
- Establish and maintain effective relationships with probationers and others.
- Learn arrest, search and seizure procedures.
- Operate various equipment such as typewriter and computer keyboard.
- Make oral presentations and training before groups.
- Recognize health and behavioral problems in juveniles and adults.
- Effectively interact with people from a variety of socio-economic, cultural and ethnic backgrounds.
- Effectively represent the Probation Department in contacts with the public, other County and law enforcement agencies.
- Exercise sound independent judgment within general policy and guidelines.
- Prepare, review, and analyze data.

## DEPUTY PROBATION OFFICER II - 4

### **Training and Experience:**

One (1) year of professional probation work experience comparable to that of a Deputy Probation Officer I with Plumas County.

Graduation from college with a Bachelor's degree in criminology, sociology, psychology, social work or closely related field.

**Special Requirements:** 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.

Possession of certification to meet California Penal Code Section 832 requirements regarding arrest, search, and seizure.

Completion of the Basic Probation Course as certified by the Board of Corrections Certificate for Deputy Probation Officer Core Training, and evidence of continued compliance with annual training requirements.

Possession of CPR /First Aid Certificate.

Training and background which will meet the requirements of California Government Code Sections 1029 and 1031.



# Office of the Sheriff

## Office of Emergency Services

3D

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

TODD JOHNS  
SHERIFF/CORONER  
DIRECTOR

## Memorandum

**DATE:** November 9, 2020  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Todd Johns   
**SUBJECT:** Agenda Item for the meeting of December 1, 2020

**Recommended Action:**

Supplemental budget request for CARES Relief Funding (CRF) for the Jail (dept 70380) in the amount of \$25,000.00.

Approve the fixed asset purchases of commercial washer & dryer systems not to exceed the \$25,000.00 and approve the purchase from the chosen vendor for the reasons indicated below.

Authorize the auditor to pay invoices related to these fixed asset purchases & the included installation costs without a contract.

**Background and Discussion:**

The CRF funds are designated to be used for unanticipated COVID related costs. It has been determined that the purchase of a new commercial washer & dryer system is a necessary expense because of COVID.

With the onset of COVID 19, the Plumas County Correctional Facility has taken on unprecedented measures to ensure inmates are not infected with the COVID 19 virus that would definitely cause an outbreak within our facility. Along with extra inmate screening, and facility cleaning, we have had to increase laundering services of clothing and bedding. This has not only taken a toll on both the clothing and bedding longevity and serviceability but wear and tear on the laundering systems. Over the past year, we have had to service the laundering system multiple times due to the increased use and this will continue.

We are requesting to replace both the washer and two dryer unit as soon as possible through use of the CARES Act funding in order to not incur continuing repair costs at the county's expense. The replacement with new units will ensure reduced energy use with high efficiency models, reduced maintenance expenses and the ability to provide clean sanitary clothing and bedding for inmates housed in our facility, thus reducing liabilities.

We have received two estimates one by Wash I.Q. LLC of Roseville, California and one from Laundry Systems of Nevada, Inc. In reviewing both proposals, it is apparent Wash I.Q.'s bid would be roughly \$6,000.00 cheaper in cost. However, their bid lists a smaller washing system, 40lb capacity washer and a single dryer 75lb capacity. Laundry System of Nevada's proposal is the same specifications of our current system, one 60lb capacity washer and two 45lb capacity dryers.

It is recommended to purchase the larger laundering system units from Laundry Systems of Nevada LLC as they will be the vendor that is closer and able to service the units as needed. They have been contracted for our repair work for over the past ten years.

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

ORIGINAL

**TRANSFER NUMBER**  
(Auditor's Use Only)

Department: JAIL

Dept. No: 70380

Date

11/4/2020

The reason for this request is (check one):

**Approval Required**

- 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

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
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0001S 70380 48 TRANSFER FROM CRF 25,000.00

Total (must equal transfer to total) 25,000.00

TRANSFER TO OR

**SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

Fund #

Dent #

Acct #

Account Name

**§ Amount**

Total (must equal transfer to total) 25,000.00

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) PURCHASE OF INDUSTRIAL WASHER & DRYER FOR JAIL

B) N/A

C) PURCHASE TO BE MADE IMMEDIATELY

D) CARES ACT FUNDING

Approved by Department Signing Authority: Ron Jawer

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature: John M

11/5/2020

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.

## *PROPOSAL*

LAUNDRY SYSTEMS OF NEVADA, INC.  
1217 GATOR WAY  
SPARKS, NEVADA 89431  
(775) 322-5481  
Fax (775) 322-9425

Proposal Submitted To: PLUMAS COUNTY JAIL QUINCY, CA Phone 530-283-6361 chermann@pcso.net Date November 2, 2020

Attention: Chad Hermann

## ONE - UNIMAC WASHER-EXTRACTOR

MODEL UCN060HNF, 60-pound capacity, 9-cycle programmable microprocessor control with LED display, 4-compartment supply dispenser with provisions to connect automatic external liquid supply system, inverter drive 200 "G" force, 686 rpm extract speed, 208-240/60/1 or 3 phase.

List \$14,721.0 Your Cost \$ 11,040.00

ONE- 6: UCN060 Base Frame \$ 396.00

## ONE - UNIMAC STACKED DRYING TUMBLER

MODEL HTT45NQT, two 45-pound capacity drying pockets, dual digital timer controls with LED display, L.P. gas heated @95,000 btu/hour input per tumbler, 10-inch diameter air outlet with 600 cfm airflow per tumbler, 208-240/60/1 phase.

List \$10,738.00 Your Cost \$8,054.00

FREIGHT - factory in Ripon, Wisconsin to Sparks \$ 850.00

LABOR— deliver site; remove old washer and dryer; set, level, and connect new washer and dryer to existing utility connections. **\$1,600.00**

MILEAGE: truck with trailer \$ 160.00

PRICES DO NOT INCLUDE any applicable sales and use taxes

- A 3% charge will be added for all credit card transactions

*We propose to furnish material in accordance with above specifications, for the sum of: \$22,100.00*

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Payment to be made as follows: 50% DOWN; BALANCE DUE 15 DAYS AFTER COMPLETION

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Title to merchandise purchased will remain with the seller until the balance is paid in full.

Authorized  
Signature



*ACCEPTANCE OF PROPOSAL THE ABOVE PRICES, SPECIFICATIONS  
AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED.*

Signature

Note: This proposal may be withdrawn by us if not accepted within 30 days

Date of acceptance \_\_\_\_\_

Signature



**WASH IQ**

Wash IQ LLC  
7311 Galilee Rd Ste 150  
Roseville, CA 95678

Phone 1-844-492-7447  
Fax 1-844-492-7447  
Email ap@washiq.net  
Web www.washiq.net

Estimate  
#EST 13185

Work Location	Work Date:	11/3/2020	Man-Hours:	0.00
Plumas County Correctional Facility 50 Abernathy Ln Quincy, CA 95971 Phone: 530-283-6361	Arrival Time:	8:00 AM	Finish Time:	8:00 AM
	Contact:	Chad Hermann	Technician(s):	
	Summary	New washer and Dryer		

Item	Description	Price	Qty	Amount
FWS-40 6" BASE	FWS-40 6" BASE	\$675.00	1.00	\$675.00
FWS-40 TP2 HW 40LB 200G HARD MOUNT WASHER 208-240/60/1	Fagor FWS Models- Hard Mount- 40lb Washer 200G	\$7,433.00	1.00	\$7,433.00
FED-75lb Commercial Gas Dryer-120v Microprocessor Control	75LB, NAT. GAS, 120/60/1, NO REVERSING, 7.2 OPL MICRO BOARD, NO FIRE SUPPRESSION, NO EMERGENCY STOP, WHITE	\$4,982.00	1.00	\$4,982.00
THIS IS FOR THE INSTALL OF A 65LB OR LESS COMMERCIAL WASHER. THIS INCLUDES ANCHORS AND EPOXY NEEDED		\$1,195.00	1.00	\$1,195.00
Washer Install Kit OPL	Includes: 6" electrical whip for 3 phase 40A power. 6' of drain pipe and (3) 90's and (3) 5' water hoses.	\$175.99	1.00	\$175.99
30 LB-83 LB DRYER INSTALLATION	THIS INCLUDES THE INSTALLATION OF A DRYER, 30 LB - 83 LBS. THIS DOES NOT INCLUDE ANY VENTING, ELECTRICAL OR GAS LINES THIS IS SOLD IN INSTALL KIT	\$795.00	1.00	\$795.00

SERVICE REGION 117-\$95	SERVICE REGION 117-\$95	\$95.00	1.00	\$95.00
FREIGHT CHARGES	COST TO SHIP PALATALIZED GOODS TO CUSTOMERS LOCATION. MAY ALSO INCLUDES INCOMING FREIGHT OF ITEM TO WASH IQ LOCATIONS.	\$612.03	1.00	\$612.03
				<b>Subtotal</b> <b>\$15,963.02</b>
				<b>Tax</b> <b>\$0.00</b>
				<b>Total \$15,963.02</b>

Notes:

This is for the sale and install of a brand new 40lb washer and a 75lb dryer. This is for the replacement of the current washer and dryer with similar equipment.

Deposit may be required for machines.

Customer Signature

I agree to pay the cost of services as specified above.

Date

**11/4/2020**

# PROPOSAL

LAUNDRY SYSTEMS OF NEVADA, INC.  
1217 GATOR WAY  
SPARKS, NEVADA 89431  
(775) 322-5481  
Fax (775) 322-9425

Proposal Submitted To:  
PLUMAS COUNTY JAIL  
QUINCY, CA

Phone  
530-283-6361  
chermann@pcso.net

Date  
November 2, 2020

Attention: Chad Hermann

ONE – UNIMAC WASHER-EXTRACTOR  
MODEL UCN060HNF, 60-pound capacity, 9-cycle programmable microprocessor control with LED display, 4-compartment supply dispenser with provisions to connect automatic external liquid supply system, inverter drive 200 “G” force, 686 rpm extract speed, 208-240/60/1 or 3 phase.

List \$14,721.0 Your Cost \$ **11,040.00**

ONE- 6: UCN060 Base Frame \$ **396.00**

ONE – UNIMAC STACKED DRYING TUMBLER  
MODEL HTT45NQT, two 45-pound capacity drying pockets, dual digital timer controls with LED display, L.P. gas heated @95,000 btu/hour input per tumbler, 10-inch diameter air outlet with 600 cfm airflow per tumbler, 208-240/60/1 phase.

List \$10,738.00 Your Cost \$ **8,054.00**

FREIGHT – factory in Ripon, Wisconsin to Sparks \$ **850.00**

LABOR – deliver site; remove old washer and dryer; set, level, and connect new washer and dryer to existing utility connections. \$ **1,600.00**

MILEAGE: truck with trailer \$ **160.00**

PRICES DO NOT INCLUDE any applicable sales and use taxes

- A 3% charge will be added for all credit card transactions

*We propose* to furnish material in accordance with above specifications, for the sum of: **\$22,100.00**

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Payment to be made as follows: **50% DOWN; BALANCE DUE 15 DAYS AFTER COMPLETION**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Title to merchandise purchased will remain with the seller until the balance is paid in full.

Authorized  
Signature



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*ACCEPTANCE OF PROPOSAL* THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED.

Signature

Note: This proposal may be withdrawn by us if not accepted within 30 days

Date of acceptance \_\_\_\_\_

Signature

2018-2019 SECURE RURAL SCHOOLS AND COMMUNITY SELF-DETERMINATION ACT OF 2000 (SRS): **TITLE III**  
On November 17, 2020 at 11:00 a.m. in the Chambers of the Plumas County Board of Supervisors, located at 520 Main St., Room 308  
Quincy, CA, the Plumas County Board of Supervisors will finalize its approval of the following projects tentatively approved  
on October 6, 2020

<u>APPLICANT</u>	<u>CATEGORY/PROJECT</u>	<u>AMOUNT REQUESTED</u>
Plumas County Sheriff OES Radio Tower and Vault Project	II	\$ 71,875
Public Safety Communications Infrastructure Development and Upgrades		
Plumas County Sheriff Search & Rescue Related Activities	II	\$ 50,000
Plumas County Wildfire Prevention	III/IV	\$ 65,000

**Category I**

*Carry out activities under the Firewise Communities program to provide to homeowners in fire-sensitive ecosystems education on, and assistance with implementing techniques in home siting, home construction, and home landscaping that can increase the protection of people and property from wildfires*

**Category II**

*Reimburse the participating county for search and rescue and other emergency services, including firefighting, that are (a) performed on Federal land after the date on which the use was approved or (b) paid for by the participating county*

**Category III**

*Develop community wildfire protection plans in coordination with the Secretary of Agriculture*

Publication:  
Mountain Messenger  
Plumas County Website

4A



**Rural Counties  
Environmental Services  
Joint Powers Authority**

**ESJPA**

CHAIR — MICHAEL KOBSEFF, SISKIYOU COUNTY  
VICE CHAIR — DENISE CARTER, COLUSA COUNTY  
EXECUTIVE DIRECTOR — GREG NORTON

**TECHNICAL ADVISORY GROUP (TAG)**  
TAG CHAIR — TEDD WARD, DEL NORTE COUNTY  
TAG VICE CHAIR — GREG STANTON, EL DORADO COUNTY  
PROGRAM MANAGER — STACI HEATON

**To:** ESJPA Board of Directors  
ESJPA Alternates  
ESJPA CAO's  
ESJPA Clerks of the Board

**From:** Greg Norton, President & CEO

**Date:** November 5, 2020

**Re:** Designation of the 2021 ESJPA Delegates and Alternates -  
**ACTION REQUIRED**

The first ESJPA Board of Directors meeting of 2021 will be held on Thursday, March 11<sup>th</sup>. Please complete the attached designation form specifying the official Delegate and Alternate for your county.

Upon the official determination by the county, please provide confirmation of your county's election/appointment. Please forward the formal confirmation to RCRC as soon as possible. The confirmation can be sent via e-mail to Maggie Chui at [mchui@rcrcnet.org](mailto:mchui@rcrcnet.org) or mailed to:

Rural County Representatives of California  
1215 K Street, Suite 1650  
Sacramento, CA 95814  
Attn: Maggie Chui

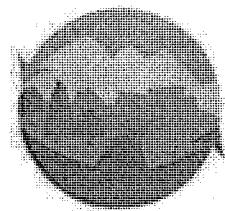
The ESJPA bylaws require that a Supervisor be the Delegate. **Alternates are generally a staff member in charge of solid waste/recycling programs for the county.** While there is no limit on the number of county staff who may attend the ESJPA meetings, only the officially designated Delegate or Alternate from each county will have voting rights.

Additionally, all Delegates and Alternates will be required to comply with the ESJPA conflict of interest code and file a Form 700.

Please do not hesitate to contact me at [gnorton@rcrcnet.org](mailto:gnorton@rcrcnet.org) or Staci Heaton, ESJPA Program Manager, at [sheaton@rcrcnet.org](mailto:sheaton@rcrcnet.org) if you have any questions or require additional information. Thank you for your assistance in this matter.

**Attachment**

- ESJPA Designation Form



**Rural Counties**  
Environmental Services  
Joint Powers Authority

**ESJPA**

**Designation of 2021 Delegate and Alternates for the**  
**Rural Counties' Environmental Services Joint Powers Authority (ESJPA)**

**Board of Directors**

**Date:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Delegate:** **Supervisor** \_\_\_\_\_

**1<sup>st</sup> Alternate:** \_\_\_\_\_

**2<sup>nd</sup> Alternate:** \_\_\_\_\_

***\*An Alternate is generally a staff member who is in charge of solid waste /recycling programs for the member county. While there is no limit on the number of county staff who may attend the ESJPA meetings, only the officially designated Delegate or Alternate will have voting rights. Please note that all Delegates and Alternates will be required to comply with the ESJPA's conflict of interest code and file a Form 700.***

**Authorization:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_