



BOARD OF SUPERVISORS

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

**AGENDA FOR REGULAR MEETING OF DECEMBER 15, 2020 TO BE HELD AT 10:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

www.countyofplumas.com

AGENDA

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

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

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

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

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



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

STANDING ORDERS

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

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

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

Live Stream of Meeting

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

Public Comment Opportunity/Written Comment

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

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

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

PLEDGE OF ALLEGIANCE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

PUBLIC COMMENT OPPORTUNITY

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

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

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

ACTION AGENDA

1. **PUBLIC HEALTH AGENCY** – Andrew Woodruff

Report and update on COVID-19; receive report and discussion

2. **CONSENT AGENDA**

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

A) **AUDITOR/CONTROLLER**

Approve and authorize the Chair to sign Memorandum of Understanding with Almanor Basin Food Pantry of \$10,000 from CARES funding for expenses related to the public health emergency in respect to COVID-19; approved as to form by County Counsel [View Item](#)

B) **SHERIFF**

Approve and authorize the Chair to sign agreement, not to exceed \$20,000, between County of Plumas and Kassbohrer All Terrain Vehicles, Inc. to provide service to Sheriff snowcat; approved as to form by County Counsel [View Item](#)

C) **HUMAN RESOURCES**

Adopt **RESOLUTION** adopting the Plumas County Pay Schedule [View Item](#)

D) **PUBLIC HEALTH AGENCY**

Approve and authorize the Chair to sign a service agreement, not to exceed \$9,000, between County of Plumas and RSH, Incorporated doing business as Horton Tire Center to provide vehicle repairs and maintenance, and ratify effective July 1, 2020; approved as to form by County Counsel [View Item](#)

E) **BEHAVIORAL HEALTH COMMISSION**

- 1) Approve updated Plumas County Behavioral Health Commission Bylaws [View Item](#)
- 2) Adopt **RESOLUTION** to Incorporate the Alcohol and Drug Advisory Board into the Previously Established Behavioral Health Commission [View Item](#)
- 3) Approve 2019-2020 Plumas County Behavioral Health Commission Annual Report, as submitted [View Item](#)

F) **PUBLIC WORKS**

- 1) Approve and authorize the Chair to sign purchase agreement, not to exceed \$17,000, between County of Plumas and Hunt & Sons, Inc. for propane fuel purchase delivery; approved as to form by County Counsel [View Item](#)
- 2) Approve and authorize the Chair to sign purchase agreement, not to exceed \$600,000, between County of Plumas and Hunt & Sons, Inc. for fuel and furnace oil purchase delivery; approved as to form by County Counsel [View Item](#)

G) **FACILITY SERVICES/AIRPORTS**

Authorize use of the Chester Airport for a New Year's Eve fireworks display, provided by the Lake Almanor Chamber of Commerce [View Item](#)

3. DEPARTMENTAL MATTERS

A) SHERIFF – Todd Johns

Approve and authorize the Sheriff to sign contract, not to exceed 39,071, between County of Plumas and Teleosoft, Inc. for new civil process software platform; approved as to form by County Counsel

[View Item](#)

B) COUNTY COUNSEL – Craig Settemire

Adopt **RESOLUTION** Re-adopting the Conflict of Interest Code for Plumas County. **Roll call vote**

[View Item](#)

C) COUNTY ADMINISTRATOR – Gabriel Hydrick

Discussion and possible action to continue the Emergency Telecommute Policy, expiring December 2020

[View Item](#)

D) HUMAN RESOURCES – Nancy Selvage

Adopt **RESOLUTION** adopting the Job Classification Plan affected by Schedule for California Minimum Wage Rate for 2017-2023, effective January 1, 2021. **Roll call vote** [View Item](#)

4. BOARD OF SUPERVISORS

- A. Accept letter of retirement from Kathy Williams, Clerk-Recorder/Registrar of Voters, effective December 30, 2020; discussion and possible action [View Item](#)
- B. Accept letter of retirement from Charles Leonhardt, Assessor, effective January 12, 2021; discussion and possible action [View Item](#)
- C. Presentation of *Certificate(s) of Appreciation* recognizing county employees for their years of service to the citizens of Plumas County and wishing them a well-deserved retirement
 - *Scott Lawson, Museum Director (1989 – 2020)*
 - *Tim W. Gibson, Agricultural Commissioner/Sealer of Weights and Measures (2001 – 2020)*
 - *Kathy Williams, Clerk-Recorder/ Registrar of Voters (1988 – 2002) and (Elected 2002 – 2020)*
 - *Supervisor Lori Simpson, District 4 (1991 – 2009) and (Elected 2009 – 2020)*
- D. Approve the updated job description for the position of County Counsel; discussion and possible action
- E. Appoint Gretchen Stuhr to the Office of County Counsel, for the term according to law, and approve Employment Agreement; discussion and possible action
- F. Direct Human Resources to recruit and fill vacant, funded and allocated 1.0 FTE Deputy County Counsel I/II/ or III position, created by promotion within the department, effective December 31, 2020; discussion and possible action
- G. Correspondence
- H. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

AFTERNOON SESSION

1:00 P.M. – BOARD OF SUPERVISORS

5. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

Personnel: Public employee appointment or employment – Agricultural Commissioner/Sealer of Weights and Measures

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

6. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee appointment or employment – Clerk of the Board
- B. Conference with Legal Counsel: Pending litigation pursuant to Subdivision (d) (2) of Government Code § 54956.9 Harry Rogers v. County of Plumas, Plumas Superior Court, Case No. CV19-00187; County of Plumas v. Harry Rogers, Third District Court of Appeals, Case No. C090668
- C. Conference with real property negotiator, Gabriel Hydrick, County Administrator regarding Plumas County Properties, Assessor's Parcel No. 110-062-008
- D. Conference with real property negotiator, Gabriel Hydrick, County Administrator regarding facilities: Sierra House, 529 Bell Lane, Quincy, APN 117-021-000-000
- E. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (one case)
- F. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- G. 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, January 5, 2021, Board of Supervisors Room 308, Courthouse, Quincy, California

PLUMAS COUNTY AUDITOR / CONTROLLER

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



Date: December 2, 2020

To: The Honorable Board of Supervisors

From: Roberta Allen, Auditor / Controller

Subject: Approval of MOU with Almanor Basic Food Pantry for CARES Funding

RECOMMENDATION:

Approve MOU with Almanor Basin Food Pantry for \$10,000 from CARES Funding for expenses related to the public health emergency in respect to COVID-19

BACKGROUND:

Plumas County is receiving federal funding under the CARES Act, Public Law 116-136, which provides that payments from the Corona Relief Fund (CRF) may only be used to cover costs that were incurred due to the public health emergency with respect to COVID-19. Plumas County has determined that a portion of the federal funding should be distributed to the community directly to alleviate some of the stressors put on the community due to COVID-19.

The Plumas County Board of Supervisors approved a tentative plan on September 1, 2020 with the understanding that the plan would be amended as needed; and the time period for using funds is March 1, 2020, to December 30, 20.

Almanor Basin Food Pantry provides food assistance in the Almanor Basin Area of Plumas County and has and will continue to incur necessary expenses due to the public health emergency related to COVID-19.

PLUMAS COUNTY AUDITOR / CONTROLLER

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



Memorandum of Understanding between the County of Plumas and Almanor Basin Food Pantry

This agreement is entered into between the COUNTY OF PLUMAS, a political subdivision of the State of California, (hereinafter referred to as "County"), and Almanor Basin Food Pantry, an independent non-profit corporation (hereinafter referred to as "Almanor Basin Food Pantry") for the purpose of providing funding for necessary expenditures incurred due to the public health emergency related to COVID-19.

WHEREAS, Plumas County is receiving federal funding under the CARES Act, Public Law 116-136, which provides that payments from the Corona Relief Fund (CRF) may only be used to cover costs that were incurred due to the public health emergency with respect to COVID-19; and

WHEREAS, Plumas County has determined that a portion of the federal funding should be distributed to the community directly to alleviate some of the stressors put on the community due to COVID-19; and

WHEREAS, the allotted funding cannot be used to cover expenses that are supported by other funding streams, such as unemployment insurance, paycheck protection plan, FEMA or stimulus payments; and

WHEREAS, the Plumas County Board of Supervisors approved a tentative plan on September 1, 2020 with the understanding that the plan would be amended as needed; and

WHEREAS, the time period for using funds is March 1, 2020, to December 30, 2020; and

WHEREAS, any funds not spent by December 30, 2020 must be returned to the Department of Treasury; and

WHEREAS, any funds received are subject to 2 C.F.R section 200, including, 200.303, 200.330-200.332, and Subpart F, incorporated by reference herein; and

WHEREAS, Almanor Basin Food Pantry provides food assistance in the Almanor Basin Area of Plumas County and has and will continue to incur necessary expenses due to the public health emergency related to COVID-19.

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Plumas County will provide up to Ten Thousand and No/100 Dollars (\$10,000.00) in CARES Funding to Almanor Basin Food Pantry.
2. Almanor Basin Food Pantry must use the funding by December 30, 2020, for necessary expenditures incurred due to the public health emergency related to COVID-19, and certify the expenditures by submitting original receipts provided to Plumas County by or before January 5, 2021.

3. Almanor Basin Food Pantry must return any funding not used for the above purpose to Plumas County by or before January 15, 2021.
4. Almanor Basin Food Pantry will provide the following information immediately for costs incurred between March 1, 2020, and October 31, 2020, and by or before January 5, 2021, for costs incurred after November 1, 2020:
 - a. A certification that no other funding stream was used to cover these expenses.
 - b. Verification that the costs were necessary and incurred due to the public health emergency with respect to COVID-19.
 - c. Original receipts of all costs incurred.
5. If the County disputes any of the expenses reported by Almanor Basin Food Pantry, Almanor Basin Food Pantry will have until January 15, 2021, to provide any additional documentation requested by the County, or return any disputed funds.
6. Almanor Basin Food Pantry will keep all receipts for a minimum of seven (7) years and will comply with any and all federal or state audits.
7. Almanor Basin Food Pantry acknowledges that it is familiar with the Coronavirus Aid, Relief and Economic Security Act, Public Law 116-136, and Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act, requires that States, Tribal governments, or units of local government use the funds received to cover only those costs that (1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); (2) were not accounted for in the budget most recently approved as of March 27, 2020, for the State or government; and (3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020..
8. Almanor Basin Food Pantry agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
9. Each individual executing this Agreement on behalf of Almanor Basin Food Pantry represents that he or she is fully authorized to execute and deliver this Agreement under Corporations Code section 313.
10. Almanor Basin Food Pantry has read and is aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Almanor Basin Food Pantry represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Almanor Basin Food Pantry.
11. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Almanor Basin Food Pantry shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively “County Parties”), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics’ liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney’s fees and court costs (hereinafter collectively referred to as “Claims”), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act,

error, omission or negligence of Almanor Basin Food Pantry or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Almanor Basin Food Pantry shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties. The obligations of this indemnity shall be for the full amount of all damage to County, including defense costs, and shall not be limited by any insurance limits.

12. Almanor Basin Food Pantry may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
13. The laws of the State of California shall govern this agreement.
14. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.

Signatures:

CONTRACTOR:

Almanor Basin Food Pantry

By: _____

Name: Pamela Kay Mashburn

Title: CEO

Date signed: _____

COUNTY:

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

By: _____

Kevin Goss, Chair

Board of Supervisors

Date signed: _____

By: _____

Name: Jon Erwin Scott

Title: CFO

Date signed: _____

ATTEST:

By: _____

Nancy DaForno

Clerk of the Board of Supervisors

Approved as to form:


Sara James
Deputy County Counsel II

12/1/2020

Date: OCT 26 2017

ALMANOR BASIN FOOD PANTRY
C/O PAMELA MASHBURN
PO BOX 1445 691 MAIN ST
CHESTER, CA 96020-1445

Employer Identification Number:
82-1923342
DLN:
17053227362017
Contact Person:
MRS. JOHNSON ID# 31287
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b) (1) (A) (vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
June 22, 2017
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.



Office of the Sheriff

Office of Emergency Services

JB

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

TODD JOHNS
SHERIFF/CORONER
DIRECTOR

Memorandum

DATE: December 1, 2020
TO: Honorable Board of Supervisors
FROM: Sheriff Todd Johns
RE: Agenda Items for the meeting December 15, 2020

It is recommended that the Board:

Approve and sign contract #PCSO00035 between the Plumas County Sheriff's Office (PCSO) and Kassbohrer All Terrain Vehicles, Inc. in the amount of \$20,000.

Background and Discussion:

The term of this contract is 02/15/20 - 02/14/21. The purpose of this agreement with Kassbohrer All Terrain Vehicles is to provide service to the Sheriff's snowcat.

Agreement has been approved as to form by County Counsel.

Services Agreement

This Agreement is made this 15th day of February 2021, by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Sheriff's Office (hereinafter referred to as "County"), and Kassbohrer All Terrain Vehicles, Inc. a Maine corporation (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto (the "Work").
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Twenty Thousand Dollars and No/100 (\$20,000.00).
3. Term. The term of this agreement shall be from February 15, 2021 through February 14, 2022, unless terminated earlier as provided herein.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Labor and Materials. Unless otherwise provided in this Agreement, Contractor shall provide and pay for all labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work. Contractor shall enforce strict discipline and good order among Contractor's employees and other persons performing the Work. Contractor shall not employ unfit persons to perform the Work or assign persons to perform tasks related to the Work that these persons are not properly skilled to perform.

7. Warranty and Legal Compliance. The services provided under this Agreement shall be completed promptly and competently. Contractor warrants to the County that: (1) materials and equipment furnished under this Agreement will be new and of good quality unless otherwise required or permitted under this Agreement; (2) the Work will be free from defects not inherent in the quality required or permitted; and (3) the Work will conform to the requirements of this Agreement. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
8. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.
9. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively “County Parties”), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics; liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney’s fees and court costs (hereinafter collectively referred to as “Claims”), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.
10. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
 - a. General liability (and professional liability, if applicable to the services provided) coverage with a minimum per occurrence limit of one million dollars (\$1,000,000).
 - b. Automobile liability coverage (including non-owned automobiles) with a minimum bodily injury limit of two-hundred fifty thousands dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of fifty thousand dollars (\$50,000) per accident.

COUNTY INITIALS

- c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements.
 - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the “County”) as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and
 - ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
 - iii. All of Contractor’s available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
 - iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
 - v. Contractor’s policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor’s insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
 - vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County’s own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.
- d. Workers Compensation insurance in accordance with California state law.

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days’ prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. Contractor shall require all subcontractors

to comply with all indemnification and insurance requirements of this agreement, and Contractor shall verify subcontractor's compliance.

11. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.
12. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
13. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
14. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
15. Choice of Law. The laws of the State of California shall govern this agreement.
16. Interpretation. This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
17. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
18. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
19. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.

20. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
21. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.
22. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

Sheriff's Department
County of Plumas
1400 E. Main Street
Quincy, CA 95971
Attention: Roni Towery

Contractor:

Kassbohrer All Terrain Vehicles, Inc.
8850 Double Diamond Parkway
Reno, NV 89521
Attention: Brian Pomerleau, Chief Financial Officer

23. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
24. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
25. Non-exclusive Agreement. Contractor acknowledges that County may enter into agreements with other contractors for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to the services contemplated by this Agreement.
26. Retention of Records. Pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall

COUNTY INITIALS

CONTRACTOR INITIALS

retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.

27. Conflicts. In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.

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

CONTRACTOR:

Kassbohrer All Terrain Vehicles, Inc.,
a Maine corporation

By: _____
Name: Brian Pomerleau
Title: Chief Financial Officer
Date:

By: _____
Name: Stefan Spindler
Title: Chief Executive Officer
Date:

COUNTY:

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

By: _____
Name: Todd Johns
Title: Sheriff
Date:

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

Attest:

By: _____
Nancy DaForno
Clerk of the Board of Supervisors
Date:

Approved as to form:

Plumas County Counsel

By:  Deputy 11/30/2025

County Counsel

_____ COUNTY INITIALS

EXHIBIT A

Scope of Work

1. Provide general equipment repair on an as-needed basis upon request of the County. This includes, but is not limited to, the following:
 - a. Lube, oil and filter changes (LOF).
 - b. Vehicle inspection.
 - c. Engine repair and replacement.
 - d. Drivetrain repair and replacement.
 - e. Diagnostics, including driveability and mechanical repairs.
 - f. Electrical/wiring repairs.
2. All Work shall be provided in accordance with industry standards for high-quality services and repairs. Prior to any service or repair work being performed, a repair order shall be submitted for approval and signed by the appropriate authority. All costs which may exceed the estimated amounts shall be submitted for approval prior to continuing work.

EXHIBIT B

Fee Schedule

1. Labor shall be charged at \$130.00 per hour.
2. Parts as quoted.
3. County shall be provided with a written estimate prior to any repairs. County shall not be responsible for the cost of any repairs County did not authorize in advance of the repairs being made. Contractor may not bill County more than the amount listed on the written estimate authorized by the County. If at any time Contractor believes that repairs will cost more than the County-authorized written estimate, Contractor shall provide a revised written estimate to County and obtain County's authorization prior to continuing repairs.
4. Contractor shall be paid monthly in accordance with the terms of this Exhibit. Contractor shall invoice County monthly based on the total of all services performed by Contractor under this Agreement which have been completed to County's sole satisfaction.

2c

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

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

Email: nancy selvage@countyofplumas.com



DATE: November 30, 2020

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Human Resources Director *N.S.*

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF December 15, 2020

RE: APPROVE RESOLUTION ADOPTING PLUMAS COUNTY'S PAY SCHEDULE

IT IS RECOMMENDED THAT THE BOARD:

Approve Resolution to amend job classification wage ranges affected by the increase in minimum wage based on the Schedule for California Wage Rate 2017-2023. The minimum wage for 2021 is set at \$14.00 per hour increasing to 15.00 an hour in 2022.

BACKGROUND AND DISCUSSIONS

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

Thank you for your consideration in this matter.

Attachments:

Exhibit A: Pay Schedule

RESOLUTION NO. 2020-_____

RESOLUTION TO ADOPT PLUMAS COUNTY'S PAY SCHEDULE

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

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

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

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

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

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

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 15th day of December 2020 by the following vote:

AYES:

NOES:

ABSENT:

Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board

County of Plumas
Pay Schedule

Exhibit A

Effective as of 01/01/2021

Revised and adopted by the Board of Supervisors as of 12/15/2020 per Resolution No. 2020-_____

CONFIDENTIAL EMPLOYEE UNIT

Job Title	HOURLY RATE						L5
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	
ACCOUNTANT	\$19.48	\$20.46	\$21.49	\$22.57	\$23.70	\$24.90	\$26.15
ACCOUNTANT AUDITOR 1	\$22.03	\$23.13	\$24.29	\$25.51	\$26.79	\$28.13	\$29.53
ACCOUNTANT AUDITOR 2	\$24.27	\$25.48	\$26.77	\$28.11	\$29.51	\$31.00	\$32.55
ASSISTANT AUDITOR/CONTROLLER	\$28.08	\$29.48	\$30.97	\$32.52	\$34.15	\$35.87	\$37.66
ASST.RISK MGR/SAFETY OFFICER	\$26.27	\$27.59	\$28.97	\$30.42	\$31.95	\$33.55	\$35.23
CHIEF DEPUTY AUDITOR	\$26.78	\$28.12	\$29.52	\$31.01	\$32.56	\$34.20	\$35.92
DEPUTY COUNTY COUNSEL 1	\$32.29	\$33.91	\$35.60	\$37.39	\$39.26	\$41.23	\$43.30
DEPUTY COUNTY COUNSEL 2	\$33.93	\$35.62	\$37.41	\$39.28	\$41.25	\$43.32	\$45.49
DEPUTY COUNTY COUNSEL 3	\$39.28	\$41.25	\$43.32	\$45.49	\$47.77	\$50.16	\$52.67
FISCAL SUPPORT COORDINATOR	\$18.35	\$19.27	\$20.24	\$21.26	\$22.33	\$23.46	\$24.63
HR PAYROLL SPECIALIST 1	\$21.24	\$22.31	\$23.44	\$24.61	\$25.85	\$27.15	\$28.50
HR PAYROLL SPECIALIST 2	\$23.42	\$24.60	\$25.84	\$27.14	\$28.49	\$29.93	\$31.43
HUMAN RESOURCES ANALYST 1	\$22.02	\$23.12	\$24.28	\$25.50	\$26.78	\$28.12	\$29.52
HUMAN RESOURCES ANALYST 2	\$24.27	\$25.48	\$26.77	\$28.11	\$29.51	\$31.00	\$32.55
HUMAN RESOURCES TECHNICIAN 1	\$17.06	\$17.92	\$18.82	\$19.76	\$20.75	\$21.79	\$22.88
HUMAN RESOURCES TECHNICIAN 2	\$18.82	\$19.76	\$20.75	\$21.79	\$22.88	\$24.04	\$25.24
HUMAN RESOURCES TECHNICIAN 3	\$19.96	\$20.96	\$22.01	\$23.11	\$24.27	\$25.48	\$26.77
LEAD FISCAL & TECH SERV ASST	\$16.27	\$17.09	\$17.95	\$18.85	\$19.80	\$20.79	\$21.83
MANAGEMENT ANALYST 1	\$22.02	\$23.12	\$24.28	\$25.50	\$26.78	\$28.12	\$29.52
MANAGEMENT ANALYST 2	\$24.27	\$25.48	\$26.77	\$28.11	\$29.51	\$31.00	\$32.55
PARALEGAL 1	\$21.24	\$22.31	\$23.44	\$24.61	\$25.85	\$27.15	\$28.50
PARALEGAL 2	\$23.42	\$24.60	\$25.84	\$27.14	\$28.49	\$29.93	\$31.43
PARALEGAL 3	\$26.85	\$28.20	\$29.61	\$31.10	\$32.66	\$34.30	\$36.02
PAYROLL SPECIALIST 1	\$21.24	\$22.31	\$23.44	\$24.61	\$25.85	\$27.15	\$28.50
PAYROLL SPECIALIST 2	\$23.42	\$24.60	\$25.84	\$27.14	\$28.49	\$29.93	\$31.43
SYSTEMS ANALYST 1	\$25.51	\$26.79	\$28.13	\$29.53	\$31.02	\$32.57	\$34.21
SYSTEMS ANALYST 2	\$28.08	\$29.48	\$30.97	\$32.52	\$34.15	\$35.87	\$37.66

County of Plumas
Pay Schedule

Effective as of 01/01/2021

Revised and adopted by the Board of Supervisors as of 12/15/2020 per Resolution No. 2020-_____

CONTRACT EMPLOYEES

Job Title	HOURLY RATE				
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
AIRPORT MANAGER	\$22.03	\$0.00	\$0.00	\$0.00	\$0.00
ASSISTANT COUNTY COUNSEL	\$43.70	\$0.00	\$0.00	\$0.00	\$0.00
BH DEPUTY DIRECTOR	\$45.00	\$47.25	\$49.62	\$52.11	\$54.72
EXEC ASST/CLERK OF THE BOARD	\$26.44	\$0.00	\$0.00	\$0.00	\$0.00

Job Title	HOURLY RATE				
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
AIRPORT MANAGER	\$22.03	\$0.00	\$0.00	\$0.00	\$0.00
ASSISTANT COUNTY COUNSEL	\$43.70	\$0.00	\$0.00	\$0.00	\$0.00
BH DEPUTY DIRECTOR	\$45.00	\$47.25	\$49.62	\$52.11	\$54.72
EXEC ASST/CLERK OF THE BOARD	\$26.44	\$0.00	\$0.00	\$0.00	\$0.00

Job Title	HOURLY RATE				
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
AIRPORT MANAGER	\$22.03	\$0.00	\$0.00	\$0.00	\$0.00
ASSISTANT COUNTY COUNSEL	\$43.70	\$0.00	\$0.00	\$0.00	\$0.00
BH DEPUTY DIRECTOR	\$45.00	\$47.25	\$49.62	\$52.11	\$54.72
EXEC ASST/CLERK OF THE BOARD	\$26.44	\$0.00	\$0.00	\$0.00	\$0.00

County of Plumas
Pay Schedule

Effective as of 01/01/2021

Revised and adopted by the Board of Supervisors as of 12/15/2020 per Resolution No. 2020-

DEPARTMENT HEADS

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

County of Plumas
Pay Schedule

Effective as of 01/01/2021

Revised and adopted by the Board of Supervisors as of 12/15/2020 per Resolution No. 2020-_____

ELECTED OFFICIALS

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

County of Plumas
Pay Schedule

Effective as of 01/01/2021

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OE 3 CRAFTS & TRADES

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
EQUIPMENT SERVICE WORKER	\$14.50	\$15.23	\$16.00	\$16.80	\$17.64	\$18.53	\$19.46	\$20.44	\$21.47	\$22.55
LEAD POWER EQUIPMENT MECHANIC	\$20.04	\$21.05	\$22.11	\$23.22	\$24.39	\$25.61	\$26.90	\$28.25	\$29.67	\$31.16
MECHANIC/SHOP TECHNICIAN	\$18.16	\$19.07	\$20.03	\$21.04	\$22.10	\$23.21	\$24.38	\$25.60	\$26.88	\$28.23
POWER EQUIPMENT MECHANIC 1	\$16.80	\$17.64	\$18.53	\$19.46	\$20.44	\$21.47	\$22.55	\$23.68	\$24.87	\$26.12
POWER EQUIPMENT MECHANIC 2	\$18.16	\$19.07	\$20.03	\$21.04	\$22.10	\$23.21	\$24.38	\$25.60	\$26.88	\$28.23
PUBLIC WRKS MAINT LEADWORKER	\$17.64	\$18.53	\$19.46	\$20.44	\$21.47	\$22.55	\$23.68	\$24.87	\$26.12	\$27.43
PUBLIC WRKS MAINT WORKER 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
PUBLIC WRKS MAINT WORKER 2	\$15.00	\$15.75	\$16.54	\$17.37	\$18.24	\$19.16	\$20.12	\$21.13	\$22.19	\$23.30
PUBLIC WRKS MAINT WORKER 3	\$16.54	\$17.37	\$18.24	\$19.16	\$20.12	\$21.13	\$22.19	\$23.30	\$24.47	\$25.70
WELDER	\$17.63	\$18.52	\$19.45	\$20.43	\$21.46	\$22.54	\$23.67	\$24.86	\$26.11	\$27.42

County of Plumas
Pay Schedule

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OE3 GENERAL

Job Title	HOURLY RATE					L5
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	
4-H REPRESENTATIVE	\$17.23	\$18.09	\$18.99	\$19.95	\$20.95	\$22.01
ACCOUNTANT	\$18.12	\$19.03	\$19.99	\$20.99	\$22.05	\$23.12
ACCOUNTING TECHNICIAN	\$17.31	\$18.18	\$19.10	\$20.05	\$21.05	\$24.32
ADMINISTRATIVE ASSISTANT 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$22.11
ADMINISTRATIVE ASSISTANT 2	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74
AG & STANDARDS INSPECTOR 1	\$20.30	\$21.32	\$22.39	\$23.51	\$24.69	\$25.93
AG & STANDARDS INSPECTOR 2	\$23.61	\$24.80	\$26.04	\$27.34	\$28.71	\$30.16
AG & STANDARDS INSPECTOR 3	\$26.05	\$27.36	\$28.73	\$30.17	\$31.68	\$33.27
AG & STANDARDS TECHNICIAN 1	\$15.69	\$16.48	\$17.33	\$18.20	\$19.12	\$20.08
AG & STANDARDS TECHNICIAN 2	\$17.21	\$18.08	\$18.99	\$19.94	\$20.94	\$21.99
AG & STANDARDS TECHNICIAN 3	\$18.70	\$19.64	\$20.63	\$21.67	\$22.76	\$23.90
AG & STANDARDS MANAGEMENT ANALYST 1	\$21.02	\$22.08	\$23.19	\$24.35	\$25.57	\$26.85
AG & STANDARDS MANAGEMENT ANALYST 2	\$23.38	\$24.55	\$25.78	\$27.07	\$28.43	\$29.86
ALCOHOL & DRUG PREV COORD	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33
ALCOHOL & DRUG THERAPIST 1	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34
ALCOHOL & DRUG THERAPIST 2	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24
ALTERNATIVE SENTENCING COORD	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38
ANIMAL CONTROL OFFICER 1	\$14.24	\$14.95	\$15.71	\$16.50	\$17.34	\$18.21
ANIMAL CONTROL OFFICER 2	\$15.69	\$16.48	\$17.31	\$18.18	\$19.10	\$20.05
ANIMAL SHELTER ATTENDANT	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90
APPRASIER 1	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33
APPRASIER 2	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73
APPRASIER 3	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34
APPRASIER ASSISTANT	\$17.31	\$18.18	\$19.10	\$20.05	\$21.05	\$22.11
ASSISTANT CIVIL ENGINEER	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75
ASSISTANT COOK	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90
ASSISTANT MUSEUM DIRECTOR	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54
ASSISTANT PLANNER	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50
ASSOC ENGI/ASST TRANS PLANNER	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79
ASSOCIATE ENGINEER	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79
ASSOCIATE PLANNER	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75
AUDITOR ACCOUNTING CLERK 1	\$14.30	\$15.02	\$15.78	\$16.57	\$17.41	\$18.28
AUDITOR ACCOUNTING CLERK 2	\$5.79	\$6.58	\$7.42	\$8.29	\$9.21	\$10.17
AUDITOR ACCOUNTING TECH 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90
AUDITOR/APPRASIER 1	\$17.31	\$18.18	\$19.10	\$20.05	\$21.05	\$22.11
AUDITOR/APPRASIER 2	\$18.71	\$19.66	\$20.64	\$21.68	\$22.76	\$23.91
AUDITOR/APPRASIER 3	\$20.63	\$21.67	\$22.75	\$23.90	\$25.09	\$26.35
BENEFIT ASSISTANCE COUNSELOR 1	\$13.88	\$14.58	\$15.32	\$16.09	\$16.90	\$17.76
BENEFIT ASSISTANCE COUNSELOR 2	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56
BENEFIT ASSISTANCE COUNSELOR 3	\$16.87	\$17.72	\$18.61	\$19.55	\$20.53	\$21.57
BENEFIT ASSISTANCE SUPERVISOR	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
BH ADMINISTRATIVE ASSISTANT 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
BH ADMINISTRATIVE ASSISTANT 2	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
BH CASE MGMT SPECIALIST 1	\$20.39	\$21.42	\$22.49	\$23.62	\$24.80	\$26.05	\$27.36	\$28.73	\$30.17	\$31.69
BH CASE MGMT SPECIALIST 2	\$22.48	\$23.61	\$24.79	\$26.04	\$27.35	\$28.72	\$30.16	\$31.68	\$33.27	\$34.93
BH CASE MGMT SPECIALIST SR	\$24.57	\$25.81	\$27.10	\$28.46	\$29.89	\$31.39	\$32.96	\$34.61	\$36.35	\$38.16
BH CLINICAL RECORDS SPECIALIST	\$17.78	\$18.67	\$19.61	\$20.59	\$21.63	\$22.71	\$23.85	\$25.04	\$26.30	\$27.62
BH QUALITY ASSURANCE COORD	\$27.19	\$28.55	\$29.99	\$31.50	\$33.07	\$34.73	\$36.47	\$38.30	\$40.22	\$42.24
BH SITE COORDINATOR	\$18.87	\$19.82	\$20.81	\$21.86	\$22.95	\$24.11	\$25.32	\$26.58	\$27.92	\$29.32
BH SUPERVISING SITE COORD	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
BH SUPPORT SERVICES COORD	\$16.88	\$17.74	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$25.00	\$26.25
BH SUPPORTIVE SERVICES TECH 1	\$14.94	\$15.70	\$16.49	\$17.33	\$18.20	\$19.12	\$20.08	\$21.08	\$22.14	\$23.26
BH SUPPORTIVE SERVICES TECH 2	\$16.00	\$16.80	\$17.65	\$18.53	\$19.47	\$20.44	\$21.47	\$22.54	\$23.68	\$24.86
BH SYSTEMS ANALYST	\$26.14	\$27.46	\$28.83	\$30.28	\$31.80	\$33.40	\$35.07	\$36.83	\$38.68	\$40.62
BH THERAPIST 1	\$25.43	\$26.70	\$28.04	\$29.45	\$30.92	\$32.47	\$34.10	\$35.81	\$37.61	\$39.50
BH THERAPIST 2	\$28.02	\$29.43	\$30.89	\$32.45	\$34.08	\$35.79	\$37.59	\$39.47	\$41.45	\$43.53
BH THERAPIST SENIOR	\$30.94	\$32.49	\$34.12	\$35.83	\$37.63	\$39.52	\$41.50	\$43.58	\$45.76	\$48.05
BLDG & GRNDS MAINT TECHNICIAN	\$17.81	\$18.70	\$19.65	\$20.63	\$21.67	\$22.75	\$23.90	\$25.09	\$26.35	\$27.68
BLDG & GRNDS MAINT WORKER 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
BLDG & GRNDS MAINT WORKER 2	\$15.00	\$15.75	\$16.54	\$17.37	\$18.24	\$19.16	\$20.12	\$21.13	\$22.19	\$23.30
BLDG & GRNDS MAINT WORKER 3	\$16.95	\$17.80	\$18.69	\$19.63	\$20.62	\$21.66	\$22.75	\$23.89	\$25.09	\$26.35
BRANCH LIBRARY ASSISTANT 1	\$4.00	\$4.70	\$5.44	\$6.22	\$7.04	\$7.80	\$8.60	\$9.40	\$10.20	\$11.00
BRANCH LIBRARY ASSISTANT 2	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
BUILDING INSPECTOR 1	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.12	\$26.38	\$27.70	\$29.08	\$30.55
BUILDING INSPECTOR 2	\$22.74	\$23.89	\$25.09	\$26.35	\$27.67	\$29.05	\$30.51	\$32.04	\$33.65	\$35.34
BUILDING PLANCHECK INSPECTOR	\$24.45	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98
BUILDING PLANS EXAMINER 1	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
BUILDING PLANS EXAMINER 2	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
CADASTRAL DRAFTING SPECIALIST	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82	\$34.47
CHILD SUPPORT ACCOUNTING SPEC	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
CHILD SUPPORT ASSISTANT	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
CHILD SUPPORT SPECIALIST 1	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
CHILD SUPPORT SPECIALIST 2	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
CHILD SUPPORT SPECIALIST 3	\$17.01	\$17.87	\$18.77	\$19.71	\$20.70	\$21.74	\$22.83	\$23.98	\$25.18	\$26.44
CODE ENFORCEMENT OFFICER	\$24.68	\$25.92	\$27.22	\$28.58	\$30.02	\$31.53	\$33.10	\$34.76	\$36.50	\$38.33
COLLECTIONS OFFICER 1	\$19.17	\$20.13	\$21.15	\$22.21	\$23.34	\$24.50	\$25.73	\$27.02	\$28.37	\$29.80
COLLECTIONS OFFICER 2	\$21.13	\$22.19	\$23.31	\$24.48	\$25.71	\$27.00	\$28.35	\$29.78	\$31.28	\$32.84
COMMUNITY OUTREACH COORDINATOR	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
CUSTODIAN	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
DA ADMIN/ASST PUBLIC ADMIN	\$21.14	\$22.20	\$23.32	\$24.48	\$25.71	\$26.99	\$28.35	\$29.78	\$31.28	\$32.84
DA INVESTIGATIONS SPECIALIST	\$24.56	\$25.80	\$27.09	\$28.45	\$29.88	\$31.38	\$32.95	\$34.60	\$36.34	\$38.16
DA INVESTIGATIVE ASSISTANT	\$19.68	\$20.66	\$21.70	\$22.78	\$23.93	\$25.14	\$26.40	\$27.73	\$29.11	\$30.57
DEPUTY CHILD SUP ATTORNEY 1	\$26.29	\$27.61	\$28.99	\$30.45	\$31.98	\$33.59	\$35.28	\$37.04	\$38.90	\$40.85
DEPUTY CHILD SUP ATTORNEY 2	\$29.01	\$30.47	\$32.00	\$33.61	\$35.30	\$37.06	\$38.92	\$40.87	\$42.92	\$45.07
DEPUTY CLERK-RECORDER 1	\$15.08	\$15.83	\$16.63	\$17.47	\$18.35	\$19.28	\$20.25	\$21.28	\$22.34	\$23.46
DEPUTY CLERK-RECORDER 2	\$16.58	\$17.42	\$18.30	\$19.23	\$20.19	\$21.22	\$22.27	\$23.40	\$24.57	\$25.81
DEPUTY DISTRICT ATTORNEY 1	\$31.77	\$33.37	\$35.03	\$36.79	\$38.64	\$40.58	\$42.61	\$44.74	\$46.98	\$49.34
DEPUTY DISTRICT ATTORNEY 2	\$33.36	\$35.02	\$36.78	\$38.62	\$40.56	\$42.59	\$44.72	\$46.96	\$49.32	\$51.79
DEPUTY DISTRICT ATTORNEY 3	\$38.62	\$40.56	\$42.59	\$44.72	\$46.96	\$49.32	\$51.79	\$54.38	\$57.10	\$59.97
DEPUTY PUB GUARD/CONSERVATOR 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
DEPUTY PUB GUARD/CONSERVATOR 2	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
DISTRICT ATTORNEY INVESTIGATOR	\$22.75	\$23.89	\$25.09	\$26.35	\$27.67	\$29.06	\$30.52	\$32.05	\$33.66	\$35.35
DRINKING DRIVER COORDINATOR	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
DRIVER 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
DRIVER 2	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
DRIVER 3	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
ELECTIONS COORDINATOR	\$24.08	\$25.30	\$26.56	\$27.90	\$29.31	\$30.78	\$32.33	\$33.95	\$35.66	\$37.45
ELECTIONS SERVICES ASSISTANT 1	\$15.08	\$15.83	\$16.63	\$17.47	\$18.35	\$19.28	\$20.25	\$21.28	\$22.34	\$23.46
ELECTIONS SERVICES ASSISTANT 2	\$16.58	\$17.42	\$18.30	\$19.23	\$20.19	\$21.22	\$22.27	\$23.40	\$24.57	\$25.81
ELECTIONS SPECIALIST	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99
ELIGIBILITY SPECIALIST 1	\$14.74	\$15.49	\$16.27	\$17.09	\$17.94	\$18.84	\$19.79	\$20.78	\$21.83	\$22.92
ELIGIBILITY SPECIALIST 2	\$16.21	\$17.02	\$17.88	\$18.77	\$19.72	\$20.71	\$21.76	\$22.85	\$24.00	\$25.21
ELIGIBILITY SPECIALIST 3	\$18.08	\$18.98	\$19.94	\$20.94	\$22.00	\$23.11	\$24.26	\$25.48	\$26.75	\$28.10
EMPLOYMENT & TRAINING WORKER 1	\$17.67	\$18.55	\$19.49	\$20.46	\$21.49	\$22.56	\$23.70	\$24.88	\$26.13	\$27.44
EMPLOYMENT & TRAINING WORKER 2	\$19.47	\$20.44	\$21.47	\$22.54	\$23.68	\$24.86	\$26.11	\$27.42	\$28.79	\$30.24
EMPLOYMENT & TRAINING WORKER 3	\$21.46	\$22.53	\$23.67	\$24.85	\$26.10	\$27.41	\$28.78	\$30.23	\$31.75	\$33.34
ENGINEERING AIDE	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
ENGINEERING TECHNICIAN 1	\$17.74	\$18.63	\$19.57	\$20.55	\$21.59	\$22.67	\$23.81	\$25.00	\$26.26	\$27.58
ENGINEERING TECHNICIAN 2	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
ENVIRONMENTAL HEALTH AIDE	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25
ENVIRONMENTAL HEALTH SPEC 1	\$23.73	\$24.92	\$26.17	\$27.49	\$28.86	\$30.31	\$31.83	\$33.43	\$35.10	\$36.86
ENVIRONMENTAL HEALTH SPEC 2	\$26.18	\$27.50	\$28.87	\$30.32	\$31.84	\$33.44	\$35.11	\$36.87	\$38.72	\$40.66
ENVIRONMENTAL HEALTH SPEC 3	\$28.80	\$30.25	\$31.77	\$33.37	\$35.03	\$36.79	\$38.64	\$40.58	\$42.61	\$44.74
ENVIRONMENTAL HEALTH TECH 1	\$16.88	\$17.74	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$25.00	\$26.25
ENVIRONMENTAL HEALTH TECH 2	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
EXECUTIVE ASSISTANT-PLANNING	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99
FAIR FISCAL COORDINATOR 1	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
FAIR FISCAL COORDINATOR 2	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
Family Violence Officer	\$18.26	\$19.18	\$20.14	\$21.16	\$22.22	\$23.34	\$24.51	\$25.74	\$27.03	\$28.39
FIELD SERVICES ASSISTANT	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61	\$22.69	\$23.83
FISCAL & TECH SERVICES ASST 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
FISCAL & TECH SERVICES ASST 2	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
FISCAL & TECH SERVICES ASST 3	\$16.21	\$17.02	\$17.88	\$18.77	\$19.72	\$20.71	\$21.76	\$22.85	\$24.00	\$25.21
GEO INFO SYS (GIS) PLANNER 1	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.67	\$29.05	\$30.51	\$32.04	\$33.65
GEO INFO SYS (GIS) PLANNER 2	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
GRANT COMPLIANCE ASSISTANT	\$14.57	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66
HAZ MAT SPECIALIST 1	\$23.73	\$24.92	\$26.17	\$27.49	\$28.86	\$30.31	\$31.83	\$33.43	\$35.10	\$36.86
HAZ MAT SPECIALIST 2	\$26.18	\$27.50	\$28.87	\$30.32	\$31.84	\$33.44	\$35.11	\$36.87	\$38.72	\$40.66
HAZ MAT SPECIALIST 3	\$28.80	\$30.25	\$31.77	\$33.37	\$35.03	\$36.79	\$38.64	\$40.58	\$42.61	\$44.74
HEAD COOK	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
HEALTH AIDE 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
HEALTH AIDE 2	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
HEALTH EDUCATION COORDINATOR 1	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
HEALTH EDUCATION SPECIALIST 1	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
HIV SPECIALTY CLINIC THERAPIST	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18	\$37.99
INFORMATION SYSTEMS TECHNICIAN	\$21.81	\$22.90	\$24.05	\$25.26	\$26.52	\$27.85	\$29.25	\$30.71	\$32.25	\$33.87
JUNIOR ENGINEER	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
LAW LIBRARIAN	\$14.56	\$15.30	\$16.07	\$16.97	\$17.72	\$18.61	\$19.55	\$20.53	\$21.57	\$22.65
LEAD DEPUTY CLERK-RECORDER	\$20.71	\$21.76	\$22.85	\$24.01	\$25.22	\$26.48	\$27.81	\$30.67	\$32.21	

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
LEGAL SECRETARY	\$18.72	\$19.67	\$20.65	\$21.69	\$22.77	\$23.92	\$25.12	\$26.37	\$27.70	\$29.08
LEGAL SECRETARY - SENIOR	\$19.86	\$20.86	\$21.91	\$23.01	\$24.17	\$25.38	\$26.65	\$27.99	\$29.39	\$30.86
LIBRARY AIDE	\$16.98	\$17.83	\$18.73	\$19.67	\$20.66	\$21.70	\$22.79	\$23.93	\$25.13	\$26.39
LIBRARY LITERACY CLERK	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
LIBRARY TECHNICIAN	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
LICENSED VOCATIONAL NURSE 1-BH	\$21.01	\$22.07	\$23.18	\$24.34	\$25.57	\$26.85	\$28.20	\$29.62	\$31.10	\$32.66
LICENSED VOCATIONAL NURSE 1-PH	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
LICENSED VOCATIONAL NURSE 2-BH	\$20.19	\$21.21	\$22.27	\$23.39	\$24.56	\$25.80	\$27.09	\$28.45	\$29.88	\$31.38
LICENSED VOCATIONAL NURSE 2-PH	\$21.20	\$22.26	\$23.38	\$24.55	\$25.79	\$27.08	\$28.45	\$29.87	\$31.37	\$32.94
LITERACY PROGRAM ASSISTANT 1	\$21.20	\$22.26	\$23.38	\$24.55	\$25.79	\$27.08	\$28.44	\$29.87	\$31.37	\$32.94
LITERACY PROGRAM ASSISTANT 2	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
MANAGEMENT ANALYST 1	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
MANAGEMENT ANALYST 2	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
MENTORING COORDINATOR	\$23.50	\$24.67	\$25.91	\$27.21	\$28.57	\$30.01	\$31.52	\$33.09	\$34.75	\$36.49
MUSEUM REGISTRAR	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
NATURAL RESOURCES ANALYST	\$14.57	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66
NURSE PRACTITIONER	\$20.63	\$21.67	\$22.75	\$23.90	\$25.09	\$26.35	\$27.68	\$29.06	\$30.52	\$32.05
OFFICE ASSISTANT 1	\$46.47	\$48.80	\$51.25	\$53.81	\$56.50	\$59.34	\$62.31	\$65.43	\$68.70	\$72.14
OFFICE ASSISTANT 2	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
OFFICE ASSISTANT 3	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
OFFICE AUTOMATION ANALYST	\$16.21	\$17.02	\$17.88	\$18.77	\$19.72	\$20.71	\$21.76	\$22.85	\$24.00	\$25.21
OFFICE AUTOMATION SPECIALIST	\$22.18	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45
PARALEGAL 1	\$18.26	\$19.18	\$20.14	\$21.16	\$22.22	\$23.34	\$24.51	\$25.74	\$27.03	\$28.39
PARALEGAL 2	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99
PARALEGAL 3	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25	\$27.57
PERMIT TECHNICIAN	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
PHYSICIAN ASSISTANT	\$16.47	\$17.30	\$18.17	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38	\$25.61
PLANNING TECHNICIAN	\$46.47	\$48.80	\$51.25	\$53.81	\$56.50	\$59.34	\$62.31	\$65.43	\$68.70	\$72.14
PREVENTION AIDE	\$17.81	\$18.70	\$19.65	\$20.63	\$21.67	\$22.75	\$23.90	\$25.09	\$26.35	\$27.68
PROG COMPL & TRAINING ANALYST	\$4.00	\$4.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
PROGRAMMER ANALYST	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
PROPERTY TAX ASSESSMENT TECH	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82	\$34.47
PROJECT MANAGER	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88	\$41.88
PROPERTY TAX ASSESSMENT SPEC 1	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
PROPERTY TAX ASSESSMENT SPEC 2	\$16.21	\$17.02	\$17.88	\$18.77	\$19.72	\$20.71	\$21.76	\$22.85	\$24.00	\$25.21
PROPERTY TAX ASSESSMENT TECH	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
PSYCHIATRIC NURSE 1	\$26.14	\$27.46	\$28.83	\$30.28	\$31.80	\$33.40	\$35.07	\$36.83	\$38.68	\$40.62
PSYCHIATRIC NURSE 2	\$29.28	\$30.74	\$32.28	\$33.90	\$35.60	\$37.39	\$39.26	\$41.23	\$43.30	\$45.47
PSYCHIATRIC TECHNICIAN	\$8.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
PUBLIC HEALTH NURSE 1	\$26.14	\$27.46	\$28.83	\$30.28	\$31.80	\$33.40	\$35.07	\$36.83	\$38.68	\$40.62
PUBLIC HEALTH NURSE 2	\$29.28	\$30.74	\$32.28	\$33.90	\$35.60	\$37.39	\$39.26	\$41.23	\$43.30	\$45.47
PUBLIC HEALTH NURSE 3	\$32.41	\$34.04	\$35.75	\$37.54	\$39.42	\$41.40	\$43.47	\$45.65	\$47.94	\$50.34
PUBLIC WORKS SR ENV PLANNER	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
QUALITY ASSURANCE COORDINATOR	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18	\$37.99
RECORDING SECRETARY	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61	\$22.69	\$23.83
RECORDS MANAGEMENT TECH 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
RECORDS MANAGEMENT TECH 2	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
REGISTERED DENTAL ASSISTANT 1	\$20.19	\$21.21	\$22.27	\$23.39	\$24.56	\$25.80	\$27.09	\$28.45	\$29.88	\$31.38
REGISTERED DENTAL ASSISTANT 2	\$21.20	\$22.26	\$23.38	\$24.55	\$25.79	\$27.08	\$28.44	\$29.87	\$31.37	\$32.94
REGISTERED NURSE 1 - BH	\$26.14	\$27.46	\$28.83	\$30.28	\$31.80	\$33.40	\$35.07	\$36.83	\$38.68	\$40.62
REGISTERED NURSE 1 - PH	\$26.14	\$27.46	\$28.83	\$30.28	\$31.80	\$33.40	\$35.07	\$36.83	\$38.68	\$40.62
REGISTERED NURSE 2 - BH	\$29.28	\$30.74	\$32.28	\$33.90	\$35.60	\$37.39	\$39.26	\$41.23	\$43.30	\$45.47
REGISTERED NURSE 2 - PH	\$29.28	\$30.74	\$32.28	\$33.90	\$35.60	\$37.39	\$39.26	\$41.23	\$43.30	\$45.47
SECRETARY	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
SENIOR BUILDING INSPECTOR	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
SENIOR BUILDING PLNCHK INSPI	\$26.88	\$28.23	\$29.65	\$31.13	\$32.69	\$34.33	\$36.05	\$37.86	\$39.76	\$41.75
SENIOR DISTRICT ATTORNEY INVST	\$25.06	\$26.32	\$27.64	\$29.03	\$30.49	\$32.02	\$33.63	\$35.32	\$37.09	\$38.95
SENIOR ENGINEERING TECHNICIAN	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
SENIOR PERMIT TECHNICIAN	\$18.52	\$19.46	\$20.43	\$21.46	\$22.53	\$23.67	\$24.85	\$26.10	\$27.41	\$28.78
SENIOR PLANNER	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
SENIOR SOCIAL WORKER A	\$25.62	\$26.90	\$28.25	\$29.67	\$31.16	\$32.71	\$34.35	\$36.07	\$37.88	\$39.78
SENIOR SOCIAL WORKER B	\$28.03	\$29.44	\$30.91	\$32.46	\$34.09	\$35.80	\$37.59	\$39.49	\$41.47	\$43.55
SITE MANAGER	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
SOCIAL SERVICES AIDE	\$15.79	\$16.58	\$17.42	\$18.29	\$19.21	\$20.17	\$21.19	\$22.25	\$23.37	\$24.54
SOCIAL WORKER 1	\$20.39	\$21.42	\$22.49	\$23.62	\$24.80	\$26.05	\$27.36	\$28.73	\$30.17	\$31.69
SOCIAL WORKER 2	\$22.48	\$23.61	\$24.79	\$26.04	\$27.35	\$28.72	\$30.16	\$31.68	\$33.27	\$34.93
SOCIAL WORKER 3	\$24.57	\$25.81	\$27.10	\$28.46	\$29.89	\$31.39	\$32.96	\$34.61	\$36.35	\$38.17
SOLID WASTE PROGRAM MANAGER	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
STAFF SERVICES ANALYST 1	\$21.91	\$23.00	\$24.16	\$25.38	\$26.65	\$27.99	\$29.40	\$30.87	\$32.42	\$34.05
STAFF SERVICES ANALYST 2	\$24.15	\$25.37	\$26.64	\$27.98	\$29.39	\$30.86	\$32.41	\$34.04	\$35.75	\$37.54
STAFF SERVICES SPECIALIST	\$21.14	\$22.20	\$23.32	\$24.48	\$25.71	\$26.99	\$28.35	\$29.78	\$31.28	\$32.84
SUBSTANCE USE DISORDER SPEC 1	\$19.58	\$20.56	\$21.60	\$22.68	\$23.82	\$25.01	\$26.27	\$27.59	\$28.97	\$30.43
SUBSTANCE USE DISORDER SPEC 2	\$21.60	\$22.68	\$23.82	\$25.01	\$26.27	\$27.59	\$28.97	\$30.43	\$31.96	\$33.56
TELECOMMUNICATIONS TECHNICIAN	\$22.17	\$23.29	\$24.45	\$25.69	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44
TREAS/TAX COLLECTIONS OFFCR 1	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
TREAS/TAX COLLECTIONS OFFCR 2	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
TREASURER/TAX SPECIALIST 1	\$14.30	\$15.02	\$15.78	\$16.57	\$17.41	\$18.28	\$19.20	\$20.16	\$21.18	\$22.24
TREASURER/TAX SPECIALIST 2	\$15.79	\$16.58	\$17.42	\$18.29	\$19.21	\$20.17	\$21.19	\$22.25	\$23.37	\$24.54
TREASURER/TAX TECHNICIAN	\$15.22	\$15.98	\$16.78	\$17.63	\$18.51	\$19.45	\$20.42	\$21.45	\$22.52	\$23.66
VETERANS SERVICE REP 1	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61	\$22.69	\$23.83
VETERANS SERVICE REP 2	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25
VICTIM/WITNESS ADVOCATE	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80
WELFARE FRAUD INVESTIGATOR 1	\$22.22	\$23.34	\$24.51	\$25.74	\$27.03	\$28.39	\$29.82	\$31.32	\$32.88	\$34.53
WELFARE FRAUD INVESTIGATOR 2	\$24.10	\$25.31	\$26.57	\$27.91	\$29.31	\$30.77	\$32.32	\$33.94	\$35.64	\$37.43

County of Plumas Pay Schedule

Effective as of 01/01/2021

Revised and adopted by the Board of Supervisors as of 12/15/2020 per Resolution No. 2020-0108, Effective as of 01/01/2021

OE3 MID-MANAGEMENT

Job Title	Hourly Rate					L4
	Step 1	Step 2	Step 3	Step 4	Step 5	
A&D PROG CLINICIAN/SUPERVISOR	\$29.73	\$31.22	\$32.78	\$34.43	\$36.16	\$37.97
ALCOHOL & DRUG PROG CHIEF	\$29.73	\$31.22	\$32.78	\$34.43	\$36.16	\$37.97
ALTERNATIVE SENTENCING MANAGER	\$25.65	\$26.93	\$28.28	\$29.70	\$31.19	\$32.75
ANIMAL CONTROL SUPERVISOR	\$17.81	\$18.69	\$19.64	\$20.62	\$21.66	\$22.74
ASSESSORS OFFICE MANAGER	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98
ASSISTANT BUILDING OFFICIAL	\$29.73	\$31.22	\$32.78	\$34.42	\$36.16	\$37.97
ASSISTANT COUNTY ASSESSOR	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44
ASSISTANT DISTRICT ATTORNEY	\$44.72	\$46.96	\$49.32	\$51.79	\$54.38	\$57.10
ASSISTANT PLANNING DIRECTOR	\$29.73	\$31.22	\$32.78	\$34.43	\$36.16	\$37.97
ASST COUNTY CLERK-RECORDE	\$26.63	\$27.97	\$29.37	\$30.83	\$32.38	\$34.01
ASST DIR DEPT OF CHILD SUP SVC	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75
ASST DIR OF PUBLIC WORKS	\$31.21	\$32.77	\$34.42	\$36.15	\$37.96	\$39.86
ASST DIRECTOR OF PUBLIC HEALTH	\$37.94	\$39.84	\$41.84	\$43.94	\$46.14	\$48.45
ASST TREASURER/TAX COLLECTOR	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44
BH ADMIN SERVICES OFFICER	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68	\$42.72
BH AOD PROGRAM ADMIN	\$36.59	\$38.43	\$40.36	\$42.38	\$44.50	\$46.73
BH CONTINUING CARE COORDINATOR	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68	\$42.72
BH QUAL IMPROVEMENT/COMPL MGR	\$36.59	\$38.43	\$40.36	\$42.38	\$44.50	\$46.73
BH UNIT SUPERVISOR	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68	\$42.72
BH UNIT SUPERVISOR-NURSING	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68	\$42.72
BLDG/GRDS MAINT SUPERVISOR 1	\$17.87	\$18.77	\$19.71	\$20.70	\$21.74	\$22.83
BLDG/GRDS MAINT SUPERVISOR 2	\$19.20	\$20.17	\$21.18	\$22.24	\$23.35	\$24.53
BUILDING OFFICIAL	\$32.76	\$34.40	\$36.13	\$37.94	\$39.84	\$41.84
CHIEF APPRAISER	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79
CHIEF CODE ENFORCEMENT OFFICER	\$28.59	\$30.03	\$31.54	\$33.11	\$34.77	\$36.51
CHIEF DEP PUB GRDN/CONSERVATOR	\$24.57	\$25.81	\$27.10	\$28.46	\$29.89	\$31.39
CHILDRENS SERVICES COORDINATOR	\$29.03	\$30.49	\$32.02	\$33.63	\$35.32	\$37.08
COMMUNITY CARE CASE MANAGER	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66
DEPUTY AG COMM/SEALER OF WEIGHTS & MEASURES	\$28.66	\$30.10	\$31.61	\$33.20	\$34.86	\$36.61
DEP DIR/SOC SERV PROGRAM MGR	\$34.19	\$35.91	\$37.71	\$39.60	\$41.58	\$43.66
DEPARTMENT FISCAL OFFICER 1	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98
DEPARTMENT FISCAL OFFICER 2	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75
DEPUTY DIR OF PUBLIC WORKS	\$28.30	\$29.72	\$31.21	\$32.77	\$34.42	\$36.15
DIRECTOR OF NURSING - PH	\$39.74	\$41.73	\$43.82	\$46.01	\$48.31	\$50.73
DIV DIR VETERANS SVCS OFFICER	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75
ELIGIBILITY SUPERVISOR	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98
EMPLOYMENT & TRNG WKR SUP	\$26.24	\$27.56	\$28.94	\$30.39	\$31.92	\$33.52
EQUIPMENT MAINT SUPERVISOR	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75
FISCAL SUPPORT COORD	\$18.50	\$19.43	\$20.41	\$21.44	\$22.52	\$23.65
GEO INFO SYSTEM (GIS) COORD	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44
GRANT COMPLIANCE OFFICER	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33

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

County of Plumas Pay Schedule

Effective as of 01/01/2021

Revised and adopted by the Board of Supervisors as of 12/15/2020 per Resolution No. 2020-085

PROBATION MID-MANAGEMENT

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEEP 6	STEEP 7	STEEP 8	STEEP 9	STEEP 10	STEEP 11	STEEP 12	STEEP 13	STEEP 14	STEEP 15
DEPARTMENT FISCAL OFFICER 1	\$20.92	\$21.97	\$23.07	\$24.23	\$25.44	\$26.71	\$28.06	\$29.46	\$30.94	\$32.49					
DEPARTMENT FISCAL OFFICER 2	\$23.05	\$24.21	\$25.42	\$26.69	\$28.04	\$29.44	\$30.92	\$32.47	\$34.10	\$35.80					
SUPERVISING PROBATION OFFICER	\$24.83	\$26.07	\$27.38	\$28.75	\$30.20	\$31.71	\$33.30	\$34.97	\$36.72	\$38.56					

County of Plumas
Pay Schedule

Effective as of 01/01/2021

Revised and adopted by the Board of Supervisors as of 12/15/2020 per Resolution No. 2020-

PROBATION ASSC

Job Title

	HOURLY RATE				
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
	L1	L2	L3	L4	L5
ADMINISTRATIVE ASSISTANT 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04
ADMINISTRATIVE ASSISTANT 2	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80
DEPUTY PROBATION OFFICER 1	\$17.98	\$18.88	\$19.83	\$20.83	\$19.74
DEPUTY PROBATION OFFICER 2	\$19.45	\$20.43	\$21.46	\$22.54	\$22.98
DEPUTY PROBATION OFFICER 3	\$21.44	\$22.52	\$23.65	\$24.85	\$26.09
DETENTION COORDINATOR	\$19.00	\$19.96	\$20.96	\$22.01	\$23.11
LEGAL SERVICES ASSISTANT 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04
LEGAL SERVICES ASSISTANT 2	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80
MANAGEMENT ANALYST 1	\$21.23	\$22.30	\$23.42	\$24.59	\$25.83
MANAGEMENT ANALYST 2	\$23.61	\$24.80	\$26.04	\$27.34	\$28.71
OFFICE ASSISTANT 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04
OFFICE ASSISTANT 2	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90
OFFICE ASSISTANT 3	\$16.21	\$17.02	\$17.88	\$18.77	\$19.72
PROB PROG COORD/ADMIN ASSIST	\$8.89	\$19.84	\$20.84	\$21.89	\$22.99
PROBATION ASSISTANT	\$15.14	\$15.90	\$16.70	\$17.53	\$18.41
PROBATION REPORT WRITER	\$18.05	\$18.96	\$19.91	\$20.91	\$21.96

County of Plumas
Pay Schedule

Effective as of 01/01/2021

Revised and adopted by the Board of Supervisors as of 12/15/2020 per Resolution No. 2020-_____

SHERIFF EMPLOYEE ASSC

Job Title	HOURLY RATE					L5
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	
ASSISTANT PROGRAM MANAGER	\$15.02	\$15.78	\$16.56	\$17.40	\$18.27	\$19.19
CORRECTIONAL OFFICER 1	\$17.98	\$18.89	\$19.84	\$20.83	\$21.88	\$22.99
CORRECTIONAL OFFICER 2	\$19.81	\$20.81	\$21.85	\$22.96	\$24.11	\$25.31
CORRECTIONAL SERGEANT	\$21.97	\$23.07	\$24.22	\$25.43	\$26.71	\$28.05
CRIME ANALYST	\$16.91	\$17.76	\$18.65	\$19.59	\$20.58	\$21.61
DEP SHERIFF 2/COM EQUIP COORD	\$27.85	\$29.25	\$30.71	\$32.26	\$33.88	\$35.57
DEPUTY SHERIFF 1	\$20.38	\$21.40	\$22.47	\$23.60	\$24.79	\$26.04
DEPUTY SHERIFF 2	\$22.45	\$23.57	\$24.76	\$26.00	\$27.31	\$28.68
DEPUTY SHERIFF 2-ADVANCED	\$23.63	\$24.82	\$26.07	\$27.37	\$28.74	\$30.19
DEPUTY SHERIFF 2-INTERMEDIATE	\$23.13	\$24.29	\$25.51	\$26.79	\$28.13	\$29.53
SH INVSTG/CANNABIS CODE COMPL	\$27.22	\$28.59	\$30.02	\$31.52	\$33.10	\$34.75
SHERIFF DISPATCHER 1	\$17.98	\$18.89	\$19.84	\$20.83	\$21.88	\$22.99
SHERIFF DISPATCHER 2	\$19.20	\$20.17	\$21.18	\$22.24	\$23.35	\$24.53
SHERIFF INVESTIGATOR	\$24.15	\$25.36	\$26.64	\$27.98	\$29.38	\$30.86
SHERIFF INVESTIGATOR SERGEANT	\$29.43	\$30.91	\$32.46	\$34.09	\$35.80	\$37.59
SHERIFF INVESTIGATOR-ADVANCED	\$25.41	\$26.69	\$28.03	\$29.44	\$30.92	\$32.47
SHERIFF INVESTIGATOR-INTERMED	\$24.88	\$26.13	\$27.43	\$28.82	\$30.26	\$31.77
SHERIFF SERGEANT	\$25.36	\$26.64	\$27.98	\$29.38	\$30.86	\$32.40
SHERIFF SERGEANT-ADVANCED	\$27.35	\$28.72	\$30.17	\$31.68	\$33.27	\$34.94
SHERIFF SERGEANT-INTERMEDIATE	\$26.75	\$28.10	\$29.50	\$30.99	\$32.54	\$34.17
SHERIFF SERVICES ASSISTANT 1	\$16.23	\$17.04	\$17.90	\$18.79	\$19.74	\$20.73
SHERIFF SERVICES ASSISTANT 2	\$17.89	\$18.78	\$19.73	\$20.72	\$21.76	\$22.85
						\$24.00
						\$25.20
						\$26.46
						\$27.80

County of Plumas
Pay Schedule

Effective as of 01/01/2021

Revised and adopted by the Board of Supervisors as of 12/15/2020 per Resolution No. 2020-_____

SHERIFF EMPLOYEE ASSC MID-MGMT

Job Title	HOURLY RATE				
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
	L1	L2	L3	L4	L5
ASST DIR OF EMERGENCY SERVICES	\$22.96	\$24.11	\$25.32	\$26.59	\$27.92
COMMUNICATIONS SUPER ADVANCED	\$23.22	\$24.38	\$25.61	\$26.90	\$28.25
COMMUNICATIONS SUPER INTERMED	\$22.77	\$23.91	\$25.12	\$26.37	\$27.69
COMMUNICATIONS SUPERVISOR	\$22.11	\$23.22	\$24.38	\$25.61	\$26.90
JAIL COMMANDER	\$31.65	\$33.25	\$34.92	\$36.66	\$38.50
SH/INV SGT/CODE COMPLIANCE SUP	\$31.65	\$33.25	\$34.92	\$36.66	\$38.50
SHERIFF ADMIN SERGEANT	\$29.43	\$30.91	\$32.45	\$34.08	\$35.78
SHERIFF FISCAL OFFICER 1	\$22.63	\$23.77	\$24.96	\$26.22	\$27.53
SHERIFF FISCAL OFFICER 2	\$26.72	\$28.06	\$29.47	\$30.96	\$32.51
SHERIFF PATROL COMMANDER	\$31.65	\$33.25	\$34.92	\$36.66	\$38.50
SHERIFFS DEP/TRAINING/POL ADV	\$32.42	\$34.05	\$35.75	\$37.55	\$39.44
SHERIFFS SPECIAL OPS SGT	\$29.43	\$30.91	\$32.45	\$34.08	\$35.78

County of Plumas
Pay Schedule

Effective as of 01/01/2021

Revised and adopted by the Board of Supervisors as of 12/15/2020 per Resolution No. 2020-_____

UNDERSHERIFF

Job Title	HOURLY RATE				
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
UNDERSHERIFF	\$34.21	\$35.93	\$37.73	\$39.62	\$41.61

Job Title	HOURLY RATE				
	L1	L2	L3	L4	L5
UNDERSHERIFF	\$43.70	\$45.89	\$48.19	\$50.60	\$53.13



PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

JD

Date: October 30, 2020

To: Honorable Board of Supervisors

From: Andrew Woodruff

Agenda: Item for December 15, 2020

Recommendation: Approve and direct the Chair to sign a service agreement with RSH, Incorporated doing business as Horton Tire Center to provide vehicle repairs and maintenance in the amount of \$9,000.00, and approve ratification of payments of the services rendered to date (7/1/2020 to 6/30/2021).

Background: As the Board is aware the auditor requires agreements for all services in order to pay the invoice. The attached service agreement is for vehicle repairs and maintenance on County vehicles.

This Service Agreement has been reviewed and approved by County Counsel, a copy of which is on file with the Clerk of the Board for your review.

C:\Documents and Settings\Roscie Olney\My Documents\BOS\Agreement-Maintenance & Repair Vehicle 2021.doc



AEI

PLUMAS COUNTY BEHAVIORAL HEALTH COMMISSION
BYLAWS – DRAFT UPDATES 11/2020

Article I. Name

The name of this Commission shall be PLUMAS COUNTY BEHAVIORAL HEALTH COMMISSION (PCBHC). These bylaws govern the conduct of all business of the Behavioral Health Commission of Plumas County.

Article II. Authority

The PCBHC is authorized by the California legislature in Welfare and Institutions Code (WIC) Section 5604 and Health and Safety Code (HSC) Sections 11805, 11998.1(f), and 11752.1(e).

Article III. Duties

The duties of the Plumas County Behavioral Health Commission, as defined in the Welfare and Institutions Code and the Health and Safety Code, shall be:

A. Duties Per WIC Section 5604.2(General Provisions) and Any Future Amendments thereto.

These duties include:

- (1) Review and evaluate the community's public mental/behavioral health needs, services, facilities, and special problems in any facility within Plumas County, including, but not limited to, schools, emergency departments, and psychiatric facilities.
- (2) Review any county agreements entered into pursuant to Section 5650. PCBHC may make recommendations to the Plumas County Board of Supervisors regarding concerns identified within these agreements.
- (3) Advise the Plumas County Board of Supervisors, and the Plumas County Behavioral Health director as to any aspect of the local mental/behavioral health program. PCBHC may request assistance from the local patients' rights advocates when reviewing and advising on mental/behavioral health evaluations or services provided in public facilities with limited access.
- (4) Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process. Involvement shall include individuals with lived experience of mental/behavioral illness and their families, community members, advocacy organizations, and mental/behavioral health professionals. It shall also include other professionals that interact with individuals living with mental/behavioral illnesses on a daily basis, such as education, emergency services, employment, health care, housing, law enforcement, local business owners, social services, seniors, transportation, and veterans.
- (5) Submit an annual report to the Plumas County Board of Supervisors on the needs and performance of Plumas County's mental/behavioral health system.
- (6) Review and make recommendations on applicants for the appointment of a Plumas County director of mental/behavioral health services. PCBHC shall be included in the selection process prior to the vote of the Plumas County Board of Supervisors.
- (7) Review and comment on Plumas County's performance outcome data and communicate its findings to the California Behavioral Health Planning Council.
- (8) As part of its duties above, PCBHC shall assess the impact of the realignment of services from the state to the county, on services delivered to clients and on the local community.

B. Duties Per WIC Section 5848(b) (Oversight and Accountability, and Any Future Amendments thereto. These duties include:

(1) PCBHC shall conduct a public hearing on the draft three-year program and expenditure plan and annual updates at the close of the 30-day comment period required by subdivision (a). Each adopted three-year program and expenditure plan and update shall include any substantive written recommendations for revisions. The adopted three-year program and expenditure plan or update shall summarize and analyze the recommended revisions. PCBHC shall review the adopted plan or update and make recommendations to Plumas County Behavioral Health for revisions.

C. Duties Per HSC Section 11998.1(f) and Any Future Amendments thereto. These duties include:

Review the Plumas County Behavioral Health Department's Alcohol and Drug Five-Year Plan, including consultation as needed to comply with the legislative goals set forth in Health and Safety Code section 11998.1(f).

Article IV. Membership

A. Number and Composition of Membership

1. The Board of Supervisors shall appoint the members of PCBHC. The membership shall be submitted to the Board of Supervisors for approval. PCBHC may, but is not required to, make recommendations to the Board of Supervisors for appointment of members.
2. The PCBHC shall consist of eight (8) members.
3. One (1) member shall be a member of the Board of Supervisors, the governing body.
4. Fifty (50) percent or more of the members shall be consumers or family members who are or have received mental/behavioral Health services, as follows: at least twenty (20) percent direct consumers; at least twenty (20) percent family members, and if not covered in these four, one (1) Alcohol and Drug Abuse representative.
5. Fifty (50) percent or less of membership shall be community members representing public interest in the behavioral health needs of Plumas County, especially recommended: persons in the professions of human services, education, law, criminal justice, fiscal management, treatment/recovery (e.g. AIDS treatment), students/parents, other private industry, organizations involved in drug/alcohol services, and organized labor (e.g. Employee Assistance Program representative).
6. Membership shall reflect the diversity and demographics of the county as a whole, to the extent feasible (*WIC 5604.5(b)*).
7. It is advisable, but not mandatory, that representatives of each major community of the county be selected.
8. All members shall be residents of Plumas County or be substantially employed in the county.
9. Except as provided in the following paragraph, a member of PCBHC or the member's spouse shall not be a full-time or part-time county employee of a county mental health service, an employee of the State Department of Health Care Services, or an employee of, or a paid member of the governing body of, a mental health contract agency.

A consumer of mental health services who has obtained employment with an employer described in the previous paragraph and who holds a position in which the consumer does not have any interest, influence, or authority over any financial or contractual matter concerning the employer may be appointed to PCBHC. The member shall abstain from

voting on any financial or contractual issue concerning the member's employer that may come before PCBHC.

Members of PCBHC shall abstain from voting on any issue in which the member has a financial interest as defined in Section 87103 of the Government Code. (WIC 5604(e), (f)).

B. Terms of Membership

1. The term of each member (ending December 31st) shall be for three (3) years with approximately one-third of the members changing each year.
2. No member shall serve more than two (2) consecutive three-year appointments with the exception that if a member has been appointed to a partial term, he/she may then be appointed by the Board of Supervisors to two full three-year terms.
 - a. When a vacancy occurs, the new member appointed to fill the vacancy will only be appointed for the remainder of the un-expired term of the vacated position.
 - b. Extending new membership after partial-term is completed: only the Board of Supervisors has the authority to extend or re-appoint a Commissioner's term.
3. When one year has elapsed following a former member's service on PCBHC, of whatever duration that service was, he/she again becomes eligible for appointment.

C. Quorum

1. A quorum shall be one person more than one-half of the number of appointed voting members including the Board of Supervisors representative. Appointed members excludes unfilled positions, including those unfilled due to resignation. However, if the number of appointed members falls below the five-member minimum, a quorum shall be one person more than one-half of five members (e.g. appointed members = 5, quorum = 3).

D. Vacancies

1. If a member fails to attend three (3) consecutive meetings and there has been no communication with Chair excusing absences, PCBHC may recommend to the Board of Supervisors that the position be deemed vacant.
2. When the member submits his or her resignation in writing, that position shall be deemed vacant.
3. If death, adjudicated incapacity, non-residency, or change in qualification of appointment occurs, that position shall be deemed vacant.

Article V. Officers

- A. The Officers of PCBHC shall be the Chair, Vice Chair, and Secretary/Treasurer. Plumas County Behavioral Health shall provide a non-voting clerk.
- B. Members may not serve as officers unless they have served on PCBHC for one (1) year unless exemption is approved by PCBHC.
- C. The Officers shall be elected at the regular meeting in December and shall assume the duties at the next regular meeting.
- D. The Officers shall serve a term of one (1) year, not to exceed three (3) terms.
- E. The duties of the Chair shall be to preside at all meetings of PCBHC and act as the liaison with the Behavioral Health Director.
- F. The Vice Chair shall preside over the meeting in the absence of the Chair.
- G. The Secretary/Treasurer shall take the official minutes of meetings and monitor the membership of PCBHC.
- H. The Clerk of PCBHC (non-voting) shall maintain required records for PCBHC.

- I. Assigned Behavioral Health staff posts meeting minutes and agendas on website at least 72 hours before meetings. Hard copies of agendas will be posted at meeting facility 72 hours before meetings.

Article VI. Meetings

- A. PCBHC will meet a minimum of nine (9) times per year at noon on the first Wednesday of the month.
- B. Special meetings may be called by the Chair or a majority of PCBHC members.
- C. All PCBHC meetings shall be open to the public and subject to the Brown Act (Government Code, section 54950).

Article VII. Committees

The Chair may form committees to perform tasks and to advise PCBHC pursuant to WIC 5604.

Article VIII. Conduct of Meetings

- A. The meetings of PCBHC shall be conducted in accordance with Rosenberg's Rules of Order, newly revised.
- B. Members shall abstain from voting on any issue in which the member has a financial interest as defined in Section 87103 of the Government Code.

Article IX. Amendment of Bylaws

- A. These bylaws may be amended by a majority of the members of PCBHC provided that a thirty (30) day written notice is given to PCBHC members prior to the meeting at which the vote will be taken.
- B. The amendments must be approved by the Board of Supervisors.
- C. If any part of the preceding bylaws are deemed unlawful, the remainder of the bylaws will remain intact.

JEB

RESOLUTION NO. 20

A RESOLUTION TO INCORPORATE THE ALCOHOL AND DRUG ADVISORY BOARD INTO THE PREVIOUSLY ESTABLISHED BEHAVIORAL HEALTH COMMISSION AND UPDATING AND APPROVING THE BYLAWS.

WHEREAS, the Behavioral Health Commission, formerly known as the Mental Health Commission was established by the County Board of Supervisors pursuant to California Welfare and Institutions Code sections 5604 et seq., to establish mandates for representation and ensure advocacy for those individuals dealing with mental illness; and

WHEREAS, the Alcohol and Drug Advisory Board was established by the County Board of Supervisors pursuant to Health and Safety Code sections 11805 and 11752.1(e) to establish mandates for representation and ensure advocacy for those individuals dealing with substance abuse, use, or recovery issues; and

WHEREAS, the Alcohol and Advisory Board has not been active, and has had no members since approximately 2008; and

WHEREAS, the roles and duties of the Behavioral Health Commission and the Alcohol and Drug Advisory Board are complementary and duplicative; and

WHEREAS, pursuant to Section 11805 of the Health and Safety Code, a county may have an advisory board on alcohol and other drug problems appointed by the Board of Supervisors, which may be independent or under the jurisdiction of another health-related or human services advisory board; and

WHEREAS, the Behavioral Health Commission recommends that the Alcohol and Advisory Board be integrated into the existing Behavioral Health Commission, and that existing and future appointments of Board of Supervisors' representatives to the Behavioral Health Commission will be to this integrated Behavioral Health Commission; and

WHEREAS, implementing this recommendation will consolidate the impact of Board appointments, increase the ability of community citizens to effect meaningful changes related to mental illness and/or substance abuse, use or recovery, bring broader community input into the decisions of the Behavioral Health Commission and eliminate duplication of effort and gaps in oversight.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Supervisors of the County of Plumas, State of California, that the Board of Supervisors hereby incorporates the Alcohol and Drug Advisory Board into the previously established Behavioral Health Commission, which shall include under its advisory duties a focus on mental health, substance abuse, and co-occurring mental health and substance abuse issues, and that the attached amended Bylaws of the Plumas County Behavioral Health Commission are hereby approved.

BE IT FURTHER RESOLVED that the Board of Supervisors extends its gratitude to the current and past members for their service to the County, and congratulates each Commissioner for developing a recommendation that will further the aims of both groups and benefit the residents of Plumas County.

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 held on the 15th day of December 2020 by the following vote:

AYES:

NOES:

ABSENT:

Chair, Board of Supervisors

ATTEST:

Nancy DaForno, Clerk of the Board

JE3

Plumas County Behavioral Health Commission Annual Report to the Plumas County Board of Supervisors – July 2019-June 2020

The Plumas County Behavioral Health Commission is required to give an Annual Report and evaluation on Behavioral Health Services and county needs to the Plumas County Board of Supervisors.

The Behavioral Health Commission has six Consumer, Family and Community seats, plus an appointed Plumas County Supervisor. All Commission seats were filled at the beginning of the year, but four members subsequently resigned for various reasons.

Members of the BH Commission attended required Ethics Training, various local agency trainings and groups like the Plumas-Sierra Housing Continuum of Care, Cultural Competency, Suicide Prevention, Quality Improvement Committee and the California Association of Local Behavioral Health Boards and Commissions. Members also viewed and attended online webinars on various issues concerning mental health and substance abuse and shared the information with others.

Members of the BH Commission also followed California State Legislature on certain bills concerning mental health, substance abuse and homelessness. They discussed important issues like the new Sheriff's Office response to suicide crisis calls.

In August 2019, the BH Commission had Theresa Comstock – Executive Director of the California Association of Local Behavioral Health Boards and Commissions attend our monthly meeting and share resources and training opportunities.

Members of the BH Commission also served on Ad Hoc Committees such as the Mental Health Services Act (MHSA) Steering Committee with the MHSA Coordinator. With support from the Plumas County Counsel's Office, the Commission worked on their By-laws to reflect current membership needs and the combining of the past Alcohol and Drug Advisory Board with the Behavioral Health Commission.

At each meeting, Commissioners heard detailed reports from the Behavioral Health Staff including the Executive Director, Quality Assurance and Patients' Rights Advocate. Quality Assurance staff reported to the Commission with monthly numbers on open charts, ages, hours, tele med services provided, jail hours, and hospitalizations. They also reported the outcomes of the Behavioral Health Department audits.

The Patients' Rights Advocate reports on numbers of grievances filed, phone calls, and visits.

The Department Administrative Services Officer presented to the Behavioral Health Department budget the Commission in November 2019.

Some of the Behavioral Health Director's highlights included:

- April 2019 External Quality Review showed there were good impressions with the Wellness Centers that are located throughout Plumas County.
- The Triannual Quality Review noted outdated policy and procedures and provided suggestions for adjustments which have been implemented.
- Plumas County was the 1st county in the state to implement AB1810 (court ordered treatment).
- BH Director and Fiscal Staff brought a \$5.6 million budget deficit to 1.1 million resulting from restructuring and prioritizing. Contract agencies, Environment Alternative and Plumas Rural Services are now drawing down Medi-Cal money.
- Environmental Alternatives was funded \$600,000 for transitional living.
- Alcohol and Drug applied for Medi-Cal billing approval.
- New Tele Med provider “Aligned” was contracted with for licensed psychiatrist.
- Plumas County was 1 of 5 counties selected to participate in the Sequential Intercept Mapping Event pilot which the focus is on preventing people from going to jail when they need BH services instead. This helps with receiving technical services on the Data Driven Recovery Project.
- Medication Assisted Treatment (MAT) started in October 2019.
- BH Director works with schools and other agencies on safety and threat issues.
- January 2020, a new answering service for crisis line calls was implemented with Auburn Counseling.
- Credentialing process at Plumas District Hospital for telehealth providers to prescribe medication faster in the Emergency Room to help possible 5150 clients.
- February 2020 – Quincy Pharmacy agrees to provide medications audits for Plumas County Behavioral Health.
- February 2020 – Rethink Industries becomes a provider for the DUI Program

- February 2020 – Behavioral Health received \$ 468,000 from the California Department of Healthcare to provide the Whole Person Care pilot project.

In March and April, the COVID 19 pandemic hit Plumas County. We had to cancel the April 2020 BH Commission meeting. We heard from the BH Director that all group counseling was suspended due to COVID 19 and instead telehealth was being used. Open access client services were also suspended and phone intakes were done instead. Telepsychiatry was used in the jail and emergency rooms. The Wellness Centers were open but by phone or appointments only.

The Behavioral Health Commission had to move to online meetings as most of the nation did. It was an adjustment, but we worked through it as best we could.

We continue to seek new members for the Commission to fill some of the vacancies we currently have and to support and advocate for Behavioral Health Services for our county residents.

We need to have Brown Act training for our members and have been working with County Counsel on that issue.

We are glad to see the stigma of mental health and substance abuse being lifted as the nation and world address these serious issues. We would like to see another NAMI group in Plumas County for family support.

Our Wellness Centers are doing great and are appreciated in our outlying communities. We are also looking forward to more housing opportunities for our mentally ill, some of which are homeless.



PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 Facsimile (530) 283-6323
Robert A. Perreault Jr., P.E., Director John Mannle, P.E., Asst. Director Joe Blackwell, Deputy Director

CONSENT AGENDA REQUEST

For the December 15, 2020 meeting of the Plumas County Board of Supervisors

December 7, 2020

To: Honorable Board of Supervisors

From: *RP* Robert Perreault, Director of Public Works

Subject: Contract Award of Purchase Agreement for Propane Fuel Purchase Delivery from Hunt and Sons, Inc. in the amount of Seventeen Thousand Dollars and 00/100 (\$17,000.00).

John Mannle
Assistant Director

Background:

This Agenda Request pertains to the need by the Department of Public Works to purchase propane fuel as identified in the FY20/21 annual budget.

On September 29, 2020, the Board of Supervisors adopted a Resolution to adopt the final budget for Plumas County and the Dependent Special Districts Therein for Fiscal Year 2020-2021.

The anticipated cost of the propane fuel, following staff reviews of the submitted bids received on October 29, 2020 is not expected to exceed \$17,000 for the 2021 calendar year as outlined in the attached contract.

The attached contract has been reviewed and approved as to form by County Counsel.

Funding for this contract is included in the Budget adopted by the Board of Supervisors on September 29, 2020.

Public Works staff has coordinated with the Auditor's Office and a Budget Transfer Form will not be required at this time.

Recommendation:

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Chair of the Board of Supervisors and the Director of Public Works to execute a contract with Hunt & Sons, Inc., using FY2020-21 budget funds, not to exceed \$17,000.00 for the purchase of propane fuel.

Attachment:

HUNT PROPANE, INC.
PROPANE FUEL PURCHASE AGREEMENT – 2021

Summary of Terms

A. PURCHASER: County of Plumas – Department of Public Works; 1834 E. Main Street, Quincy, CA 95971

DELIVER TO:

Chester Maintenance Yard, 1033 Main Street – Hwy 36 Chester, CA 96020
Quincy Maintenance Yard, 1834 East Main Street Quincy, CA 95971
Graeagle Maintenance Yard, 1091 Maricopa Trail Graeagle, CA 96103

SELLER: Hunt Propane, Inc.
477 N. Mill Creek Road
Quincy, CA 95971

B. TYPE OF FUEL (“Fuel”):

Propane Fuel

C. BRANDED & UNBRANDED PRODUCT QUANTITY: Seller agrees to sell to Purchaser, and Purchaser agrees to purchase exclusively from Seller, all of Purchaser’s requirements for Propane Fuel at the Maintenance Yards referenced above in Section A. The start date will be January 1, 2021.

D. PRICE: Seller’s delivered price on date of lifting, plus (a) all applicable taxes, fees, duties, or other charges levied or imposed, whether directly or indirectly, on Fuel furnished to Purchaser, and (b) all delivery charges, fees and related costs incurred by Seller in delivering fuel to Purchaser. Total paid by County to Contractor under this Agreement shall not exceed seventeen thousand dollars (\$17,000.00).

E. DELIVERY: FOB Purchaser’s storage tanks at the Maintenance Yards, freight prepay and add. Unless otherwise agreed in writing, the delivery of propane gas will be delivered in amounts required to keep the Purchaser’s tank on a ‘keep full’ basis. Tank sizes are as follows: Chester and Graeagle are 500 gallons each, and Quincy is 1,000 gallons.

F. EFFECTIVE DATE: January 1, 2021 (the “Effective Date”)

G. TERM: One (1) year from the Effective Date.

H. PAYMENT TERMS: Net Fifteen (15) days EFT, as modified from time to time by Seller in accordance with Section 4 of the Terms and Conditions.

I. NOTICES:

If to Seller:

Address: 477 N. Mill Creek Road.
Quincy, CA 95971
Attention: Curt Neiman, Manager
Phone: 866-316-7477
E-mail: cnieman@huntnsons.com

If to Purchaser:

Address: 1834 East Main Street
Quincy, CA 95971
Attention: Joe Blackwell, Deputy Director
Phone: 530-283-6268
E-mail: joeblackwell@countyofplumas.com

IN WITNESS WHEREOF, Seller and Purchaser have executed this Agreement as of the Effective Date.

FOR HUNT PROPANE, INC.

Name: Joshua Hunt
Title: CFO, CEO

Date: _____

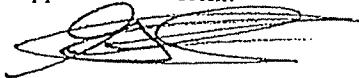
FOR PLUMAS COUNTY

APPROVED AS TO SCOPE OF WORK:

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

Date: _____

Approved as to form:



12/3/2020

Gretchen Stuhr
Deputy County Counsel III

**CONCURRENCE BY:
THE BOARD OF SUPERVISORS**

Name: Kevin Goss, Chair
Title: Board of Supervisors

Date: _____

Attest:

Nancy DaForno
Clerk of the Board of Supervisors

Date: _____

PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 Facsimile (530) 283-6323
Robert A. Perreault Jr., P.E., Director John Mannle, P.E., Asst. Director Joe Blackwell, Deputy Director



CONSENT AGENDA REQUEST

For the December 15, 2020 meeting of the Plumas County Board of Supervisors

December 7, 2020

To: Honorable Board of Supervisors

From: *RPJ* Robert Perreault, Director of Public Works

Subject: Contract Award of Purchase Agreement for Fuel and Furnace Oil Purchase
Delivery from Hunt and Sons, Inc. in the amount of Six Hundred Thousand Dollars
and 00/100 (\$600,000.00).

John Mannle
Assistant Director

Background:

This Agenda Request pertains to the need by the Department of Public Works to purchase fuel and heating oil as identified in the FY19/20 annual budget.

On September 29, 2020, the Board of Supervisors adopted a Resolution to adopt the final budget for Plumas County and the Dependent Special Districts Therein for Fiscal Year 2020-2021.

The anticipated cost of the fuel and heating oil, following staff reviews of the submitted bids received on October 29, 2020 is not expected to exceed \$600,000 for the 2021 calendar year as outlined in the attached contract.

The attached contract has been reviewed and approved as to form by County Counsel.

Funding for this contract is included in the Budget adopted by the Board of Supervisors on September 29, 2020.

Public Works staff has coordinated with the Auditor's Office and a Budget Transfer Form will not be required at this time.

Recommendation:

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Chair of the Board of Supervisors and the Director of Public Works to execute a contract with Hunt & Sons, Inc., using FY2020-21 budget funds, not to exceed \$600,000.00 for the purchase of fuel and furnace oil.

Attachment:

HUNT & SONS, INC.
FUEL & FURNACE OIL#2
PURCHASE AGREEMENT – 2021

Summary of Terms

A. PURCHASER: County of Plumas – Department of Public Works; 1834 E. Main Street, Quincy, CA 95971

DELIVER TO:

Beckwourth Maintenance Yard, 240 Beckwourth-Genesee Road Beckwourth, CA 96129
Greenville Maintenance Yard, 36 Williams Valley Road Greenville, CA 95947
Chester Maintenance Yard, 1033 Main Street – Hwy 36 Chester, CA 96020
Quincy Maintenance Yard, 1834 East Main Street Quincy, CA 95971
Graeagle Maintenance Yard, 1091 Maricopa Trail Graeagle, CA 96103
LaPorte Maintenance Yard, 2021 Church Street La Porte, CA 95981

SELLER: Hunt & Sons, Inc.
188 Crescent Street.
Quincy, CA 95971

B. TYPE OF FUEL (“Fuel”):

- Clear Diesel Fuel
- Gasoline Fuel
- High Sulphur Burner Fuel (“Burner”)

C. BRANDED & UNBRANDED PRODUCT QUANTITY: Seller agrees to sell to Purchaser, and Purchaser agrees to purchase exclusively from Seller, all of Purchaser’s requirements for Clear Diesel Fuel, Gasoline Fuel, and High Sulphur Burner Fuel at the Maintenance Yards referenced above in Section A. Purchaser’s projected requirements for Branded and Unbranded Fuel purchases during the Initial Term are set forth on Attachment A to this Agreement. The start date will be January 1, 2021.

D. PRICE:

1. **Clear Diesel Fuel:** Seller’s delivered price on date of lifting, which Seller shall establish from time to time, in its discretion, based on market conditions or other information deemed pertinent by Seller, plus (a) all applicable taxes, assessments, fees, duties, tariffs or other charges of whatever kind or nature, levied or imposed by any third party, whether directly or indirectly, on Fuel furnished to Purchaser, and (b) all delivery charges, fees and related costs incurred by Seller in delivering Fuel to Purchaser.

2. **Gasoline Fuel:** Seller’s delivered price on date of lifting, plus (a) all applicable taxes, fees, duties, or other charges levied or imposed, whether directly or indirectly, on Fuel furnished to Purchaser, and (b) all delivery charges, fees and related costs incurred by Seller in delivering fuel to Purchaser.

3. **High Sulphur Burner Fuel:** Seller’s delivered price on date of lifting, plus (a) all applicable taxes, fees, duties, or other charges levied or imposed, whether directly or indirectly, on Fuel furnished to Purchaser, and (b) all delivery charges, fees and related costs incurred by Seller in delivering fuel to Purchaser.

Total paid by County to Contractor under this Agreement shall not exceed Six hundred thousand dollars (\$600,000.00).

E. DELIVERY: FOB Purchaser's storage tanks at the Maintenance Yards, freight prepay and add. Unless otherwise agreed in writing, the minimum delivery of gas and clear diesel fuel shall be a full standard transport tanker load equivalent to approximately 2,000 gross gallons, with the exception of La Porte gas is 200 gallons. High Sulphur burner fuel shall be a full standard transport tanker load equivalent to approximately 1,000 gross gallons, with the exception of Chester which is 1,500 gallons, and the equipment repair shop which is 2,000 gallons. Seller reserves the right to impose a surcharge for deliveries of less than a full tanker load.

F. EFFECTIVE DATE: January 1, 2021 (the "Effective Date")

G. TERM: One (1) year from the Effective Date.

H. PAYMENT TERMS: Net Fifteen (15) days EFT, as modified from time to time by Seller in accordance with Section 4 of the Terms and Conditions.

I. NOTICES:

If to Seller:

Address: 188 Crescent Street.
Quincy, CA 95971
Attention: Ken Macklin
Phone: 530-283-1080
Fax: 530-283-0215
E-mail: kmacklin@huntsongs.com

If to Purchaser:

Address: 1834 East Main Street
Quincy, CA 95971
Attention: Joe Blackwell, Deputy Director
Phone: 530-283-6268
Fax: 530-283-6323
E-mail: joeblackwell@countyofplumas.com

- Attachment A: Projected Fuel Requirements

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IN WITNESS WHEREOF, Seller and Purchaser have executed this Agreement as of the Effective Date.

FOR HUNT & SONS, INC.

Name: Joe Hunt
Title: President

Date: _____

Name: Dan Maue
Title: CFO

Date: _____

FOR PLUMAS COUNTY

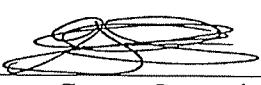
APPROVED AS TO SCOPE OF WORK:

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

Date: _____

APPROVED AS TO FORM:

Plumas County Counsel

By: 
Deputy County Counsel

Date: 14/04/2020

**CONCURRENCE BY:
THE BOARD OF SUPERVISORS**

Name: Kevin Goss, Chair
Title: Board of Supervisors

Date: _____

Attest:

Nancy DaForno
Clerk of the Board of Supervisors

Date: _____

ATTACHMENT A

PROJECTED FUEL REQUIREMENTS

Purchaser estimates that its requirements for Fuel during the Initial Term are as follows (all quantities in gallons):

Fuel (Gallons)

	<u>Clear Diesel</u>	<u>Gasoline</u>	<u>Burner</u>
Beckwourth	12,000	3,000	4,000
Greenville	11,000	2,000	4,000
Chester	22,000	4,000	6,000
Quincy	36,000	7,000	14,300
Graeagle	14,000	1,500	0
La Porte	15,000	200	0

Purchaser represents and warrants that the quantities listed above are its best estimates of its requirements for Fuel during the Initial Term, and that Seller will rely on such projections to plan for adequate supply of Fuel for Purchaser and Seller's other customers. Purchaser and Seller may mutually agree to increase volumes for any year in the term. If, at any time during the term of this Agreement, Purchaser expects its Fuel requirements to be greater than the estimates set forth above, Purchaser shall give Seller thirty (30) days advance written notice of its request to increase the quantities listed above to reflect its revised projected annual requirements. Seller shall attempt to accommodate any request by Purchaser to increase the volume of its Fuel purchases; provided, however, that Seller cannot guarantee to accommodate any request by Purchaser to increase its fuel quantity by more than 20% in any given month.

If, during any twelve month period in the Term (or any extended Term) of this Agreement Purchaser fails to purchase estimated requirements of Fuel set forth above, Seller may reduce the quantity estimate for the following year by an amount equal to the difference between Purchaser's actual Fuel purchases and the estimates set forth herein. If, during any twelve-month period in the Term (or any extended Term) of this Agreement Purchaser fails to purchase at least eighty percent (80%) of its estimated requirements of Fuel set forth above, Seller may, at its option, terminate this Agreement upon thirty (30) days written notice to Purchaser.

Hunt & Sons, Inc. ("Seller")

(Initial)

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County of Plumas ("Purchaser")

(Initial)



Kevin Correira
Director

County of Plumas

Facility Services

198 Andy's Way
Quincy CA 95971



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

DATE: December 15, 2020

TO: Honorable Board of Supervisors

FROM: Kevin Correira – Facility Services Director

SUBJECT: Request to approve and authorize use of the Chester Airport for a New Year's Eve fireworks display provided by the Lake Almanor Chamber of Commerce.

Recommendation

Approve and authorize use of the Chester Airport for the Lake Almanor Chamber of Commerce New Year's Eve fireworks display.

Background and Discussion

- A COVID appropriate fireworks display will be the evening of December 31, 2020.
- J&M Displays (pyrotechnic company) will do a site-assessment visit (tbd) prior to the event to choose a safe location for the fireworks display.
- The Chester Fire Department will participate in the site-assessment to review safety guidelines with J&M Displays.
- Plumas County will be named as an 'additional insured' on J&M Displays' insurance.
- Attendees will not be allowed access to the airport facilities unless they own a hangar on the airport property.
- Attendees will be restricted to use of the parking lot and apron north of the runway for viewing the display (see satellite image).
- An airport employee and/or Facility Services employee will be present at the airport to monitor activities of the attendees.
- There is no fee in place for the use of the airport for such an event
- A similar event with the same pyrotechnic company occurred in June at a nearby airport to celebrate a graduating class. It was COVID appropriate.

PARKING & SOCIALLY DISTANCED







TODD JOHNS
SHERIFF/CORONER
DIRECTOR

Office of the Sheriff *34*

Office of Emergency Services

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

DATE: **Dec. 7, 2020**

TO: **Honorable Board of Supervisors**

FROM: **Sheriff Todd Johns** *T*

RE: **Agenda Item for the meeting of Dec. 16, 2020**

Recommended Action:

Review and sign the attached contract with Teleosoft, Inc to purchase a new Civil Process system for \$39,071 and authorize the Sheriff to sign.

Background and Discussion:

The Sheriff's Office has been using a different vendor for our civil operations since 2005. That vendor has chosen to close his business and their software is at the 'end of life' on Dec. 31, 2020. This created the need to find a different software platform.

There are really only three software platforms available in California that meet all the states requirements for necessary processes and documents. One is Sirron software who is our current vendor and going out of business. The Sheriff's Office solicited quotes from the two remaining vendors and decided that Teleosoft was not only going to be the easiest to transition to, they would also had the best pricing.

The Sheriff's Office had to wait until budgets were in place for 2020/2021 to bring the contract to the Board for approval. During the wait, we learned that Teleosoft would be changing their pricing to a lower amount toward the end of the year. We waited for the pricing change to be issued, which resulted in a cost savings of approximately \$3,600.

It is important for the Sheriff's Office to move forward with this new software platform to assure no break in our ability to process civil papers.

Due to the length of the contract only five copies were provided to the Clerk of the Board of Supervisors.



OFFICE OF THE
COUNTY COUNSEL
COUNTY OF PLUMAS

Plumas County Courthouse
520 Main Street, Room 301
Quincy, California 95971-9115

R. CRAIG SETTLEMIRE
COUNTY COUNSEL
GRETCHEN STUHR
DEPUTY COUNTY COUNSEL
SARA JAMES
DEPUTY COUNTY COUNSEL
KRISTINA ROGERS
PARALEGAL/SMALL CLAIMS ADVISOR

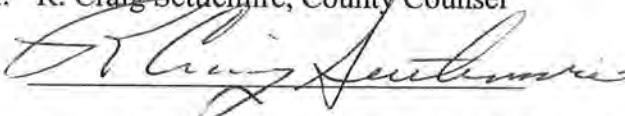
Phone: (530) 283-6240
Fax: (530) 283-6116

MEMORANDUM

Date: December 4, 2020

To: Honorable Members of the Plumas County Board of Supervisors

From: R. Craig Settemire, County Counsel



Re: Plumas County Conflict of Interest Code Review and Update – Resolution
Readopting Conflict of Interest Code.
(for the Meeting December 15, 2020)

Recommended Action:

That the Plumas County Board of Supervisors: 1) Conduct a biennial review of the Plumas County Conflict of Interest Code; and 2) Adopt a Resolution Readopting the Plumas County Conflict of Interest Code" with updated list of designated positions and disclosure categories.

Background:

As your Board is aware, the Political Reform Act, at Government Code § 81000, and following, requires each state and local government agency to adopt a conflict of interest code designating the positions in that agency that make or participate in the making of a governmental decisions that are required to file a "Statement of Economic Interests" on Fair Political Practices Commission Form 700. Conflict of interest codes must be reviewed and updated every two years by the agency's governing board to reflect changes in the designated positions and disclosure categories.

The basic rule for conflicts of interest under Government Code § 87100 is: *"No officer, employee or consultant of a state or local agency shall make, participate in making or in any way attempt to use their position to influence a governmental decision in which he or she has a financial interest."*

To determine which positions should be designated in Plumas County's Conflict of Interest Code, every two years the County Counsel's Office asks all Plumas County department heads to evaluate the position in his or her department to determine which employee positions make or participate in making governmental decisions. Since the definitions of "designated employee" and "public official" include any consultants to an agency who make or participate in agency decisions (Gov. C. sections 82019 and 82048), we also ask department heads to identify any *consultants* working with the department that make or participate in making governmental decisions.

By ***making a governmental decision***, it means the person holding the designated position:

1. Votes on a matter; ***or***
2. Appoints a person; ***or***
3. Obligates or commits the department/County to any course of action; ***or***
4. Enters into any contractual agreement on behalf of the department/County.

By ***participating in the making of a decision***, it means the person holding the designated position:

1. Negotiates, without significant substantive review, with a governmental entity or private person regarding the decision; ***or***
2. Advises or makes recommendations to the decision-maker, by conducting research or an investigation, preparing or presenting a report, analysis or opinion which requires the exercise of judgment on the part of the employee and the employee is attempting to influence the decision.

Please see the California Fair Political Practices Commission's website at <http://www.fppc.ca.gov/learn/rules-on-conflict-of-interest-codes.html> for more information.

END OF MEMORANDUM

Plumas County, California

RESOLUTION NO. 2020 - _____

**A RESOLUTION READOPTING THE CONFLICT OF INTEREST CODE
FOR PLUMAS COUNTY**

WHEREAS, Plumas County has adopted a Conflict of Interest Code pursuant to the Political Reform Act (Government Code Section 87100, et seq.); and,

WHEREAS, the Political Reform Act requires that local Conflict of Interest Codes be reviewed, amended, or readopted every even numbered year,

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

1. All previous resolutions adopting a conflict of interest code for the County of Plumas are hereby repealed, and are replaced by this resolution.
2. The terms of Title 2, California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendix "A", in which position are designated and disclosure categories are set forth, are incorporated here by reference and are declared to constitute the conflict of Interest Code for the County of Plumas.
3. Persons holding designated offices and positions shall file Statements of Economic Interest (Form 700) pursuant to the County's Conflict of Interest Code.
4. Plumas County Officers and Elected Officials shall file their Statements of Economic Interest with the Plumas County Clerk – Elections Division. Special District Directors and Officers shall file with the Secretary of their district. The contents of the Statement, and the proper time and manner of filing, are set forth in Gov. Code Section 18730(b)(4).

The forgoing resolution was adopted on December 15, 2020, at a regular meeting of the Plumas County Board of Supervisors, by the following vote:

AYES:

NOES:

ABSENT:

Kevin Goss, Chair,
Board of Supervisors

ATTEST:

Nancy DaForno, Clerk of the Board

APPENDIX "A"
List of those who File Form 700

A Resolution Readopting the Conflict of Interest Code for Plumas County

Disclosure Categories for Designated Employees and Consultants

Officials listed in CA Government Code § 87200 shall make disclosures pursuant to CA Government Code § 87202 -87210.

County employees shall make disclosures as listed in the Categories numbered 1 - 4 below.

Consultants and Contractors shall make disclosures in Category 1 or 2 based on the degree to which the consultant would be engaged in financial decision making.

Boards and Commissions listed below shall develop Conflict of Interest Policies consistent with the applicable code and make disclosures as specified.

Administration

County Administrator	Govt Code § 87202 -87210
Risk Manager	1
Assistant Risk Manager	1
ADA Coordinator	1

Agriculture

Agricultural Commissioner / Sealer of Weights & Measures	1
Deputy Agricultural Commissioner / Sealer of Weights & Measures	1

Airports

Director	1
Airport Managers	1

Airport Land Use Commission

Disclosure Category

Conflict of Interest Policy	Public Utility Code § 21672
Commissioners	1

Animal Control

Animal Control Supervisor	1
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Assessor

Assessor	1
Assistant County Assessor	1

Auditor-Controller

Auditor-Controller	1
--------------------	---

Assistant Auditor – Controller	1
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Behavioral Health Commission Disclosure Category

Conflict of Interest Policy	Welfare & Institutions Code § 5604(e)
Commissioners	1

Behavioral Health Services

Behavioral Health Director	1
Behavioral Health Deputy Director	1
Behavioral Health Unit Supervisor	1
Children's Services Coordinator	1
MHSA Coordinator	1
Behavioral Health Administrative Services Officer	1
Behavioral Health Department Fiscal Officer	1
Behavioral Health Systems Analyst	1

Board of Supervisors

Supervisors	Govt Code § 87202 -87210
Clerk of the Board of Supervisors	1

Building Services

Director of Building Services	1
Code Enforcement Officer	1

Children & Families Commission

Conflict of Interest Policy	Health & Safety Code §130140 (d)(4)(A)
Commissioners	1

Child Support Services

Director	1
Assistant Director of Child Support Services	

Clerk-Recorder

Clerk-Recorder	1
Assistant Clerk-Recorder	1

County Counsel

County Counsel	Govt Code § 87202 -87210
Deputy County Counsels	1

Dependent Special Districts (Walker Ranch CSD, Flood Control & Water Conservation District, Quincy Lighting District, Dixie Valley CSD, and Crescent Mills Lighting District.)

District Managers	1
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District Attorney

District Attorney	Govt Code § 87202 -87210
Deputy District Attorney	1
Alternative Sentencing Manager	1
Fiscal Officer II	1

Engineering

	Disclosure Category
County Engineer	1
Engineering Technician II	2
Fiscal Technician - Services Assistant	2

Environmental Health

Environmental Health Director	1
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Facility Services

Director of Facility Services	1
Fiscal Officer	1
ADA Coordinator	1

Plumas -Sierra Fair

Fair Manager	1
Board Members	2

Human Resources

Human Resources Director	1
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Information Technology

Information Technology Director	1
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Library

County Librarian	1
Librarian	2

Museum

Museum Director	1
Board Members	1

Office of Emergency Services

Emergency Services Director	1
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Planning Commission

Commissioners	Govt Code § 87202 -87210
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Planning

Planning Director	1
Assistant Planning Director	1

Probation**Disclosure Category**

Chief Probation Officer	1
Supervising Probation Officer	1
Management Analyst	2
Fiscal Officer	1

Public Health Agency

Public Health Director	1
Assistant Public Health Director	1
Administrative Services Officer	1
Nursing Director	1
Health Officer	1
Veterans Services Officer	1

Public Works

Director of Public Works	1
Assistant Director of Public Works	1
Deputy Director of Public Works	1
Public Works Fiscal Officer / Administrative Services Manager	1
Associate Engineer	2, 3
Assistant Engineer/Transportation Planner	2, 3
Assistant Engineer	2, 3
Road Maintenance Supervisor	2, 3
Equipment Maintenance Supervisor	2, 3
Senior Environmental Planner	2, 3
Engineering Technician II	2
Solid Waste Program Manager	2, 3

Sheriff-Coroner

Sheriff-Coroner	1
Undersheriff	1
Jail Commander	1
Special Operations Sergeant	1
Deputy Sheriff – Communications Equipment Coordinator	1

Social Services

Director/Public Guardian	1
Social Services Chief	1
Deputy Public Guardian	1

Staff Services Manager – Fiscal	2
Program Manager – Services Division	2
Program Manager – Employment & Financial Services Div.	2

Transportation Commission

Executive Director	Govt Code § 87202 -87210
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Treasurer-Tax Collector

Treasurer-Tax Collector	Govt Code § 87202 -87210
Assistant Treasurer-Tax Collector	1

Disclosure Categories

The disclosure categories listed below identify the types of investments, business entities, sources to be disclosed:

Category 1: Full Disclosure

All investments, business positions in, and income, including gifts, loans and travel payments, from sources located in, or doing business in, the jurisdiction. All interests in real property located within the jurisdiction, including property located within a two mile radius of the jurisdiction or of any property owned or used by the agency.

Category 2: Partial Disclosure

All investments, business positions and income, including gifts, loans and travel payments, from sources that provide services, supplies, materials, machinery or equipment of the type purchased or utilized by the department in which the designated employee is employed.

Category 3: Interests in Real Property

All interests in real property located within the jurisdiction, including property located within a two mile radius of the jurisdiction or of any property owned or used by the agency. All investments, business positions and income, including gifts, loans and travel payments, from business entities which engage in land development, construction, or the acquisition or sale of real property.

Category 4:

All investments, business positions and income, including gifts, loans and travel payments, from sources that are subject to the regulatory, permit, or licensing authority of, or have an application for a license or permit pending before, the department in which the designated employee is employed.

3c

PLUMAS COUNTY
EMERGENCY TELECOMMUTING
POLICY
(non-disaster worker)



Adopted by Board of Supervisors: April 14, 2020

1.0 Purpose

To help ensure essential services of Plumas County are operational during times of declared emergencies as declared by any one, or all of these entities: the Governor, Plumas County Public Health Officer, Board of Supervisors/County Administrator/Sheriff. Plumas County employees are the critical component that deliver services in times when they are needed most. This telecommuting policy, under emergencies, allows County employees to continue work from alternative locations to minimize disruption to services the public needs when normal operations are disrupted.

This policy will be activated by the County Administrator and/or the Chair of the Board under emergency situations and is not an employee right. This policy is an emergency policy and the County Administrator and/or the Chair of the Board have the discretion to discontinue the Policy at the conclusion of the declared emergency.

2.0 Scope

This policy applies to Plumas County positions that are suitable to Telecommuting to ~~address maintain~~ a continuity of public services according to ~~the~~ departmental and the County's Continuity of Operations Plans (COOP) ~~during a time of declared emergency~~. Emergency situations ~~would~~ fall under County declared emergencies or executive orders by the Governor or similar enactments of local, state and federal governments.

3.0 General Duties, Obligations and Responsibilities:

1. Employees must adhere to the provisions set forth in this Policy and the terms of the Emergency Telecommuting Agreement (ETA). Any deviation from the ETA requires prior written approval from the employee's supervisor and notification to the department head and the County Administrator/Chair of the Board.
2. All existing duties, obligations, responsibilities and conditions of employment remain unchanged. Telecommuting employees are expected to abide by all County of Plumas and departmental policies and procedures, rules and regulations, applicable Memoranda of Understanding, and all other official County of Plumas documents and directives.
3. Employees' salary and benefits remain unchanged. Workers' Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by Workers' Compensation law. Employees must report any such work-related injuries to

their supervisor immediately. The County of Plumas shall not be responsible for injuries or property damage unrelated to such work activities, including injuries to third persons when said injuries occur at alternate worksite.

4. Employees authorized to perform work at an alternate worksite must meet the same standards of performance and professionalism expected at their formal County work site in terms of job responsibilities, work product, timeliness of assignments, and contact with other County employees and the public.
5. All existing supervisory relationships, lines of authority and supervisory practices remain in effect. Supervisors and employees shall agree upon a reasonable set of goals and objectives to be accomplished weekly during the duration of the emergency. Supervisors shall use reasonable means to ensure that timelines are adhered to and that goals and objectives are achieved as well as needed resources and supplies are available.
6. Employees shall continue to abide by practices, policies and procedures for requests of sick, vacation and other leaves of absences. Requests to work overtime, declare vacation or take other time off from work must be pre-approved according to County policy. If an employee becomes ill while working under the ETA, he/she shall notify his/her supervisor immediately and record on his/her timesheet any hours not worked due to incapacitation.
7. Employees shall ensure that all official County of Plumas documents are retained and maintained according to the normal operating procedures in the same manner as if working at their formal office or worksite. Employees shall exercise precautions according to County policies to safeguard electronic and paper information, protect confidentiality, and adhere to the County of Plumas's records retention policies, especially as it pertains to the Public Records Act. Employees must safeguard all sensitive and confidential information (both on paper and in electronic form) relating to County of Plumas work they access from the alternate worksite or transport from their County of Plumas worksite to alternate worksite. Employees must also take reasonable precautions to prevent third parties from accessing or handling sensitive and confidential information they access from the alternate worksite or transport from their County of Plumas worksite to the alternate worksite. Protect confidential conversations from third party observation. Employees must return all records, documents, and correspondence to the County of Plumas at the termination of the ETA or upon request by their supervisor, Department Head, County Administrator or Human Resources.
8. The County of Plumas shall not be responsible for costs associated with the use of a personal computer and/or cellular equipment, including energy, data or maintenance costs, network costs, home maintenance, home workspace furniture, ergonomic equipment, liability for third party claims, or any other incidental costs (e.g., utilities associated with the employee's telecommuting).

4.0 Eligibility Criteria

The Emergency Telecommuting Policy is not applicable to all positions. The Department Head has the discretion to determine the positions who may telecommute due to emergency situations utilizing criteria that includes, but is not limited to:

1. The operational needs of the employee's department and the County
2. The potential for disruption to the County's essential functions
3. The ability of the employee to perform his or her specific job duties from a location separate from his or her formal worksite without diminishing the quantity or quality of the work performed
4. The degree of face-to-face interaction with other County of Plumas employees and the public that the employee's position requires
5. The portability of the employee's work
6. The ability to create a functional, reliable, safe, and secure alternate worksite for the employee
7. The risk factors associated with performing the employee's job duties from a location separate from his or her formal worksite
8. The ability to measure the employee's work performance from a location separate from his or her formal worksite
9. The employee's supervisory responsibilities
10. The employee's need for supervision
11. Other considerations deemed necessary and appropriate by the employee's immediate supervisor or Department Head
12. As deemed necessary by the definitions of 'essential and non-essential employees' and 'disaster service worker' by County policy and Continuity of Operations Plans.

5.0 Managing personnel under the Emergency Telecommuting Policy

5.1 Telecommute Conditions

Employees working remotely may work from home or another office closer to their home under this policy.

Employees are required to maintain an accurate record of all hours worked at the alternate worksite. Employees shall record all non-productive work time on his/her timesheet.

The employee remains liable for injuries to third persons and/or members of the employee's family on employee's premises. The employee agrees the County is not liable for damages to an employee's personal or real property while the employee is working at the approved alternate work location.

With reasonable notice, the County may make on-site visits to the telecommuting address to determine that the work site is safe and free from hazards and to maintain, repair, inspect or retrieve County owned equipment, software, data and supplies.

Clients, customers, vendors, contractors and other visitors are not allowed to enter telecommute office space to conduct County business.

Remote office locations do not preclude the County from taking any appropriate disciplinary action or adverse action against an employee who fails to comply with County policies.

Since the remote office space shall be considered an extension of the County work space, the County's workers compensation liability for job related accidents will continue to exist during the employee's work hours.

Telecommuting is not a substitute for dependent care, child or elderly, and the employee must make regular dependent care arrangements.

5.2 Supervision and Management

- a) Employee(s) telecommuting will review and sign the documents as found in the Appendix with their supervisor and copies disseminated as specified in this policy and according to the directions on each form.
- b) County departments must maintain detailed records of the number of employees participating in the program, number of days per week each employee telecommutes, records of any signed agreements and submit copies to the offices of the County Administrator, Auditor (for payroll) and Human Resources ~~upon request, prior to the end of each pay period the emergency is in place.~~
- c) Prior to beginning the Telecommute assignment, a Telecommute Agreement must be signed by the new Telecommuter and Supervisor. The agreement is contained in this appendix and the original is maintained by the Human Resources Department. A copy of the signed Telecommute Agreement must be filed in the Telecommuter's personnel file.
- d) Employees interested in Telecommute must make a formal request in writing to their supervisor. See Appendix for applicable forms.
- e) The Telecommuter completes the Home Office Safety Checklist to assess the safety of the Telecommute site. The Telecommuters Home Office Safety Checklist is available for review and the premises for inspection by the County's Risk or Assistant Risk Manager. This includes ergonomic evaluations as requested by the telecommuter.
- f) The Telecommute Task Schedule is designed to assist the supervisor and Telecommuter define task expectations. See Appendix for applicable forms.
- g) ~~Telecommute participants must report hours spent Telecommuting by utilizing appropriate Telecommute Time Codes.~~
- h) ~~Use of the Telecommute Survey form will help the supervisor and employee improve efficiency and effectiveness. See Appendix for applicable forms.~~
- i) ~~Thirty (30) days after beginning a Telecommute schedule, the Supervisor must complete a Job Performance Survey for all new Telecommuters if the emergency situation is in place for as long as or longer than thirty days. Every thirty days thereafter for as long as the emergency exists a Job Performance~~

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Survey shall be completed. If the survey is unsatisfactory, then appropriate corrective actions should be taken, documented and copies provided to Human Resources Department for personnel file.

h) If a Telecommuter requests or is removed from participation in telecommuting, Termination of Telecommute Participation form must be completed and submitted to the County Administrator, Auditor and Human Resources with a copy placed in the employee's personnel file.

k) Non-exempt employees who receive overtime shall be assigned a work schedule in the ETA, including rest and meal breaks ("Work Schedule"). Any deviation from the Work Schedule must be approved in advance, in writing, by the Department Head. Non-exempt employees must take meal and rest breaks while telecommuting, just as they would if they were reporting to work at their County of Plumas worksite. Non-exempt employees may not telecommute outside their normal work hours without prior written authorization from their supervisor. A non-exempt employee who fails to secure written authorization before telecommuting outside his or her normal work hours may face discipline in accordance with the County of Plumas's policy for working unauthorized overtime.

5.3 Information Technology

- a) The Department of Information Technology (IT) has the capacity to support remote secure connections to the County network. Access will be setup on a County controlled/owned device.
- b) The employee will use their own internet connection.
- c) Notice of an employee planning to telecommute must be provided to IT in advance as much as possible by the Department Head to allow for correct configuration.
- d) Employees may receive a virtual private network ("VPN") account, as approved by the Manager of IT.
- e) Employees must take reasonable precautions to ensure their devices (e.g., computers, laptops, tablets, smart phones, etc.) are secure before connecting remotely to the County of Plumas's network and must close or secure all connections to County of Plumas desktop or system resources (e.g., remote desktop, VPN connections, etc.) when not conducting work for the County of Plumas. Employees must maintain adequate firewall and security protection on all such devices used to conduct County of Plumas work from the alternate worksite.
- f) For departments that have State controlled data networks, remote access may be out of IT's abilities and control.
- g) The county IT Department cannot support software and/or equipment not purchased through the County. The County will not provide unique or auxiliary products to telecommute work space for products that are incompatible to County IT infrastructure.

h) Personal computer and related equipment may not be used unless approved by the Manager of IT. If an employee uses personal equipment, the County assumes no responsibility for its maintenance, repair or associated costs. County information including confidential information, shall not be saved to a personally owned device, including but not limited to, hard drive, laptop, mobile device, or flash drive. Information must be stored on properly secured County owned and maintained property, that is protected by the employee at all times. Unless absolutely necessary to fulfill a job function, personal printers, and fax machines must not be used for purposes of printing or sending confidential information.

6.0 Adoption:

This "Plumas County Emergency Telecommuting Policy (Non-Disaster Worker)" is adopted by the Plumas County Board of Supervisors at a meeting held April 14, 2020.

Revision History:

Initial Adoption:	4/14/20
Revised:	12/15/20
Current:	12/15/20

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APPENDIX

Plumas County Emergency Telecommute Policy

- 1. Plumas County Emergency Telecommuting Agreement**
- 2. Remote Work Space Self-Certification Checklist**
- 3. Resource/Asset Loan Agreement**
- 4. Task Schedule**
- 5. Job Performance Survey**
- 6. Helpful Management Tips for Supervisor and Employee**
- 7. Employee Rights- Paid Sick Leave and Expanded Family and Medical Leave**

PLUMAS COUNTY EMERGENCY TELECOMMUTING AGREEMENT

The Emergency Telecommute Agreement ("ETA") is only valid for the time period of the declared emergency. The Agreement is invalid at the end of the declared emergency. The County of Plumas may, in its discretion, decide to terminate the Agreement earlier. Violation of the ETA and Emergency Telecommute Policy may expose the employee to corrective action, discipline, up to and including termination of employment.

This ETA is put into place for:

Employee Name: _____

Department: _____ Position: _____

Regular work schedule: _____

Date of agreement: _____

Employee remote work location and work schedule are identified and agreed to as follows:

Remote Work Location

Address: _____ City: _____

Phone: _____ Email: _____

Remote Work Schedule

Day	Morning		Lunch	Afternoon		Total Hours
	Start	End		Start	End	
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

EMPLOYEE ACKNOWLEDGEMENT

- I have read the Emergency Telecommuting Policy and the Emergency Telecommuting Agreement ("ETA") in their entirety.
- I understand the ETA does not change my classification, rate of pay or benefits.
- I understand this Agreement expires at the end of the declared emergency, unless terminated by the County in advance I understand the expectation to log only hours worked in which I conducted County business under my normal work schedule, which is not altered by the ETA.
- I understand and agree that the ETA is temporary and approval does not imply entitlement to a permanently modified position or a continued telecommute arrangement.
- I understand and agree that the ETA is voluntary and may be terminated at any time. I further understand that the County may, at any time, change any or all of the conditions under which approval to participate in the ETA is granted, with or without notice.
- I understand my duties, expectations, obligations and responsibilities. Further, I understand it is my responsibility to provide adequate advance notification to my supervisor if I am unable to keep any of the agreed upon commitments and/or deliverables. If I fail to do so, I understand corrective actions may be taken.
- I understand the expectation is to be available to the department via telephone and/or email and other means of communication during all ETA designated work hours.
- I understand the expectation to maintain the alternate worksite in an atmosphere conducive to safe, effective and efficient work. My work remote workspace will be free of distractions, ergonomically correct and have reliable and secure internet and/or wireless access.
- I understand any leave time must be approved in advance by management in accordance with department policy and documented on the appropriate leave of absence slip.
- I will ensure dependent care will not interfere with work responsibilities.
- I will notify my supervisor promptly when unable to perform work assignments because of equipment failure or other unforeseen circumstances.
- If the County has provided County owned equipment, employees agree to follow the County of Plumas's Policy for the use of County owned equipment, resources and assets. I will report to my supervisor any loss, damage, or unauthorized access to County of Plumas owned equipment, immediately upon discovery of such loss, damage, or unauthorized access.
- I understand any breach of the Emergency Telecommuting Agreement and Policy by the employee may result in termination of the Agreement and/or disciplinary action, up to and including termination of employment.
- I agree to report work-related injuries to the Employee's supervisor at the earliest reasonable opportunity. The Employee agrees to hold the County harmless for injury to third parties at the alternate worksite.
- I will maintain all county records, and work related activities, as confidential, at all times.

I hereby affirm by my signature that I have read this Emergency Telecommuting Agreement, and understand and agree to all of its provisions.

Employee's Name and Title	Signature	Date
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Department Head Name and Title	Signature	Date
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Please submit the original agreement to Humans Resources for employee personnel file; retain a copy for the employee and department head; and submit a copy to the County Administrator/Risk Manager.

PLUMAS COUNTY EMERGENCY TELECOMMUTING POLICY
REMOTE WORK SPACE SELF-CERTIFICATION CHECKLIST

It is the employee's responsibility to ensure their temporary telecommute environment, their residence, is safe, effective and efficient. Further, the remote work environment must comply with the County's health and safety programs and policies. Failure to do so may be cause for corrective actions, discipline or even be cause for termination. The telecommuting employee must complete and submit this checklist to the Department Head and a copy to the office of Risk Management prior to approval.

To make your new temporary work environment safe, efficient and effective, please evaluate and modify your telecommute space according to each point below:

1 Is the work space free from excessive noise?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2 Is adequate lighting (side or rear) provided at the workstation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3 Is all electrical equipment free of recognized hazards that could cause physical harm (frayed wires running through walls, exposed wires fixed to the ceiling)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4 Are proper fire protection measures in place (extinguishers & alarms)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5 Is the work environment properly heated/cooled and ventilated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6 Are surge protectors properly installed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7 Are aisles, doorways and floors free of obstructions to permit visibility and movement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8 Is there an exit that allows prompt exiting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9 Are work materials and equipment in a secure place and protected from damage, theft or misuse?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10 Is the office space neat and clean?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11 Is the work area private and free of intrusions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12 Are files and data secure?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13 Are first aid supplies readily accessible and adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14 Have you requested an ergonomic evaluation by the Risk Management office? Office equipment is ergonomically correct?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PLUMAS COUNTY EMERGENCY TELECOMMUTING POLICY
RESOURCE/ASSET LOAN AGREEMENT

In conjunction with my Telecommuting Authorization Form, I accept the LOAN of the following equipment, resource, asset and/or software provided by Plumas County:

Equipment/Resource/Asset	Brand Name	Serial Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

Equipment and/or software, if any, provided by the employee:

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

I agree:

- To maintain the above equipment in operating condition
- To operate the above equipment in a safe fashion intended for its use
- To return the above equipment to the department if I should resign, be transferred or discontinue telecommuting, or when requested by the County
- To use this equipment to conduct official County business only

Employee Name (print)

_____ Signature

_____ Date

Name of Issuing Employee

_____ Signature

_____ Date

_____ Initial if you do not need any equipment from the County

PLUMAS COUNTY EMERGENCY TELECOMMUTING POLICY
TASK SCHEDULE

Telecommuter Name		
Date Tasks Assigned		
Department		
Telecommute Hours	From	To

1. Task Deliverable	_____	Estimated hours _____
	_____	Actual Hours _____
2. Task Deliverable	_____	Estimated hours _____
	_____	Actual Hours _____
3. Task Deliverable	_____	Estimated hours _____
	_____	Actual Hours _____
4. Task Deliverable	_____	Estimated hours _____
	_____	Actual Hours _____

Total Estimated Hours:	Total Actual Hours :
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Employee Signature _____

Supervisor Signature _____

Date _____

PLUMAS COUNTY EMERGENCY TELECOMMUTING POLICY
JOB PERFORMANCE SURVEY

Employee			
Department			
Supervisor			Date

1. How often do you currently communicate with your employee? (please check all that apply)

	At least once a day	2 – 4 times/week	About once/week	About once/month
A. In person meetings				
B. Telephone calls				
C. E-mail				
D. Fax				
E. Notes				

2. Indicate whether you agree that the following methods of communication are effective with the employee:

	Agree	Neutral	Disagree	Not Applicable
A. In person meetings				
B. Telephone calls				
C. E-mail				
D. Fax				
E. Notes				

3. Rate the employee's performance in the following areas:

	Excellent/ Exceeds Expectations	Very Good	Good	Meets Minimum Requirements	Needs Improvement
A. Productivity					
B. Interpersonal Skills					
C. Dependability					
D. Communication skills					
E. Ability to work independently					
F. Overall performance					

Supervisors should document and file this survey form on a monthly basis to help the telecommuting employee be effective and efficient in meeting County and departmental jobs, projects and expectations.

PLUMAS COUNTY EMERGENCY TELECOMMUTING POLICY
HELPFUL MANAGEMENT TIPS FOR EMPLOYEE AND SUPERVISOR

THE SUPERVISOR

To be successful at supervising your telecommute employees, you will need to use the management skills with which you currently manage your non-telecommute employees. The skills you may rely upon most frequently are:

- Assisting telecommuters in organizing their work
 - Time frames involved in completing tasks assigned
 - Resources required to complete assigned tasks
 - Adequate and appropriate distribution of work to all employees supervised
- Assignment of work to telecommuters
 - Establish means of communication with telecommuters
 - Communicate expected deliverables and time frames
 - Establish anticipated quality of work
 - Discuss any other criteria affecting the completion of assigned tasks
- Establishing timeframes
 - Develop attainable timeframes
 - Clarify and ensure telecommuters understand the workload
 - Create timetables for tasks assigned to telecommuters
- Reviewing status
 - Establish intermediate review periods to determine progress on tasks
 - Establish intervals for assessment during specific points in project timeline or upon completion of a specific task or on a recurring basis
- Coaching and developing employee's capabilities
 - Time may be limited so make the most of the time spent with telecommuters
 - Always reinforce positive behavior
 - Bring unsatisfactory performance to the employee's attention immediately
 - Develop plans or behaviors for correction of deficiencies
 - Use communication tools available to you to provide the employee with timely and ongoing feedback

Managing by Objectives

Managing by objectives (MBO) is a management tool that allows you and your employees the opportunity to communicate clearly your expectations as a supervisor and the employee's expectations as a telecommuter. You may find that this tool is so successful that you may implement it as a means of managing all of your employees. Refer to the Appendix for a sample Telecommute Task Schedule. Implementation of MBO is as follows:

- Prepare an itemized list of what you expect from the employee. This list can be organized on a weekly or quarterly basis. You have the flexibility to establish objectives in a format that will be easy for you to administer.

- Include the telecommuters in the process of establishing objectives. This allows the employee to provide valuable input in defining expected results.
- Be very explicit about what you expect from the employee. If necessary, establish a matrix or graph and clearly define what the telecommuter needs to accomplish and by when.
- Use the County Telecommute Agreement to document the telecommute arrangement. The County's Telecommute Policies, Standards and Procedures help define the relationship between the County and the telecommuter.
- Track the results. If you are establishing weekly objectives, schedule a meeting in a week to review the telecommuter's accomplishments. Use the sample Telecommute Task Schedule, refer to the Appendix, if needed. This document will enable you and the telecommuters to instantly determine whether the telecommuters are successful. Maintain a copy of the Telecommute Task Schedule for your file. Employees feel more in control when they too can track their success.

This management tool will provide you the capability of managing the products, which your employees produce, not the process they employ to reach the goal. In many instances, your focus should not be on how the employee accomplishes the task, but focus instead on the quality, quantity and timeliness of the completed work product. Effectively managing the non-telecommuters in a telecommute environment is just as important as managing the telecommuter.

As you identify the participants in the telecommute program, you need to work carefully with the non-telecommuters to lessen potential feelings of resentment which can form regarding "why is that person chosen instead of me?" If an employee is interested in telecommute and you determined they do not have the necessary organizational skills or their current assignment is not conducive to telecommute, discuss this with your employee. Perhaps you can set up an action plan so the employee can work on developing the necessary skills. If an employee's job assignment is not conducive to telecommute, perhaps they can telecommute if their assignment changes or telecommute occasionally as their workload warrants.

The non-telecommuters are just as crucial to the program's effectiveness as the telecommuters. Your work group's success depends on the efforts of all the members of the team. The non-telecommuters should not be expected to do extra work in the office while the telecommuters are working from their remote locations. Establish mutual strategies which will support both the non-telecommuters and telecommuters alike.

Some County telephones can be programmed to forward calls to the telecommuter's remote location. The telecommuter's phone can be programmed to forward calls at the beginning of the workday and the forwarding feature can be removed at the end of the workday. If the telecommuter wishes to be undisturbed, the phone should automatically send calls to the office voice mail, which the telecommuter can check throughout the workday.

Supervisor 'Do's and Don'ts'

Do's	Don'ts
Trust your telecommuters	Don't call telecommuter every hour to check on progress
Encourage good communication skills	Don't set unattainable goals
Encourage goal setting	Don't expect perfection; there will be adjustments needed
Communicate regularly	Don't set unrealistic deadlines for projects
Be flexible and use your creativity to achieve optimum program results	Don't ask for constant status reports
Use telecommute as an opportunity to strengthen your management skills	Don't neglect problems
Delegate assignments equitably among your telecommuters and non-telecommuters	Don't expect everyone to be a successful telecommuter
Manage by measuring results	
Give appropriate and timely feedback	
Plan meetings when your telecommuters can participate	
Schedule regular status reports	
Expect changes	
Be prepared if telecommute doesn't work well and allow the employee to terminate participation in the	

THE EMPLOYEE

To be a successful telecommuter, you will need to learn to deal with less structure and more freedom in completing your work. Telecommute is not as simple as staying at home and working. It requires planning and discipline. The following section has been designed to provide you with some basic tools for working at home and maintain or increasing your level of productivity and the quality and quantity and timeliness of your work product. If you take the time to develop good work habits from the first day that you start telecommuting, you will realize that it can be easy to get your work completed away from the office.

- Pick a separate location
 - It is very important that you identify a safe location in your home as your work station. You do not need to devote a whole room to be your workspace. Some telecommuters have successfully developed part of an existing room, a garage, an attic and even a closet to be their work station. Make sure the space is safe and separate from other areas. The more separate your work station is from the rest of the house, the less likely you will be disrupted by other household members when they are home. Avoid temporary work areas such as the dining room table or kitchen unless you are a sporadic telecommuter (less than once per week).
- Establish a routine
 - Set a work schedule for the days you telecommute and stick to it as much as possible. Start and stop working at the same hours on telecommute days. This will help establish a work routine for you. Establish your work hours with your supervisor. Take advantage of working the hours that you are most productive as long as these hours are agreeable with your supervisor.
- Replace the ritual of getting ready for the office
 - As a telecommuter, you will no longer have the traditional office rituals of morning conversations, coffee, a suit and tie or even a long dreadful commute that will symbolize the beginning of the work day. You may need to come up with some new rituals. Some telecommuteers play specific music or start working after the morning exercise or bike ride. Find a ritual that will set the beginning of the work day much like the commute does on days you work in the office.
- Make a to-do list for your assignments
 - Develop a list of goals and assignments for the days that you telecommute. The Telecommute Task Schedule (Appendix) was developed as an option for you and your supervisor to use in planning your telecommute day. At the end of the day go over your list to see how much you have actually accomplished. The use of the Telecommute Task Schedule or a comparable list of things to do will help you plan for all the resources that you will need at home.

- Schedule your work so you don't need assistance from others on your telecommute days. Remember you may not have access to a fax machine, a photocopier or even a computer at home. Plan your work accordingly. Start planning your whole week, not just one day at a time. Save work throughout your week that would be appropriate for telecommute. Planning your whole week will increase your productivity by establishing the best place to accomplish certain tasks.
- Working at home is more intense than working in a traditional office. You tend to get more work done in a given amount of time, provided you have planned out your week's work appropriately. Make use of that intensity in scheduling your hours, both in and out of the office.
- Have an "end of the day" ritual
 - It is a good practice to have some ritual in place that marks the end of the work day. Be creative. Take advantage of your new schedule to end the work day with something you may want to do more of like increase your exercise program, work on a hobby, enjoy your children, etc.

Managing Your Work

As a telecommuter, you will need to manage your work efficiently. It is up to you to make sure you are well informed and working hard.

- Maintain contact with your office
 - Make sure that you stay in touch with the office on days that you telecommute. You might want to set up a buddy system with another telecommuter, whom you call once a day when you telecommute and vice versa when your buddy telecommutes. It is essential that you check your messages on the days you telecommute and return the phone calls. Don't stay out of touch just because you telecommute. Decide early in the day how accessible you want to be. As a telecommuter, you may have the luxury of actually working for three to four hours without any interruptions.
- Make sure that you check your voice mail at work
 - Some County telephones enable you to have calls from your office forwarded to your home telephone. This method enables you to avoid giving your home phone number to business associates (check with your telephone coordinator).
- Have a system at home
 - Establish a system for organizing the work that you keep or do at home.

- Impact on co-workers
 - Discuss with your manager what job duties will be impacted while you telecommute. How will you handle last-minute rush assignments? Does your job assignment need to be rearranged among co-workers to account for your absence from the office?
- Stick to deadlines
 - Make sure you follow the same rules for deadlines as in the office. Don't miss deadlines. If you are mailing reports, send them so they are in the office on the day they are due or earlier. If you are sending your work via the computer or fax, follow up with your telecommute buddy or your manager to ensure its safe arrival.
- Keep your manager informed of your progress
 - As a telecommuter, you must ensure that your supervisor or manager is kept informed on the status of your work products, your progress or any difficulties you are having. Think of your manager as a customer you need to keep satisfied.
- Attend department gatherings
 - Always attend department social gatherings and group meetings. It is important to stay involved with your co-workers even though you work away from the office on some days.

Training Family and Friends

To be taken seriously as a telecommuter, you will need to take telecommute seriously yourself. Be careful not to create a bad image for the telecommute program. You will need to train the people around you so you don't have too many interruptions.

- The message is that you are home working
 - The first thing you will need to do is let everyone around you know that you are working at home and you still have the same responsibilities that you normally have as an employee. You have the same objectives, the same goals and the same deadlines. The only difference is that you are working from home.
- Decide on what type of interruptions are acceptable
 - You should decide under what circumstances family or friends can actually interrupt your work to ask you questions, favors or have you respond to an urgent need. You will want to develop ground rules for your family.

- Set rules for the use of office materials, equipment pens, papers, etc., in the home
 - You may need to set some rules regarding the use of office supplies needed at your home work space. You may want to call your work space off-limits to other members in your household to avoid any personal use of County owned equipment, data, and office supplies.
- Don't telecommute if there are problems at home
 - It is best to avoid telecommute on days you know there will be distractions in the home. Additionally, if you are experiencing family difficulties, it is not advisable to telecommute during that period.
- Handling jokes and negative comments
 - Expect jokes when you return to the office after telecommute like "How was your vacation?" Respond to these comments by being positive and don't be defensive.

Developing Good Habits

Develop good telecommute habits and beware of overindulgence.

- Pace yourself so you don't burn out
 - Make sure you are taking enough breaks and you are not turning into a workaholic just because your work is always there. You must be able to start and end the work day in a timely manner. Schedule a few breaks throughout the work day. On the other hand, don't develop bad work habits and do less work than before.
- Watch out for bad habits
 - Be aware of the following habits because they can impact your productivity:
 - Snacking too often
 - Sleeping late
 - Talking on the phone
 - Watching television
 - Wearing your pajamas all day long
 - Visiting with neighbors
 - Procrastination

These habits are harmful to the telecommute program. Try to remove all the possible temptations so you can conduct your work.

The key to success in the telecommute program, is the ability to manage your work space, your job, your family members and others, and yourself. With determination, discipline and commitment and by following the guidelines set for you in this manual, you can make the program work for you. Just remember there are rules that you followed in the office, and you will need another set of rules for working in your home. It is your responsibility to make telecommute effective.

Set Up a productive Home Office

Designing your workspace is important to the success of working at home. Spend time planning your workspace now so you won't have to waste time later rearranging your office. The key components of your home office are:

1. Your Desk

- a. The height of the work surface should satisfy the requirement of the most critical tasks. Conventional desk surfaces are usually 29 inches, which can be perfectly adequate for many tasks. A common height recommended for computing surfaces is approximately 26 inches. Be sure your desk is a comfortable height for you.

2. Your Chair

- a. This is probably the most important piece of furniture in the office so it should be selected carefully. The seat should be adjustable and the height of the top surface of the seat should be 15 – 21 inches. Both the height and the angle of the back rest should be adjustable and it should also provide support, but not so large as to be in the way.

3. Lighting

- a. The lighting in an office can affect comfort, visibility and performance. Whether you are using natural daylight or artificial lighting, it should be directed toward the side or behind your line of vision. Bright light sources can bounce off work surfaces and diminish your sense of contrast. Try not to use direct sunlight on work surfaces; use shade or indoor lighting.

4. Safety

- a. Be alert to electrical support needed for your equipment when configuring your work space. Arrange the hardware as follows:
 - i. Cover interconnecting cables or make sure they are placed out of the way to avoid the possibility of tripping over them.
 - ii. Place the equipment in close proximity to electrical outlets. If using a computer or fax machine, connect it or them to a surge protector or master switch
 - iii. Place heavy items on sturdy stands close to walls
 - iv. Provide sufficient air space around computer components. Keep equipment out of direct sunlight and away from heaters.

5. Noise

- a. A totally noise-free environment can be stressful. Psychologically some background sound (like music) can be beneficial in maintaining a level of productivity and reducing boredom. Should you choose to use music in your home office, you may find it helps you concentrate. Your professional image may be affected by sounds of crying children, lawnmowers, vacuum cleaners or barking dogs while you attempt to conduct business over the phone at home. You may be able to shut a door to eliminate noise. The use of a room divider or screen may prove useful in controlling the noise.

6. Office Supplies

- a. It is reasonable to expect your supervisor to allow you to take home a reasonable amount of office supplies to support your work effort. Make sure you secure the necessary authorizations to take such supplies to your remote workspace.

Telecommuter Do's and Don'ts

Do's	Don'ts
Have a separate work space at home	Don't develop bad habits at home
Stick to the same work schedule Take breaks throughout the day Keep your work organized	Don't let the radio or television distract you Don't start sleeping late on telecommute days
Keep your boss informed of the progress you are making	Don't stay in your bed clothes all day
Attend department and group meetings, if possible	Don't change your work schedule every time you telecommute
Stick to all deadlines	Don't run errands for everybody in the neighborhood just because you are home
Call the office and keep in touch	Don't telecommute if you have an infant or an elderly person who requires your attention
Maintain or increase your level of performance	Don't give telecommute a bad name
Inform family members and neighbors about when you may be interrupted	Don't stay in the telecommute program if it's not working for you
If telecommute is not suitable for you, talk to your supervisor or manager	

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

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

Email: nancy Selvage@countyofplumas.com



DATE: November 24, 2020

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF
DECEMBER 15, 2020
RE: APPROVE RESOLUTION ADOPTING THE JOB
CLASSIFICATION PLAN AFFECTED BY SCHEDULE FOR
CALIFORNIA MINIMUM WAGE RATE FOR 2017-2023
EFFECTIVE JANUARY 1, 2021

IT IS RECOMMENDED THAT THE BOARD:

Approve Resolution to amend job classification wage ranges affected by the increase in minimum wage based on the Schedule for California Wage Rate 2017-2023. The minimum wage for 2021 is set at \$14.00 per hour increasing to 15.00 an hour in 2022.

BACKGROUND AND DISCUSSIONS

Plumas County addresses any compaction issues in an occupational series at the same time that we implement minimum wage increases. For classifications with flat rates, the salaries are adjusted according to the new minimum wage. For classifications that are on a range (with steps), the recruiting step is adjusted to conform to the new minimum wage requirements. For related classes within the same occupational series, recruiting step adjustments may also be made to ensure the same salary differential between recruiting steps are maintained.

All changes fall within the Human Resources Director's authority to administer the County's Classification Plan and are handled administratively. We have assessed classifications, have adjusted according to the new minimum wage, and require an adjustment to maintain appropriate differential or require a change to the entire salary range to adhere to minimum wage requirements. We are requesting Board of Supervisors approval to adopt and implement the changes.

Although there are some exceptions, almost all employees in California must be paid the minimum wage as required by state law. Effective January 1, 2017, the minimum wage for all industries increased to \$10.50 per hour. Although we have increased wage rates over the past four years with cost of living increases, we currently have job classifications that will fall below the minimum wage threshold for 2021 of \$14.00 per hour.

From January 1, 2017, to January 1, 2022, the minimum wage will increase for employers employing 26 or more employees. This increase was delayed one year for employers employing 25 or fewer employees, from January 1, 2018, to January 1, 2023. The annual increases to the minimum wages are required by California law, which governs the minimum wage rates.

The minimum wage shall be adjusted on a yearly basis through 2023 according to the pre-set schedule as shown in the table. The minimum wage increases are beginning to compound supervisory positions, specifically in Facility Services department. For the wage increases for 2021, Building & Grounds Maintained Supervisor I and II were adjusted in order to keep the classifications in line with the maintenance workers increases in base wages.

Schedule for California Minimum Wage rate 2017-2023

Date	Minimum Wage for Employers with 25 Employees or Less	<i>Minimum Wage for Employers with 26 Employees or More</i>
January 1, 2017	\$10.00/hour	<i>\$10.50/hour</i>
January 1, 2018	\$10.50/hour	<i>\$11.00/hour</i>
January 1, 2019	\$11.00/hour	<i>\$12.00/hour</i>
January 1, 2020	\$12.00/hour	<i>\$13.00/hour</i>
January 1, 2021	\$13.00/hour	<i>\$14.00/hour</i>
January 1, 2022	\$14.00/hour	<i>\$15.00/hour</i>
January 1, 2023	\$15.00/hour	

Most employers in California are subject to both the federal and state minimum wage laws. Also, local entities (cities and counties) are allowed to enact minimum wage rates and several cities have recently adopted ordinances which establish a higher minimum wage rate for employees working within their local jurisdiction. The effect of this multiple coverage by different government sources is that when there are conflicting requirements in the laws, the employer must follow the stricter standard; that is, the one that is the most beneficial to the employee. Thus, since California's current law requires a higher minimum wage rate than does the federal law, all employers in California who are subject to both laws must pay the state minimum wage rate unless their employees are exempt under California law.

Operating Engineers Local #3 (OE3) and Probation Unit job classifications are the positions affected by this year's increase to minimum wage. This information has been provided to OE3 for their review of the impact to their groups' base wages.

I recommend that the Board adopt the attached Resolution with an effective date of January 1, 2021.

RESOLUTION NO. 2021- _____

**RESOLUTION ADOPTING JOB CLASSIFICATION PLAN AFFECTED BY
CALIFORNIA MINIMUM WAGE RATE SCHEDULE 2017-2023**

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

WHEREAS, these positions are necessary in the daily operational needs of the various County Departments; and

WHEREAS, this needed update was recognized by the Human Resources Director who is now requesting approval of this resolution to amend the 2020-2021 job classification wage rates; and

WHEREAS, the effective date of these Resolution will be effective January 1, 2021 in accordance with Schedule for California Minimum Wage Rate 2020-2021; and

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

Approve the Job Classification Plan and Pay Schedule's base wage increases, documented in attached Exhibit A, due to the Schedule for California Minimum Wage Rate 2021.

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 15th day of December 2020 by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:

Chair, Board of Supervisors

Clerk, Board of Supervisors

Exhibit A

Effective January 1, 2021

Minimum Wage Forecast		\$11.00	\$12.00	\$ 13.00	\$ 14.00	\$15.00	
		2018	2019	2020		2021	2022
Job Classifications	Unit	Rate		1/1/2020	Current	Proposed	
Administrative Assist I	GEN			\$ 13.82	\$ 13.89	\$ 14.00	
Administrative Assist II	GEN			\$ 15.24	\$ 15.32	\$ 15.44	
Administrative Assist I	PROB				\$ 13.74	\$ 14.00	
Administrative Assist II	PROB				\$ 15.14	\$ 15.44	
Animal Shelter Attendant	GEN		\$12.83	\$13.00	\$13.07	\$ 14.00	
Assistant Cook	GEN	\$11.00	\$12.00	\$ 13.00	\$ 13.07	\$ 14.00	
Auditor Accounting Tech	GEN	\$12.90	\$13.16	\$ 13.16	\$ 13.23	\$ 14.00	
BH Administrative Assist I	GEN	\$13.55	\$13.82	\$ 13.82	\$ 13.89	\$ 14.00	
BH Administrative Assist II	GEN	\$14.94	\$15.24	\$ 15.24	\$ 15.32	\$ 15.44	
Bldg & Grounds Maintenance Worker I	GEN	\$13.22	\$13.48	\$ 13.48	\$ 13.55	\$ 14.00	
Bldg & Grounds Maintenance Worker II	GEN	\$14.58	\$14.87	\$ 14.87	\$ 14.94	\$ 15.00	
Bldg & Grounds Maintenance Worker III	GEN	\$16.07	\$16.39	\$ 16.39	\$ 16.47	\$ 16.95	
Bldg & Grounds Maint Supervisor I	Mid				\$ 17.30	\$ 17.87	
Bldg & Grounds Maint. Supervisor II	Mid				\$ 18.72	\$ 19.20	
Branch Library Assistant I	GEN	\$11.99	\$12.24	\$ 13.00	\$ 13.07	\$ 14.00	
Branch Library Assistant II	GEN	\$13.08	\$13.23	\$ 14.33	\$ 14.40	\$ 14.70	
Child Support Assistant	GEN	\$12.90	\$13.16	\$ 13.16	\$ 13.23	\$ 14.00	
Child Support Specialist I	GEN	\$13.55	\$13.82	\$ 13.82	\$ 13.89	\$ 14.70	
Child Support Specialist II	GEN	\$14.94	\$15.24	\$ 15.24	\$ 15.32	\$ 15.44	
Child Support Specialist III	GEN	\$16.47	\$16.80	\$ 16.80	\$ 16.88	\$ 17.01	
Custodian	GEN	\$11.98	\$12.00	\$ 13.00	\$ 13.07	\$ 14.00	
Deputy Public Guardian/Conservator 1	GEN				\$ 13.23	\$ 14.00	
Deputy Public Guardian/Conservator 2	GEN				\$ 14.57	\$ 15.44	
Driver I	GEN	\$13.22	\$13.48	\$ 13.48	\$ 13.55	\$ 14.00	
Driver II	GEN	\$13.89	\$14.17	\$ 14.17	\$ 14.24	\$ 14.70	
Driver III	GEN	\$14.58	\$14.87	\$ 14.87	\$ 14.94	\$ 15.44	
Engineering Aide	GEN	\$11.00	\$12.24	\$ 13.00	\$ 13.07	\$ 14.00	
Fiscal & Technical Services Assistant I	GEN	\$11.69	\$12.24	\$ 13.00	\$ 13.07	\$ 14.00	
Fiscal & Technical Services Assistant II	GEN	\$12.90	\$13.81	\$ 13.81	\$ 13.88	\$ 14.70	
Fiscal & Technical Services Assistant III	GEN	\$14.22	\$15.23	\$ 15.23	\$ 15.31	\$ 16.21	
Head Cook	GEN	\$11.55	\$12.85	\$ 13.65	\$ 13.72	\$ 14.70	
Health Aide I	GEN	\$11.00	\$12.24	\$ 13.00	\$ 13.07	\$ 14.00	
Health Aide II	GEN	\$11.55	\$12.60	\$ 13.65	\$ 13.72	\$ 14.70	
Legal Services Assistant I	GEN	\$12.90	\$13.16	\$ 13.16	\$ 13.23	\$ 14.00	
Legal Services Assistant II	GEN	\$14.22	\$14.50	\$ 14.50	\$ 14.57	\$ 15.44	
Legal Services Assistant I	PROB	\$12.70	\$12.95	\$ 13.00	\$ 13.13	\$ 14.00	
Legal Services Assistant II	PROB	\$14.00	\$14.28	\$ 14.33	\$ 14.47	\$ 15.44	
Library Aide	GEN	\$11.00	\$12.24	\$ 13.00	\$ 13.07	\$ 14.00	
Library Literacy Clerk	GEN	\$11.00	\$12.24	\$ 13.00	\$ 13.07	\$ 14.00	
Library Literacy Program Assistant I	GEN	\$11.98	\$12.24	\$ 13.00	\$ 13.07	\$ 14.00	
Library Literacy Program Assistant II	GEN	\$13.22	\$13.23	\$ 13.65	\$ 13.72	\$ 15.44	

Exhibit A

Effective January 1, 2021

Minimum Wage Forecast		\$11.00	\$12.00	\$ 13.00		\$ 14.00	\$15.00
		2018	2019	2020		2021	2022
Job Classifications	Unit	Rate		1/1/2020	Current	Proposed	
Library Technician	GEN	\$11.99	\$13.23	\$ 13.23	\$ 13.56	\$ 14.00	
Mentoring Coordinator	GEN		\$12.54	\$13.00	\$13.07	\$ 14.00	
Office Assistant I	GEN				\$ 13.60	\$ 14.00	
Office Assistant II	GEN				\$ 14.27	\$ 14.70	
Office Assistant III	GEN		\$14.91	\$ 15.66	\$ 15.74	\$ 16.21	
Office Assistant I	PROB	\$12.24	\$12.24	\$ 13.00	\$ 13.13	\$ 14.00	
Office Assistant II	PROB	\$12.85	\$12.85	\$ 13.65	\$ 13.79	\$ 14.70	
Office Assistant III	PROB	\$13.50	\$13.50	\$ 15.05	\$ 15.20	\$ 16.21	
Prevention Aid	GEN	\$12.21	\$12.24	\$ 13.00	\$ 13.07	\$ 14.00	
Property Tax Specialist I	GEN	\$13.95	\$14.23	\$ 14.23	\$ 14.30	\$ 14.70	
Property Tax Specialist II	GEN	\$15.40	\$15.71	\$ 15.71	\$ 15.79	\$ 16.21	
Property Tax Technician	GEN	\$12.90	\$13.16	\$ 13.16	\$ 13.23	\$ 14.00	
Public Works Maintenance Worker I	C&T	\$13.22	\$13.48	\$ 13.48	\$ 13.48	\$ 14.00	
Public Works Maintenance Worker II	C&T	\$14.58	\$14.87	\$ 14.87	\$ 14.87	\$ 15.00	
Public Works Maintenance Worker III	C&T		\$16.39	\$ 16.39	\$ 16.39	\$ 16.54	
Records Management Tech I	GEN	\$12.90	\$13.16	\$ 13.16	\$ 13.23	\$ 14.00	
Records Management Tech II	GEN	\$14.22	\$14.50	\$ 14.50	\$ 14.57	\$ 15.44	
Secretary	GEN	\$12.29	\$12.54	\$ 13.00	\$ 13.07	\$ 14.00	
Site Manager	GEN	\$12.58	\$13.49	\$14.33	\$14.40	\$ 15.44	

PLUMAS COUNTY CLERK~RECORDER

Recorder Division (530) 283-6218
Elections Division (530) 283-6256

520 Main Street, Room 102, Courthouse
Quincy, CA 95971 Fax: (530) 283-6155



4A

December 2, 2020

Kevin Goss, Supervisor District 2
Sherrie Thrall, Supervisor District 3
Lori Simpson, Supervisor District 4
Jeff Engel, Supervisor District 5
520 Main Street, Room 309
Quincy, CA 95971

Kathy Williams
County Clerk-Recorder
Registrar of Voters
kathywilliams@countyofplumas.com

Julie Hagwood
Assistant
juliehagwood@countyofplumas.com

RE: Retirement

Supervisors:

This is to inform you of my retirement and resignation from my elected position of the Plumas County Clerk-Recorder, Registrar of Voters, effective December 30, 2020 at 5:00 p.m.

It has been an honor serving the members of the public of our wonderful county for the past 33 years in the same department. I started on February 1, 1988. I appreciate the faith and support of the citizens that have provided me the opportunity to serve as their elected official for the past 18 years in office.

I've been very fortunate to work over the years with the best county crew around. With the support of the Board, they can be relied upon to keep the department running strong for the next 33 years.

Happy Trails,

A handwritten signature in cursive script that reads "Kathy Williams".

Kathy Williams

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

PLUMAS COUNTY ASSESSOR

1 Crescent Street, • Quincy, CA 95971 • (530) 283-6380 • Fax (530) 283-6195



CHARLES W. LEONHARDT
ASSESSOR

Date: December 8, 2020
To: The Honorable Board of Supervisors
From: Charles W. Leonhardt, Assessor
Subject: Announcement of Retirement

After over 43 years of working in real estate related fields, I have decided to retire. My retirement will be effective at the end of business on January 12, 2021.

It has indeed been an honor to serve the citizens of Plumas County as their elected Assessor for the last 23.5 years. I would like to thank the voters and taxpayers of Plumas County for their support, not only by electing me to 6 terms in office, but also as we have navigated the economic cycles, and in particular the "Great Recession" together.

Since being appointed to the office of Assessor on July 1, 1997, I have had the opportunity to watch the department grow and adapt to many new technologies.

Shortly after I arrived, the appraisal staff migrated from 35 mm cameras to digital technology and soon thereafter in response to Y2K, the office converted to the Megabyte Property Tax System, which is now in use in 35 of California's 58 counties.

Early in the new millennium, Plumas County was one of the first small counties to convert from hand drawn paper assessor's maps to computer drafted maps. Over approximately the next 10 years, the entire map inventory of 1,443 maps were converted as staff time permitted.

Shortly thereafter, the appraisal staff were provided software to convert from hand drawn building sketches to computer drawn sketches that automatically calculate square footages.

Then came the office's first website, which originally held a few forms and informational articles. As the mapping project was completed, the electronic maps were made available on the website for the public to download free of charge. That followed with a private vendor providing technology to make it possible to search for property tax information on the website, subject to limitations set by law.

A more recent project in partnership with the other assessors' in California have made it possible for taxpayers to download all State approved property tax forms from our website. The next phase of that project will also facilitate online filing of forms as well.

The ability for taxpayers to file their Business Property Statements on-line was added a few years ago. On-line filing of Williamson Act production reports are anticipated in the very near future.

Efforts over recent years to move property characteristics from paper records to our computer system, have paid dividends in terms of implementing integrated comparable sales data bases and computer produced appraisal reports.

Our most recent efforts to scan all of the single copy paper records in the office, is the next step in modernizing the office, by providing more efficiency, better remote working capabilities as necessitated by the pandemic, and provide the ability to back up records that could easily be at risk to fire and other natural disasters. This project then sets the stage expanding electronic work flow in the office.

I would like to take this opportunity to thank the Board of Supervisors for supporting these efforts over the years.

Lastly, I would like to thank my staff for their support, their willingness to adapt to changes, enthusiasm to take on the challenges of each day and their continued pursuit of excellence in customer service. It has been truly an honor to work with such a team of dedicated professionals.