

This document is an extract of a larger publication.

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County Sheriff's Office has pulled officers from working patrol to help run the jail, and this has had a severe impact on community service, public trust, and safety¹¹.

During the Grand Jury's tour of the jail, we noticed the number of Sheriff's deputies on staff at the facility. There is a federal mandate that the jail must be appropriately staffed, and this has led to patrol deputies being assigned to work at the jail. As a result, there are times when the entire county is being served by only one or two patrol deputies.

Interviews with department heads offer various insights as to why Plumas County is experiencing difficulty recruiting and retaining staff. One indisputable factor, when compared to other counties, is the low wages that are offered to Sheriff's Office employees. The Sheriff's Office has pleaded for help from the BOS and the HR Department to collaborate on ways to attract new recruits and provide higher wages.

The apparent lack of cooperation between the Sheriff's Office and the HR Department impedes the county's efforts to address the challenges facing law enforcement, including the stabilization of wages, the development of creative solutions to problems, and the protection of public safety.

In Conclusion

During interviews, the Grand Jury became aware of allegations that items not mentioned on BOS agendas were being discussed by the BOS in closed session. While this is concerning, it is difficult to verify, because no formal minutes are taken during closed session. When the BOS returns to open session after a closed session, it is required to report only on any actions that may have been taken in closed session. California law allows for closed session discussion of specific topics: Personnel matters, litigation, labor negotiations, real property negotiations, and security issues. The nature of closed sessions relies heavily on the Board of Supervisors, County Counsel, and other attendees to police themselves.

¹¹ Plumas News: Staffing Levels reach critical juncture at Sheriff's Office. <https://www.plumasnews.com/where-i-stand-staffing-levels-reach-critical-juncture-at-sheriffs-office-bos-needs-to-address-pay-benefits/>

On some occasions when the Grand Jury had requested information from several county sources, either the request was denied, or the information received was incomplete or possibly altered. The Grand Jury's one-year term limit prevented it from conducting a complete investigation of several matters that came to its attention during the jury's term. As such, several matters that were being looked at by the Jury could not be fully investigated to a level that would meet the standards of this report.

Findings

F1. The misrepresentation of the use of a 10-county comparative wage survey by HR for appointed department heads led to distrust in the Human Resources Department in establishing a fair wage system.

F2. The assumption of the role of CAO by the BOS failed to provide adequate oversight for department heads.

F3. The lack of a policy to keep department head salaries competitive resulted in fourteen department heads resigning within three years.

F4. The county's lack of oversight for the use of deferred holiday pay resulted in additional unbudgeted costs to the taxpayers.

Recommendations

R1. The Grand Jury recommends that the CAO work with all employee groups to implement an annual review process that compares wages for all county positions with the same group of 10 similar California counties on a yearly basis.

R2. The Grand Jury recommends that the BOS commit to retaining/supporting an active CAO going forward to provide needed supervision and evaluation of all staff.

R3. The Grand Jury recommends that the BOS support the Sheriff's Office in setting an appropriate wage level to attract and retain law enforcement personnel. Suggested completion date: October 1, 2023.

R4: The Grand Jury recommends that the CAO publish all salary and wage changes for county employees for the past 10 years on the county's website, following the approach used by Glenn County¹².

R5. The Grand Jury recommends that the BOS ensure that any potentially controversial action items are included in its agendas and are thoroughly discussed in open session before a vote is taken.

Request for Response

Pursuant to Penal Code sections 933 and 933.05, the Civil Grand Jury requests responses as follows:

From these County Agencies within 90 days:

- From the Board of Supervisors (BOS)
 - Recommendations 2, 3, 5
- From the County Administrative Officer (CAO)
 - Recommendations 1, 4

¹² See Bibliography for Glenn County website

Bibliography

Agenda and Backup Materials for Plumas County Board of Supervisor meetings.

Valuable source of reference materials for Items submitted during BOS meetings. At the end of each calendar year, agendas and backup materials are moved to the Archive Center. [Archived Agendas and Backup Materials](#)

Board of Supervisors Meetings, Plumas County. BOS Meeting Videos – both live and archived – can be accessed via this link: [Board of Supervisor Meetings](#)

Glenn County of California website. Glenn County’s website is an excellent example of promoting public transparency via its website. <https://www.countyofglenn.net/>

Grand Jury Reports, Plumas County.

- Past Grand Jury Reports: <https://plumascounty.us/Archive.aspx?AMID=37>
- Responses to Grand Jury Reports: <https://plumascounty.us/Archive.aspx?AMID=38>

Plumas County Mid-Year Budget Review FY 2022-2013. This well-written, researched document is required reading for anyone genuinely interested in Plumas County. It came from CAO Debra Lucero. Although it was partially quoted in Plumas News, the full version of the document contains detailed budget information.

Munis Financial Software by Tyler Industries.

" <https://www.tylertech.com/resources/resource-downloads/brochure-munis-financial-software>

Plumas News. Excellent source for news related to everything of interest in Plumas County Government. <https://www.plumasnews.com/category/news/>

Appendix A

Item 3C3

Item 3C3


DEPARTMENT OF HUMAN RESOURCES

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DATE: May 17, 2022

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Human Resources Director 

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF MAY 24, 2022
RE: ADOPT RESOLUTION UPDATNG BASE WAGES FOR PLUMAS COUNTY DEPARTMENT HEADS, EFFECTIVE AFTER THE FIRST FULL PAYPERIOD FOLLOWING BOARD OF SUPERVISOR ADOPTION

IT IS RECOMMENDED THAT THE BOARD:

Adopt the updated pay schedules for Plumas County department heads, effective the first full pay period after Board adoption, on June 5, 2022 pay period #26.

BACKGROUND AND DISCUSSIONS

The department heads job classifications have not been updated across the pay schedule in a very long time in Plumas County. Some updates to department head pay schedules were due to vacant positions and to recruitment replacements, the wage issue needed to be updated in order to be competitive. More recently with the shortage in labor market needs, many of our department heads are being recruited to other agencies. Some of our department heads have not seen an update to their base wages in our pay schedules for a very long time. In fact, HR pay schedules do not go back far enough to give us the record of when they were last updated. So it is not clear as to the timeline for the department heads last increases unlike the resolution for the elected officials last increase. It could have been well over ten years ago, for some much longer.

To address the need to bring our department heads up to a comparable pay schedule, Human Resources conducted a wage survey using our past practice ten (10) counties. This survey was used to adjust the base wages for our department head positions. It is important to keep up with the wages for our department heads as well as our employees. The employees' wages have been adjusted through recent MOUs and will continue to be reviewed as the County negotiates new MOUs. It is reasonable to point out that our departments should offer advancement opportunities within the departments. With decent paying positions for our department heads,

employees may see themselves promoting into these position as the opportunity arises. Pay schedules need to be competitive and relevant to today's employment market.

Based on survey results, Exhibit A, I am recommending the below department head new pay schedules. I have done the cost analysis for each department and I strongly urge the Board of Supervisors to approve these recommendations.

DEPARTMENT HEADS	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Job Title										
AG COMM/SEALER OF WTS & MEAS	\$48.00	\$50.40	\$52.92	\$55.57	\$58.34	\$61.26	\$64.32	\$67.54	\$70.92	\$74.46
BEHAVIORAL HEALTH DIRECTOR	\$58.00	\$60.90	\$63.95	\$67.14	\$70.50	\$74.02	\$77.73	\$81.61	\$85.69	\$89.98
CHIEF PROBATION OFFICER	\$45.00	\$47.25	\$49.61	\$52.09	\$54.70	\$57.43	\$60.30	\$63.32	\$66.49	\$69.81
COUNTY ADMINISTRATOR	\$75.00	\$78.75	\$82.69	\$86.82	\$91.16	\$95.72	\$100.51	\$105.53	\$110.81	\$116.35
COUNTY COUNSEL	\$70.71	\$74.25	\$77.96	\$81.86	\$85.95	\$90.25	\$94.76	\$99.50	\$104.47	\$109.69
COUNTY FAIR MANAGER	\$42.00	\$44.10	\$46.31	\$48.62	\$51.05	\$53.60	\$56.28	\$59.10	\$62.05	\$65.16
COUNTY LIBRARIAN	\$38.00	\$39.90	\$41.90	\$43.99	\$46.19	\$48.50	\$50.92	\$53.47	\$56.14	\$58.95
DIRECTOR OF BUILDING SERVICES	\$47.00	\$49.35	\$51.82	\$54.41	\$57.13	\$59.99	\$62.98	\$66.13	\$69.44	\$72.91
DIRECTOR OF CHILD SUPPORT SVCS	\$42.00	\$44.10	\$46.31	\$48.62	\$51.05	\$53.60	\$56.28	\$59.10	\$62.05	\$65.16
DIRECTOR OF FACILITY SERVICES	\$40.00	\$42.00	\$44.10	\$46.31	\$48.62	\$51.05	\$53.60	\$56.28	\$59.10	\$62.05
DIRECTOR OF INFO TECHNOLOGIES	\$48.00	\$50.40	\$52.92	\$55.57	\$58.34	\$61.26	\$64.32	\$67.54	\$70.92	\$74.46
DIRECTOR OF PUBLIC HEALTH	\$48.00	\$50.40	\$52.92	\$55.57	\$58.34	\$61.26	\$64.32	\$67.54	\$70.92	\$74.46
DIRECTOR OF PUBLIC WORKS	\$55.00	\$57.75	\$60.64	\$63.67	\$66.85	\$70.20	\$73.71	\$77.39	\$81.26	\$85.32
ENVIRONMENTAL HEALTH DIRECTOR	\$48.00	\$50.40	\$52.92	\$55.57	\$58.34	\$61.26	\$64.32	\$67.54	\$70.92	\$74.46
HUMAN RESOURCES DIRECTOR	\$50.00	\$52.50	\$55.13	\$57.88	\$60.78	\$63.81	\$67.00	\$70.36	\$73.87	\$77.57
MUSEUM DIRECTOR	\$30.00	\$31.50	\$33.08	\$34.73	\$36.47	\$38.29	\$40.20	\$42.21	\$44.32	\$46.54
PLANNING DIRECTOR	\$55.38	\$58.15	\$61.06	\$64.11	\$67.31	\$70.68	\$74.21	\$77.93	\$81.82	\$85.91
SOCIAL SERV DIR/PUB GUARD/PC	\$50.00	\$52.50	\$55.13	\$57.88	\$60.78	\$63.81	\$67.00	\$70.36	\$73.87	\$77.57
DIRECTOR OF RISK MGMT and SAFETY	\$ 45.00	\$47.25	\$49.61	\$52.09	\$54.70	\$57.43	\$60.30	\$63.32	\$66.49	\$69.81

Once approved, all department heads will need to have their individual Employee Agreements updated with an addendum indicating the change in pay, and a new Personnel Action Form (PAF) to process the increase.

I appreciate the opportunity to bring this matter forward for the Board of Supervisors consideration and approval. Thank you for reviewing this matter and your dedication in serving Plumas County.

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BOS Agenda Item May 24, 2022

RESOLUTION NO. 2022- _____

**ADOPT RESOLUTION UPDATNG BASE WAGES FOR PLUMAS COUNTY
DEPARTMENT HEADS, EFFECTIVE AFTER THE FIRST FULL PAYPERIOD
FOLLOWING BOARD OF SUPERVISOR ADOPTION**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2021/2022 Position Allocation Plan covering all positions in the County service; and

WHEREAS, these positions are necessary in the daily operational needs of the Plumas County's various departments; and

WHEREAS, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution for the Board of Supervisors to approve the base wage adjustments to the below Department Head positions.

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

Approve Resolution effective May 24, 2022 to approve the base wages for the following department head job classifications pay schedules:

DEPARTMENT HEADS										
Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
AG COMM/SEALER OF WTS & MEAS	\$48.00	\$50.40	\$52.92	\$55.57	\$58.34	\$61.26	\$64.32	\$67.54	\$70.92	\$74.46
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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 24th day of May, 2022 by the following vote:

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

Chair, Board of Supervisors

Clerk, Board of Supervisors

