

# SIERRA COUNTY

Board of Supervisors  
P.O. Drawer D  
Downieville, California 95936  
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## SIERRA COUNTY BOARD OF SUPERVISORS

### PERSONNEL COMMITTEE

**April 1, 2025**

The Sierra County Board of Supervisors' Personnel Standing Committee will meet in session on Tuesday, April 1, 2025, at 12:00 p.m. in the Board of Supervisors' Chambers, Courthouse, Downieville, CA.

**This meeting will be open to in-person attendance and available to the public via teleconference.**

**The public may observe and provide public comments by using the Teams options below:**

**By Phone: 1-323-892-2486**  
**Access Code: 862 990 907#**  
**By PC: <https://tinyurl.com/04012025PC>**

The following items will be discussed:

1. Discussion/recommendation on setting the salary for the Director of Personnel position.
2. Discussion/recommendation on proposed resolution reestablishing the Mid-Management Bargaining Unit.
3. Discussion/recommendation on establishing longevity or step increases for Department Managers.
4. Discussion/recommendation on policy for recognition of employee retirements.
5. Discussion/recommendation on insurance buyback program.

Posted: March 28, 2025

**California Counties as Comparable as possible with Personnel and Risk Management combined**

Alpine County Assistant CAO to Personnel and Risk Management:  
\$11,209 - \$12,372 Monthly (Department of 3 Under CAO)

Calaveras County Director of Human Resources and Risk Management:  
\$12,434.93-\$15,286.27 Monthly (Department of 6 Under CAO)

Del Norte County Human Resources and Risk Management Director:  
\$107,900.00-\$151,826.22 Annually (Department of 10 Under CAO)

Yuba County Human Resources Director /Risk Manager: \$12,379.00-\$16,093.00 Monthly  
(Department of 15 under CAO)

El Dorado County Director of Human Resources: \$14,570.40-\$17,709.47 Monthly  
(Department of 24 with Risk Manager being management position within HR, also under CAO)

Tuolumne County Human Resources Director/Risk Manager: \$11,374.13-\$13,825.07  
Monthly (Department of 5, also under CAO)

Sierra County is a Personnel (soon to be) Risk Department of 2 with no CAO

In 25-26 Budget for \$11,711.04

With the hire of a Personnel Technician (Class 16) and the ability to be promoted to an Analyst I (Class 24), after a year if appropriate, there is no need to back fill the Assistant position.

Current Assistant is \$9,044.70 Monthly with 20 hours of PLP (\$1,043.60 monthly) and 80 hours of Admin leave per year (\$4174.40 annually) Salary and PLP would increase for a 10-year longevity October 5, 2025.

**DEPARTMENT MANAGERS SALARY TABLE**

**FISCAL YEAR 2024-25**

Attachment A

<b>TITLE</b>		<b>1.00</b>
E Assessor	Month	11,711.04
E Auditor Controller/Treasurer-Tax Collector	Month	13,526.25
A Chief Probation Officer	Month	11,711.04
E Clerk-Recorder	Month	11,711.04
E District Attorney	Month	13,526.25
A Dir. Behavioral Health	Month	13,526.25
A Dir. Health & Social Services	Month	13,526.25
E Sheriff-Coroner	Month	13,526.25
A Planning Director	Month	12,296.59
A Transportation and PW	Month	12,296.59
A Chief Technology Officer	Month	11,711.04

**SIERRA COUNTY  
Job Classification**

**Class Title: Personnel Director/Risk Manager**

**Status: At Will, Exempt**

**DEFINITION AND DISTINGUISHING CHARACTERISTICS**

The Human Resources and Risk Management Director is an executive management level position that is responsible for the administration, implementation and maintenance of the county's comprehensive human resources and risk management programs including recruitment and selection, classification and compensation, employee relations, labor relations, employee transactions, employee benefits, employee training and development, insurance management, safety program and loss prevention.

The Personnel Director/Risk Manager is an at-will position that serves the pleasure of the Board of Supervisors. This position requires a high level of initiative, judgment, discretion and the ability to make independent decisions in directing the human resources and risk management department/divisions. Incumbent has countywide responsibility for the proper administration and management of County Personnel and Risk Management affairs in a manner to achieve County policy goals and integrates programs in the most effective and efficient way. This position is classified as Executive Management and is exempt from overtime under the provisions of the FLSA.

**REPORTS TO:**

County Board of Supervisors

**CLASSIFICATIONS SUPERVISED:**

Personnel Technician, Personnel Analyst I, and II, Assistant Personnel Director.

**EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:**

*The following duties are typical for this classification. Incumbents may not perform all the duties listed and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Consults with the County Board of Supervisors relative to planning, policy and program direction, and making recommendations as appropriate; assumes responsibility for county-wide direction of Personnel and Risk Management.
- Responsible for planning, organizing, and directing a comprehensive Personnel and Risk Management program.
- Coordinates program activities and performs professional level work in such areas as employee recruitment, testing, and selection.
- Plans, organizes, and manages labor relations and labor contract negotiations.
- Manages County employee compensation and classification systems.
- Oversees the County's Risk Management programs, which include activities related to the

proper appraisal and insuring of County properties, fixed assets, mobile equipment, art, books, computers, and other items.

- Handles liability claims and coordinates said claims with the Office of County Counsel, the County Clerk, the County's liability administrator, and other interested parties.
- Reviews and directs activities associated with workers compensation claims in accord with State, Federal, and other labor laws.
- Implements special Personnel and Risk Management programs including the development of job descriptions, job announcements, advertisements, specialty brochures, training and testing materials; coordinates interview panels.
- Develops and coordinates staff development programs and training materials; may conduct classes related to general Personnel and/or Risk Management issues.
- Assists department heads and the County Board of Supervisors with a variety of Personnel issues including contract interpretation, grievance administration, employee discipline, and employee performance management.
- Oversees and administers affirmative action, employee training, employee benefits, workers' compensation, employee safety/occupational health, and general Risk Management.
- Represents the County at such public functions as career fairs, safety meetings, outreach programs, Excess Insurance Authority, and other similar programs.
- Is responsible for the formulation and recommendation of County policies to the Board of Supervisors.
- Interprets and/or develops recommendations regarding appropriate County policies and rules.
- Receives, responds to, and resolves sensitive inquiries or complaints concerning County government policies and operations.
- Assists the County Auditor when requested, with the preparation of the County budget; analyzing the various County department budget requests and staffing proposals and makes appropriate recommendations.
- Assists the County Board of Supervisors with interdepartmental and intergovernmental programs or projects.
- Provides technical and administrative assistance to departments and other appropriate agencies; coordinates and provides leadership on matters having interdepartmental application.
- Presents staff reports and recommendations to the Board of Supervisors.
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Principles of public agency practices, rules and regulations governing Human Resources and Risk Management activities; modern principles and practices of public personnel administration and management, including position classification, employee benefits and compensation management, employee/labor relations, employee training and staff development, and safety and risk management; knowledge of Federal and State laws and

regulations relating to employment and benefits.

**Ability to:**

Provide effective and efficient leadership; identify, research and make recommendations regarding Personnel and Risk Management programs; write clear and comprehensive reports; conduct oral presentations, including those dealing with training issues; interpret, apply and explain labor and benefits laws related to Public Agency Personnel and general Risk Management. Manage and oversee comprehensive Personnel and Risk Management programs; develop and administer department goals, objectives and procedures; analyze and assess programs, policies and operational needs; plan, organize, direct and coordinate the work of staff; select, supervise, train and evaluate staff; delegate authority and responsibility; conduct a variety of studies, including those dealing with compensation and classification issues; review and analyze data as it relates to Personnel and Risk Management activities and public administration practices; identify program needs and coordinate implementation of program requirements; analyze pertinent legislation; making recommendations as appropriate; establish and maintain effective working relations with others.

**EDUCATION, TRAINING, AND EXPERIENCE**

*Any combination of education and experience that would likely provide the required knowledge and abilities disqualifying. A typical way to obtain knowledge and abilities would be:*

Bachelor's degree in public administration, human resources, business administration, or five (5) years of progressively responsible experience in Personnel and Risk Management with two (2) years in a supervisory role.

An equivalent combination of training and experience must include work in the areas of negotiation, insurance administration, personnel management, risk management, and program development. Three (3) years of full-time experience performing varied and complex analytical, personnel, and risk management work providing administrative/technical assistance, preferably in the public sector to include maintaining confidential files and documents.

**Other Requirements:**

Must possess a valid driver's license and have a satisfactory driving record.

**TYPICAL PHYSICAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch, and reach while performing office duties; lift and/or move objects weighing up to 25 pounds; use hands to finger, handle or feel objects, tools, or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Tasks may involve extended periods of time at a keyboard or workstation.

Reviewed by:

\_\_\_\_\_  
County Counsel                      Date

Received and filed by:

\_\_\_\_\_  
County Clerk                      Date

**SIERRA COUNTY  
Job Classification**

**Class Title: Assistant Personnel Director**  
**Class Code: Mid Management Tier 1**  
**Status: At Will and Exempt**

**DEFINITION**

Under minimal direction of the Personnel Director, assists in overall management and administration of the functions of the Personnel Department and is responsible for day-to-day operations of the Department; acts for and represents the Personnel Director in his/her absence; shall have the ability to and will, upon the request of the Personnel Director, perform all duties of the Personnel Analyst series; and does other related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is a Mid-Management classification with overall responsibility for the management and operations of the Personnel Department. Successful performance of the work requires experience and knowledge of public policy, County functions and activities, including the role of an elected Board of Supervisors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. An employee at this level is accountable for accomplishing departmental planning and operational goals and objectives, and for the furthering of County goals and objectives within general policy guidelines.

**REPORTS TO:**

County Personnel Director

**CLASSIFICATIONS SUPERVISED:**

Personnel Technician, Personnel Analyst I, and II

**EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:**

- Management of the County's Personnel activities including recruitment and selection, classification and compensation, benefits, employee and labor relations, organization, and employee development.
- Management of the County's safety program in consultation with Risk Management Department - activities including the County loss prevention program, employee safety program, workers' compensation claims, Insurance claims.
- Developing and managing the implementation of goals, objectives, policies, procedures, and work standards for Personnel administration within the County.
- Assists with management of Claims against the County.

- In coordination with County Counsel and Risk Management, assists with County lawsuits.
- Assisting and conferring with Department Managers on a variety of Personnel issues including contract interpretations, grievance administration, employee discipline and employee evaluations.
- Advisement to the Board of Supervisors and Department Managers on a broad range of issues as needed.
- Management of departmental recruitment requests to include job flyers, interviews, interview questions and applicant correspondence.
- Conducting background checks on all new County employees and volunteers.
- Conducting new employee orientations.
- Managing the administration of all employee benefits including new enrollments, open enrollment, terminations, and policy renewals.
- Serving as the County Drug and Alcohol Manager as required for federal transit program
- Conducts or manages analytical studies of Personnel activities, and develops and reviews reports of findings, alternatives, and recommendations.
- Receiving and responding to requests from Department Managers, County employees, and the public regarding Personnel and employee relations policies, procedures, and issues.
- Managing the implementation of various employee development and training programs.
- Representing the County in labor negotiations, collective bargaining, and grievance procedures in consultation with county counsel.
- Managing Worker's Compensations claims, and liability claims for review and processing, serving as liaison between County Department Managers, staff and third-party administrators for the Worker's Compensation and other insurance programs.
- Managing FMLA, CRFA, Modified Duty, Reasonable Accommodation requests and procedures.
- Managing the implementation of the County's Injury and Illness Prevention Plan; coordinating and conducting employee safety training; coordinating and facilitating Safety Committee meetings and activities; serving as liaison to federal and state enforcement agencies in matters of health and safety; disseminating information to department heads and employees concerning laws, regulations and issues related to employee health and safety; developing and maintaining an employee incentive program to encourage positive health and safety work habits.
- Supervises and trains assigned staff.
- Serving as the Sierra County alternate on the Trindel Insurance Fund Board of Directors.
- Serving as the Sierra County representative for all Trindel Insurance Fund Loss Prevention Division's required conferences, meetings, and classes.
- Attending seminars, conferences, and meetings as appropriate to enhance and maintain knowledge of trends and developments in the fields of personnel, loss prevention, labor laws, and employee health and safety.
- Preparing and delivering written and oral presentations to the Board of Supervisors and public.
- Performing related work as required.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Laws, rules, and regulations governing personnel actions such as equal opportunity law, worker's compensation, state and federal leave programs, benefits administration, and payroll.
- Practices of employee recruitment and selection, benefits administration, and employee relations.
- Principles and procedures related to risk management and methods of safety, occupational health, and loss prevention programs.
- Modern office practices and technology, including data entry and word processing systems, spreadsheet, database, and presentation software applications.
- English usage, spelling, punctuation, and grammar for written and oral communications; business letter writing and report preparation.
- Basic math, statistical and accounting principles, and procedures.

### **Ability to:**

- Read, understand, and explain personnel policies, procedures and rules and applicable laws, codes, and safety regulations.
- Communicate clearly and effectively in front of groups and on a one-on-one basis, orally and in writing.
- Establish and maintain effective working relationships with management, employees, clients, and the public.
- Use and understand common database, spreadsheet, and word processing applications.
- Use initiative and independent judgment within established guidelines.
- Maintain a high degree of confidentiality.
- Independently perform personnel and loss prevention work in the area(s) assigned.
- Plan, organize, promote, and implement effective safety, loss prevention and other risk management programs.
- Conduct effective incident, accident, and injury investigations, and determine effective measures to prevent reoccurrence.

### **Education:**

Equivalent to a bachelor's degree from an accredited college or university in public or personnel administration or closely related field with major course work in personnel administration, risk management, and/or public administration.

### **Experience:**

Three years of full-time experience performing varied and complex analytical, personnel, and risk management work providing administrative/technical assistance, preferably in

the public sector, and which includes working with and maintaining confidential files and documents.

**Substitution for Education:**

Five years of qualifying experience in Public Agency Personnel and/or Risk Management

**Other Requirements:**

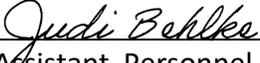
Must possess a valid driver's license and have a satisfactory driving record.

**TYPICAL PHYSICAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch, and reach while performing office duties; lift and/or move objects weighing up to 25 pounds; use hands to finger, handle or feel objects, tools, or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Tasks may involve extended periods of time at a keyboard or workstation.

Reviewed by:

 9-30-2022  
Assistant Personnel Director Date

Received and filed by:

 9-30-2022  
County Clerk Date

\*Approved by the Supervisors on September 20, 2022.

**\BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA**

**RESOLUTION REESTABLISHING THE MID-MANAGEMENT BARGAINING  
UNIT FOR PURPOSES OF THE MEYERS-MILIAS-BROWN ACT**

**Resolution 2025-**

**WHEREAS**, Resolution 2007-065 established the Mid-Management Bargaining Unit for the purposes of the Meyers-Milias-Brown Act (Government Code Sections 3500 et. Seq.); and

**WHEREAS**, the Board finds that since the establishment of the Mid-Management Bargaining Unit in 2007 there have been several changes to positions classified as mid-management; and

**WHEREAS**, the Board finds that modifications to the wage and benefit provisions are necessary to reflect the current positions, salary tiers, and provide clarification on use of leave for salaried employees.

**NOW, THEREFORE, BE IT RESOLVED** that the Sierra County Board of Supervisors, County of Sierra, State of California does hereby reestablish the Mid-Management Bargaining Unit consisting of the Assistant Director of Public Health, Assistant Director of Social Services, Assistant District Attorney, Assistant Clerk-Recorder, Assistant Treasurer/Tax Collector, Senior Appraiser, Chief Deputy Auditor, Deputy Director of Public Works – Administrative, Deputy Director of Public Works – Operations/Road Division, Road Superintendent, Deputy Director of Planning & Building, Undersheriff, Assistant Director of Personnel, and any future mid-management positions approved by the Board of Supervisors.

**BE IT FURTHER RESOLVED** that each of the foregoing positions are classified as “at will” employment positions and as exempt positions under the wage and hour provisions of the Fair Labor Standards Act. Exempt employees are not eligible for overtime.

**BE IT FURTHER RESOLVED** that mid-management employees shall serve at the pleasure of their respective Agency/Department Head or Elected Official and are required to devote the appropriate amount of time at their place of work, either in the office or at other sites, necessary to complete the responsibilities and duties of their positions; and

**BE IT FURTHER RESOLVED** that the wage and benefits for the foregoing positions shall be as reflected in Exhibit A attached hereto and incorporated herein.

**ADOPTED** by the Board of Supervisors of the County of Sierra on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

COUNTY OF SIERRA

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LEE ADAMS, CHAIR  
BOARD OF SUPERVISORS

ATTEST:

APPROVED AS TO FORM:

---

HEATHER FOSTER  
CLERK TO THE BOARD

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RHETTA VANDER PLOEG  
COUNTY COUNSEL

## **EXHIBIT A**

### **MID MANAGEMENT BARGAINING UNIT WAGE AND BENEFIT PROVISIONS**

#### **1. SCOPE**

All benefits in this resolution are provided equally to all positions designated above unless otherwise stated in this resolution or any subsequent agreement or resolution between the Board of Supervisors and Mid-Managers.

#### **2. HEALTH BENEFITS**

The County shall pay for health insurance premiums (medical, vision, dental) the same as paid towards all employees plus any associated administrative fees.

#### **3. RETIREMENT BENEFITS**

The County participates, by contract, in the Public Employees Retirement Systems (“PERS”).

The County shall continue to the 2.7 percent (2.7%) at age 55 benefit for permanent employees enrolled in the PERS miscellaneous plan whose date of hire was before January 1, 2013, and for employees who are employed by the County as permanent employees on or after January 1, 2013, but who do not constitute new members (to PERS) as defined in Government Code Section 7522.04. Employees shall continue to pay 8% of their gross pay towards their PERS retirement costs.

Notwithstanding the foregoing, employees who are employed by the County as permanent employees on or after January 1, 2013, and who constitute new members (to PERS) as defined in Government Code Section 7522.04, shall participate in 2% at age 62 retirement plan through PERS (reference - Government Code Section 7522.20) and shall be required to pay the applicable employee contribution towards the PERS retirement costs as may be established from time to time by PERS in accordance with the provisions of Government Code Section 7522.30.

The County will continue its participation in the federal social security system.

#### **4. LIFE INSURANCE**

The COUNTY shall continue to pay a \$50,000 term life insurance policy for the included Mid-Managers.

#### **5. HEALTH INSURANCE UPON LEAVING COUNTY EMPLOYMENT**

The COUNTY shall pay all or that portion of monthly premiums for health insurance for included mid-managers who leave county service after 10 or more years of continuous county

service as an included mid-manager or for those included mid-managers who have 20 or more years as a non-exempt and exempt county service combined.

## **6. PERSONAL LEAVE PROGRAM (PLP)**

In lieu of vacation and sick leave, Mid Management employees shall be entitled to a Personal Leave Program (PLP) under the following schedule:

\*Years zero through five, 200 hours per year (16.6700 hours per monthly pay period).

\*Years six through ten, 240 hours per year (20.00 hours per monthly pay period).

\*Years eleven plus, 280 hours per year (23.3300 hours per monthly pay period).

Employees may accrue a maximum of 250 fully vested hours under the Personal Leave Program.

All current balances of vacation and sick leave will be set aside and accessible to the employee under the current terms and conditions of their usage and may be cashed out according to the sick leave provisions as stated below.

## **7. SICK LEAVE**

*Sick Leave Accrued Prior to PLP:*

Upon retirement or termination as provided for in the county personnel code for represented employees per section 3.08.060, each employee shall be paid forty percent (40%) of the value of all unused, accrued sick leave. The value of such unused sick leave shall be determined by multiplying the total hours accumulated at the time of termination by the hourly wage rate of the range and step to which the employee is assigned.

## **8. ADMINISTRATIVE LEAVE**

Mid-Management employees shall receive 40 annual hours of administrative leave. Such leave shall be separate from any other leave. An employee shall be allowed to accrue a maximum of 80 hours of administrative leave. Leave in excess of this amount shall be paid out at the employee's regular rate on the last payroll of each year.

## **9. USE OF LEAVE**

Accrued PLP or Administrative Leave will be used when an employee is absent from work, unless a flexible schedule is approved and monitored by the Appointing Authority. Pursuant to the Fair Labor Standards Exemption (FLSA) managers in this unit can work beyond their scheduled hours to achieve the goals and operational needs of the departments. The cooperation and dedication of employees is invaluable to carrying out the mission of this agency. The County's standard business hours to serve the public and internal customers are Monday through Friday from 8:00 a.m. to 5:00 p.m. It is understood and expected that office hours may vary from

the standard and flexibility is encouraged when operationally possible. When varying from standard office hours, management employees shall seek approval and coordinate as follows.

- A. Mid-Management employees wishing to alter their office hours for an entire day or on an on-going basis are required to get advanced approval from their supervisor.
- B. Mid-Management employees that occasionally adjust their daily office hours are expected to coordinate their schedules with their supervisors and/or work group.

### **Absence without leave**

An employee absent from duty for a period which exceeds three working days without authorized leave shall be considered to have abandoned his or her position and to have automatically resigned.

Such a resignation shall be rescinded by the appointing authority if the employee can show to the satisfaction of the appointing authority that it was impossible to contact the department of employment, provided the employee contacts the department at the first opportunity.

The employee may appeal the appointing authority's determination to the Civil Service Commission within the time provided for in the Civil Service Rules. The appeal is solely limited to the questions of whether it was impossible for the employee to contact the department of employment, and whether the employee did contact the department at the first opportunity.

## **10. OTHER BENEFITS**

Mid-Management employees will receive benefits not listed here in the same manner as represented employees excluding overtime, shift differential, sick leave or vacation time except as provided in this document.

## **11. ORDER OF USAGE**

Vacation accrued at the time of appointment to the Mid-Management Unit will be paid to employees at their current rate before appointment to a Mid-Management position. PLP time shall be used before administrative leave. Sick leave accrued at the time of appointment to the Mid Management Unit will be used after all other leave is exhausted and in accordance with the County policies that apply to use of sick leave.

## **12. STEP INCREASE ELIGIBILITY**

Mid-Management employees are eligible for step increases in the same manner as non-exempt employees in accordance with the County Code Section 3.08.050. The step increase is subject to an employee evaluation conducted by the Appointing Authority, approving the merit increase.

## **13. LONGEVITY PAY**

The Appointing Authority shall increase the salary of a mid-manager by a five percent (5%) longevity increase after five (5), ten (10), fifteen (15) and twenty (20) years of continuous service.

**NON ELECTED / NON DEPARTMENT HEAD  
MANAGEMENT UNIT - At Will & Exempt  
Proposed**

	INCREASE						After	After	After	After	Undersheriff Memo only 20yr with 2 posts
		STEP A	STEP B	STEP C	STEP D	STEP E	5 Years L 1	10 Years L 2	15 Years L 3	20 Years L 4	
	1.00000										
Tier	MONTH	6,485.57	6,809.85	7,150.34	7,507.86	7,883.25	8,277.41	8,691.28	9,125.85	9,582.14	
	HOUR	37.4168	39.2876	41.2520	43.3146	45.4803	47.7543	50.1420	52.6491	55.2816	
	mm 1	77,826.84	81,718.18	85,804.09	90,094.30	94,599.01	99,328.96	104,295.41	109,510.18	114,985.69	
Tier	MONTH	7,086.76	7,441.10	7,813.15	8,203.81	8,614.00	9,044.70	9,496.94	9,971.78	10,470.37	10,993.89
	HOUR	40.8852	42.9294	45.0759	47.3297	49.6962	52.1810	54.7900	57.5295	60.4060	63.4263
	mm 2	85,041.12	89,293.18	93,757.83	98,445.73	103,368.01	108,536.41	113,963.23	119,661.40	125,644.47	131,926.69
Tier	MONTH	7,549.04	7,926.49	8,322.82	8,738.96	9,175.91	9,634.70	10,116.44	10,622.26	11,153.37	
	HOUR	43.5522	45.7298	48.0162	50.4171	52.9379	55.5848	58.3641	61.2823	64.3464	
	mm 3	90,588.48	95,117.90	99,873.80	104,867.49	110,110.86	115,616.41	121,397.23	127,467.09	133,840.44	
Tier	MONTH	10,404.18	10,924.39	11,470.61	12,044.14	12,646.35	13,278.66	13,942.60	14,639.73	15,371.71	
	HOUR	60.0241	63.0253	66.1766	69.4854	72.9597	76.6077	80.4381	84.4600	88.6830	
	mm 4	124,850.16	131,092.67	137,647.30	144,529.67	151,756.15	159,343.96	167,311.16	175,676.71	184,460.55	
		6,485.57	6,809.85	7,150.35	7,507.87	7,883.25	8,277.42	8,691.30			
		37.42	39.29	41.25	43.31	45.48	47.75	50.14			

**Tier Positions in the Mid-Management Unit**

- 1 Senior Appraiser
- 1 Chief Deputy Auditor
- 1 Assistant Treasurer/Tax Collector
- 1 Assistant Clerk/Recorder
- 1 Road Superintendent
- 2 Assistant District Attorney
- 2 Assistant Public Health Director
- 2 Deputy Director of Planning and Building
- 2 Deputy Director of Transportation - Administration
- 2 Deputy Director of Transportation - Operations 2
- 2 Personnel Assistant Director
- 2 Undersheriff
- 3 Assistant Social Services Director



The County of Sierra Retirement Recognition Policy  
Established February 2025

**Purpose:**

This policy outlines the County of Sierra's approach to recognizing and celebrating the contributions of employees upon their retirement. The goal of this policy is to honor retirees for their dedication, acknowledge their achievements, and express appreciation for their service.

**Scope:**

This policy shall be applicable to all employees in good standing retiring from the County of Sierra after completing at least five years of service.

**Policy Statement:**

The County values the contributions of its employees and recognizes the importance of commemorating their careers upon retirement. The County is committed to providing meaningful recognition to all retiring employees in a consistent and fair manner.

**Recognition Guidelines:**

**1. Eligibility:**

- Employees retiring with a minimum of five years of service are eligible for recognition under this policy.
- Retirement must be voluntary and follow the submission of an official retirement notice as per County procedures.

**2. Recognition Elements:**

- **Formal Announcement:** Upon the retiring employees' consent, a public acknowledgment of the retiring employees' contributions via a public County Board of Supervisors meeting.

**Retirement Celebration:** A retirement celebration may be held, which may include a small gathering, a department luncheon, or a formal event depending on the employee's preference and department budget.

**Service Award:**

- A certificate or plaque may be presented to the retiree, recognizing their years of service and contributions to the organization.

**Responsibilities:**

- **Personnel:**

- Ensure adherence to this policy.
- Coordinate the purchase of service award.

- **Department Managers:**

- Notify Personnel of an employee's impending retirement.
- Participate in the recognition process by delivering speeches or presenting awards.

- **Budget and Expenses:**

The cost of the service award and/or celebration will be covered by approval in the retiring employee's department budget. All expenses must be pre-approved and adhere to the County's budget guidelines.

**Contact Information:**

For questions or clarifications about this policy, please contact Sierra County Personnel Department at 530-289-2879.

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

APPROVAL OF EMERGENCY )  
INTERIM POLICY REGARDING )  
AUTHORIZATION AND FUNDING )  
FOR RECOGNITION OF )  
EMPLOYEE RETIREMENT )

RESOLUTION NO. 94-245

WHEREAS, employees of Sierra County from time to time are deserving of recognition for accomplishments and/or meritorious County service; and,

WHEREAS, employees retiring from loyal and long standing service with Sierra County are deserving of appropriate recognition; and,

WHEREAS, an overall employee award policy regarding exemplary employee service awards, awards for displaying meritorious County service, and retirement recognition is necessary to accomplish needed employee recognitions; and,

WHEREAS, an interim policy is not currently in place which would allow actions to appropriately recognize employees retiring after many years of loyal service to Sierra County; and,

WHEREAS, such an interim policy is currently necessary on an emergency basis due to the retirement of John D'Andrea, Sierra County Road Superintendent, scheduled for October 31, 1994 after forty-five years of continuous loyal service to Sierra County.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors directs the Director of Transportation to bring forward a comprehensive employee recognition program including service awards, achievement and/or meritorious service awards, and retirement recognition policy.

BE IT FURTHER RESOLVED that the Board of Supervisors adopts, as an interim measure, Exhibit A attached hereto and made part hereof, which describes retirement recognition policy setting minimum standards for recognition by the Board of Supervisors for employees retiring from County service.

BE IT FURTHER RESOLVED that the Board of Supervisors directs the Director of Transportation to coordinate with County Auditor and seek the review and recommendation of the Personnel Committee of the overall employee recognition policy prior to bringing the policy to the full Board for approval.

ADOPTED by the Board of Supervisors of the County of Sierra, State of California on the 18th day of October, 1994, by the following vote:

AYES: Supervisors McIntosh, Lewis, McCaffrey, Bowling, Gallegos  
NOES: None  
ABSTAIN: None  
ABSENT: None

COUNTY OF SIERRA  
  
DONALD E. BOWLING  
CHAIRMAN, BOARD OF SUPERVISORS

ATTEST:  
  
MARY J. JUNGI  
CLERK OF THE BOARD

APPROVED AS TO FORM:  
  
WILLIAM W. PANGMAN  
COUNTY COUNSEL

EXHIBIT A

RETIREMENT RECOGNITION

The Board of Supervisors authorizes the following maximum amounts of funding which may be allocated toward retirement recognition for County employees who retire from service with Sierra County with the following years of service:

	<u>Years of Service</u>	<u>Maximum Allocation</u>
1)	0-4 Years of Continuous Service	\$ 50.00
2)	5-9 Years of Continuous Service	100.00
3)	10-19 Years of Continuous Service	250.00
4)	20-29 Years of Continuous Service	500.00
5)	30-39 Years of Continuous Service	750.00
6)	40-plus Years of Continuous Service	1,000.00