

COUNTY OF PLACER CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION

REX CLARK JOHN COSTA, **Chair** RON LE DOUX, **Vice-Chair** DON NELSON RICK WARD Tuesday – February 14, 2012

Nancy Nittler, Personnel Director Kellie Craig, Executive Secretary

MINUTES

Placer County Personnel - Training Room

145 Fulweiler Avenue, Suite 200 Auburn, CA 95603 (530) 889-4060

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4:00 PM ROLL CALL

Meeting was held at the Placer County Personnel Training Room - 145 Fulweiler Avenue, Suite 200 - Auburn, CA Chair Costa presiding.

Commissioner Don Nelson was absent.

CLOSED SESSION - PURSUANT TO GOVERNMENT CODE

I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS

A. (Subdivision of (b)(1) of Government Code Section 54957)
Title: Various/County Code Chapter 3, Section 3.12.020

4:30 PM OPEN SESSION

FLAG SALUTE Led by Commissioner LeDoux

I. REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.

Chair Costa announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Govt. Code Section: 54957 Public Employee Performance Evaluations.

No action taken.

II. AGENDA APPROVAL

It was moved by LeDoux and seconded by Clark to approve the agenda. Motion carried unanimously.

- III. MINUTES OF PREVIOUS MEETING January 9, 2012 Chair Costa approved the minutes as submitted.
- IV. PUBLIC COMMENT None
- V. OLD BUSINESS None
- VI. NEW BUSINESS
 - A. Sheriff's Office Request for approval of Classification Specification Revisions for Chief Deputy Coroner.
 It was moved by LeDoux and seconded by Ward to approve Classification Specification Revisions for the Chief Deputy Coroner. Motion carried unanimously.
 - B. Sheriff's Office Reclassification of an Administrative Legal Clerk
 Entry/Journey to Accounting Technician and Non-Competitive Promotion
 – Civil Unit.
 It was moved by LeDoux and seconded by Clark to approve the
 reclassification of an Administrative Legal Clerk Entry/Journey to
 Accounting Technician and Non-Competitive Promotion Civil Unit.
 Motion carried unanimously.
 - County Executive Office Request for new classification of Housing Specialist.
 It was moved by Clark and seconded by LeDoux to approve the new classification of Housing Specialist.
 Motion carried unanimously.
 - D. Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code.
 - Modification to December 12, 2011 list of Merit Increases.
 It was moved by Clark and seconded by LeDoux to approve modification of the December 12, 2011 list of merit increases for classified employees.
 Motion carried unanimously.
 - February 14, 2012 list of Merit Increases.
 It was moved by Clark and seconded by LeDoux to approve merit increases for classified employees.
 Motion carried unanimously.
 - E. Request for approval of Work out of Class Pay pursuant to Placer County Code Section 3.08.510 (C.)(5.)(c.) for employees assigned to the departments of Assessor, Health and Human Services, Personnel, and Sheriff's Office.
 It was moved by Clark and seconded by LeDoux to approve the Work out of Class Pay for designated employees.

Motion carried unanimously.

VII. COMMUNICATIONS

A. Provisional Appointments -

Personnel Director Nancy Nittler reported to the Commission that had been a provisional appointment to the Local Agency Formation Commission as an Administrative Technician. A recruitment for a permanent part-time employee has been conducted for this position and will end the provisional appointment once a hire is made.

- B. Report of leaves of absence
- C. Staff Reports and Correspondence
 - 1. Update regarding prior classification specification changes for sworn Sheriff's Office classifications. Senior Personnel Analyst Suzanne Holloway reported on SB1241, in which voters adopted a state Constitutional Amendment that prohibits local governments from imposing residency restrictions on their employees "except that such employees may be required to reside within a reasonable and specific distance of their place of employment or other designated location."
- D. Commissioners' Comments None

VIII. ADJOURNMENT @ 5:04 PM

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There being nothing further to come before the Commission, it was moved by Clark and seconded by LeDoux to adjourn the meeting. Motion carried unanimously.

The next regular meeting will be on **Monday, March 12, 2012** – Placer County Personnel (Training Room) @ 145 Fulweiler Avenue, Suite 200, Auburn, CA. commencing @ 4:00 PM.

PLACER COUNTY CIVIL SERVICE COMMINISSION	
JOHN COSTA	KELLIE CRAIG
CHAIR	EXECUTIVE SECRETARY