

# COUNTY OF PLACER CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION

REX CLARK

JOHN COSTA, Chair

RON LE DOUX. Vice-Chair

DON NELSON

Monday – January 9, 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 Meeting was held at the Placer County Personnel - Training Room - 145 Fulweiler Avenue, Suite 200 - Auburn, CA Chair Costa presiding.

All Commissioners Present

### **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 Clark

## 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 Nelson and seconded by Clark to approve the agenda. Motion carried unanimously.

- III. MINUTES OF PREVIOUS MEETING December 12, 2011 Chair Costa approved the minutes as submitted.
- IV. PUBLIC COMMENT None
- V. OLD BUSINESS None
- VI. NEW BUSINESS
  - A. Agricultural Department Request for approval of Classification Specification Revisions for Agricultural and Standards Inspector I/II/Sr. It was moved by LeDoux and seconded by Clark to approve Classification Specification Revisions for the Agriculture and Standards Inspector I/II/Sr. Motion carried unanimously.

<u>Note</u>: Commissioner Nelson requested generally to describe clearly the language in the ability section of the classification specifications.

- B. District Attorney Request for approval of placing the Chief District
   Attorney Investigator class into the unclassified service.
   It was moved by Nelson and seconded by LeDoux to approve
   placing the Chief District Attorney Investigator class into the
   unclassified service.
   Motion carried unanimously.
- C. Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code. It was moved by Clark and seconded by LeDoux to approve merit increases for classified employees. Motion carried unanimously.
- D. 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 Administrative Services, Assessor, Auditor-Controller, County Clerk-Recorder, and Health and Human Services.

It was moved by LeDoux and seconded by Nelson to approve the Work out of Class Pay for designated employees. Motion carried unanimously.

### VII. COMMUNICATIONS

- A. Provisional Appointments None
- B. Report of leaves of absence

### C. Staff Reports and Correspondence

- 1. Introduction of Jerry Gamez as newly appointed Director of Administrative Services.
- 2. Introduction of Jennifer Lowe the new Administrative Technician in Health and Human Services Personnel.
- 3. Introduction of Rick Ward the new Commissioner for the Civil Service Commission.
- 4. Update on the new State Law AB1028 regarding PERS retirees 1 year limit.

### D. Commissioner's Comments

- 1. Commissioner Nelson asked to move the WOC bi-annual report to the March 12, 2012 Civil Service.
- 2. John Costa thanked Rex Clark for his service as Commissioner Chair for calendar year 2011.

### VIII. ADJOURNMENT @ 5:03 PM

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 **Tuesday**, **February 14**, **2012** – Placer County Personnel (Training Room) @ 145 Fulweiler Avenue, Suite 200, Auburn, CA. commencing @ 4:00 PM.

| PLACER COUNTY CIVIL SERVICE COMMISSION |                     |
|--|---------------------|
|  |                     |
| JOHN COSTA                             | KELLIE CRAIG        |
| CHAIR                                  | EXECUTIVE SECRETARY |