

COUNTY OF PLACER CIVIL SERVICE COMMISSION

Tuesday - February 14, 2012

AGENDA 4:00 PM Closed Session 4:30 PM Open Session

Nancy Nittler, Personnel Director Kellie Craig, Executive Secretary

CIVIL SERVICE COMMISSION

REX CLARK

JOHN COSTA, Chair

RON LE DOUX, Vice Chair

DON NELSON

RICK WARD

Placer County Personnel – Training Room 145 Fulweiler Avenue, Suite 200

Auburn, CA 95603 530-889-4060

Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Executive Secretary. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Executive Secretary five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

4:00 PM ROLL CALL

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 3.12.02

4:30 PM OPEN SESSION

FLAG SALUTE

- I. REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957
- II. AGENDA APPROVAL
- III. MINUTES OF PREVIOUS MEETING January 9, 2012
- IV. PUBLIC COMMENT: Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.
- V. OLD BUSINESS None

VI. NEW BUSINESS

- A. Sheriff's Office Request for approval of Classification Specification Revisions for Chief Deputy Coroner.
- B. Sheriff's Office Reclassification of an Administrative Legal Clerk Entry/Journey to Accounting Technician and Non-Competitive Promotion Civil Unit.
- C. County Executive Office Request for new classification of Housing Specialist.
- Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code.
 - 1. Modification to December 12, 2011 list of Merit Increases.
 - 2. February 14, 2012 list of Merit Increases.
- E. Request for approval of Work out of Class Pay pursuant to Placer County Code Section 3.08.510 (C.)(5.) (c.) for employee(s) assigned to the department(s) of Assessor, Health & Human Services, Personnel and Sheriff's Office.

VII. COMMUNICATIONS - Reports to the Commission are informational items only. (No action will be taken)

- A. Provisional appointment : Local Agency Formation Co. Linda Wilkie, Administration Technician
- B. Report of leaves of absence
- C. Staff reports and correspondence
 - 1. Update regarding prior Classification Specification Changes for Sworn Sheriff's Office Classifications.
- D. Commissioner comments

VIII. ADJOURNMENT

Civil Service Commission 2012 Meeting Schedule Placer County Personnel – Training Room

March 12, 2012 April 9, 2012 May 14, 2012 June 11, 2012 July 9, 2012 August 13, 2012 September 10, 20

September 10, 2012

October 9, 2012 (Tuesday)

November 13, 2012 (Tuesday)

December 10, 2012