



COUNTY OF PLACER CIVIL SERVICE COMMISSION

March 13, 2000
MINUTES
5:30 P.M.

CIVIL SERVICE COMMISSION
SYLVIA BESANA
RICHARD COSTIGAN, III,
RON LE DOUX, Vice Chair
WILLIAM STOCKWIN
JAMES WEBBER, Chair

Nancy Nittler, Personnel Director
Carol Braun, Executive Secretary

County Administrative Center, 175 Fulweiler Avenue, Auburn, CA 95603

5:10 PM ROLL CALL: Meeting was held at Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA, with all Commissioner's present. Chairman Webber presiding.

CLOSED SESSION:

5:15 PM Review of Recommended Merit Increases

OPEN SESSION - 5:30 PM

- I. CLOSED SESSION REPORT: Chairman Webber announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Govt. Code Section 54957. It was moved by LeDoux and seconded by Stockwin that the merit increases be approved as recommended by the departments. One was denied and to be returned at the May 2000 meeting. Motion carried unanimously.
- II. AGENDA APPROVAL: It was moved by LeDoux and seconded by Stockwin approve the agenda. Motion carried unanimously.
- III. MINUTES OF PREVIOUS MEETING: Moved by Stockwin and seconded by LeDoux that the minutes of February 14, 2000, be approved. Motion carried unanimously.
- IV. PUBLIC COMMENTS: None
- V. OLD BUSINESS

1. New Classification Specifications

a. Staff Services Analyst I/II/Senior

It was moved by LeDoux and seconded by Stockwin to to approve the new classification specification of Staff Services Analyst, I/II, range 41.5/43.5 and the new classification specification of Senior Staff Services Analyst, range 45.5. Motion carried unanimously.

2. Retroactive Work Out Of Class Policy

It was moved by Costigan and approved by LeDoux that the Commission reaffirm the policy of approving work out of class pay on a prospective basis with exceptions only being granted by the Commission.

VI. NEW BUSINESS

A. Reclassification Request

1. Health & Human Services

It was moved by Costigan and seconded by Besana to approve the reclassification of one Accounting Technician to Accountant-Auditor I/II. Motion carried unanimously.

2. County Counsel

It was moved by Costigan and seconded by Besana to approve the reclassification of one Legal Secretary Journey to Senior Legal Secretary, range 37.0, and further designate the Senior Legal Secretary position as a confidential position. Motion carried unanimously.

3. County Executive Office

It was moved by Stockwin and seconded by Besana to approve the reclassification of one Management Analyst I/II, range 45.5/47.5, to one Senior Management Analyst, range 49.5. Motion carried unanimously.

B. Classification Specification Revision

1. Document Technician

It was moved by Costigan and seconded by LeDoux to approve the revisions to Document Technician. Motion carried unanimously.

2. Assistant Surveyor

It was moved by Webber and seconded by LeDoux to approve the revisions to Assistant Surveyor. Motion carried unanimously.

3. Right of Way Agent

It was moved by Costigan and seconded by Besana to approve the revisions to Right of Way Agent. Motion carried unanimously.

1. Management Analyst I/II

It was moved by Stockwin and seconded by Besana to approve the revisions to Management Analyst I/II. Motion carried unanimously.

C. Minor Reorganization – HHS

It was moved by Besana and seconded by LeDoux to approve the 1) addition of a new management classification of Departmental MIS Manager, range 51.5 to the Classified Service, 2) the addition of a new management classification of Departmental Technical Services Supervisor, range 49.0, 3) the reclassification of one Administrative Services Officer I/II, range 47.5 to a new position of Departmental MIS Manager, range 51.5, and 4) the reclassification of one Administrative Clerk, Entry/Journey, range 30;0/32.0, to one Administrative Secretary position, range 36.5. Motion carried 4 ayes, Commissioner Costigan abstained.

D. Appeal of Rejection of Application

1. Client Services Counselor I

Pursuant to Chapter 14, Section 14.1790, the appeal was taken under consideration to determine the facts of the case. The decision will be announced at the next regularly scheduled meeting on April 10, 2000.

E. Extension of Work Out Of Class Pay

It was moved by Cositgan and seconded by LeDoux to approve the work out of class extensions as listed in staff memo. Motion carried unanimously.

VII. LEAVES OF ABSENCE: As an information item only, the Commission was advised of the leaves approved by Nancy Nittler, Personnel Director.

VIII. COMMUNICATIONS

A. Provisional Appointments - None

B. Staff Reports and Correspondence

Personnel Director Nancy Nittler provided the Commission with a draft of the new employment application being considered for County use.

Nancy also gave the Commission an update on the legislation pertaining to the status of Courts employees.

IX. ADJOURNMENT: There being nothing further to come before the Commission the meeting was adjourned. The next regular meeting will be

held at **5:30 PM**, on Monday, April 10, 2000, at 175 Fulweiler Avenue,
Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION



JIM WEBBER
CHAIRMAN



CAROL BRAUN
EXECUTIVE SECRETARY