



# COUNTY OF PLACER CIVIL SERVICE COMMISSION

July 10, 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

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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 Stockwin and seconded by Besana that the merit increases be approved as recommended by the departments. One due date was extended to be returned in 90 days. Motion carried unanimously.
- II.     **AGENDA APPROVAL:** It was moved by LeDoux and seconded by Stockwin to approve the agenda. Motion carried unanimously.
- III.    **MINUTES OF PREVIOUS MEETING:** Moved by Stockwin and seconded by LeDoux that the minutes of June 12, 2000, be approved. Motion carried unanimously.

IV. PUBLIC COMMENTS: Jim Gray, retired Personnel Director announced that he and Commissioner Besana had been appointed to the City of Roseville Personnel Board.

V. OLD BUSINESS

VI. NEW BUSINESS

A. Classification Specification Revision

1. Health and Human Services

It was moved by Stockwin and seconded by LeDoux to approve the classification specification revisions for Medical Assistant. Motion carried unanimously.

B. Classification Specification Revision

1. Health and Human Services

It was moved by LeDoux and seconded by Costigan to approve the classification specification revision to Public Health Nurse I/II. Motion carried unanimously.

C. New Classification Specifications

1. Courts

It was moved by LeDoux and seconded by Besana to approve the new classification specifications for the Courts in order to distinguish these classifications for purposes of establishing a separate bargaining unit. It was further moved to place the classification of Court Human Resource Manager in the unclassified service. Motion carried unanimously.

D. Extension of Probation

1. Sheriff's Department

It was moved by Costigan and seconded by LeDoux to approve the extension of probation for an employee who is out on approved leave of absence. Motion carried unanimously.

E. Extension of Work Out Of Class Pay

It was moved by Costigan 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 - Two
- B. Staff Reports and Correspondence

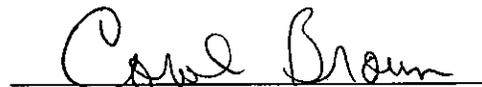
Director Nittler informed the Commission that we had checked with County Counsel regarding retention of CSC meeting tapes. Counsel advised us that after the minutes are distributed and approved the tapes could be destroyed. The Commission approved retaining the tapes for 3 years, at which time a retention review can be done.

The October 2000 meeting was moved to October 16<sup>th</sup>, due to the 9<sup>th</sup> being a county holiday.

- 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, August 14, 2000, at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

  
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JIM WEBBER  
CHAIRMAN

  
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CAROL BRAUN  
EXECUTIVE SECRETARY