



COUNTY OF PLACER CIVIL SERVICE COMMISSION

Monday, June 11, 2001

CIVIL SERVICE COMMISSION

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

Nancy Nittler, Personnel Director
Diana Rohr, Executive Secretary

MINUTES 5:30 P.M.

County Administration Center, 175 Fulweiler Avenue, Auburn, CA

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

CLOSED SESSION

5:15 PM Review of Recommended Merit Increases

OPEN SESSION

- 5:30 PM I. CLOSURE REPORT: Chairman Besana 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 Webber and seconded by Costigan that one merit increase be denied and will be returned in 90 days. Motion carried unanimously.
- II. AGENDA APPROVAL: It was moved by LeDoux and seconded by Webber to approve the agenda. Motion carried unanimously.
- III. MINUTES OF PREVIOUS MEETING: Moved by Stockwin and seconded by Webber that the minutes of May 14, 2001, be approved. Motion carried unanimously.
- IV. PUBLIC COMMENTS: None
- V. OLD BUSINESS: None
- VI. NEW BUSINESS
- A. Reclassification Request
1. Health and Human Services

- a. It was moved by LeDoux and seconded by Stockwin to approve the reclassification of one Administrative Clerk-Entry/Journey position, range 30.0/32.0 to Senior Administrative Clerk, range 34.0. Motion carried unanimously.
- b. It was moved by Webber and seconded by Stockwin to approve the reclassification of one Senior Administrative Clerk position, range 34.0 to Environmental Health Technician, range 35.5. Motion carried unanimously.

B. Minor Reorganization

1. Assessor Department

- a. It was moved by LeDoux and seconded by Webber to approve:
 - 1. The reclassification of one Assessment Resource Manager, to Chief Appraiser, Range 53.0 and to non-competitively promote the incumbent pursuant to Section 3.08.040.
 - 2. The abolishment of Assessment Resource Manager classification.
 - 3. The reclassification of one vacant Principal Auditor-Appraiser position and one vacant Supervising Appraiser position to Managing Appraiser, Range 51.0.
 - 4. The non-competitive promotion of one incumbent in a Principal Appraiser position and one incumbent in a Supervising Appraiser position to two reclassified positions of Managing Appraiser pursuant to Section 308.480.
 - 5. Revisions to the classification specifications of Chief Appraiser and Managing Appraiser.

Motion carried unanimously.

C. Work Out of Class Extensions

It was moved by Stockwin and seconded by Costigan to approve the work out of class extensions as listed in the 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 - Three

B. Staff Reports and Correspondence

1. A presentation regarding the Civil Service Commission Web Page was given by Lori Cosmo. Packets were distributed to the Commissioners with examples of what the Web Page looks like and items that will be available on Web Page, i.e., links to bookmarks and the Civil Service Commission agendas and minutes. One specific link will be to Placer County's Classifications and Salary Schedule.

Business cards for Lori Cosmo were also distributed to the Commissioners should they have comments and/or suggestions for the Web Page. Pictures of the Commissioners were suggested as a possible addition to the Web Page.

2. The Civil Service Commission was invited to attend the DeWitt Personnel Office Grand Opening on Tuesday, June 19, 2001.

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, July 09, 2001, at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

SYLVIA BESANA
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY