



COUNTY OF PLACER CIVIL SERVICE COMMISSION

Monday, December 10, 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.

CEO Conference Room 1, 175 Fulweiler Avenue, Auburn, CA

4:00 PM ROLL CALL: Meeting was held at CEO Conference Room 1, 175 Fulweiler Avenue, Auburn, CA, with all Commissioner's present. Chairman Besana presiding

CLOSED SESSION – Pursuant to Government Code Section 54954.7 & 54956.9

- 4:30 PM
- A. 54954.7 Public Employment
Title: Probation Manager
 - B. 54956.9 Conference with Legal Counsel -- Existing Litigation
Conference with Legal counsel regarding appeal of probation manager recruitment
 - C. 54954.7 Public Employee Performance Evaluation
Title: Various

OPEN SESSION

- 5:30 PM
- I. CLOSED SESSION REPORT
Chairman Besana announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Govt. Code Section 54954.7 and section 54956.9. It was moved by Le Doux and seconded by Webber.
 - a.) that one merit increase be denied and will be returned in 90 days.
 - b.) that by a vote of 5-0 the:
 - 1.) Appeal of the Probation Manager examination be denied,
 - 2.) Probation Manager Eligible list be abolished,
 - 3.) A five-member committee be formed to clarify qualifications of the Probation Manager position. The committee will consist of the Chief Probation Officer, one Civil Service Commissioner, one Personnel Department staff member, one employee representative, and one Community/Agency representative and shall meet ninety days after the new Chief Probation Officer is appointed.

Motion carried unanimously.

II. AGENDA APPROVAL: Requested by Nancy Nittler Personnel Director, to modify agenda removing item 6.B., Affirmative Action Plan Update to be brought back at January's meeting, and add under item VI., Election of Officers. It was moved by Costigan and seconded by Le Doux to amend the agenda. Motion carried unanimously.

III. MINUTES OF PREVIOUS MEETING Moved by Stockwin and seconded by Webber that the minutes of November 13, 2001, be approved. Motion carried unanimously.

IV. PUBLIC COMMENTS:
Individuals expressing interest in Library salaries and classifications:
Pam Hart of District 3 Placer County Library Advisory Board
Jenine Coleman
Chris Christman, Librarian II
Mary George, Senior Librarian

Carl DePietro, Director of Child Support Services, expressed that as a department head he is looking forward to a future meeting where he may address the Commission providing an overview of Child Support Service's operations and answering questions the Commission may have.

V. Old Business - None

VI. ELECTION OF OFFICERS: Moved by Webber and seconded by Costigan that Ron Le Doux would serve as Commission Chair and Stockwin as Vice Chair. Motion carried unanimously.

VII. NEW BUSINESS

A. Revision of Specification/Creation of New Classification/Reclassification of Positions

1. Planning

It was moved by Le Doux and seconded by Costigan to approve:

- a.) the new classification specification of Supervising Planner, salary range 47.5
- b.) the reclassification of three Senior Planner positions, salary range 46.5 to the classification of Supervising Planner, salary range 47.5 and the non-competitive promotion of the three incumbent Senior Planners to the newly adopted classification of Supervising Planner
- c.) the revised classification specification of Senior Planner and establish salary range 45.5

- d.) the reclassification and non-competitive promotion of three Associate Planner positions, salary range 43.5 to revised classification of Senior Planner, salary range 45.5
- e.) the minor revisions to the classification specification for Assistant Planner, salary range 41.0 and Associate Planner, salary range 43.5
- f.) the new classification specification of Environmental Resource Specialist, salary range 46.5
- g.) the reclassification of two Senior Planner positions and the lateral transfer of one Senior Planner, salary range 46.5 allocated to the Facility Services Department to the newly adopted classification specification of Environmental Resource Specialist, salary range 46.5
- h.) the revised classification specification of Principal Planner, salary range 48.5
- i.) the reclassification and non-competitive promotion of one Senior Planner, salary range 46.5 to the Facility Services Department to the classification of Principal Planner, salary range 48.5
- j.) the reclassification and non-competitive promotion of four Associate Planner positions, salary range 43.5 to the revised classification of Senior Planner, Salary range 45.5

Motion carried unanimously.

2. Library

It was moved by Webber and seconded by Stockwin to approve:

- a.) the new classification specification of Senior Library Clerk, salary range 34.0
- b.) the reclassification of 11 Library Clerk-Journey positions, salary range 33.0 to the new classification of Senior Library Clerk, salary range 34.0
- c.) The non-competitive promotion of the incumbents of the reclassified positions
- d.) the minor revisions to the classification specification for Library Clerk Entry/Journey, salary range 31.0 and 33.0

Motion carried unanimously.

B. Work Out of Class Extensions

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

VIII. 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

IX. ADJOURNMENT There being nothing further to come before the Commission the meeting was adjourned. The next closed session meeting will be held at 5:30 PM, on Monday, January 14, 2002, at 175 Fulweiler Avenue, Auburn, CA

PLACER COUNTY CIVIL SERVICE COMMISSION

RONALD LE DOUX
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY