



COUNTY OF PLACER CIVIL SERVICE COMMISSION

April 15, 2002

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

Nancy Nittler, Personnel Director
Diana Rohr, Executive Secretary

MINUTES 5:30 P.M.

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 Le Doux presiding.

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTIONS

5:15 PM A. 54954.7 Public Employee Performance Evaluation
Title Various

OPEN SESSION

- 5:30 PM I. CLOSED SESSION REPORT: Chairman Le Doux announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Govt. Code Section 54954.7. It was moved by Webber and seconded by Besana that the merit increases be approved as recommended by the departments with the exception of one to be returned in ninety days. Motion carried unanimously.
- II. AGENDA APPROVAL: It was moved by Stockwin and seconded by Webber to approve the agenda. Motion carried unanimously.
- III. MINUTES OF PREVIOUS MEETING: It was moved by Besana and seconded by Stockwin that the minutes of March 11, 2002, be approved. Motion carried unanimously.

IV. PUBLIC COMMENTS: Brad Marenger from the Sheriff Department commented that he's worked with Personnel over the past 11 years and as an employee and member of the Deputy Sheriff's Association and as one who has negotiated from the other side of the table, that Personnel is ethical and honest. Further he's never had an issue or question about their integrity.

V. OLD BUSINESS: None

VI. NEW BUSINESS

A. Preliminary Hearing: Grievance Complaint-Child Support Services

The following individuals addressed the Commission:

- 1.) Kathy Widing, Business Representative Local 39
- 2.) Susan Dunlap, Senior Child Support Specialist
- 3.) Isabel Garbers, Senior Child Support Specialist
- 4.) Mark Rathe, Deputy County Counsel IV

It was moved by Stockwin and seconded by Besana that the preliminary hearing for the grievance complaint -Child Support Services be denied based on the fact that it was not drawn and filed in compliance with the requirements of Chapter 3, Section 3.08.300 and 3.08.310. Motion carried by four Commissioners with Costigan abstaining.

B. County Wide Information Technology Classification Study
Becky Nelson, Senior Personnel Analyst indicated that the Commission had received a request from Placer Public Employee Organization to continue the appeals related to this action to a subsequent meeting and that the Personnel Department supported this request.

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

- a.) the Information Technology classifications and specifications
- b.) the administrative placement of the incumbents into the recommended classifications, including specified non-competitive promotion of some incumbents of the reclassified positions
- c.) the effective date for appellants be the same as the study adoption date.

Motion carried unanimously.

C. Classification Specification Revisions

1. HHS

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

- a.) the revised classification specification of Animal Control Officer I/II
- b.) the revised classification specification of Senior Animal Control Officer
- c.) Motion carried unanimously.

D. Retroactive Work Out of Class

1.) Facility Services

It was moved by Webber and seconded by Costigan to approve the request for retroactive work out of class for the dates of January 31, 2002 through February 26, 2002.

Motion carried unanimously.

E. Destruction of Non Permanent Records

It was moved by Costigan and seconded by Besana to approve the destruction of non permanent records.

Motion carried unanimously.

F. Work Out of Class Extensions

It was moved by Costigan and seconded by Stockwin 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 - Two

B. Staff Reports and Correspondence

Nancy Nittler, Personnel Director, introduced Personnel staff members Janeen DuPree and Ann McNellis, also indicating that Michelle Swain would be joining the staff at HHS Personnel.

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, May 13, 2002, at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

WILL STOCKWIN
VICE-CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY