



**COUNTY OF PLACER
CIVIL SERVICE
COMMISSION
July 08, 2002**

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

**MINUTES
5:30 P.M.**

Nancy Nittler, Personnel Director
Diana Rohr, 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 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 Stockwin and seconded by Webber 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 Stockwin and seconded by Besana that the minutes of June 10, 2002 be approved. Motion carried unanimously.
- IV. **PUBLIC COMMENTS:** None

V. OLD BUSINESS: None

VI. NEW BUSINESS

A. County Wide Administrative Services Officer/Management Analyst Classification Study

Nancy Nittler, Personnel Director, gave background information regarding the ASO/Analyst Study and introduced Chris Casey from Casey and Associates who presented scope of work regarding the study to the Commission.

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

- a.) the classifications and specifications for the county's administrative management, management analyst, personnel analyst and organizational development analyst series, and
- b.) the administrative placement of the incumbents into the recommended classifications, including specified non-competitive promotion of some incumbents of the reclassified positions, and
- c.) that the appeals be held over to a future agenda date and the effective date for appellants be the same as those approved at this meeting.

Motion carried unanimously.

B. Reclassification Request

1. County Executive Office

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

- a.) the reclassification of three Secretary Journey-C positions, salary range 33.0 to Administrative Secretary-C, salary range 37.0

2. Sheriff Department

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

- a.) the reclassification of one Senior Account Clerk position, salary range 35.5 to Accounting Technician, salary range 38.0

3. Facility Services

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

- a.) the reclassification on one Administrative Technician position, salary range 38.5 to Project Manager I, Range 43.0, and
- b.) the reclassification of one Administrative Clerk position, salary range 32.0 to Senior Administrative Clerk, salary range 34.0

Motion carried unanimously.

3. Health and Human Services

It was moved by Webber and seconded by Besana to approve

- a.) the reclassification of the Chief Investigator-Health and Human Services position, salary range 81.3 to Chief of Security and Investigations-Health and Human Services, salary range 52.0

Motion carried unanimously.

C. Classification Specification Revision

It was moved by Besana and seconded by Webber to approve

- a.) the revisions to the Senior Planner Classification, and

It was moved by Stockwin and seconded by Besana to approve

- a.) the revisions to the minimum qualifications section of Assistant Deputy Sheriff-Level I specification adding the word current.

Motion carried unanimously.

D. Amendment to Chapter 3, Section 3.08.050 (j)(Civil Service Commission-Powers and duties generally-Adoption of rules and regulations)

It was moved by Costigan and seconded by Stockwin to approve the amendment.

Motion carried unanimously.

E. Work Out of Class Extensions

It was moved by Costigan and seconded by Besana 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 - None

B. Staff Reports and Correspondence

Nancy Nittler, Personnel Director, inquired the preference of the Commission to receiving entire PIQ's. The Commission instruction was, yes to continue providing the questionnaires in the agenda packet.

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 12, 2002, at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

RON LE DOUX
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY