



COUNTY OF PLACER CIVIL SERVICE COMMISSION

September 09, 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 Granlibakken Conference Center, 725 Granlibakken Road, Tahoe City, CA. Chairman Le Doux presiding, Commissioners Costigan and Stockwin absent.

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTIONS

- 5:15 PM A. 54954.7 Public Employee Performance Evaluation
Title: Various
- B. 54957 Public Employment
Title: Correctional Officer I

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 and 54957. It was moved by Webber and seconded by Besana that all merit increases be approved as recommended by the departments with the exception of one to be returned in ninety days. Also approved was the request for probation extension for the Correctional Officer I. Motion carried unanimously.
- II. AGENDA APPROVAL: It was moved by Webber and seconded by Besana to approve the agenda. Motion carried unanimously.
- III. MINUTES OF PREVIOUS MEETING: It was moved by Webber and seconded by Besana that the minutes of August 12, 2002 be approved. Motion carried unanimously.

IV. PUBLIC COMMENTS: None

V. OLD BUSINESS:

A. Clerk Recorder/Elections Classification Study

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

- a.) the new classification and specifications of Vital Statistic Technician I/II, and
- b.) the abolishment of the Document Technician Entry/Journey classifications, and
- c.) the administrative placement of the incumbents of the abolished classifications into the recommended classifications.

Motion carried unanimously.

VI. NEW BUSINESS

A. Reclassification Request

1. County Counsel

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

- a.) the reclassification of one Administrative Clerk Journey - Confidential position, salary range 32.5 to Senior Administrative Clerk - Confidential, salary range 37.0, and
- b.) the reclassification of one Administrative Clerk Entry - Confidential, salary range 30.5 to Legal Secretary Entry - Confidential, salary range 34.5, and
- c.) the non-competitive promotion of the incumbents into the reclassified positions.

Motion carried unanimously.

B. Classification Specification Revision

1. Department of Agriculture Weights and Measures

It was moved by Besana and seconded by Webber to approve the classification specification revisions for Agricultural Inspector I/Agricultural Inspector II to the new job title of Agricultural and Standards Inspector I/Agricultural and Standards Inspector II.

2. Health and Human Services

It was moved by Besana and seconded by Webber to approve the proposed revisions to the minimum qualifications for:

- a.) Mid-Level Practitioner I/II
- b.) Senior Mid-Level Practitioner

3. Child Support Services

It was moved by Webber and seconded by Besana to approve revisions to the class specifications within the Child Support Specialist for:

- a.) Child Support Supervisor

- b.) Senior Child Support Specialist
- c.) Child Support Specialist I/II

Motion carried unanimously.

C. Departmental Presentation
Non Action Item

1. Child Support Services

Carl DePietro, Director of Child Support Services addressed and presented to the Commission an overview of accomplishments, guiding principles and visions of the Child Support Services Department.

D. Work Out of Class Extensions

It was moved by Webber 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 if the Commission would like to hear the one remaining IT Study Appeal at their next regularly scheduled meeting, October 7, 2002. The Commission instruction was, yes, include this item on agenda.

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, October 07, 2002, at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

RONALD LeDOUX
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY