



COUNTY OF PLACER CIVIL SERVICE COMMISSION

November 12, 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. Chairman Le Doux presiding.

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTIONS

- 5:15 PM A. 54954.7 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Various
- B. 54957 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
- C. 54957 PUBLIC EMPLOYMENT
Title: Deputy Sheriff

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:
- A. 54954.7 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
It was moved by Besana and seconded by Webber that all merit increases be approved as recommended by the departments with the exception of one, to be returned in ninety days.
- B. 54957 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
The Commission voted 5-0 to deny the appeal of one Deputy Sheriff and to thereby affirm his dismissal. The Commission voted 5-0 to modify the proposed discipline of another Deputy Sheriff by allowing reinstatement subject to suspension without pay for a specified period of time. The Commission ratified and approved the Statement of Decision with respect to these appeals.

- C. 54957 PUBLIC EMPLOYMENT Title: Deputy Sheriff
On a matter related to the reinstated Deputy Sheriff, the Commission voted 5-0 to approve the request of the Sheriff to extend the probation period, pursuant to Placer County Code Section 3.08.1060(B)(2).
Motion carried unanimously.

- II. AGENDA APPROVAL: It was moved by Costigan and seconded by Besana to amend the agenda to include item 7.) Assistant Fleet Services Superintendent under item IV. New Business C. Classification and Specification Revision. Motion carried unanimously.

- III. MINUTES OF PREVIOUS MEETING: It was moved by Besana and seconded by Stockwin that the minutes of October 14, 2002 be approved. Motion carried unanimously.

- IV. PUBLIC COMMENTS: None

- V. NEW BUSINESS
 - A. Creation of New Classification and Specification
 - 1. Museum Department
It was moved by Stockwin and seconded by Webber to approve the proposed classification and specification of Exhibit Preparator Assistant. Motion carried unanimously.

 - B. Reclassification Request
 - 1. Child Support Services
It was moved by Webber and seconded by Besana to approve:
 - a.) the reclassification of one Administrative Technician position, salary range 38.5 to Staff Services Analyst I, salary range 41.5; and
 - b.) the reclassification of one Paralegal II position, salary range 39.0 to Staff Services Analyst I, salary range 41.5.

 - 2. Assessor Department
It was moved by Besana and seconded by Costigan to approve:
 - a.) the reclassification of one Administrative Clerk Entry/Journey position, salary range 30.0/32.0 to Account Clerk Entry/Journey, salary range 32.5/34.5.Motion carried unanimously.

 - C. Classification Specification Revision
 - 1. Kennel Attendant
It was moved by Besana and seconded by Webber to approve the proposed revision to the Kennel Attendant classification specification minimum qualifications section adding language to

reflect the abilities statements as required to perform the essential functions of the job in compliance with American with Disabilities Act (ADA) mandates.

2. Public Health Epidemiologist

It was moved by Besana and seconded by Webber to defer this classification specification revision request to a future meeting to address questions and concerns regarding specific proposed language.

3. Air Pollution Control Specialist I/II

It was moved by Costigan and seconded by Besana to approve the proposed revisions to the Air Pollution Control Specialist I/II classification specification along with an additional modification amending the language to include within twelve months of appointment for obtaining a California Air Resources Board Visible Emission Certificate.

4. Assistant Road Superintendent

5. Parks and Grounds Superintendent

6. Building Maintenance Superintendent

7. Assistant Fleet Services Superintendent

It was moved by Stockwin and seconded by Webber to approve the proposed revisions to Assistant Road Superintendent, Parks and Grounds Superintendent, Building Maintenance Superintendent, and Assistant Fleet Services Superintendent along with an additional modification to each specification in the experience section to reflect relevant supervisory responsibility. Motion carried unanimously.

D. Work Out of Class Extensions

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

VI. LEAVES OF ABSENCE

As an information item only, the Commission was advised of the leaves approved by Nancy Nittler, Personnel Director.

VII. COMMUNICATIONS

A. Provisional Appointments - None

B. Staff Reports and Correspondence - None

VIII. 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, December 09, 2002 at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

RONALD LeDOUX
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY