



COUNTY OF PLACER CIVIL SERVICE COMMISSION

March 10, 2003

CIVIL SERVICE COMMISSION

SYLVIA BESANA,
RICHARD COSTIGAN, III, Chair
RON LE DOUX
ALAN SHUTTLEWORTH
JAMES WEBBER, Vice Chair

Nancy Nittler, Personnel Director
Diana Rohr, Executive Secretary

MINUTES 5:30 P.M.

County Administrative Center, 175 Fulweiler Avenue, Auburn, CA 95603

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5:00 PM ROLL CALL: Meeting was held at Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA, Commissioner Costigan absent. Vice Chairman Webber presiding.

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTIONS

5:05 PM A. 54954.7 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Various

OPEN SESSION

- 5:30 PM I. CLOSED SESSION REPORT:
Vice Chairman Webber 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 Le Doux and seconded by Besana that all merit increases be approved as recommended by the departments with the exception of three, with two of the denials being returned in ninety days. Motion carried unanimously.
- Vice Chairman Webber introduced and welcomed the Commission's new member, Mr. Alan Shuttleworth.
- II. AGENDA APPROVAL: It was moved by Le Doux and seconded by Besana to approve agenda. Motion carried unanimously.

- III. MINUTES OF PREVIOUS MEETING: It was moved by Le Doux and seconded by Besana that the minutes of February 10, 2003 be approved. Motion carried unanimously.
- IV. PUBLIC COMMENTS: None
- V. NEW BUSINESS
- A. Classification Specification Revision for Placement into the Unclassified Service
1. County Counsel
- It was moved by Le Doux and seconded by Besana to approve:
- a.) the removal of the Student Legal Assistant classification from the classified service and place it in the unclassified service.
- Motion carried unanimously.
- B. Reclassification Request
1. Assessor
- It was moved by Le Doux and seconded by Besana to approve:
- a.) the reclassification of one Administrative Supervisor position, salary range 36.0 to Cadastral and Property Transfer Supervisor, salary range 45.0.
- Motion carried unanimously.
- C. Classification Specification Revision
1. Public Health Microbiologist
- It was moved by Le Doux and seconded by Besana to approve the revision to the minimum qualifications section of the Public Health Microbiologist classification specification.
- Motion carried unanimously.
2. Senior Public Safety Dispatcher and Public Safety Dispatcher I/II
- It was moved by Shuttleworth and seconded by Besana to approve the proposed updates to the classification specifications for Senior Public Safety Dispatcher and Public Safety Dispatcher I/II, with additional modification to the language to read: Possession of, or ability to obtain a valid CPR certificate by the completion of the probationary period.
- Motion carried unanimously.
3. Deputy Sheriff I/II
- It was moved by Le Doux and seconded by Besana to approve the proposed updates to the classification specification for Deputy Sheriff I/II.
- Motion carried unanimously.

- D. Affirmative Action Plan Update
It was moved by Le Doux and seconded by Besana to approve the revisions to the Affirmative Action Plan effective January 1, 2003 through December 31, 2003.
Motion carried unanimously.
- E. Work Out of Class Extensions
It was moved by Shuttleworth and seconded by Le Doux to approve the work out of class extension 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
 1. The Commissioners were given a copy of correspondence received from an individual expressing concerns regarding the testing process. The Commissioners directed Nancy Nittler, Personnel Director, to respond in writing to the individual on behalf on the Civil Service Commission addressing her concerns.
 2. A brief update was given regarding the on-going Performance Impact Project stating that focus groups have been working to develop forms and that the consultant along with Personnel Department staff would like to provide a presentation to the Commission at their May 12, 2003 meeting.
 3. Staff introductions were made.
- 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, April 14, 2003, at 175 Fulweiler Avenue, Auburn, CA.

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RICHARD COSTIGAN, III
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY