



COUNTY OF PLACER CIVIL SERVICE COMMISSION

May 12, 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, with all Commissioners present. Chairman Costigan 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:
Chairman Costigan 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 Shuttleworth and seconded by Webber that all merit increases be approved as recommended by the departments with the exception of two. One denial to be returned in ninety days, the second to be returned in sixty days. Motion carried unanimously.
- 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 Besana and seconded by Le Doux that the minutes of April 14, 2003 be approved with Vice Chairman Webber signing. Motion carried unanimously.

IV. PUBLIC COMMENTS: None

V. OLD BUSINESS:

A. Retroactive Work Out of Class Pay

1. Sheriff

It was moved Shuttleworth and seconded by Le Doux to approve the retroactive work out class pay for the period of November 20, 2002, to April 04, 2003. Motion carried unanimously.

VI. NEW BUSINESS

A. Preliminary Hearing: Grievance Complaint

1. Sheriff

It was moved by Shuttleworth and seconded by Webber that the complaint was drawn and filed properly and that the allegations of the complaint do warrant further inquiry. Hearing to be scheduled. Motion carried by a vote of 4-to-1, Commissioner Le Doux opposing.

B. Creation of New Classification and Specification / Classification Specification Revisions

1. Health and Human Services

It was moved by Le Doux and seconded by Besana to approve:

- a.) the creation of new classification specification Animal Care Supervisor; and
- b.) the revisions to the Senior Animal Control Officer classification specification; and
- c.) the revisions to the Supervising Animal Control Officer classification specification.

Motion carried unanimously.

C. Reclassification Request

1. Public Works

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

- a.) the reclassification of one Accountant-Auditor I/II position to Senior Accountant Auditor; and
- b.) the non-competitive promotion of the incumbent.

Motion carried unanimously.

D. Destruction of Non-Permanent Records

It was moved by Webber and seconded by Besana to approve destruction of non-permanent records.

E. Work Out of Class Extensions

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

- F. Performance Appraisal Project Update
Lori Walsh, Assistant Personnel Director along with Jean Sullivan, Bryce Consulting Consultant, updated the Commission with the process for development of the performance appraisal forms and also introduced new forms. The Commission was provided with an information binder that provides background information, along with what the next steps will be for the project.
Personnel staff members, Lori Cosmo, Senior Technology Analyst and Allie McLachlan, Technology Solution Analyst-I were introduced as lead Personnel staff members working with Lori Walsh and Jean Sullivan on this ongoing project.

- 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 provided staff introductions and brief editorial regarding the Performance Impact Project.

- 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, June 09, 2003, at 175 Fulweiler Avenue, Auburn, CA

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RICHARD COSTIGAN, III
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY