

III. MINUTES OF PREVIOUS MEETING: It was moved by Le Doux and seconded by Besana that the minutes of June 09, 2003 be approved. Motion carried unanimously.

IV. PUBLIC COMMENTS: None

V. OLD BUSINESS: None

VI. NEW BUSINESS

A. Creation of New Class and Specification / Class Specification Abolishment

1. Assessor Department

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

- a.) the creation of the new classification of Appraisal Technician; and
- b.) the abolishment of the Cost Estimator classification; and
- c.) the reallocation of five (5) Cost Estimator positions to the new classification of Appraisal Technician; and
- d.) the administrative placement of the incumbent Cost Estimators into the new classification of Appraisal Technician; and
- e.) the reclassification of two Senior Administrative Clerk positions to the new classification of Appraisal Technician; and
- f.) the non-competitive promotion of the two Senior Administrative Clerk incumbents.

Motion carried unanimously.

B. Reclassification Request

1. Assessor Department

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

- a.) the reclassification of one Chief Appraiser position to Assessment Manager.

Motion carried unanimously.

2. Building Department

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

- a.) the reclassification of one Senior Administrative Clerk position to Administrative Secretary; and
- b.) the non-competitive promotion of the incumbent.

Motion carried unanimously.

3. County Counsel

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

- a.) the reclassification of one Administrative Technician-C position to Accountant-Auditor I/II-C; and
 - b.) the non-competitive promotion of the incumbent.
- Motion carried unanimously.

4. District Attorney's Office

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

- a.) the reclassification of three (3) Senior Administrative Clerk positions to Senior Administrative Legal Clerk; and
 - b.) the non-competitive promotion of the three (3) incumbents.
- Motion carried unanimously.

C. Class Specification Revisions

1. Associate Civil Engineer

It was moved by Webber and seconded by Besana to approve the proposed revisions to the Associate Civil Engineer classification specification.

Motion carried unanimously.

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

Chairman Costigan was provided written correspondence.

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 11, 2003, at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

BY: COMMISSIONER RON LE DOUX
FOR RICHARD COSTIGAN, III
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY