



COUNTY OF PLACER CIVIL SERVICE COMMISSION

August 11, 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 and Webber absent. Commissioner Le Doux 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:
Commissioner 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 Shuttleworth that all merit increases be approved as recommended by the departments.
Motion carried unanimously.

II. AGENDA APPROVAL:
Nancy Nittler, Personnel Director, requested that item number V. B. Retroactive Work out of Class under new business be withdrawn from the agenda. It was moved by Besana and seconded by Shuttleworth to approve the agenda with item V.B. withdrawn.
Motion carried unanimously.

III. MINUTES OF PREVIOUS MEETING: It was moved by Besana and seconded by Shuttleworth that the minutes of July 14, 2003 be approved.

Motion carried unanimously.

IV. PUBLIC COMMENTS: None

V. OLD BUSINESS: None

VI. NEW BUSINESS

A. Minor Reorganization

1. Assessor Department

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

- a.) the reclassification of one Principal Appraiser position to the classification of Managing Appraiser; and
- b.) the non-competitive promotion of the incumbent into the reclassified position; and
- c.) the abolishment of the Principal Appraiser classification; and
- d.) the abolishment of the Auditor-Appraiser classification.

Motion carried unanimously.

B. Reclassification Request

1. Personnel

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

- a.) the reclassification of one Senior Personnel Analyst position to Senior Management Analyst; and
- b.) the administrative placement of the incumbent Senior Administrative Services Officer into the reclassified position of Senior Management Analyst.

Motion carried unanimously.

2. Administrative Services

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

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

Motion carried unanimously.

3. Public Works

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

a.) the reclassification of one Engineering Technician I/II position to Administrative Technician.
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 - Two
 - B. Staff Reports and Correspondence
- Nancy Nittler, commented that the budget workshop with the County Executive Office went well. Nancy also indicated that that the Civil Service Commission's regular meeting on October 13, 2003, is a county holiday. She requested that the Commission consider moving the meeting to October 06, 2003.

IX. ADJOURNMENT

There being nothing further to come before the Commission, it was moved by Besana and seconded by Shuttleworth to adjourn.
Motion carried unanimously.

The next regular meeting will be held at 5:30 PM, on Monday, September 08, 2003, at the Granlibakken Conference Center, 725 Granlibakken Road, Tahoe City CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

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

DIANA ROHR
EXECUTIVE SECRETARY