



III. MINUTES OF PREVIOUS MEETING: It was moved by Le Doux and seconded by Besana that the minutes of September 08, 2003 be approved.  
Motion carried unanimously.

IV. PUBLIC COMMENTS: None

V. OLD BUSINESS: None

VI. NEW BUSINESS

A. Administrative Service Officer and Analyst Classification Study

1. Creation of New Classifications

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

- a.) the proposed classification specification of Senior Training and Organizational Development Analyst; and
- b.) the proposed classification specification of Risk Management Investigator; and
- c.) the proposed classification specification of Safety Officer, and
- d.) the reclassification of one Training and Organizational Development Analyst I/II position to the classification of Senior Training and Organizational Development Analyst; and
- e.) the reclassification of one Management Analyst II position to the classification of Safety Officer; and
- f.) the reclassification of one Management Analyst II position to the classification of Risk Management Investigator; and
- g.) the non-competitive promotion of the incumbents into the reclassified positions.

Motion carried unanimously.

B. Retroactive Work Out of Class

1. County Executive Office

It was moved by Le Doux and seconded by Besana to approve the retroactive work out of class pay for the period of July 14, 2001 through February 01, 2003.

Motion carried unanimously.

C. Reclassification Request

1. Sheriff's Department

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

- a.) the reclassification of one Administrative Legal Clerk Entry/Journey position to the classification of Senior Administrative Legal Clerk; and
  - b.) the non-competitive promotion of the incumbent.
- 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 - None

- IX. ADJOURNMENT  
There being nothing further to come before the Commission, it was moved by Le Doux and seconded by Besana to adjourn.  
Motion carried unanimously.

The next regular meeting will be held at 5:30 PM, on Monday, November 10, 2003, at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

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RICHARD COSTIGAN, III  
CHAIRMAN

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DIANA ROHR  
EXECUTIVE SECRETARY