



# COUNTY OF PLACER CIVIL SERVICE COMMISSION

February 09, 2004

## CIVIL SERVICE COMMISSION

SYLVIA BESANA, Vice Chair  
THEODORE W. JONES  
RON LE DOUX  
ALAN SHUTTLEWORTH  
JAMES WEBBER, 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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Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Executive Secretary. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Executive Secretary five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

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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 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:  
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 two, to be returned in ninety days.  
Motion carried unanimously.
- II. AGENDA APPROVAL:  
It was moved by Le Doux and seconded by Besana to approve the agenda.  
Motion carried unanimously.

III. MINUTES OF PREVIOUS MEETING:

It was moved by Le Doux and seconded by Besana that the minutes of January 12, 2004 be approved.

Motion carried unanimously.

IV. PUBLIC COMMENTS:

Carl De Pietro, Director of Child Support Services announced his pending retirement date of April 02, 2004. He thanked the Commission stating that he has enjoyed working with Nancy Nittler, the Personnel Director and the staff of the Personnel Department for many years. The commissioners wished Carl well, expressing appreciation for his dedicated service and indicating he would be missed.

V. OLD BUSINESS: None

VI. NEW BUSINESS

A. Classification Request

1. Sheriff's Office

It was moved by Shuttleworth and seconded by Besana to direct the Information Technology Classification Review Panel and the Sheriff's Office to reconvene for further review.

Motion carried unanimously.

B. Retroactive Non-Competitive Promotion

1. Sheriff's Office

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

- a.) the non-competitive promotion effective back to June 28, 2003 per the Sheriff's Office request.

Motion carried unanimously.

C. Reclassification Request

1. Public Works

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

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

Motion carried unanimously.

D. Class Specification Revision

1. Environmental Resource Specialist

It was moved by Shuttleworth and seconded by Le Doux to approve the proposed revisions to the class specification for Environmental Resource Specialist.  
Motion carried unanimously.

E. Destruction of Non Permanent Records

It was moved by Besana and seconded by Shuttleworth to approve the destruction of non-permanent records as submitted in department memo. The Commission also directed the Personnel Director to research the enabling ordinance and advise to the effect of having non-permanent record destruction be approved by the Personnel Director as a routine administrative action.  
Motion carried unanimously.

F. Work Out of Class Extensions

It was moved by Le Doux and seconded by Besana to approve the work out of class extension 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

1. Mr. Theodore Jones of Granite Bay applied for the vacant Civil Service Commission seat and that the Board of Supervisors would vote on the appointment at their February 10, 2004 meeting.
2. Personnel Budget Update  
Nancy Nittler, Personnel Director advised that the Personnel Department has been working hard to put cost saving measures together for their draft budget. Three of the four divisions are complete.

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, March 08, 2004, at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

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JAMES WEBBER  
CHAIRMAN

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DIANA ROHR  
EXECUTIVE SECRETARY