



COUNTY OF PLACER CIVIL SERVICE COMMISSION

March 08, 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

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.

5:00 PM ROLL CALL: Meeting was held at Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA, with Commissioner Le Doux absent. 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 Besana and seconded by Shuttleworth 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 Shuttleworth and seconded by Besana to approve the agenda.
Motion carried unanimously.

- III. MINUTES OF PREVIOUS MEETING:
It was moved by Besana and seconded by Shuttleworth that the minutes of February 08, 2004 be approved.
Motion carried unanimously.
- IV. PUBLIC COMMENTS:
- A. Nancy Nittler, Personnel Director introduced Commissioner Ted W. Jones, and welcomed him to his first Commission meeting.
 - B. Carl De Pietro, Director of Child Support Services extended an invitation to the Commission for his office retirement open house on April 1, 2004, 3:00 p.m. – 5:00 p.m. at the office of Child Support Services.
- V. OLD BUSINESS:
- A. Disciplinary Appeal Hearing Findings
 - 1. Administrative Services
Chairman Webber announced that the Commission voted 3 - 0 to deny the appeal and to thereby affirm the order of discipline.
- VI. NEW BUSINESS
- A. Classification Request
 - 1. Assessor's Office
It was moved by Besana and seconded by Shuttleworth to approve:
 - a.) the reclassification of one Account Clerk Entry/Journey position to the classification of Accounting Technician.
Motion carried unanimously.
 - B. Amendment to Chapter 3, Section 3.04.750 – Retention of Records
It was moved by Shuttleworth and seconded by Besana to approve:
 - a.) the rule revision that would allow the Personnel Director to seal or destroy both permanent and non-permanent records after consultation with County Counsel.
Motion carried unanimously.
 - C. Work Out of Class Extensions
It was moved by Shuttleworth 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
 - 1. Nancy Nittler advised that she would keep the Commission informed on budget updates. She also referenced that the Automated County Online Resource Network (ACORN) project is going live soon.

IX. ADJOURNMENT

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

The next regular meeting will be held at 5:30 PM, on Monday, April 12, 2004, at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

JAMES WEBBER
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY