



COUNTY OF PLACER CIVIL SERVICE COMMISSION

May 10, 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 Shuttleworth 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 Le Doux and seconded by Besana that all merit increases be approved as recommended by the departments with the exception of one.
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 April 12, 2004 be approved.
Motion carried unanimously.

IV. PUBLIC COMMENTS: None

V. OLD BUSINESS: None

VI. NEW BUSINESS

A. Reclassification Request / Class Specification Revision

1. County Clerk Recorder/Elections Office

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

- a.) the reclassification of one Information Technology Technician I/II position to Senior Information Technology Technician; and
- b.) the non-competitive promotion of the incumbent.

Motion carried unanimously.

2. Public Works Department

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

- a.) the reclassification of one vacant Master Equipment Mechanic position to Supervising Mechanic; and
- b.) minor revisions to the classification specifications for the Equipment Mechanic/Master Equipment Mechanic and Equipment Mechanic/Welder classifications.

Motion carried unanimously.

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

- a.) the reclassification of one Associate Civil Engineer position to Senior Civil Engineer; and
- b.) the non-competitive promotion of the incumbent; and
- c.) the proposed revisions to the classification specification for Senior Civil Engineer.

Motion carried unanimously.

3. Sheriff's Department

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

- a.) the reclassification of one Sheriff's Sergeant position to Sheriff's Lieutenant.

Motion carried unanimously.

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

- a.) the reclassification of one Administrative Clerk Entry/Journey position to Senior Administrative Clerk; and
 - b.) the non-competitive promotion of the incumbent.
- Motion carried unanimously.

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

- a.) the proposed revisions to the classification specification for Public Safety Dispatcher.
- Motion carried with a 3-1 vote, Commissioner Jones opposed.

B. Work Out of Class Extensions

It was moved by Le Doux 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 the Commission that Dennis Arzaga, Personnel Analyst II, will be retiring in July 2004.

IX. ADJOURNMENT

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

The next regular meeting will be held at 5:30 PM, on Monday, June 14, 2004, at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

JAMES WEBBER
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY