



# COUNTY OF PLACER CIVIL SERVICE COMMISSION

June 14, 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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4:00 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

- 4:05 PM A. 54954.7 PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Various
- B. 54957 PUBLIC EMPLOYEE GRIEVANCE

### 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 Jones 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.
- B. 54957 PUBLIC EMPLOYEE GRIEVANCE  
The Commission voted 3 – 2 that:
1. the is appeal is timely; and
  2. the grievance appeal is upheld.

- 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 May 10, 2004 be approved.  
Motion carried unanimously.
  
- IV. PUBLIC COMMENTS:  
Tim Farmer, HHS Employee Services Manager announced that he has transferred from HHS Personnel to the Children System of Care division within HHS. He thanked the Commission for their dedication to the employees of Placer County.
  
- V. OLD BUSINESS:
  - A. Disciplinary Appeal Hearing Findings from Hearing of May, 2004
    - 1. Administrative Services  
Chairman Webber announced that the Commission voted 4 - 0 to deny the appeal and to thereby affirm the order of discipline.
  
- VI. NEW BUSINESS
  - A. New Classification and Reclassification Request
    - 1. District Attorney  
It was moved by Le Doux and seconded by Besana to approve:
      - a.) the creation of the new classification specification of Senior Claims Specialist; and
      - b.) the reclassification of one Claims Specialist I/II position to the new classification of Senior Claims Specialist; and
      - c.) the non-competitive promotion of the incumbent.Motion carried unanimously.
  
    - 2. District Attorney  
It was moved by Besana and seconded by Shuttleworth to approve:
      - a.) the reclassification of two Administrative Clerk Entry/Journey positions to the classification of Administrative Legal Clerk; and
      - b.) the non-competitive promotion of the incumbents.Motion carried unanimously.

3. County Executive Office

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

- a.) the reclassification of one Senior Administrative Clerk position to Account Clerk Entry/Journey; and
- b.) the administrative placement of the incumbent.

Motion carried unanimously.

4. Health and Human Services

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

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

Motion carried unanimously.

5. Health and Human Services

It was moved by Le Doux and seconded by Jones 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.

B. Class Specification Revision

It was moved by Shuttleworth and seconded by Le Doux to approve the proposed revisions to the classification specification for Buyer I/II.

Nancy Nittler, Personnel Director, inquired if this agenda item could be used as an example of an informal specification language change that the Personnel Department would make without a Commission motion to approve. Direction from the Commission advised that minor language changes to specifications that did not involve the sections of minimum qualifications, title, or duties could be made by the Personnel Director.

Motion carried unanimously.

C. Work Out of Class Extensions

It was moved by Le Doux and seconded by Shuttleworth 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 announced that this meeting would be Dennis Arzaga's last official meeting as a Personnel Analyst due to his pending retirement next month.
  - 2. Cheri Fairchild, Sr. Management Analyst, provided update regarding the ACORN Project (Automated County Online Resource Network).

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, July 12, 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