



COUNTY OF PLACER CIVIL SERVICE COMMISSION

July 12, 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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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 Jones that all merit increases be approved as recommended by the departments with the exception of three. Two merits were denied to be returned in ninety days and another merit on hold until next month so that the commission could review more specific information from the department.
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 June 14, 2004 be approved.
Motion carried unanimously.

- IV. PUBLIC COMMENTS:
None

- V. OLD BUSINESS:
 - A. Grievance Appeal Hearing Findings
 - 1. Probation Department
Chairman Webber announced that the Commission voted 4 - 0 to deny the grievance appeal.

- VI. NEW BUSINESS
 - A. Class Specification Revision
 - 1. Collection Agent I/II
 - a.) It was moved by Le Doux and seconded by Jones to approve the proposed revisions to the classification specification for Collection Agent I/II.
Motion carried unanimously.

 - B. Staff Report – Classification Request
A non-action item.
As directed by the Commission from their February 9, 2004 meeting, the Information Technology Classification Review Panel reconvened to hear additional information from the Sheriff's Office staff regarding the request to reclassify the Information Technology Supervisor position to the classification of Information Technology Manager. After review of additional information and a presentation from Barbara Hudson, Sheriff's Administrative Services Manager, the panel determined that the position is classified and allocated appropriately. Also, noted that the Sheriff's Office may resubmit their reclassification request once any organizational changes plans have been finalized.

 - C. Work Out of Class Extensions
It was moved by Besana and seconded by Jones 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

Nancy Nittler announced that the County successfully produced payroll utilizing the new automated system, ACORN (Automated County Online Resource Network).

IX. ADJOURNMENT

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

The next regular meeting will be held at 5:30 PM, on Monday, August 09, 2004, at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

JAMES WEBBER
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY