



COUNTY OF PLACER CIVIL SERVICE COMMISSION

Monday, October 18, 2004

CIVIL SERVICE COMMISSION

SYLVIA BESANA, Vice Chair
JOHN COSTA
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 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 September 13, 2004 be approved.

Motion carried unanimously.

IV. PUBLIC COMMENTS:

None

V. OLD BUSINESS:

None

VI. NEW BUSINESS

A. Reclassification Request / New Class Specification / Class Specification Abolishment

1. Health & Human Services

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

- a.) the reclassification of one Supervising Public Microbiologist position to the classification of Client Services Program Supervisor; and
- b.) the non-competitive promotion of the incumbent into the reclassified position; and
- c.) the creation of new classification of Senior Public Health Microbiologist; and
- d.) the abolishment of the Supervising Public Health Microbiologist classification.

Motion carried unanimously.

B. Reclassification Request

1. Personnel Department

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

- a.) the reclassification of one Senior Management Analyst position to the classification of Personnel Analyst I/II; and
- b.) the reclassification of one Technology Solutions Analyst I/II – C position to the classification of Senior Technology Solutions Analyst – C; and
- c.) the administrative placement of the incumbents into the reclassified positions.

Motion carried unanimously.

2. Auditor-Controller Office

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

- a.) the reclassification of one Technology Solutions Analyst I/II position to the classification of Senior Technology Solutions Analyst; and
- b.) the non-competitive promotion of the incumbent into the reclassified position.

Motion carried unanimously.

3. Sheriff's Department

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

- a.) the reclassification of one Accounting Technician position to the classification of Accountant Auditor I/II; and
- b.) the non-competitive promotion of the incumbent into the reclassified position.

Motion carried unanimously.

C. Retroactive Non-Competitive Promotion Request

1. Probation Department

It was moved by Besana and seconded by Le Doux to approve the retroactive non-competitive promotion for one Probation employee from the classification of Deputy Probation Officer I to Deputy Probation Officer II, retroactive to the date of July 27, 2004.

Motion carried unanimously.

D. Work Out of Class Extensions

None

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 the following:

- 1. The commission received correspondence from a prior county employee.
- 2. As a follow-up from last month's presentation, at a staff retreat on October 4th, items were identified and task teams set to research and provide implementation

- recommendations that will meet recruiting and competitive demands of our changing workforce.
3. A meeting is scheduled with the Organization Development Division and the R.O.P. Regional Manager for Monday, October 25th, to enhance relationship with the R.O.P. program locally.
 4. On Thursday, October 14th, at a conference for statewide county executives and administrative officers a presentation was given pertaining to our workforce transition.
 5. On Friday, October 15th, the largest benefit open enrollment period closed resulting in over 17,000 pages of information to be processed.
 6. The clerical recruitment opened and over 800 applications have been received.

IX. ADJOURNMENT:

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

The next regular meeting will be on Monday, November 08, 2004, at 175 Fulweiler Avenue, Auburn, CA. Closed session will begin at 5:00 p.m. with open session immediately following at 5:30 p.m.

PLACER COUNTY CIVIL SERVICE COMMISSION

JAMES WEBBER
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY