



COUNTY OF PLACER CIVIL SERVICE COMMISSION

Monday, January 10, 2005

CIVIL SERVICE COMMISSION
SYLVIA BESANA, Chair
JOHN COSTA
RON LE DOUX
ALAN SHUTTLEWORTH, Vice Chair
LARRY WEBBER

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 Besana presiding.

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTIONS

5:05 PM A. 54954.7 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Various

OPEN SESSION Prior to the start of the closed session report, Chairman Besana welcomed and introduced new Civil Service Commissioner Mr. Larry Webber. Mr. Webber, a retired employee of the Sheriff's Department, thanked the Board of Supervisors indicating he looks forward to serving the County in his new capacity.

5:30 PM I. CLOSED SESSION REPORT:
Chairman Besana 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 Costa that all merit increases be approved as recommended by the departments.
Motion carried unanimously.

II. AGENDA APPROVAL:

It was moved by Le Doux seconded by Costa to approve the agenda.

Motion carried unanimously.

III. MINUTES OF PREVIOUS MEETING:

It was moved by Le Doux and seconded by Costa that the minutes of December 13, 2004 be approved.

Motion carried unanimously.

IV. PUBLIC COMMENTS:

None

V. UNFINISHED BUSINESS:

None

VI. NEW BUSINESS

A. Classification/Organization

1. County Executive Office – Risk Management

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

- a.) the new classification specification of ADA/Leave Coordinator.

Motion carried unanimously.

2. Clerk Recorder-Registrar of Voters

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

- a.) the proposed changes to the classification of Recorder/Elections – Supervisor; and
- b.) the creation of a new management classification of Recorder/Elections – Manager in the classified service.

Motion carried unanimously.

B. Reclassification

1. Facility Services Department

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

- a.) the reclassification of one Building Crafts Mechanic position to Building Crafts Mechanic - Senior; and
- b.) the non-competitive promotion of the incumbent.

Motion carried unanimously.

2. Public Works Department

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

a.) the reclassification of one vacant Administrative Secretary position to Secretary – Entry/Journey.
Motion carried unanimously.

3. Health and Human Services

It was moved by Le Doux and seconded Shuttleworth to approve the reclassification of one Administrative Clerk Entry/Journey position to Central Services Worker.
Motion carried unanimously.

C. Work Out of Class Extension

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. Chairman Besana commented that newly elected Board of Supervisor Jim Holmes was in the audience acknowledging and thanking him for attending the Commission meeting.

2. Lori Walsh, Assistant Personnel Director advised that the Commission received correspondence relative to the impact of new Domestic Partnership laws on County employees. The Commission requested that this topic be brought back to them as an information item on next month's agenda.

IX. ADJOURNMENT:

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

The next regular meeting will be on Monday, Monday, February 14, 2005, 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

SYLVIA BESANA
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY