



COUNTY OF PLACER CIVIL SERVICE COMMISSION

Monday, October 17, 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

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 Webber that all merit increases be approved as recommended by the departments with the exception of two, to be returned in 90 days.
Motion carried unanimously.

- II. AGENDA APPROVAL:
It was moved by Le Doux and 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 to approve the minutes of the previous meeting.
Motion carried unanimously.

- IV. PUBLIC COMMENTS:
None

- V. UNFINISHED BUSINESS:
None

- VI. NEW BUSINESS
 - A. Classification Request
 - 1. Health and Human Services
It was moved by Le Doux and seconded by Costa approve:
 - a.) the creation of new classification of Public Health Laboratory Director.
Motion carried unanimously.

 - 2. Personnel Department
It was moved by Costa and seconded by Le Doux to approve:
 - a.) the reclassification of one Administrative Clerk Entry/Journey – Confidential position to Administrative Clerk – Senior – Confidential; and
 - b.) the non-competitive promotion of the incumbent.
Motion carried unanimously.

 - 3. District Attorney Office
It was moved by Webber and seconded by Costa to approve:
 - a.) the reclassification of one Administrative Secretary position to Administrative Technician; and
 - b.) the non-competitive promotion of the incumbent.
Motion carried unanimously.

 - 4. County Executive Office
It was moved by Le Doux and seconded by Costa to approve:

- a.) the creation of new classification of Executive Assistant to the County Executive Officer; and
 - b.) the reclassification of one Secretary to the County Executive Officer to the newly created classification of Executive Assistant to the County Executive Officer; and
 - c.) the abolishment of the Secretary to the Executive Officer classification; and
 - d.) the non-competitive promotion of the incumbent.
- Motion carried unanimously.

5. Classification Specification Revision

It was moved by Le Doux and seconded by Shuttleworth to approve the proposed revisions to the classification specifications of:

- a.) Administrative Dispatcher
- b.) Senior Architect.

Motion carried unanimously.

B. Work Out of Class Extension

It was moved by Le Doux and seconded by Costa 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

Five provisional appointments were reported for the months of July through September 2005.

B. Staff Reports and Correspondence

1. Nancy Nittler provided an updated organization chart of the Personnel Department. She also indicated that the Department move to 145 Fulweiler would happen soon but we would continue to have the monthly Commission meeting in the Board of Supervisors' Chambers.

2. Cheri Fairchild, Personnel Analyst, provided informational update to the Land Use Technician Classification Study that began in April 2005.

IX. ADJOURNMENT:

There being nothing further to come before the Commission, Chairman Besana announced the meeting adjourned.

The next regular meeting will be on Monday, November 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