



COUNTY OF PLACER CIVIL SERVICE COMMISSION

Wednesday, February 15, 2006

CIVIL SERVICE COMMISSION
SYLVIA BESANA
JOHN COSTA, Vice Chair
RON LE DOUX
ALAN SHUTTLEWORTH, 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 Shuttleworth 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 Shuttleworth 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 Besana and seconded by Webber that all merit increases be approved as recommended by the departments with the exception of one to be returned in six months.
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:
Chairman Shuttleworth approved the minutes as submitted.
- IV. PUBLIC COMMENTS:
None
- V. UNFINISHED BUSINESS:
A. Disciplinary Appeal Hearing Findings
1. Health and Human Services
On a matter relative to an appeal of discipline for a Health and Human Services employee, the Civil Service Commission voted 5-0 to deny the appeal and to thereby affirm the order of discipline. The Commission ratified and approved the statement of decision, and it is being provided to both parties.
- VI. NEW BUSINESS
A. Health and Human Services Department
1. Assistant Client Services Director
It was moved by Le Doux and seconded by Besana to approve:
a.) the new classification of Assistant Client Services Program Director for placement in the unclassified service.
Motion carried unanimously.
- B. Facility Services Department
1. Information Technology Technician I/II to Senior Information Technology Technician
It was moved by Le Doux and seconded by Besana to approve:
a.) the reclassification of one Information Technology Technician I/II position to the classification of Senior Technology Information Technician; and
b.) the non-competitive promotion of the incumbent.
Motion carried unanimously.
2. Secretary Journey to Administrative Dispatcher
It was moved by Besana and seconded by Costa to approve:
a.) the reclassification of one Secretary Journey position to the classification of Administrative Dispatcher; and
b.) the non-competitive promotion of the incumbent; and
c.) the proposed revisions to the Administrative Dispatcher classification specification.
Motion carried unanimously.
- C. Veteran's Services Department
1. Assistant Veteran Services Officer
It was moved by Besana and seconded by Webber to approve:

- a.) the revisions to the minimum qualifications section of the Assistant Veteran Services Officer classification specification noting that, "must be a veteran" remain in the text.

Motion carried unanimously.

D. Sheriff's Department

- 1. Public Safety Dispatcher I to Public Safety Dispatcher II

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

- a.) the retroactive non-competitive promotion for one employee in the Sheriff's Department from the classification of Public Safety Dispatcher I to Public Safety Dispatcher II with an effective date of November 12, 2005.

Motion carried unanimously.

E. Work Out of Class Extensions

It was moved by Le Doux and seconded by Webber to approve the work out of class extensions as listed in the staff memo.

Motion carried unanimously.

VII. LEAVE 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 – One
- B. Staff Reports and Correspondence – None

IX. ADJOURNMENT

There being nothing further to come before the Commission, it was moved by Besana and seconded by Costa that the meeting be adjourned.

The next regular meeting will be on Monday, March 13, 2006 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

ALAN SHUTTLEWORTH
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY