



COUNTY OF PLACER CIVIL SERVICE COMMISSION

Monday, April 09, 2007

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

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTIONS

5:05 PM **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Government Code Section 54957
Title: Various/County Code Chapter 3, Section 3.12.020

OPEN SESSION

FLAG SALUTE Led by Chairman Costa.

5:45 PM I. **CLOSED SESSION REPORT:**
Chairman Costa announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Govt. Code Section:
54957 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 three:

- a. One merit denied to be returned in 90 days.
Motion carried unanimously.
 - b. One merit denied. Motion carried unanimously.
To be returned in 90 days. Motion carried by vote 3:2.
 - c. One merit denied to be returned March 2008.
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 Costa approved the minutes as submitted.
- IV. PUBLIC COMMENTS:
None
- V. NEW BUSINESS
- A. Reclassification Request
 1. District Attorney Department
It was moved by Le Doux and seconded by Besana to approve:
 - a. the reclassification of one Senior Legal Secretary position to the classification of Executive Secretary; and
 - b. the non-competitive promotion of the incumbent.Motion carried unanimously.
 2. Facility Services Department
It was moved by Besana and seconded by Shuttleworth to approve the reclassification of one Budget and Fiscal Operations Manager position to the classification of Administrative Services Manager in the unclassified service.
Motion carried unanimously.
 3. Facility Services Department
It was moved by Le Doux and seconded by Besana to approve:
 - a. the reclassification of one Administrative Clerk Entry/Journey position to the classification of Senior Administrative Clerk; and
 - b. the non-competitive promotion of the incumbent.Motion carried unanimously.
 - B. Classification Specification Revision Request –
Maintenance Classes
It was moved Besana and seconded by Webber to approve the proposed language revisions to the license requirements as

follows: 'Possession of a valid Class A or B driver's license with appropriate endorsements may be required depending on the position.' This new language for the license requirements will be applied to the classifications of:

- a. Maintenance Worker/Building Crafts Mechanic/Senior
- b. Maintenance Worker/Parks & Grounds Worker/Senior
- c. Maintenance Worker/Utility Service Worker/Senior

Motion carried unanimously.

C. Retroactive Non-Competitive Promotion Request
Sheriff's Department

It was moved by Le Doux and seconded by Webber to approve the non-competitive promotion for one employee in the Sheriff's Department from the classification of Correctional Officer I to Correctional Officer II retroactive to August 5, 2006.

Motion carried unanimously.

D. Placer County Code Chapter 3 Re-Adoption

It was moved by Shuttleworth and seconded by Besana to approve the re-adoption of the Personnel Rules in its entirety as identified in Chapter 3 of the Placer County Code and to include 'AND AS AMENDED BY ORDINANCES 5442-B AND 5443-B.' at the end of section 3.04.490.

Motion carried unanimously.

E. Work Out of Class Extensions

It was moved by Le Doux and seconded by Besana to approve the work out of class pay extension as submitted in the staff memo.

Motion carried unanimously.

VI. LEAVE OF ABSENCE

As an information item only, the Commission was advised of the leaves approved by Nancy Nittler, Personnel Director.

VII. COMMUNICATIONS

A. Provisional Appointments

None

B. Staff Reports and Correspondence

Nancy Nittler indicated that the Personnel Department was very pleased to welcome back Lori Walsh, Assistant Personnel Director.

VIII. ADJOURNMENT

There being nothing further to come before the Commission, the meeting was adjourned.

The next regular meeting will be on Monday, May 14, 2007 at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

JOHN COSTA
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY