



COUNTY OF PLACER CIVIL SERVICE COMMISSION

Monday, May 14, 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 Le Doux and seconded by Webber that all merit increases be approved as recommended by the departments.
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 Besana and seconded by Shuttleworth to approve the reclassification of one vacant Legal Secretary-Journey position to the classification of Administrative Legal Supervisor.
Motion carried unanimously.

 - 2. Probation Department
It was moved by Le Doux and seconded by Webber to approve the reclassification of one vacant Probation Assistant position to the classification of Senior Technology Solutions Analyst.
Motion carried unanimously.

 - B. Classification Specification Revision Request
Facility Services Department
It was moved Besana and seconded by Le Doux to approve:
 - 1. Revisions to the Parks and Grounds Superintendent classification specification; and
 - 2. Recommendation to the Board of Supervisors to adjust the salary from grade 115 (\$4577-\$5563 monthly) to grade 121 (\$4806-\$5841 monthly).Motion carried unanimously.

 - C. New Classification/Revision Request
Health and Human Services Department
It was moved by Le Doux and seconded by Shuttleworth to approve:
 - 1. The proposed creation of a new classification of Senior Registered Environmental Health Specialist; and
 - 2. The proposed revision to the Assistant / Associate Registered Environmental Health Specialist classification specification; and

3. The proposed revision to the Supervising Registered Environmental Health Specialist classification specification. Motion carried unanimously.

D. Work Out of Class Extensions
None

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 introduced Senior Administrative Clerk Anna Gargan and Administrative Clerk Journey Preciosa Ayala-Burkhardt who both work in the recruitment unit within the Personnel Department.

VIII. ADJOURNMENT

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

The next regular meeting will be on Monday, June 11, 2007 at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

JOHN COSTA
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY