



COUNTY OF PLACER CIVIL SERVICE COMMISSION

Tuesday, November 13, 2007

CIVIL SERVICE COMMISSION

SYLVIA BESANA
JOHN COSTA, Chair
RON LE DOUX
DON NELSON
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

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5:00 PM ROLL CALL: Meeting was held at the Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA, with Commissioners Besana and Costa absent; Vice Chairman Webber 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 Vice Chairman Webber.

5:30 PM I. CLOSED SESSION REPORT:
Vice Chairman Webber 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 EVALUATIONS
It was moved by Le Doux and seconded by Nelson that all merit increases be approved as recommended by the departments with the exception of five that were denied. Three to be returned in 90 days and two to be returned in 180 days.
Motion carried unanimously.

- II. AGENDA APPROVAL:
It was moved by Le Doux and seconded by Nelson to approve the agenda.
Motion carried unanimously.
- III. MINUTES OF PREVIOUS MEETING:
Vice Chairman Webber approved the minutes as submitted.
- IV. PUBLIC COMMENTS:
None
- V. OLD BUSINESS
Public Works Department
Nancy Nittler, Personnel Director, requested that this agenda item be held over until agenda item VI. A. 1. New Business Classification Request, Minimum Qualifications for DMV Licensure was presented. The Commission agreed and after hearing the new business item, it was determined that a motion was not needed for old business, as item VI. A. 1. supersedes this item.
- VI. NEW BUSINESS
A. Classification Request
 - 1. Minimum Qualifications for DMV Licensure (Specification Revisions)
It was moved by Le Doux and seconded by Nelson to:
 - a. affirm the directive issued in June 2006 to incorporate the following phrase into the "licensure or certificate" section of classification specifications: *May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required;* and
 - b. authorize the Personnel Director to modify classification specifications to include specific license requirements (Class A, B or special endorsements) as required by laws within the minimum qualifications of those classifications that demonstrate a business necessity to incorporate that requirement into the knowledge, skills and abilities sections of the classification specifications.
Motion carried unanimously.
 - 2. Library Services Department
It was moved by Le Doux and seconded by Nelson to approve the proposed language revisions to the Senior Library Clerk classification specification.
Motion carried unanimously.

B. Sheriff's Department

Retroactive Work Out of Class Pay

It was moved by Le Doux and seconded by Nelson to approve the request for retroactive work out of class pay for Rita Adams with an effective date of September 30, 2007.

Motion Carried unanimously.

C. Work Out of Class Extension

It was moved by Le Doux and seconded by Nelson to approve the work out of class pay extension for Ms. Jinger Dodd.

Motion carried unanimously.

D. Preliminary Hearing Grievance Complaint

Chapter 3, Section 3.08.320

It was moved by Le Doux and seconded by Nelson that the complaint was not drawn and filed in compliance with the requirements of Section 3.08.300, 3.08.310(A) and 3.08.340(B) and that the allegations of the complaint do not warrant further inquiry by the Commission.

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

As an information item only, the Commission was advised of one provisional appointment.

B. Staff Reports and Correspondence

Personnel Department Budget Workshop Update

A presentation by Personnel Department staff members Nancy Nittler, Lori Walsh, Ann Craig, Becky Nelson, Ann McNellis and Nancy Dewey provided an overview of the Personnel Departments accomplishments for fiscal year 06/07 and anticipated projects for the current fiscal year 07/08.

IX. ADJOURNMENT

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

The next regular meeting will be on Monday, December 10, 2007 at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

JOHN COSTA
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY