



# COUNTY OF PLACER

## CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION  
REX CLARK  
JOHN COSTA  
RON LE DOUX, Chair  
DON NELSON, Vice Chair  
LARRY WEBBER

**Monday, December 14, 2009**

Nancy Nittler, Personnel Director  
Kellie Craig, Executive Secretary

### MINUTES

County Administrative Center, 175 Fulweiler Avenue, Auburn, CA  
95603 (530) 889-4060

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4:30 PM ROLL CALL: Meeting was held at the Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA, Chairman Le Doux presiding. Commissioner Webber was absent.

#### CLOSED SESSION – PURSUANT TO GOVERNMENT CODE

- I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS  
(Subdivision of (b)(1) of Government Code Section 54957)  
Title: Various/County Code Chapter 3, Section 3.12.020

#### OPEN SESSION

FLAG SALUTE Led by Chairman Le Doux.

- I. CLOSED SESSION REPORT:

Chairman Le Doux 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 Nelson and seconded by Clark to approve all merit increases as recommended by the departments with the exception of two - one to return in six months.

Motion carried unanimously.

- II. AGENDA APPROVAL:  
It was moved by Clark and seconded by Nelson to approve the agenda.  
Motion carried unanimously.
- III. MINUTES OF PREVIOUS MEETING:  
Chairman Le Doux approved the minutes as submitted.
- IV. PUBLIC COMMENTS:  
None
- V. UNFINISHED BUSINESS  
Disciplinary Appeal Hearing Findings  
Health and Human Services Department  
This item is continued to the January 2010 meeting.
- VI. NEW BUSINESS:
  - A. Work Out of Class Extensions  
It was moved by Costa and seconded by Clark that the work out of class extension requests be approved.  
Motion carried unanimously.
  - B. Automated Performance Evaluation Software  
Assistant Personnel Director Lori Walsh and Senior Technology Solutions Analyst Rhonda Rivard reported on the new Employment Performance Management (EPM) software that will be implemented in 2010 due to discontinuance of the current Performance Impact program. The new software is similar to Performance Impact, although with greater automation possibilities. In the interim before the "go live" date of the new program, documents similar to the format of the Performance Impact evaluation forms have been developed for departments to use in the preparation of employee evaluations.
  - C. Election of Officers  
It was moved by Clark and seconded by Costa that Commissioner Don Nelson serve as Chairman for 2010. It was further moved by Costa with a second by Nelson that Commissioner Rex Clark serve as Vice Chairman for 2010.  
Motions 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  
None

B. Staff Reports and Correspondence

There was a request by Commissioner Nelson that staff consider developing a Work Out of Class template memo for departments to use in preparing their requests.

IX. ADJOURNMENT

There being nothing further to come before the Commission, it was moved by Nelson and seconded by Clark to adjourn the meeting.  
Motion carried unanimously.

The next regular meeting will be on Monday, January 11, 2010 at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

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RON LE DOUX  
CHAIRMAN

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CHARLOTTE PINTER  
ACTING EXECUTIVE SECRETARY