



COUNTY OF PLACER CIVIL SERVICE COMMISSION

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

Monday, July 12, 2010

**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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4:00 PM

ROLL CALL

Meeting was held at the County Administrative Center
175 Fulweiler Avenue - Auburn, CA, Chair Nelson presiding.
All Commissioners present.

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE

I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS

- a. (Subdivision of (b)(1) of Government Code Section 54957)
Title: Various/County Code Chapter 3, Section 3.12.020

4:30 PM

OPEN SESSION

FLAG SALUTE Led by Chair Nelson

I. REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.

Chair Nelson 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.
No action taken.

II. AGENDA APPROVAL

It was moved by Costa and seconded by Webber to approve the agenda.
Motion carried unanimously.

III. MINUTES OF PREVIOUS MEETING – June 14, 2010

Chair Nelson approved the minutes as submitted.

IV. PUBLIC COMMENTS

Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

No Public Comments

V. OLD BUSINESS – None

VI. NEW BUSINESS

A. Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code.

It was moved by LeDoux and seconded by Costa to approve the classified merit awards set forth in the list dated July 12, 2010 pursuant to Section 3.04.650 of the County Code. The Commission finds that the one management employee approved for a merit increase meets the criteria of County Ordinance No. 5594-B in that the employee was eligible for the increase and the appointing authority recommend approval prior to July 1, 2010.

Motion carried unanimously.

B. Request for approval of Work out of Class Pay pursuant to Placer County Code Section 3.08.510 (C.)(5.)(c.) for employees assigned to the departments of Auditor Controller's Office and Clerk-Recorder-Registrar.

It was moved by Clark and seconded by LeDoux to approve Work out of Class pay for designated employees.

Motion carried unanimously.

C. Department of Public Works – It is recommended that the Civil Service Commission approve:

- The reclassification, of one Flood Control and Water Conservation District Engineer.
- The work-out-of-class compensation for the incumbent retroactive to March 13, 2010.
- Abolish the classification of Flood Control and Water Conservation District Engineer.

It was moved by LeDoux and seconded by Clark to approve reclassification of one Flood Control and Water Conservation District Engineer; work-out-of-class compensation for the incumbent retroactive to March 13, 2010; and abolish the classification of Flood Control and Water Conservation District Engineer.

Motion carried unanimously.

VII. COMMUNICATIONS

- A. JobAps Applicant Tracking System Update – Cheri Fairchild
Using JOBS has allowed for expedited and significant reductions in manual operations within recruitment and hiring functions. The departments are now electronically preparing requisitions to request positions as well as receiving eligible lists and copies of certified application materials electronically within JOBS. Recruitment plans are prepared online and shared with the department for finalization.
- B. Provisional Appointments – None
- C. Report of leaves of absence
- D. Staff Reports and Correspondence
 1. Confirm meeting with Jenine Windeshausen, Treasurer Tax-Collector in July.
 2. The next scheduled meeting is with Jim Durfee, Facility Services in August.
- E. Commissioner's Comments
Commissioners Chair Nelson and Vice-Chair Clark to meet with Director Jim Durfee, Facility Services in August.

VIII. ADJOURNMENT @ 5:12 PM

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

The next regular meeting will be on Monday, August 9, 2010 – County Administrative Center 175 Fulweiler Avenue, Auburn, CA. commencing @ 4:00 PM.

PLACER COUNTY CIVIL SERVICE COMMISSION

DON NELSON
CHAIR

KELLIE CRAIG
EXECUTIVE SECRETARY