



COUNTY OF PLACER CIVIL SERVICE COMMISSION

Monday – June 11, 2012

CIVIL SERVICE COMMISSION

JOHN COSTA, Chair
RON LE DOUX, Vice-Chair
DON NELSON
ANDRAE RANDOLPH
RICK WARD

Nancy Nittler, Personnel Director
Kellie Craig, Executive Secretary

MINUTES

Placer County Personnel – Training Room

145 Fulweiler Avenue, Suite 200
Auburn, CA 95603
(530) 889-4060

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.

4:00 PM

ROLL CALL

Meeting was held at the Placer County Personnel Training Room - 145 Fulweiler Avenue, Suite 200 - Auburn, CA
Chair Costa presiding.
Commissioners Ron LeDoux was absent

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 Commissioner Nelson

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

Chair 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 Evaluations.
No action taken.

II. AGENDA APPROVAL

It was moved by Nelson and seconded by Ward to approve the agenda.
Motion carried unanimously.

III. MINUTES OF PREVIOUS MEETING – May 14, 2012

Chair Costa approved the minutes as submitted.

IV. PUBLIC COMMENT - None

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 Ward and seconded by Randolph to approve merit increases for classified employees.
Motion carried unanimously.
- B. County Executive Office – Request for approval of Classification Specification Revisions for Executive Assistant to County Executive Officer.
It was moved by Nelson and seconded by Ward to approve revisions to the Executive Assistant to the County Executive Officer classification specification including a change in title to Executive Assistant.
Motion carried unanimously.
- C. Probation Department –
1. Request for approval of Classification Specification revisions for Deputy Probation Officer – Institution series.
It was moved by Ward and seconded by Nelson to approve revisions to the Deputy Probation Officer – Institution series classification specification.
Motion carried unanimously.
 2. Reallocation of Probation Assistant position to Staff Services Analyst I/II.
It was moved by Nelson and seconded by Randolph to approve the reallocation of Probation Assistant position to Staff Services Analyst I/II.
Motion carried unanimously.
- E. 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 Administrative Services, Health and Human Services and Library.
It was moved by Ward and seconded by Nelson to approve the Work out of Class Pay for designated employees.
Motion carried unanimously.

VII. COMMUNICATIONS

- A. Provisional Appointments - None
- B. Report of leaves of absence –
- C. Staff Reports and Correspondence -
 - 1. Workforce Analysis and Planning Presentation.
- D. Commissioners' Comments

VIII. ADJOURNMENT @ 6:25 PM

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

The next regular meeting will be on **Monday, July 9, 2012** – Placer County Personnel (Training Room) @ 145 Fulweiler Avenue, Suite 200, Auburn, CA. commencing @ 4:00 PM.

PLACER COUNTY CIVIL SERVICE COMMISSION

JOHN COSTA
CHAIR

KELLIE CRAIG
EXECUTIVE SECRETARY