



## CIVIL SERVICE COMMISSION

Monday – July 11, 2016

Lori Walsh, Director of Human Resources  
Dawn McCollum, Commission Clerk

CIVIL SERVICE COMMISSION  
RICK WARD, **Chair**  
ANDRAE RANDOLPH, **Vice Chair**  
JOHN COSTA  
RON LE DOUX  
DON NELSON

### MINUTES

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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.

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#### MEETING LOCATION:

### Placer County Human Resources Training Room

145 Fulweiler Avenue, Suite 200

Auburn CA 95603

530.889.4060

**4:00 PM OPEN SESSION**

**Roll Call – Commissioner Randolph absent at Roll Call.**

**Flag Salute**

**I. Agenda Approval**

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

**II. Approval of Minutes from previous meeting – June 13, 2016**

It was moved by Nelson and seconded by LeDoux to approve the minutes of the June 13, 2016, meeting as written. Motion carried unanimously.

**III. Public Comment:** 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.

**IV. New Business**

- A. 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 Health and Human Services and Auditor-Controller Departments.**

It was moved by LeDoux and seconded by Costa to approve the Work out of Class Pay requested for employees assigned to the Health and Human Services and Auditor-Controller Departments. Motioned carried, with Commissioner Randolph, who arrived during the item discussion, abstaining from casting a vote.

- B. Request for approval to revise the job specification for the classification Victim Witness Supervisor.**

It was moved by Randolph and seconded by LeDoux to approve the requested revisions to the Victim Witness Supervisor classification. Motion carried unanimously.

- C. Request for approval to revise the job specification for the classification Library Assistant – Senior.**

It was moved by Nelson and seconded by LeDoux to approve the requested revisions to the classification of Library Assistant – Senior. Motion carried unanimously.

- D. Request for approval to create the classification of Revenue Services Supervisor and to revise the job specifications for the classifications Collections Agent I/II, Collection Agent – Senior, and Revenue Services Manager.**

It was moved by Costa and seconded by Randolph to approve, with modifications as discussed, the creation of the Revenue Services Supervisor and the revisions to the job specifications for the classifications of Collections Agent I/II, Collection Agent – Senior.

- V. COMMUNICATIONS** - Reports to the Commission are informational items only. **No action will be taken.**

- A.** Provisional Appointments – None

- B.** Commissioner Comments

- C. Staff Reports and Correspondence**

**1. Judy LaPorte – Staff Introduction: Sheri Chapman**

Judy introduced Sheri Chapman. Sheri joins Human Resources as Deputy Director in the area of Human Resource Services.

**CLOSED SESSION**

- I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS**

- A. Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957 and pursuant to Placer County Chapter 3 Code Section 3.04.650.

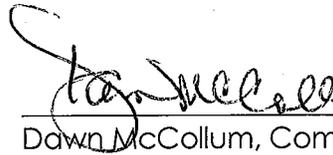
**OPEN SESSION**

- I. **Report of action taken in closed session pursuant to Government Code Section 54957.** – No Action to Report
- II. **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 merit increases for classified employees. Motion carried unanimously.
- III. **Adjournment at 5:37 p.m.**  
There being no further action to be taken, it was moved by Costa and seconded by Nelson to adjourn. Motion carried unanimously.

PLACER COUNTY CIVIL SERVICE COMMISSION



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Rick Ward, Chair



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Dawn McCollum, Commission Clerk