COUNTY OF Placer

CIVIL SERVICE COMMISSION

COMMISSIONERS
John Costa - Vice Chair
Ron Le Doux
Don Nelson
Andrae Randolph – Chair
Rick Ward

Monday, May 8, 2017

Minutes

145 Fulweiler Avenue, Suite 200
Auburn, California 95603

Lori Walsh, Human Resources Director
Paula Hood, Commission Clerk
Main Office: 530.889.4067
www.placer.ca.gov

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MEETING LOCATION:

Placer County Human Resources
Large Conference Room, 1st Floor
145 Fulweiler Avenue, Suite 100, Auburn CA 95603 -- 530.889.4060

4:00 PM **OPEN SESSION**

Roll Call – All Commissioners were present at roll call.

Flag Salute – Led by Commissioner Randolph.

I. Agenda Approval
It was moved by LeDoux and seconded by Nelson that the agenda be approved. Motion carried unanimously.

II. Approval of Minutes from previous meeting – April 10, 2017
It was moved by Nelson and seconded by Ward to approve the April 10, 2017 minutes. 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 two employees assigned to the District Attorney's Office.

It was moved by Ward and seconded by LeDoux that the Commission approve the work out of class requests submitted by the District Attorney's Office.

Motion carried unanimously.

B. Request for approval of revisions to the classification specifications of:

- Planner Assistant/Planner Associate for the Air Pollution Control District

It was moved by LeDoux and seconded by Ward to approve the proposed revisions to the classification specification. Motion carried 4-1, Nelson dissenting.

C. Request for approval of an Account Clerk-Senior to the classification of Accounting Technician in the Department of Public Works and Facilities, and the non-competitive promotion of the current incumbent pursuant to County Code section 3.08.480.

It was moved by LeDoux and seconded by Costa that the Commission approve the proposed reclassification and noncompetitive promotion of the current incumbent. Motion carried unanimously.

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

A. Provisional Appointments – (1) Library

B. Staff Reports and Correspondence

1. Staff updates

Lori Walsh acknowledged the two new employees to the Human Resources Department, Katelynn Mahaney, Administrative Technician and Wendy Ahlstrom, Administrative Clerk Senior who were introduced by the Senior Personnel Analysts on their teams, Suzanne Holloway and Jon Harned, respectively. Nicole Lopez provided an overview of the Wellness Program in a PowerPoint presentation.

C. Commissioner Comments:

All of the Commissioners welcomed Katelynn and Wendy to their new positions. Additionally, the Commissioners complimented Nicole Lopez on her Wellness Program presentation.

CLOSED SESSION (5:22 p.m.)

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

OPEN SESSION (5:29 p.m.)

VI. Report of action taken in closed session pursuant to Government Code Section 54957.1. **No action to report.**

VII. 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 that the classified merit increases be approved. Motion carried unanimously.**

VIII. Adjournment (5:33 PM)

There being nothing further to come before the Commission, it was moved by Costa and seconded by LeDoux that the meeting be adjourned. Motion carried unanimously.

Civil Service Commission – Upcoming Regular Meetings

- Monday June 12 – Regular Meeting-Auburn-Human Resources Department

PLACER COUNTY CIVIL SERVICE COMMISSION

Andrae Randolph, Chair

Paula Hood, Commission Clerk