

PLACER COUNTY CIVIL SERVICE COMMISSION MEETING  
December 9, 1996

OPEN SESSION

I. ROLL CALL: Meeting was held in the Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA 95603 with all Commissioner's present; Vice Chairman Young presiding.

CLOSED SESSION

OPEN SESSION - 6:30 P.M.

I. CLOSED SESSION REPORT: Vice Chairman Young announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Govt. Code Section 54957. The merit increases were approved unanimously as recommended by the departments.

II. MINUTES OF PREVIOUS MEETING: Moved by LeDoux and seconded by Stockwin, that the minutes of November 13, 1996, be approved as submitted. Motion carried unanimously.

III. PUBLIC COMMENT

IV: OLD BUSINESS

- A. Release of Findings - Appeal of Removal from Eligible List.  
1. Sheriff's Department  
Vice Chairman Young signed and released the findings from the Preliminary Hearing which was held November 13, 1996.

V. NEW BUSINESS:

- A. Appeal of Rejection of Applications  
It was moved by Will Stockwin and seconded by Ron LeDoux to continue this item, at the request of appellant, to the January 13, 1997, meeting. Motion carried unanimously.
- B. Affirmative Action Plan  
It was moved by Fran Stoffels and seconded Ron LeDoux to adopt the Affirmative Action Plan for one year through December 31, 1997, with some minor edits. Motion carried unanimously.
- C. Reclassification Request  
1. Facility Services  
It was moved by Ron LeDoux and seconded by Will Stockwin to approve the reclassification of Senior Account Clerk,

range 35.5 to Accounting Technician, range 37.5. Motion carried unanimously.

D. Classification Specification Revisions

1. Victim Witness Advocate

It was moved by Ron LeDoux and seconded by Will Stockwin to approve the revised classification specification series of Victim/Witness. Motion carried unanimously.

2. Assistant Deputy Sheriff I

It was moved by Will Stockwin and seconded by Ron LeDoux to approve the revised classification specification for Assistant Deputy Sheriff - Level 1. Motion carried unanimously.

E. Abolishment of Eligible Lists

It was moved by Ron LeDoux and seconded by Will Stockwin to abolish the eligible lists for Traffic Control Worker, Executive Secretary and Custodian II. Motion carried unanimously.

F. Work Out Of Class Extensions

It was moved by Stoffels and seconded by Costigan to approve the Work Out-Of-Class as listed in staff memo. Motion carried unanimously.

G. Extra Help Extensions

It was moved by Stoffels and seconded by Costigan to approve the Extra Help Extensions as listed in staff memo. Motion carried unanimously.

H. Election of Officers

It was moved by Stoffels and seconded by Stockwin to nominate Ron LeDoux for Chairman. It was moved by Stoffels and seconded by Costigan to nominate Will Stockwin for Vice Chairman. After discussion both motions carried unanimously.

VI. LEAVES OF ABSENCE - As an information item only, the Commission was advised of the Leaves approved by the Personnel Director.

VII. COMMUNICATIONS

A. Provisional Appointments - Three

B. Staff Reports and Correspondence - None

VIII. ADJOURNMENT - There being nothing further to come before the Commission, the meeting was adjourned. The next regular meeting will be held at 6:30 PM, on **Monday**,

January 13, 1997, in the Board of Supervisors Chambers,  
175 Fulweiler Avenue, Auburn, CA 95603.

PLACER COUNTY CIVIL SERVICE COMMISSION

*Dorothy R. Young*  
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DOROTHY YOUNG, VICE CHAIRMAN

*Carol Braun*  
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CAROL BRAUN, EXECUTIVE SECRETARY