

PLACER COUNTY CIVIL SERVICE COMMISSION MEETING  
October 19, 1998

OPEN SESSION

- I. ROLL CALL: Meeting was held at Board of Supervisors Chamber, 175 Fulweiler Avenue, Auburn, CA., with all Commissioner's present. Chairman Stockwin presiding.

CLOSED SESSION

OPEN SESSION - 6:30 P.M.

- I. CLOSED SESSION REPORT: Chairman Stockwin announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Govt. Code Section 54957. It was moved by LeDoux and seconded by Besana that the merit increases be approved as recommended by the departments. One was retroactive to 7/11/98 and one was extended to 2/99. Motion carried unanimously.
- II. AGENDA APPROVAL: It was moved by LeDoux and seconded by Webber to approve the agenda.
- III. MINUTES OF PREVIOUS MEETING: Moved by Besana and seconded by LeDoux, that the minutes of September 14, 1998 be approved. Motion carried unanimously.
- IV. PUBLIC COMMENT:
- V. OLD BUSINESS
- VI. NEW BUSINESS:
- A. Reclassification Request
1. District Attorney
- a. Administrative Clerk - Entry/Journey to Senior Administrative Clerk.  
It was moved by LeDoux and seconded by Webber to approve the reclassification of one Administrative Clerk - Entry/Journey, range 30.0 to Senior Administrative Clerk, range 34.0. Motion carried unanimously.
- b. Executive Secretary to Senior Legal Secretary.  
It was moved by Besana and seconded by Costigan to approve the reclassification of one Executive Secretary, range 38.5 to Senior Legal Secretary, range 36.5 Motion carried unanimously.

2. Administrative Services
  - a. Senior Account Clerk to Accounting Technician

It was moved by LeDoux and seconded by Besana to approve the reclassification of one Senior Account Clerk, range 35.5 to Accounting Technician, range 37.5. Motion carried unanimously.

- b. Central Services Worker to Central Services Technician.

It was moved by Costigan and seconded by LeDoux to approve the reclassification of one Central Services Worker, range 33.5 to Central Services Technician, range 35.5. Motion carried unanimously.

- c. Administrative Secretary to Executive Secretary

It was moved by Webber and seconded by Besana to approve the reclassification of one Administrative Secretary, range 36.5 to Executive Secretary, range 38.5. Motion carried unanimously.

B. Clarification of Education Requirements

1. Administrative Services
  - a. Network Systems Analyst I/II  
It was moved by LeDoux and seconded by Webber to approve a one time waiver in the education requirement of Network Systems Analyst I employee in the Information Technology Division. Motion carried 4/1, Besana No..

C. Non-Competitive Promotion

1. Probation  
It was moved by LeDoux and seconded by Besana to approve a one time waiver in the minimum requirements for the Probation Officer II classification for one additional Probation Department employee and approve a retroactive non-competitive promotion to March 28, ~~1987~~.  
Motion carried unanimously. 1998

D. Extension of Probationary Period

1. Health & Human Services  
It was moved by Costigan and seconded by Besana to

extend the probationary period for this employee to 90 days from the date of return from leave of absence. Motion carried unanimously.

E. Work Out Of Class Extensions

It was moved by LeDoux and seconded by Besana to approve the Work Out Of Class Extensions as presented in staff memo.

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

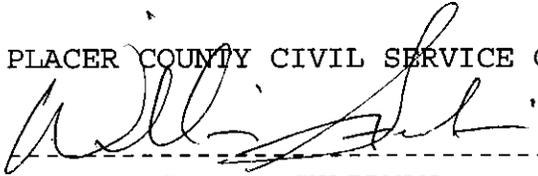
VIII. COMMUNICATIONS

A. Provisional Appointments - None

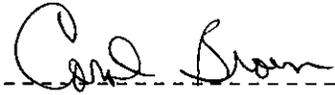
B. Staff Reports and Correspondence

IX. 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, November 9, 1998 in the Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, Ca 95603

PLACER COUNTY CIVIL SERVICE COMMISSION



WILL STOCKWIN, CHAIRMAN



CAROL BRAUN,  
EXECUTIVE SECRETARY