



**COUNTY OF PLACER
CIVIL SERVICE
COMMISSION**

MONDAY, MAY 10, 1999

CIVIL SERVICE COMMISSION
SYLVIA BESANA
RICHARD COSTIGAN, III, Chair
RON LE DOUX
WILLIAM STOCKWIN
JAMES WEBBER, Vice Chair

Jim Gray, Personnel Director
Nancy Nittler, Assistant Personnel Director
Carol Braun, Executive Secretary

**MINUTES
6:30 P.M.**

County Administrative Center, 175 Fulweiler Avenue, Auburn, CA 95603

6:10 PM ROLL CALL: Meeting was held at Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA, with all Commissioner's present. Chairman Costigan presiding.

CLOSED SESSION:

6:15 PM Review of Recommended Merit Increases

OPEN SESSION

6:30 PM

- I. ^{SESSION} CLOSED SESSION REPORT: Chairman Costigan 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 Webber and seconded by Besana that the merit increases be approved as recommended by the departments. It was moved by LeDoux and seconded by Webber that one be denied. Staff was directed to send correspondence to County Counsel, Probation and County Executive regarding performance evaluations. Motion carried unanimously.
- II. AGENDA APPROVAL: It was moved by Stockwin and seconded by Besana to approve the agenda. Motion carried unanimously.
- III. MINUTES OF PREVIOUS MEETING: Moved by Stockwin and seconded by LeDoux that the minutes of April 12, 1999, be approved. Motion carried unanimously.

IV. PUBLIC COMMENTS: None

V. OLD BUSINESS

VI. NEW BUSINESS

A. Reclassification Requests

1. Health & Human Services

a. Medical Assistant to Senior Client Services Program Specialist

It was moved by LeDoux and seconded by Webber to approve the reclassification of one Medical Assistant, range 34.5 to Senior Client Services Program Specialist, range 37.0. Motion carried unanimously.

2. Sheriff's Department

a. Public Safety Dispatcher to Communications Supervisor.

It was moved by Webber and seconded by LeDoux to approve the reclassification of one Senior Public Safety Dispatcher, range 39.5 to Sheriff's Communication Supervisor, range 41.5 and to make minor revisions to the job classifications of Sheriff's Communications Manager and Sheriff's Communications Supervisor. Motion carried unanimously.

B. Classification Specification Revision

1. County Clerk/Recorder

a. Election Technician I/II

It was moved by LeDoux and seconded by Stockwin to approve the revisions to the classification specification for Elections Technician I/II. Motion carried unanimously.

C. Leave Extension

1. Public Works

It was moved by Stockwin and seconded by Besana to approve an extension of the Medical Leave of absence to May 16, 1999. Motion carried unanimously.

D. Work Out of Class Extensions

It was moved by Stockwin and seconded by Besana to approve the Work Out of Class Extensions as presented in staff memo. Motion carried unanimously.

E. Extension of Extra Help

It was moved by Webber and seconded by LeDoux to approve the extra Help Extensions hours as presented in staff memo. Motion carried unanimously.

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

VIII. COMMUNICATIONS

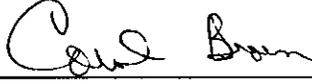
- A. Provisional Appointments - None
- B. Staff Reports and Correspondence - None

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, June 14, 1999, in the Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA 95603.

PLACER COUNTY CIVIL SERVICE COMMISSION



RICHARD COSTIGAN, III
CHAIRMAN



CAROL BRAUN
EXECUTIVE SECRETARY