CIVIL SERVICE COMMISSION

Monday, January 14, 2019
3:30 p.m.

Meeting Minutes

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MEETING LOCATION:

Placer County Human Resources Department
Large Conference Room
145 Fulweiler Avenue, First Floor
Auburn, CA 95603
(530) 889-4060

3:30 PM OPEN SESSION

Roll Call – Commissioner Costa was absent.

Flag Salute – Commissioner Ward led the flag salute.

I. Agenda Approval

It was moved by Le Doux and seconded by Nelson that the Commission approve the Agenda. Motion carried unanimously.

II. Approval of Minutes from previous Regular Meeting – December 10, 2018.

Commissioner Randolph adopted the Minutes from the previous regular meeting held on December 10, 2018. There were no objections.

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. Old Business

1. It is recommended that the Civil Service Commission:

   a. Approve the proposed salary adjustment from GNRL 97 ($29.89 – $36.33 hourly) to PROF 216 ($31.38 - $38.15 hourly) for the Agricultural and Standards Inspector – Senior.

   b. Approve the proposed revisions to the classification specification for Agricultural and Standards Inspector – Supervising including a salary adjustment from GNRL 109 ($32.95 - $40.05 hourly) to PROF 224 ($34.60 – $42.06 hourly);

   c. Approve the proposed revisions to the classification specification for Agricultural and Standards Inspector I/II including a salary adjustment for the I level from GNRL 70 ($23.97 - $29.13) to PROF 203 ($23.97 – $29.13 hourly) and a salary adjustment for the II level from GNRL 85 ($27.11 – $32.95 hourly) to PROF 204 ($27.11 – $32.95 hourly).

   Amy Pearson presented. She noted there was one error on the classification specification submitted for review for Agricultural and Standards Inspector I/II. Under the Examples of Essential Duties, the word “devices” was inadvertently removed. She submitted the corrected version at the meeting for review and approval. Commissioner Randolph read items a, b, and c into the record so that the Commission could take action on all three items. It was moved by Nelson and seconded by Le Doux that the Commission approve the proposed salary adjustments and the proposed revisions to the classification specifications Agricultural and Standards Inspector – Senior, Agricultural and Standards Inspector – Supervising, and Agricultural and Standards Inspector I and II. Motion carried unanimously.

V. New Business

1. Request for approval to extend Work-Out-of-Class pay pursuant to Placer County Code Section 3.08.510(C) (5) (c) for one employee assigned to the Sheriff's Office.

   It was moved by Le Doux and seconded by Ward that the Commission approve the Work-Out-of-Class request submitted by the Sheriff's Office. Motion carried unanimously.
2. Request for approval of revisions to the classification specifications for Information Technology Specialist and Information Technology Specialist - Senior.

It was moved by Le Doux and seconded by Ward that the Commission approve the proposed revisions to the classification specifications for Information Technology Specialist and Information Technology Specialist - Senior.

3. Request for approval of the proposed revisions to the classification specification for Auditor I/II.

It was moved by Nelson and seconded by Le Doux that the Commission approve the proposed revisions to the classification specification for Auditor I/II.

VI. Communications

Reports to the Commission are informational items only. No action will be taken.

1. Provisional Appointments - none

2. Staff Reports and Correspondence - none

3. Commissioner Comments
   a. Commissioner Ward wished everyone a Happy New Year.
   b. Commissioner Randolph thanked everyone for attending.

4:00 PM  CLOSED SESSION

VII. §54957 - Public Employee Performance Evaluations

VIII. §54956.9 – CONFERENCE WITH LEGAL COUNSEL
       Placer County Superior Court Case No. SCV0035144
       Karin Bjork v. Placer County Civil Service Commission, et al.
       Placer County Superior Court Case No. SCV0036164

IX. §54957 - Public Employment: Director of Human Resources

5:00 PM OPEN SESSION


   No action taken.

XI. Approval of merit increases for classified employees pursuant to Placer County Code Section 3.04.650 (progression in steps).

   It was moved by Le Doux and seconded by Nelson that the classified merit increases be approved. Motion carried unanimously.
XII. Adjournment – 5:05 PM

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

Civil Service Commission – Upcoming Regular Meeting

Monday, February 11, 2019 at 3:30 p.m.
Administrative Center, Domes Building
CEO 1 Conference Room
175 Fulweiler Avenue
Auburn, CA 95603
(530) 889-4060

PLACER COUNTY CIVIL SERVICE COMMISSION

Andræe Randolph, Chair

Angela Castoe, Commission Clerk