CIVIL SERVICE COMMISSION

Monday, February 11, 2019
3:30 p.m.

Meeting Minutes

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

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MEETING LOCATION:

Administrative Center, Domes Building
CEO 1 Conference Room
175 Fulweiler Avenue
Auburn, CA 95603
(530) 889-4060

3:30 PM OPEN SESSION

Roll Call – Commissioner Nelson was absent.

Flag Salute – Commissioner Ward led the flag salute.

I. Agenda Approval

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


Commissioner Randolph adopted the Minutes from the previous Regular meeting held on January 14, 2019, and the Special meeting held on January 15, 2019.

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

1. Request for approval to extend Work-Out-of-Class pay pursuant to Placer County Code Section 3.08.510(C) (5) (c) for two employees assigned to the Human Resources department.

   It was moved by Le Doux and seconded by Ward that the Commission approve the Work-Out-of-Class requests submitted by the Human Resources department. Motion was carried unanimously.

2. Request for approval of the proposed revisions to the classification specifications of Accountant I/II and Accountant – Senior.

   Kelly Tourville presented. She noted the changes that were being made to the minimum qualifications which includes an additional qualifying degree in finance and shows different ways applicants can qualify for the classification. There was public comment made by Jenine Windeshausen, Treasurer-Tax Collector. She appreciated finance being added as a qualifying degree. She also wanted to ensure that the minimum qualifications layout for Accountant I was similar to Accountant II. Michelle Beauchamp, Deputy Director of Human Resources, agreed to make that change. The proposed revisions, with the agreed upon changes, was moved by Ward and seconded by Le Doux. Motion was carried unanimously.

V. Communications

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

1. Provisional Appointments - none

2. Staff Reports and Correspondence
   i. Informational Item - Suzanne Holloway
      a. Additional information to be included on Class Specification Templates.
   ii. Staff Updates
      a. Laura Carucci introduced Karey Burk as the new Administrative Technician on the Department Support Team.
      b. Kate Sampson introduced Thalia Torres as the new Executive Secretary and Commission Clerk.

3. Commissioner Comments
   a. Commissioner Randolph thanked everyone for attending.

4:10 PM CLOSED SESSION

VI. §54957 - Public Employee Performance Evaluations

4:40 PM OPEN SESSION

VII. Report of action taken in closed session pursuant to Government Code Section 54957.1.

   No action taken.
VIII. 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 Costa that the classified merit increases be approved. Motion carried unanimously.

IX. Adjournment – 4:41 PM

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

Civil Service Commission – Upcoming Regular Meeting

Monday, March 11, 2019 at 3:30 p.m.
Placer County Human Resources Department
Large Conference Room
145 Fulweiler Avenue, First Floor
Auburn, CA 95603
(530) 889-4060