CIVIL SERVICE COMMISSION

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

Meeting Minutes

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 – All Commissioners are present.

Flag Salute – Commissioner Le Doux 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.

II. Approval of Minutes from previous Regular Meeting – February 11, 2019.

Commissioner Randolph adopted the Minutes with amended changes from the previous Regular meeting held on February 11, 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

A. 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 Health and Human Services department.

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

B. Request for approval of the reclassification of an Information Technology (IT) Supervisor MNGT Grade 447 ($8,637.20 - $10,500.53 monthly) to the classification of Assessment Manager MNGT Grade 457 ($9,545.47 - $11,604.67 monthly) and the administrative placement of the incumbent pursuant to Placer County Code section 3.08.480.

It was moved by Ward and seconded by Le Doux that the Commission approve the reclassification of an Information Technology (IT) Supervisor to the classification of Assessment Manager. Motion was carried unanimously.

C. Request for approval of retroactive pay for a non-competitive promotion for an employee within the Sheriff’s Office for the period of June 23, 2018 through February 2, 2019.

It was moved by Nelson and seconded by Le Doux that the Commission approve the retroactive pay for a non-competitive promotion for an employee within the Sheriff’s Office for the period of June 23, 2018 through February 2, 2019. Motion carried unanimously.

D. Request for approval of the proposed revisions to the classification specifications for Central Services Worker, Central Services Technician, and Senior Central Services Technician.

It was moved by Ward and seconded by Le Doux that the Commission approve the revisions to the Central Services Worker, Central Services Technician, and Senior Central Services Technician classification specifications. Motion carried unanimously.

E. Request for approval of the proposed revisions to the classification specification for Environmental Health Specialist – Registered – Supervising.

It was moved by Le Doux and seconded by Costa that the Commission approve the revisions to the Environmental Health Specialist – Registered – Supervising classification specification. Motion carried unanimously.

V. Communications

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

A. Provisional Appointments - None
B. Staff Reports and Correspondence
   i. Receive a report on the Board of Supervisors’ County Strategic Plan.
      Kate Sampson gave an overview of the Board of Supervisors’ County Strategic Plan. She highlighted the key areas in which Human Resources could have an impact.
   ii. Discuss Civil Service Commission regular meeting time.
      Michelle Beauchamp discussed department preferences for morning and afternoon meeting times. The consensus among the Commissioners was to keep the same meeting time.

C. Commissioner Comments
   i. Commissioner Nelson announced it was his last meeting and that he submitted his resignation effective March 31, 2019.

4:21 PM CLOSED SESSION

VI. §54957 - Public Employee Performance Evaluations

4:36 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 – 4:38 PM

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

Civil Service Commission – Upcoming Regular Meeting

Monday, April 8, 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

PLACER COUNTY CIVIL SERVICE COMMISSION

Andrae Randolph, Chair

Thalia Torres, Commission Clerk