Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Commission Clerk. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Commission Clerk five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

MEETING LOCATION:

Placer County Department of Child Support Services
1000 Sunset Boulevard, Suite 200
Rocklin, CA 95765
(866) 901-3212

OPEN SESSION

Call to Order: 3:30 PM - Andrae Randolph, Chair
Roll Call: Judy McKeig, Commission Clerk
Members Present: Andrae Randolph, John Costa, Ron Le Doux, Rick Ward
Members Absent: None
Vacancies: District 5 Seat

Flag Salute: Led by Commissioner Ward

I. Agenda Approval: May 13, 2019
   Motion: Le Doux/Costa/Unanimous vote 4:0
   Ayes: Randolph, Le Doux, Ward, Costa

II. Approval of Minutes from previous Regular Meeting: April 8, 2019
   Commissioner Randolph approved the minutes with no changes.

III. Public Comment: None
   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: None.

V. New Business

A. Request the Civil Service Commission approve a Work-Out-of-Class pay extension pursuant to Placer County Code Section 3.08.510(C)(5)(c) for one employee assigned to the County Executive Office.

Presenter: Lindsay Killian, Human Resources Analyst
Attendee: Jane Christenson, Assistant County Executive Officer
Ms. Killian provided a report outlining the County Executive Office’s request for a 180-day Work-Out-Of-Class extension for the current Central Services Supervisor as the Central Services Manager, effective May 25, 2019. No Commission discussion. No public comment.
Motion: Le Doux/Ward/Unanimous vote 4:0
Ayes: Randolph, Le Doux, Ward, Costa

B. Request the Civil Service Commission take the following action on the Creation of the Public Health Epidemiologist – Trainee Classification Specification and Request for Revisions to the Public Health Epidemiologist Classification Specification:
1. Confirm the recommendation to place the classification specification of Public Health Epidemiologist – Trainee into the Unclassified service at UNCL Grade U16 ($3,750.07 - $4,558.23 monthly).
2. Approve the proposed revisions to the classification specification of Public Health Epidemiologist.

Presenter: Courtney Thomas, Human Resources Analyst
Attendee: Dr. Robert Oldham, Health Officer
Ms. Thomas provided a report outlining the Department of Health and Human Services' requests. Creating the Public Health Epidemiologist – Trainee position will allow Placer County to hire recent graduates with little to no experience in an at-will position for approximately 12 months. The California Department of Public Health will reimburse some of the costs associated with hiring a Trainee through their Investigation Service Fellowship Program (Cal-EIS). After completing the training period, the incumbent may promote to permanent employment through a competitive recruitment process. The recommendation to revise the Minimum Qualifications for the Public Health Epidemiologist position included requiring a master's degree and one year of service, with minor updates to the Definition, Distinguishing Characteristics, and Supervision Received and Exercised. Commission discussion included but was not limited to, number of trainee positions, promotions, fellowship funds and reimbursement. No public comment.

1. Confirm the recommendation to place the classification specification of Public Health Epidemiologist – Trainee into the Unclassified service at UNCL Grade U16 ($3,750.07 - $4,558.23 monthly).
Motion: Ward/Le Doux/Unanimous vote 4:0
Ayes: Randolph, Le Doux, Ward, Costa
2. Approve the proposed revisions to the classification specification of Public Health Epidemiologist.
Motion: Le Doux/Ward/Unanimous vote 4:0
Ayes: Randolph, Le Doux, Ward, Costa

C. Request the Civil Service Commission determine whether a non-competitive promotion should be granted for one employee in the District Attorney Office (DAO) from the classification of Deputy District Attorney II, PROF Grade 250 ($8,226.50 – $9,999.44 monthly) to Deputy District Attorney III PROF Grade 258 ($9,069.81 - $11,024.43 monthly) effective retroactively to March 2, 2019.

Presenter: Heidi Kernytsky, Human Resources Analyst
Attendee: Jennifer Miszkewycz, Assistant District Attorney
Ms. Kernytsky provided a report recommending retroactive pay for one Deputy District Attorney III for the period of March 2, 2019 through March 29, 2019. The incumbent was eligible and assigned the duties, however a paperwork delay meant the retroactive pay was processed with a later date of March 30, 2019. Commission discussion included but was not limited to, confirming approximately one month of back pay. No public comment.
Motion: Le Doux/Costa/Unanimous vote 4:0
Ayes: Randolph, Le Doux, Ward, Costa

D. Request the Civil Service Commission take the following actions on the County Executive Office Request for Reclassification:

1. Approve the reclassification of two Budget Analyst positions, MNGT Grade 427 ($7,082.40 - $8,607.73 monthly) to the classification of Management Analyst II, MNGT Grade 422 ($6,735.73 - $8,190.00 monthly).

2. Administratively place the two incumbents into the new classification pursuant to County Code section 3.08.480 (C).

3. Abolish the classification of Budget Analyst.

Presenter: Kathy Youngs, Sr. Human Resources Analyst
Attendee: Jane Christenson, Assistant County Executive Officer
Ms. Youngs provided a report outlining the request for reclassification. The Budget Analyst position was created in 2004. The position is unique to the County Executive Office, as is the Management Analyst series which offers promotional opportunities. A comparison review of the Budget Analyst and Management Analyst II classifications shows many duplicate duties. To streamline workflow and service provided to County Departments, the current County Executive Office administration would like to reclassify the two employees in the Budget Analyst position to the broader Management Analyst II classification. Both employees meet the minimum qualifications of the Management Analyst II classification and reportedly do not oppose the reclassification. The Human Resources Department intends to work with CEO staff to further update the specifications of the Management Analyst series and return to the Commission at a future date for consideration. Commission discussion included but was not limited to, organization chart, number of positions allocated to the Management Analyst II classification, underfilled positions, pay grade comparison, and promotional opportunities. No public comment.
1. Approve the reclassification of two Budget Analyst positions, MNGT Grade 427
   ($7,082.40 - $8,607.73 monthly) to the classification of Management Analyst II,
   MNGT Grade 422 ($6,735.73 - $8,190.00 monthly).
   Motion: Le Doux/Costa/Unanimous vote 4:0
   Ayes: Randolph, Le Doux, Ward, Costa

2. Administratively place the two incumbents into the new classification
   pursuant to County Code section 3.08.480 (C).
   Motion: Costa/Le Doux Unanimous vote 4:0
   Ayes: Randolph, Le Doux, Ward, Costa

3. Abolish the classification of Budget Analyst.
   Motion: Ward/Le Doux/Unanimous vote 4:0
   Ayes: Randolph, Le Doux, Ward, Costa

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

A. Provisional Appointments - None

B. Staff Reports and Correspondence
   i. Staff Updates – Presenter: Kate Sampson, Director of Human Resources
      a. Formally introduced Judy McKeig, new Commission Clerk and
         Executive Secretary.
      b. Provided an update on the vacant Commissioner position. District 5
         Supervisor, Cindy Gustafson, will nominate an applicant to the Board of
         Supervisors for approval. One application has been received to date.
         As there is the possibility of a lack of quorum for the June CSC meeting,
         it is requested Commissioners advise the Clerk of their availability as
         soon as possible.
   ii. Youth in Government Day – Presenter: Heidi Kernytsky, Human Resources
       Analyst
       The County hosted its inaugural Youth in Government Day on May 8, 2019
       to coincide with Public Service Week. The event included students from
       Placer High School in Auburn, with five County departments participating:
       Auditor-Controller, Department of Public Works, Sheriff’s Department, HHS-
       Animal Services and the Community Development Resource Agency.
       Follow up feedback is ongoing, but the event was reportedly a resounding
       success. Ensuing events will include multiple schools and different
       departments, with details under determination. Goals include building the
       event to a formal two-week summer intern program and engagement with
       the Board of Supervisors and Civil Service Commission. A promotional video
       of the event created by the Communications Division and available on the
       Placer County Facebook page was played for attendees. Kate Sampson
       offered congratulations to the HR team especially Heidi Kernytsky who
       coordinated the event.
C. Commissioner Comments
   i. Le Doux: Great job regarding Youth in Government Day
   ii. Costa: Very impressed regarding Youth in Government day and plans to expand
   iii. Ward: Good job regarding Youth in Government Day
   iv. Randolph: Loved Youth in Government Day, also appreciated HR staff attention
to detail in reports and items coming before the Commission

CLOSED SESSION – 4:15PM

VII. §54957 - Public Employee Performance Evaluations

OPEN SESSION – 4:22PM

VIII. Report of action taken in closed session pursuant to Government Code Section 54957.1.
      Nothing to report.

IX. Approval of merit increases for classified employees pursuant to Placer County Code Section 3.04.650 (progression in steps).
    Motion: Le Doux/Costa/Unanimous vote 4:0
    Ayes: Randolph, Le Doux, Ward, Costa

X. Adjournment: 4:23PM
    Motion: Costa/Le Doux/Unanimous vote 4:0
    Ayes: Randolph, Le Doux, Ward, Costa

Civil Service Commission – Upcoming Regular Meeting

Monday, June 10, 2019 at 3:30 PM
1000 Sunset Boulevard, Suite 200
Rocklin, CA 95765
(866) 901-3212

PLACER COUNTY CIVIL SERVICE COMMISSION

Andrae Randolph, Chair

Judy McKeig, Commission Clerk