CIVIL SERVICE COMMISSION
SPECIAL MEETING
MINUTES

Tuesday, June 18, 2019
3:30 PM

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

Flag Salute:
Led by Commissioner Ward

1. Approval of Agenda: Special Meeting, June 18, 2019
Motion:
Le Doux/Costa/Unanimous vote 4:0
Ayes:
Randolph, Costa, Le Doux, Ward

2. Approval of Minutes: Regular Meeting, May 13, 2019
Commissioner Randolph approved the minutes with no changes.

3. 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.

4. Old Business: None

5. New Business:
a. **Request for Retroactive Work Out of Class Pay – County Counsel’s Office**
   
   Approve retroactive work out of class (WOC) pay in County Counsel’s Office for employee #01192210, as an Administrative Services Officer (ASO), effective December 8, 2018 through April 9, 2019.
   
   **Presenter:** Amy Pearson, Human Resources Analyst  
   **Attendee:** Brett Holt, Chief Deputy County Counsel

   Ms. Pearson provided a revised staff memo which is on file with the Commission Clerk. The revised memo amends the range of the WOC pay. The correct range is from December 8, 2018 through March 29, 2019. Ms. Pearson stated the primary reason for the paperwork not being submitted in time was due to staff turnover at the Executive level in the County Counsel Office. Newly appointed staff were not aware the paperwork had not been submitted which was corrected upon discovery. Ms. Pearson re-iterated an incorrect ending date was listed on the original staff memo and clarified the new ending date is March 29, 2019 and not April 9, 2019. Commission questions included but were not limited to, why the error was not discovered sooner and whether the staff member is still working out of class. Mr. Holt outlined additional reasons including recruitment and staff training delays.

   No public comment.

   **Motion:** Le Doux/Costa/Unanimous vote 4:0  
   **Ayes:** Randolph, Costa, Le Doux, Ward

b. **Probationary Period Extension Request – Placer County Sheriff’s Office**
   
   Approve a request from the Sheriff’s Office to extend the probationary period of employee #51234068, a Sheriff’s Sergeant, for approximately six (6) months pursuant to section 3.08.1050(b)(2) of the Placer County Code.
   
   **Presenter:** Lindsay Killian, Human Resources Analyst  
   **Attendee:** Josh Barnhart, Sheriff’s Lieutenant

   Ms. Killian explained the employee was promoted to Sheriff’s Sergeant in November 2018 but was reassigned from Patrol to Corrections during their six-month probationary period. This resulted in significant changes to their duties as well as a change in work location. The department has had insufficient time to evaluate the employee’s proficiency in the new position and is requesting a six-month extension. The department intends for the employee’s position with Corrections to be long term. Ms. Killian read Placer County Code Chapter 3.08.1050(b)(2) which states the reasons allowing the Civil Service Commission to extend an employee’s probationary period for up to one year. Commission questions included but were not limited to, whether the employee was present for this meeting and if they have any objections to the extension. Lt. Barnhart stated no to both. The Commission also questioned if they return to Corrections for two years when promoting to Sergeant and Lt. Barnhart confirmed this.

   **Motion:** Ward/Le Doux/Unanimous vote 4:0  
   **Ayes:** Randolph, Costa, Le Doux, Ward

6. **Communications**

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

   a. Provisional Appointments: None
   b. Staff Reports and Correspondence:
      i. District 5 Commissioner Nomination: Kate Sampson
Ms. Sampson stated that District 5 Supervisor, Cindy Gustafson, is expected to submit a name for Board vote at the June 25, 2019 meeting. As soon as the Agenda is released, we will forward to the Commissioners with information on the candidate. It is hoped the new Commissioner will be able to attend the July 8, 2019 CSC meeting.

c. Commissioner Comments:
   i. LeDoux: Happy to be here
   ii. Costa: None
   iii. Ward: None
   iv. Randolph: None

CLOSED SESSION: 3:42PM

7. §54957 - Public Employee Performance Evaluations
   a. Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

OPEN SESSION: 3:51pm

   Nothing to report.

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

10. Adjournment: 3:52PM to the next Regularly Scheduled Meeting
    Motion: Costa/LeDoux/Unanimous vote 4:0
    Ayes: Randolph, Costa, LeDoux, Ward

Civil Service Commission – Upcoming Regular Meeting

Monday, July 8, 2019 at 3:30 PM
Human Resources Department
145 Fulweiler Avenue, Suite 200
Auburn, CA 95603
530-889-4060

PLACER COUNTY CIVIL SERVICE COMMISSION

Andrea Randolph, Chair

Judy McKeig, Commission Clerk