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 Human Resources Department
145 Fulweiler Avenue, 1st Floor Conference Room
Auburn, CA 95603
(530) 889-4060

OPEN SESSION

Call to Order: 4:08PM
Roll Call: Judy McKeig, Commission Clerk
Present: Ron Le Doux, Deborah Bennett, Rick Ward
Absent: Andraé Randolph, John Costa; Commissioner Ward chaired the meeting
Flag Salute: Led by Commissioner Le Doux

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.

1. Approval of Agenda | Regular Meeting, October 15, 2019
   Motion: Le Doux/Bennett-Unanimous vote 3:0
   Ayes: Le Doux, Bennett, Ward
   Absent: Randolph, Costa

2. Approval of Minutes | Regular Meeting, September 9, 2019
   Motion: Le Doux/Bennett-Unanimous vote 3:0
   Ayes: Le Doux, Bennett, Ward
   Absent: Randolph, Costa
3. Receive an Update on the current Placer County Charter Review Committee’s Scope of Study
   Presenter: Jane Christenson, Assistant County Executive Officer on behalf of David Butler, Charter Review Committee Chairman

Ms. Sampson introduced Jane Christenson, who provided an update on recent communications from the Charter Review Committee (CRC) to the Board of Supervisors (BOS) at their October 8, 2019 meeting. Ms. Christenson noted the CRC meets every 5 years to review County operations in accordance with the Charter. There are seven members, consisting of five Supervisor appointees and two at-large members. They have identified several areas to review including the Civil Service Commission. As set by precedent, the CRC has requested and received authorization from the BOS to evaluate the Commission’s ordinance and provide potential recommendations, if selected for further research from the current scope of issues. They are meeting with community members for input with the next CRC meeting scheduled for November 15, 2019 in Tahoe. They intend to hold meetings in mid and south Placer. The Commissioners invited the CRC to discuss Commission responsibilities with them to gain their perspective prior to making their recommendations to the BOS. Commissioner Le Doux offered a historical perspective of events related to a CRC review in 1994 and underscored the Commission’s value to the employees and the County as a hearing body for disciplinary matters. No public comment.

4. Class Specification Updates for Personnel Analyst and Senior Personnel Analyst
   Approve the proposed revisions to the classification specifications for Personnel Analyst I/II and Senior Personnel Analyst.
   Presenter: Suzanne Holloway, Human Resources Manager
   Attendee: Kate Sampson, Director of Human Resources
   Motion: Le Doux/Bennett/Unanimous vote 3:0
   Ayes: Le Doux, Bennett, Ward
   Absent: Randolph, Costa

Ms. Holloway provided red line copies of the updates to both specifications, a copy of which is on file with the Clerk. Ms. Holloway reminded the Commissioners that the Personnel Department was reorganized to the Human Resources Department several years ago and absorbed several job functions from the County Executive Office. Recent vacancies led to an analysis of the specifications which have not been updated since 2013 and 2002 for Personnel Analyst and Senior Personnel Analyst, respectively. Over time, job duties have evolved and now include services not previously captured, particularly with regards to benefits administration, disability compliance, retirement, unemployment claims, and payroll processing. All divisions’ analysts and supervisors provided feedback on their respective areas to create the revised specification updates. Other changes included adding language consistent with the bargaining unit and amending the minimum qualifications to be consistent with market analysis. The Commission discussed any staff concerns, workload changes, and pay grade. No public comment.

5. Communications
   Reports to the Commission are informational only. No action will be taken.
   a. Provisional Appointments: None
   b. Staff Reports and Correspondence:
      i. HR Updates: Kate Sampson/Suzanne Holloway
1. HR will be hosting a Career Day on November 7, 2019 which is a counter point to the Youth in Government Day earlier this year. High school students will tour the Assessor's Office, Library and Probation departments.

2. HR has launched Placer Learns, a new online learning administration system that replaces the previous free system. The new system coordinates with Workday, provides ease of registration and supervisor approval, and maintains transcripts upon completion.

3. HR has completed open enrollment in the Workday payroll system and has received positive feedback.

4. Katelynn Mahaney has been working out of class as a Personnel Analyst and due to a retirement, was moved to a permanent position effective 9/28/19. Ms. Mahaney will support HHS Admin, HHS Human Services, and the Auditor-Controller's office, and will serve on Jennifer Duvall's team.

c. Commissioner Comments:
   i. Commissioner Le Doux expressed appreciation for the upcoming Career Day.

CLOSED SESSION

6. §54957 - Public Employee Performance Evaluations
   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

Closed Session Report
Nothing to report action was taken in closed session pursuant to Government Code Section 54957.1.

7. Classified Employees Merit Increases
   Approve merit increases for classified employees pursuant to Placer County Code Section 3.04.650 (progression in steps).
   Motion: Le Doux/Bennett/Unanimous vote 3:0
   Ayes: Le Doux, Bennett, Ward
   Absent: Randolph, Costa
   No public comment.

8. Adjournment to the following upcoming Regular Meetings
   Motion: Le Doux/Bennett/Unanimous vote 3:0
   Ayes: Le Doux, Bennett, Ward
   Absent: Randolph, Costa

Tuesday, November 12, 2019 | 3:30PM
Monday, December 9, 2019 | 3:30PM
Human Resources Department
145 Fulweiler Avenue, 1st Floor Conference Room
Auburn, CA 95603
530-889-4060

Andrae Randolph, Chair

Judy McKee, Commission Clerk