



# COUNTY OF PLACER CIVIL SERVICE COMMISSION

**December 11, 2000  
MINUTES**

## CIVIL SERVICE COMMISSION

SYLVIA BESANA  
RICHARD COSTIGAN, III,  
RON LE DOUX, Vice Chair  
WILLIAM STOCKWIN  
JAMES WEBBER, Chair

Nancy Nittler, Personnel Director  
Carol Braun, Executive Secretary

Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA

5:10 PM ROLL CALL: Meeting was held in Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA., with all Commissioner's present. Chairman Webber presiding.

### CLOSED SESSION:

5:15 PM Review of Recommended Merit Increases

### OPEN SESSION - 5:30 PM

- I. CLOSED SESSION REPORT: Chairman Webber announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Govt. Code Section 54957. It was moved by Stockwin and seconded by Besana that the merit increases be approved as recommended by the departments. Four were denied and are to be returned in 90 days at the March 2000, meeting. Motion carried unanimously.
- II. AGENDA APPROVAL: It was moved by LeDoux and seconded by Besana to approve the agenda. Motion carried unanimously.
- III. MINUTES OF PREVIOUS MEETING: Moved by Stockwin and seconded by Besana that the minutes of November 13, 2000 be approved. Motion carried unanimously.
- IV. PUBLIC COMMENTS: - None
- V. OLD BUSINESS - None

## VI. NEW BUSINESS

### A. Expansion of Class Series/Class Spec. Revision

#### 1. Deputy D.A. and Child Support Attorney Classification

It was moved by LeDoux and seconded by Besana to approve the revisions to the current Deputy District Attorney and Child Support Attorney class series, including the creation of two additional class levels within each series, Deputy D.A./Child Support Attorney I-IV, and revisions to the Senior District Attorney and Senior Child Support Attorney class specifications. Motion carried unanimously.

### B. Reclassification Request/Classification Specification Revision

#### 1. Sheriff's Department

It was moved by Besana and seconded by Stockwin to approve the reclassification of two Community Services Officer II positions to Investigative Assistant and a revision to the Investigative Assistant classification specification to include a statement of duties required when assigned to the Sheriff's department. Motion carried unanimously.

### C. Placement of Classification Into Unclassified Service

#### 1. Assistant Director of Child Support Services

It was moved by LeDoux and seconded by Besana to approve placing the classification of Assistant Director of Child Support Services into the classified service. Motion carried unanimously.

### D. Reclassification Request – DPW – Account Clerk-Journey to Administrative Technician

It was moved by LeDoux and seconded by Costigan to approve the reclassification of one Account Clerk-Journey to Administrative Technician. Motion carried unanimously.

### E. Classification Specification Revision

#### 1. Client Services Program Specialist II

It was moved by Stockwin and seconded by Besana to approve the revision of the classification specification for Client Services Program Specialist II. Motion carried unanimously.

### F. Work Out of Class Extensions

It was moved by Costigan and seconded by LeDoux to approve the work out of class pay as listed in the staff memo. Motion carried unanimously.

### F. Election of Officers

It was moved by Costigan and seconded by LeDoux to nominate Besana as Chair. It was moved by Stockwin and seconded by Costigan to

nominate LeDoux as Vice Chair. Nominations were closed. Both motions carried unanimously.

VII. LEAVES OF ABSENCE: As an information item only, the Commission was advised of the leaves of absence approved by Nancy Nittler, Personnel Director.

VIII. COMMUNICATIONS

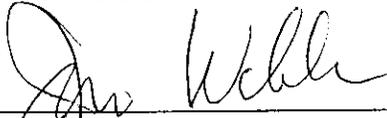
A. Provisional Appointments – One

B. Staff Reports and Correspondence

1. The Commission set meetings dates for the months of February, October and November 2001, where the second Monday is a county holiday, as follows: February 13<sup>th</sup>, October 15<sup>th</sup> and November 19<sup>th</sup>.

IX. 1. ADJOURNMENT: There being nothing further to come before the Commission the meeting was adjourned. The next regular meeting will be held at 5:30 pm, on Monday, January 8, 2001, in the Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION



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JIM WEBBER  
CHAIRMAN



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CAROL BRAUN  
EXECUTIVE SECRETARY