



COUNTY OF PLACER CIVIL SERVICE COMMISSION

May 14, 2001

CIVIL SERVICE COMMISSION

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

Nancy Nittler, Personnel Director
Diana Rohr, Executive Secretary

MINUTES 5:30 P.M.

County Administrative Center, 175 Fulweiler Avenue, Auburn, CA 95603

5:10 PM ROLL CALL: Meeting was held at Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA, with three Commissioner's present. Commissioner Costigan and Commissioner Le Doux absent. Chairman Besana presiding.

CLOSED SESSION:

5:15 PM Review of Recommended Merit Increases

OPEN SESSION - 5:30 PM

- I. CLOSED SESSION REPORT: Chairman Besana 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 Webber and seconded by Stockwin that the merit increases be approved as recommended by the departments. Three were denied and two to be returned in 90 days at the August 2001, meeting. Motion carried unanimously.
- II. AGENDA APPROVAL: It was moved by Webber and seconded by Stockwin to approve the agenda. Motion carried unanimously.
- III. MINUTES OF PREVIOUS MEETING: Moved by Stockwin and seconded by Webber that the minutes of April 09, 2001, be approved. Motion carried unanimously.
- IV. PUBLIC COMMENTS: None
Chairman Besana presented Carol Braun, commission clerk, an engraved retirement gift for appreciation of her many years of service.

V. OLD BUSINESS

A. Extension of Leave of Absence

1. Building Department

It was moved by Webber and seconded by Stockwin for approval contingent upon receiving written doctor notification quoting chapter 3, section 3.04.530. If this is not received in proper format, item will be brought back to June CSC meeting. Motion carried unanimously.

VI. NEW BUSINESS

A. Retroactive Non-Competitive Promotion

1. Child Support Services

It was moved by Stockwin and seconded by Webber to approve a retroactive non-competitive promotion of Accountant Auditor I to Accountant Auditor II effective August 02, 1997. Motion carried unanimously.

B. Retroactive Work Out of Class

1. Facility Services

It was moved by Stockwin and seconded by Webber to approve retroactive work-out-of-class pay for Mr. Brian Kangas, Wastewater Treatment Plant Operator III, for the period of January 9, 2001 to February 23, 2001. Motion carried unanimously.

C. New Classification Specification/Revised Classification Specification

1. Facility Services

It was moved by Webber and seconded by Stockwin to approve the new classification specification of Senior Waste Disposal Site Attendant, salary range 36.0 (\$2364 - \$3018); placing Waste Disposal Site Supervisor classification in salary range 38.0 (\$2607 - \$3327) pursuant to Placer County Code 3.04.600 and the County's current classification plan; and minor specification revisions to the Waste Disposal Site Supervisor and Waste Disposal Site Attendant classification specifications. Motion carried unanimously.

D. New Classification Specification/Reclassification Request

1. County Clerk

It was moved by Stockwin and seconded by Webber to approve adoption of revisions to the Senior Recording Supervisor classification to create the new classification specification of Senior Recording/Elections Supervisor, salary range 41.5 (\$3088 - \$3754 monthly); the reclassification of one Senior Recording Supervisor, salary range 41.5 (\$3088 - \$3754) to Senior Recording/Elections Supervisor, salary range 41.5 (\$3088 - \$3754 monthly) pursuant to 3.08.480 (formerly 14.1615). Motion carried unanimously.

E. Reclassification Request

1. Building

It was moved by Webber and seconded by Stockwin to approve reclassification of one Building Technician II, salary range 39.0 (\$2737 - \$3327) to Senior Building Technician, salary range 41.0 (\$3018-\$3668) and to non-competitively promote the incumbent. Motion carried unanimously.

F. Work Out-of-Class Extension

It was moved by Stockwin and seconded by Webber to approve the work out of class extensions as listed in the staff memo. Motion carried unanimously.

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

VIII. COMMUNICATIONS

A. Provisional Appointments - One

B. Staff Reports and Correspondence

1. Lori Heitz, Jennifer Roberts, and Michelle Swain from the Personnel Department were introduced to the Commission.

2. Upcoming Classification Studies

1. Information Technology

2. Professional and Analytical

3. Child Support Services

4. Election Clerk Recorder

IX. 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, June 11, 2001, at 175 Fulweiler Avenue, Auburn, CA.

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SYLVIA BESANA
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY