



COUNTY OF PLACER CIVIL SERVICE COMMISSION

Monday, October 15, 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.

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

5:10 PM ROLL CALL Meeting was held at Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA, with all Commissioners present. Chairman Besana presiding.

CLOSED SESSION – Pursuant to Government Code Section 54954.7

5:15 PM

- A. Public Employee Performance Evaluation
Title: Various

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 54954.7. It was moved by Webber and seconded by Stockwin:
 - a.) That the merit increases be approved as recommended by the departments.
 - b.) the request for extension of medical leave of absence be approved for six months and will be returned April 2002, if needed.Motion carried unanimously.

- II. AGENDA APPROVAL: It was moved by Costigan and seconded by Stockwin to amend the agenda to move item VI. A. Appeal of Probation Manager Examination to after item VI. D. Work Out of Class Extensions. Motion carried unanimously.

- III. MINUTES OF PREVIOUS MEETING: Moved by Le Doux and seconded by Stockwin that the minutes of September 10, 2001, be approved. Motion carried unanimously.
- IV. PUBLIC COMMENTS
Nancy Nittler Personnel Director, introduced new staff member, Janet Longueira Senior Administrative Clerk.
- V. OLD BUSINESS
On October 4, 2001, the Civil Service Commission voted 5-0 to uphold the discipline (termination) of a Placer County Sheriff's Department Deputy.
- VI. NEW BUSINESS
 - A. New Classification Specification/Class Specification Revisions
 - 1. Facility Services
It was moved by LeDoux and seconded by Stockwin to approve the new classification specification of Senior Architect, salary range 49.5 (\$4563 - \$5547) for the Capital Improvements Division; and minor specification revisions to the Architect and Capital Improvements Manager classification specifications. Motion carried unanimously.
 - 2. Administrative Services
It was moved by Stockwin and seconded by Webber to approve the retitle of Revenue Services Supervisor classification specification, salary range 45.5 (\$3754-\$4563) to Revenue Services Manager, salary range 47.5 (\$4139-\$5031). Motion carried unanimously
 - 3. Health and Human Services
It was moved by LeDoux and seconded by Costigan to approve revisions to the classification specification for Supervising Animal Control Officer. Motion carried unanimously.
 - B. Retroactive Non-Competitive Promotion
 - 1. Health and Human Services
 - a. It was moved by Costigan and seconded by LeDoux to approve a retroactive non-competitive promotion of Client Services Program Specialist I to Client Services Program Specialist II effective December 16, 2000. Motion carried unanimously.
 - b. It was moved by LeDoux and seconded by Costigan to approve a retroactive non-competitive promotion of Client Services Counselor I to Client Services Counselor II effective June 30, 2001. Motion carried unanimously.

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

D. Appeal of Probation Manager Examination
After presentation of the facts and circumstances by the appellants and staff, it was moved by Costigan and seconded by Webber to continue this item to closed session at the next Civil Service Meeting November 13, 2001, 4:00 PM. 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 - None
- B. Staff Reports and Correspondence

IX. ADJOURNMENT There being nothing further to come before the Commission the meeting was adjourned. The next closed session meeting will be held at 4:00 PM, on Tuesday, November 14, 2001, at 175 Fulweiler Avenue, CEO Conference Room 2, Auburn, CA with regular open session meeting following at 5:30 PM.

PLACER COUNTY CIVIL SERVICE COMMISSION

SYLVIA BESANA
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY