



COUNTY OF PLACER CIVIL SERVICE COMMISSION

January 14, 2002

CIVIL SERVICE COMMISSION
SYLVIA BESANA,
RICHARD COSTIGAN, III
RON LE DOUX, Chair
WILLIAM STOCKWIN, Vice Chair
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 all Commissioner's present. Chairman Le Doux presiding.

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTIONS

- 5:15 PM A. 54954.7 Public Employee Performance Evaluation
Title Various
B. 54954.7 Request for extension of Medical Leave of Absence

OPEN SESSION

- 5:30 PM I. CLOSED SESSION REPORT: Chairman Le Doux 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 Besana that all merit increases be approved as recommended by the departments and the request for extension of medical leave of absence be approved to February 11, 2002. Motion carried unanimously.
- II. AGENDA APPROVAL: Nancy Nittler, Personnel Director requested two changes on agenda: Move Performance Evaluation System Update, New Business VI. C., up to the beginning of New Business in front of A and VI. D., reverse presentation one and two. It was moved by Costigan and seconded by Webber to approve the agenda. Motion carried unanimously.
- III. MINUTES OF PREVIOUS MEETING: Moved by Stockwin and seconded by Webber that the minutes of December 10, 2001, be approved. Motion carried unanimously.

IV. PUBLIC COMMENTS: Nancy Nittler, Personnel Director introduced new Personnel Analyst, Paul Fillo.

V. OLD BUSINESS: None

VI. NEW BUSINESS

A. Performance Evaluation System Update

Lori Walsh, Assistant Personnel Director advised that in January 2001 staff presented intent to move forward with obtaining feedback for a new Performance Evaluation System and to obtain updated tool to implement. Lori outlined that we wanted a system that would be user-friendly and automated. A feasibility study review was completed and we've been working with Jean Sullivan of Bryce Consulting. At this time, we would like to introduce Mr. Jon Moreno, Director of Corporate Sales at KnowledgePoint so that he may present recommended software. Mr. Moreno presented a very detailed/hands-on demonstration of software program. This system is a tool that will help facilitate year-round performance management, providing a tool for managers and employees to set goals, track goals, write notes, do reviews, etc., so that when it comes time to do evaluation, all this information is available to refer back to, making for a more rounded review.

Following presentation, Lori Walsh noted that we will be able to link some of the goals covered in demonstration with the Governing for Results Initiative with the County Executive Office. Next steps would be to take to the Board of Supervisors. Focus groups would be used to customize for our needs.

Department Heads and management staff employees addressed the Commission with favorable comments for the Performance Evaluation System:

- 1.) Christine Turner, Agriculture Department
- 2.) Jim McCauley, Clerk Recorder Office
- 3.) Brad Fenocchio, District Attorney
- 4.) Gloria Coutts, County Executive Office
- 5.) Brad Marenger, Sheriff Department
- 6.) Tim Farmer/HHS Personnel

B. Proposed Revision to Chapter 3

Rules Pertaining to the Ranking and Certification of Eligibles

It was moved by Stockwin and seconded by Besana to approve revisions to Chapter 3 of the Placer County Code as they relate to

examination and ranking of eligibles as well as the composition and certification of eligible list. Motion carried unanimously.

Department heads and management staff employees addressed the Commission in support of the revisions:

- 1.) Elaine Reed, Library
- 2.) Ed Bonner, Sheriff Department
- 3.) Christine Turner, Agriculture Department
- 4.) Carl DePietro, Child Support Services
- 5.) MaryLynn Barrett, Clerk Recorder
- 6.) Brad Fenocchio, District Attorney

- C. Revision of Classification Specifications for Accountant-Auditor Series: It was moved by Costigan and seconded by Webber to approve the specification revisions to the Accountant-Auditor I/II and /Senior Accountant-Auditor classifications. Motion carried unanimously. Nancy Nittler, Personnel Director asked direction from Commission regarding future changes to a minimum qualification similar to this item. Would Commission prefer that each specific series where we have screening recruitment substitution questions be brought back for this type of review or that we bring back a more generic statement like this for you to approve? Commission preferred each specific series be brought forward in order to have debate and discussion on them. Department heads and management staff employees from various departments addressed Commission with questions and support of specification revisions for Accountant-Auditor Series :

- 1.) Kathy Martinez, Auditor/Controller
- 2.) Bob Dunstan, Heath and Human Services
- 3.) Carl DePietro, Child Support Services
- 4.) Albert Richie, Facility Services
- 5.) Jim McCauley, Clerk Recorder Office

- D. Reclassification of Positions

- 1.) Sheriff Department

It was moved by Besana and seconded by Stockwin to approve the reclassification of one Administrative Clerk-Journey, salary range 32.0 (\$2,013-\$2,447) to Administrative Technician, salary range 38.5 (\$2,668-\$3,243) and to non-competitively promote the incumbent pursuant to Chapter 3, Section 3.08.480. Motion carried unanimously.

- 2.) Public Works

It was moved by Besana and seconded by Webber to approve the reclassification of one Administrative Clerk-Journey, salary range

32.0 (\$2,013-\$2,447) to Administrative Technician, salary range 38.5 (\$2,668-\$3,243) and to non-competitively promote the incumbent pursuant to Chapter 3, Section 3.08.480. Motion carried unanimously.

It was moved by Weber and seconded by Stockwin to approve the reclassification of one Administrative Clerk-Journey, salary range 32.0 (\$2,013-\$2,447) to Senior Account Clerk, salary range 35.5 (\$2,304-\$2,801) and to non-competitively promote the incumbent pursuant to Chapter 3, Section 3.08.480. Motion carried unanimously.

E. Affirmative Action Plan Update

It was moved by Stockwin and seconded by Besana to approve the updated plan effective January 01, 2002 through December 31, 2002, amending item VI. Recruitment and Selection Procedures, Testing Methods item 4. Ranking Rules to reflect revisions to Chapter 3, approved under new business this meeting. Motion carried unanimously.

F. Work Out of Class Extensions

It was moved by Costigan and seconded by Besana 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 - None

B. Staff Reports and Correspondence

- 1.) Library correspondence distributed to Commission. Nancy Nittler suggested that since she already has a meeting with Board of Supervisors and County Executive Office on January 22nd., to discuss Library salaries, that she give a general status update at the February CSC meeting since the Commission does not have direct jurisdiction on salaries. The Commission accepted suggestion.
- 2.) Child Support Services having difficulties somewhat similar to what we saw with the Probation Manager recruitment in terms

of minimum qualifications being questioned, processes being questioned. We are working with PPEO.

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, February 11, 2002, at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

RONALD LeDOUX
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY