



# COUNTY OF PLACER CIVIL SERVICE COMMISSION

June 10, 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

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5:10 PM ROLL CALL: Meeting was held at Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA. Chairman Le Doux presiding.

### CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTIONS

5:15 PM A. 54954.7 Public Employee Performance Evaluation  
Title Various

### 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 with the exception of two, to be returned in ninety days. Motion carried unanimously.
- II. AGENDA APPROVAL: It was moved by Costigan and seconded by Besana to approve the agenda. Motion carried unanimously.
- III. MINUTES OF PREVIOUS MEETING: It was moved by Stockwin and seconded by Webber that the minutes of May 13, 2002 be approved. Motion carried unanimously.
- IV. PUBLIC COMMENTS: None
- V. OLD BUSINESS:
- A. County Wide Information Technology Classification Study
1. Appeals

It was moved by Webber and seconded by Stockwin to reclassify the position of one Telecommunications Technician II to Telecommunications Analyst and to non-competitively promote the incumbent. Motion carried unanimously.

## VI. NEW BUSINESS

### A. Clerk Recorder/Elections Classification Study

It was moved by Besana and seconded by Costigan to approve:

- 1.) the classifications and specifications in the Clerk Recorder/Elections Office:
  - a.) Recorder/Elections Technician-Entry/Journey
  - b.) Recorder/Elections Specialist
  - c.) Senior Recorder/Elections Specialist
  - d.) Recorder/Elections Supervisor
  - e.) Senior Recorder/Elections Supervisor, and
- 2.) the administrative placement of the incumbents into the recommended classifications, including specified non-competitive promotion of some incumbents of the reclassified positions, and
- 3.) the amendment of Chapter 3, Section 3.08.1050 (Length of Probation), and
- 4.) the abolishment of the following classifications:
  - a.) Senior Document Technician
  - b.) Recording Services Supervisor
  - c.) Senior Recording Supervisor
  - d.) Election Technician I/II
  - e.) Senior Election Technician

Motion carried unanimously.

### B. Reclassification of Positions

#### 1. District Attorney

It was moved by Stockwin and seconded by Besana to approve:

- a.) the reclassification of one Administrative Clerk-Entry/Journey position, salary range 32.0 to Senior Administrative Clerk, salary range 34.0 and

It was moved by Besana and seconded by Costigan to approve:

- b.) the reclassification of one Legal Secretary-Entry/Journey position, salary range 36.0 to Administrative Secretary, salary range 36.5

#### 2. Building Department

It was moved by Webber and seconded by Besana to approve:

a.) the reclassification of one Senior Account Clerk position, salary range 35.5 to Accounting Technician, salary range 38.0

Motion carried unanimously.

C. Work Out of Class Extensions

It was moved by Costigan and seconded by Stockwin 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

The Commissioners were given a copy of correspondence regarding investigation findings relative to a complaint within the department of Child Support Services. It was noted that the correspondence is confidential and not part of public record.

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, July 08, 2002, at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

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RONALD LeDOUX  
CHAIRMAN

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DIANA ROHR  
EXECUTIVE SECRETARY