



COUNTY OF PLACER CIVIL SERVICE COMMISSION

August 12, 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. Chairman Le Doux presiding.

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTIONS

- 5:15 PM A. 54954.7 Public Employee Performance Evaluation
Title Various
- B. 54956.9 Conference with Legal Counsel
1. Existing Litigation
IUOE Local 39 v. County of Placer, Case No. SA-CE-78-M

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 Besana and seconded by Stockwin 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. Also, the commission was informed of existing litigation.
- II. AGENDA APPROVAL: It was moved by Stockwin and seconded by Webber to approve the agenda. Motion carried unanimously.
- III. MINUTES OF PREVIOUS MEETING: It was moved by Stockwin and seconded by Besana that the minutes of July 08, 2002 be approved. Motion carried unanimously.
- IV. PUBLIC COMMENTS: None

V. OLD BUSINESS:

A. County Wide Administrative Services Officer/Management Analyst Classification Study

1. Implementation of Study

It was moved by Costigan and seconded by Besana to:

- a.) hold the two appealed positions as they are currently classified until such a time appeals can be heard at a future meeting, and
- b.) approve the final position allocations, and
- c.) approve the administrative placement of the incumbents into the recommended classifications with the same effective date as the remainder of the classification plan resulting from the study, and
- d.) approve the placement of the Administrative Services Manager in the unclassified service.

Motion carried unanimously.

B. County Wide Information Technology Classification Study

1. Appeal

It was moved by Costigan and seconded by Stockwin to hold the one appeal over to a future meeting with the Commission setting the date. If employee did not attend the meeting, the appeal would be denied. Motion carried unanimously.

VI. NEW BUSINESS

A. Addendum to Information Technology Classification Plan

1. Revisions to Classification Specifications

It was moved by Webber and seconded by Besana to approve the revisions to the class specifications for Cadastral Technician I/II, Senior Cadastral Technician, and Cadastral and Property Transfer Supervisor. Motion carried with a vote of 3-0-2, with Costigan and Stockwin abstaining from voting.

B. Creation of New Classification in the Unclassified Service

1. IHSS Public Authority Manager

- a.) It was moved by Stockwin and seconded by Webber to approve the proposed classification of IHSS Public Authority Manager into the unclassified service. Motion carried by a vote of 4-0-1 with Costigan abstaining from voting.

C. Classification of Specification Revision for Placement into Unclassified Service and Abolishment of Classification

1. Library

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

- a.) the revised classification specification for Library Page for placement into the unclassified service, and
- b.) the abolishment of the classification of Library Aide.

Motion carried unanimously.

D. Reclassification Request

1. Air Pollution Control District

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

- a.) the reclassification of one Air Pollution Control Specialist II position to the classification of Senior Planner.

2. Administrative Services Department

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

- a.) the reclassification of one Central Services Worker position to the classification of Central Services Technician.

Motion carried unanimously.

E. Classification Specification Revision

1. Senior Administrative Legal Clerk

It was moved by Webber and seconded by Stockwin to approve the proposed revisions to the Senior Administrative Legal Clerk classification specification.

2. Supervising Utility Service Worker

It was moved by Costigan and seconded by Webber to approve the proposed revisions adding, "Possession of a valid class B driver's license may be required," to the minimum qualifications section of the classification specification for Supervising Utility service Worker.

3. Waste Disposal Site Attendant

It was moved by Besana and seconded by Costigan to approve the proposed revisions to the abilities and minimum qualifications section of the classification specification for Waste Disposal Site Attendant.

Motion carried unanimously.

F. 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 - None

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, September 09, 2002 at Granlibakken Conference Center Tahoe City, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

RONALD LeDOUX
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY