



COUNTY OF PLACER CIVIL SERVICE COMMISSION

December 09, 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

5:00 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

5:05 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:
- A. 54954.7 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
It was moved by Webber and seconded by Stockwin that all merit increases be approved as recommended by the departments with the exception of one, to be returned in ninety days. Motion carried unanimously.
 - II. AGENDA APPROVAL: It was moved by Stockwin and seconded by Webber to amend the agenda to include under new business, item IV. D. Election of Officers. Motion carried unanimously.
 - III. MINUTES OF PREVIOUS MEETING: It was moved by Stockwin and seconded by Costigan that the minutes of November 12, 2002, be approved. Motion carried unanimously.
 - IV. PUBLIC COMMENTS: None
 - V. NEW BUSINESS

A. Reclassification Request

1. Library

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

- a.) the reclassification of one Administrative Technician position, salary range 38.5 to Administrative Services Officer, salary range 46.0; and
- b.) the non-competitive promotion of the incumbent of the reclassified position.

2. Public Works

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

- a.) the reclassification of one Secretary-Journey position, salary range 32.5 to Administrative Secretary, salary range 36.5; and
- b.) the non-competitive promotion of the incumbent of the reclassified position.

3. Health and Human Services

It was moved Costigan and seconded by Stockwin to approve:

- a.) the reclassification of one Accounting Technician position, salary range 38.0 to Accountant Auditor I/II, salary range 40.0/43.0;and
- b.) the non-competitive promotion of the incumbent of the reclassified position.

Motion carried unanimously.

B. Classification Specification Revision

1. Assistant/Associate Appraiser

It was moved by Webber and seconded by Besana to approve the proposed revision to the minimum qualifications section of the Assistant/Associate Appraiser classification specification, along with additional modification amending the language to substitute the word will with shall in the classification specifications of Assistant/Associate Appraiser, Senior Appraiser and the Auditor Appraiser classifications.

2. Food Services Manager

It was moved by Costigan and seconded by Stockwin to approve the proposed revision to the classification specification for Food Services Manager.

Motion carried unanimously.

C. Work Out of Class Extensions

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.

D. Election of Officers

It was moved by Besana and seconded by Stockwin that Richard Costigan, III serve as Civil Service Commission Chair and James Webber as Vice-Chair for the 2003 calendar year. Motion carried unanimously.

VI. LEAVES OF ABSENCE

As an information item only, the Commission was advised of the leaves approved by Nancy Nittler, Personnel Director.

VII. COMMUNICATIONS

A. Provisional Appointments - None

B. Staff Reports and Correspondence – Nancy Nittler, Personnel Director, commented that it is good to be back from medical leave and announced kudos to Lori Walsh, Assistant Personnel Director and department staff for their hard work during her absence.

VIII. 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, January 13, 2003, at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

RICHARD COSTIGAN, III
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY