



COUNTY OF PLACER CIVIL SERVICE COMMISSION

January 13, 2003

CIVIL SERVICE COMMISSION
SYLVIA BESANA,
RICHARD COSTIGAN, III, Chair
RON LE DOUX
WILLIAM STOCKWIN
JAMES WEBBER, Vice Chair

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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5:00 PM ROLL CALL: Meeting was held at Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA, with all Commissioners present. Chairman Costigan 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 Costigan 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 Stockwin and seconded by Webber 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 Webber and seconded by Besana to approve agenda. Motion carried unanimously.

III. MINUTES OF PREVIOUS MEETING: It was moved by Stockwin and seconded by Costigan that the minutes of December 09, 2002, be approved. Motion carried unanimously.

IV. PUBLIC COMMENTS: None

V. NEW BUSINESS

A. Reclassification Request

1. Health and Human Services

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

- a.) the reclassification of one Administrative Clerk Entry/Journey position, salary range 30.0/32.0 to Client Services Program Specialist I/II, salary range 32.5/35.5; and

- b.) the non-competitive promotion of the incumbent of the reclassified position.

Motion carried unanimously.

2. Probation

It was moved by Besana and seconded by Le Doux to approve:

- a.) the reclassification of one Administrative Secretary position, salary range 36.5 to Executive Secretary, salary range 38.5; and

- b.) the non-competitive promotion of the incumbent of the reclassified position.

Motion carried unanimously.

B. Classification Specification Revision

1. Deputy Probation Officer I/II

It was moved by Le Doux and seconded by Besana to approve the proposed revisions to the Deputy Probation Officer I/II classification specification, along with additional modification amending the language to reflect department approved firearms rather than small firearms.

Motion carried unanimously.

C. Work Out of Class Extensions

It was moved by Le Doux and seconded by Stockwin to approve the work out of class extensions as listed in the staff memo.

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 - None

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, February 10, 2003, at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

RICHARD COSTIGAN, III
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY