



# COUNTY OF PLACER CIVIL SERVICE COMMISSION

September 08, 2003

**CIVIL SERVICE COMMISSION**  
SYLVIA BESANA,  
RICHARD COSTIGAN, III, Chair  
RON LE DOUX  
ALAN SHUTTLEWORTH  
JAMES WEBBER, Vice Chair

Nancy Nittler, Personnel Director  
Diana Rohr, Executive Secretary

## MINUTES 5:30 P.M.

Granlibakken Conference Center, 725 Granlibakken Road, Tahoe City, CA

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5:00 PM ROLL CALL: Meeting was held at Granlibakken Conference Center, 725 Granlibakken Road, Tahoe City, CA. Commissioner Costigan absent. Vice chairman Webber 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:  
Vice chairman Webber 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 Shuttleworth and seconded by Besana 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 Le Doux and seconded by Besana to approve agenda with an amendment adding item VI. B. (c) Sr. Administrative Clerk to Appraisal Technician.  
Motion carried unanimously.

- III. MINUTES OF PREVIOUS MEETING: It was moved by Besana and seconded by Le Doux that the minutes of August 11, 2003 be approved.  
Motion carried unanimously.
- IV. PUBLIC COMMENTS: None
- V. OLD BUSINESS: None
- VI. NEW BUSINESS
  - A. Retroactive Work Out of Class
    - 1. Sheriff Department  
It was moved by Besana and seconded by Le Doux to approve:
      - a.) the retroactive work out of class pay for the Public Safety Dispatcher II from May 03, 2003 through July 26, 2003.  
Motion carried unanimously.
  - B. Reclassification Request
    - 1. Assessor Department  
It was moved by Shuttleworth and seconded by Besana to approve:
      - a.) the reclassification of three Administrative Clerk Entry/Journey positions to Appraisal Technician; and
      - b.) the reclassification of four Transfer Analyst I/II positions to Appraisal Technician; and
      - c.) the reclassification of one Senior Administrative Clerk position to Appraisal Technician.  
Motion carried unanimously.
    - 2. Personnel Department  
It was moved by Besana and seconded by Le Doux to approve:
      - a.) the reclassification of one Technology Technician I/II-C position to Technology Solutions Analyst I/II-C; and
      - b.) the non-competitive promotion of the incumbent.  
Motion carried unanimously.
  - C. Class Specification Revisions
    - 1. District Attorney Series  
It was moved by Le Doux and seconded by Besana to approve the proposed revisions to the classification specifications related to the District Attorney Investigator series.  
Motion carried unanimously.

2. Dental Assistant I/II

It was moved by Le Doux and seconded Besana to approve the proposed revisions to the classification specification Dental Assistant I/II.

Motion carried unanimously.

3. Various Titles

It was moved by Besana and seconded by Le Doux to approve the proposed revisions to the license or certificate section for the following classification specifications:

- Accountant Auditor I/II
- Administrative Supervisor
- Building Technician I/II
- Cadastral and Property Transfer Supervisor
- Child Support Program Manager
- Community Services Officer I/II
- Dental Hygienist
- Director of Personnel
- Executive Secretary
- Paralegal I/II
- Planning Technician I/II
- Recorder/Elections Technician – Entry/Journey
- Secretary – Entry/Journey
- Secretary to County Counsel
- Secretary to County Executive Officer
- Senior Board/Commission Clerk
- Senior Child Support Supervisor
- Senior Legal Secretary
- Senior Transfer Analyst
- Supervising Board Clerk
- Transfer Analyst I/II

Motion carried unanimously.

D. Work Out of Class Extensions

It was moved by Shuttleworth and seconded by Le Doux to approve the work out of class extension 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

Nancy Nittler reported that the County is in the process of implementing the integrated payroll/personnel system, ACORN (Automated County Online Resource Network). An important aspect of transitioning to this new system is to identify current processes that can be improved. One opportunity for improvement is to do away with estimates on employee's time sheets. In order to eliminate estimates employees currently report on their time sheet, payday would be moved out by one week. The County is currently working with DSA and PPEO on this issue.

IX. ADJOURNMENT

There being nothing further to come before the Commission, it was moved by Besana and seconded by Le Doux to adjourn. Motion carried unanimously.

The next regular meeting will be held at 5:30 PM, on Monday, October 06, 2003, at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

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BY: JAMES WEBBER, VICE CHAIRMAN  
FOR RICHARD COSTIGAN, III  
CHAIRMAN

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DIANA ROHR  
EXECUTIVE SECRETARY