



COUNTY OF PLACER CIVIL SERVICE COMMISSION

November 10, 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.

County Administrative Center, 175 Fulweiler Avenue, Auburn, CA 95603

Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Executive Secretary. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Executive Secretary five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

5:00 PM ROLL CALL: Meeting was held at Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA, with all Commissioners present. Vice Chairman Webber and 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:
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 Besana and seconded by Shuttleworth that all merit increases be approved as recommended by the departments with the exception of two. One denial to be returned in ninety days, the second to be returned in 6 months. Motion carried unanimously. (Commissioners Besana, Le Doux and Webber present.)
- II. AGENDA APPROVAL:
It was moved by Le Doux and seconded by Besana to approve the agenda.
Motion carried unanimously.

- III. MINUTES OF PREVIOUS MEETING: It was moved by Besana and seconded by Le Doux that the minutes of October 06, 2003 be approved.
Motion carried unanimously.
- IV. PUBLIC COMMENTS: None
- V. OLD BUSINESS: None
- VI. NEW BUSINESS
 - A. Creation of New Class and Specification / Class Specification Revision
 - 1. County Executive Office/Office of Emergency Services
It was moved by Besana and seconded by Le Doux to approve:
 - a.) the proposed creation of a new classification specification of Emergency Services Coordinator; and
 - b.) the proposed revision to the Emergency Services Specialist classification Specification.
- B. Class Specification Revision and Placement into the Unclassified Service
 - 1. Elections Aide
It was moved by Shuttleworth and seconded by Besana to approve:
 - a.) the proposed classification specification for Elections Aide; and
 - b.) the proposed placement of the Elections Aide classification into the unclassified service.
- C. Workforce Planning and Transition Project Update
An information item: Mary Egan, a private consultant contracted with Placer County introduced the Commission to workforce transition planning, detailing that each department within Placer County will be impacted with employees eligible for retirement. Ms. Egan indicated she would be back at future meetings with additional information and would likely request assistance with possible temporary and/or permanent recruitment related rule changes.
- D. Work Out of Class Extensions
It was moved by Le Doux and seconded by Besana 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

Chairman Costigan announced that he would be resigning his position with the Placer County Civil Service Commission effective after the December 08, 2003 meeting. Chairman Costigan advised he is taking the position of Legislative Secretary to California's Governor Elect Arnold Schwarzenegger.

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, December 08, 2003, at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

RICHARD COSTIGAN, III
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY