



COUNTY OF PLACER CIVIL SERVICE COMMISSION

December 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.**

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 Commissioner Costigan absent and Commission Shuttleworth absent for closed session. 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 Le Doux and seconded by Besana 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 Le Doux and seconded by Besana to approve the agenda.
Motion carried unanimously.

- III. MINUTES OF PREVIOUS MEETING: It was moved by Le Doux and seconded by Besana that the minutes of November 11, 2003 be approved.
Motion carried unanimously.
- IV. PUBLIC COMMENTS: None
- V. OLD BUSINESS:
 - A. Appeal Hearing Findings – Facility Services
Vice Chairman Webber announced that on November 21, 2003, the Civil Service Commission voted 3-0 to uphold the discipline of a Placer County Facility Services employee.
- VI. NEW BUSINESS
 - A. Retroactive Work Out of Class
 - 1. Sheriff's Office
It was moved by Le Doux and seconded by Besana to approve the retroactive work out of class pay for the period of September 20, 2003 through October 17, 2003.
Motion carried unanimously.
 - B. Classification Specification Revision
 - 1. Department of Museums
It was moved by Le Doux and seconded by Besana to approve:
 - a.) the proposed revisions to the classification specification for Museum Curator.
Motion carried unanimously.
 - C. Civil Service Commission Participation on Hearing Board
 - 1. Probation Department
It was moved by Besana and seconded by Le Doux that the Commission would participate serving as a representative on the newly formed hearing board established to consider appeals to the Chief Probation Officer's decision to deny or revoke a retired probation officer's permission to carry a concealed weapon. Requests should come through the Commission Secretary and the Chairman would attend or appoint another commissioner to attend.
Motion carried unanimously.
 - D. Work Out of Class Extensions
It was moved by Le Doux and seconded by Shuttleworth to approve the work out of class extensions as listed in the staff memo.
Motion carried unanimously.

E. Election of Officers

It was moved by Le Doux and seconded by Shuttleworth that James Webber serve as Civil Service Commission Chair and Sylvia Besana as Vice-Chair for the 2004 calendar year. 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

IX. ADJOURNMENT

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

The next regular meeting will be held at 5:30 PM, on Monday, January 12, 2004, at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

JAMES WEBBER
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY