



COUNTY OF PLACER CIVIL SERVICE COMMISSION

January 12, 2004

CIVIL SERVICE COMMISSION
SYLVIA BESANA, Vice Chair
RON LE DOUX
ALAN SHUTTLEWORTH
JAMES WEBBER, 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. 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:
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 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 the agenda.
Motion carried unanimously.

III. MINUTES OF PREVIOUS MEETING: It was moved by Besana and seconded by Le Doux that the minutes of December 08, 2003 be approved.

Motion carried unanimously.

IV. PUBLIC COMMENTS: None

V. OLD BUSINESS: None

VI. NEW BUSINESS

A. Creation of New Class and Specification / Reclassification Request / Class Specification Abolishment

1. Planning Department

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

- a.) the proposed revisions and re-title of the Senior Code Enforcement Officer classification to Supervising Code Enforcement Officer; and
- b.) the reallocation of one Senior Code Enforcement Officer position to Supervising Code Enforcement Officer, and
- c.) the administrative placement of the incumbent into the reallocated position; and
- d.) retroactive compensation for the incumbent Senior Code Enforcement Officer.

Motion carried unanimously.

2. Sheriff's Office

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

- a.) the creation of a new classification specification of Correctional Support Program Manager; and
- b.) the reclassification of one Correctional Support Supervisor position to the new classification of Correctional Support Program Manger; and
- c.) the non-competitive promotion of the incumbent; and
- d.) the abolishment of the classification of Correctional Support Supervisor.

Motion carried unanimously.

3. Administrative Services Department

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

- a.) the creation of a new classification specification of Senior Buyer; and
- b.) the reclassification of one Buyer I/II position to the new classification of Senior Buyer; and

- c.) the non-competitive promotion of one Buyer I/II to the new classification of Senior Buyer; and
- d.) the reclassification of one Supervising Buyer position to the new classification of Senior Buyer; and
- e.) the administrative placement of the incumbent Supervising Buyer to the new classification of Senior Buyer; and
- f.) the abolishment of the Supervising Buyer classification.

Motion carried unanimously.

B. Class Specification Revision and Reclassification Request

1. Clerk Recorder

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

- a.) the proposed revisions to the classification of Senior Recorder/Elections Specialist, including a new title of Senior Recorder/Elections Technician; and
- b.) the reclassification of eight vacant Recorder/Elections Specialist positions to the newly titled classification of Senior Recorder/Elections Technician; and
- c.) the proposed revisions to the Recorder/Elections Specialist classification specification.

Motion carried unanimously.

C. 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

1. Resignation Letter from Richard Costigan

Personnel Director, Nancy Nittler, provided the Commission with a copy of resignation letter from Richard Costigan. She also announced that efforts are underway to fill the vacant Civil Service Commission seat.

2. Voluntary Work Furlough (VWF)

Personnel Director, Nancy Nittler, advised the Commission on Voluntary Work Furlough. This pilot program was used by the Department of Health and Human Services last summer

for cost savings in light of the tightening budget. The program, which is completely voluntary for County employees, allows for a reduction in their work hours. VWF is a useful tool for balancing employee needs and reducing budget costs.

The pilot program was well received by employees and PPEO. It is now being rolled out to other County departments. While the program is voluntary, not all departments will be able to accommodate reduction of staff hours. Each department will evaluate requests on an individual basis.

3. Update Regarding Information Technology Classification Review Panel

Personnel Services Manager, Becky Nelson, presented an overview of a newly created Information Technology Classification Review Panel. The panel consists of Subject Matter Experts to review future classification/reclassification requests relative to Information Technology positions in order to maintain consistency and continuity in how IT positions are classified.

IX. ADJOURNMENT

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

The next regular meeting will be held at 5:30 PM, on Monday, February 09, 2004, at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

JAMES WEBBER
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY