



COUNTY OF PLACER CIVIL SERVICE COMMISSION

Monday, September 13, 2004

CIVIL SERVICE COMMISSION

SYLVIA BESANA, Vice Chair
THEODORE W. JONES
RON LE DOUX
ALAN SHUTTLEWORTH
JAMES WEBBER, Chair

Nancy Nittler, Personnel Director
Diana Rohr, Executive Secretary

MINUTES

3:00 P.M. Closed Session

3:30 P.M. Open Session

8318 North Lake Boulevard, Kings Beach, CA

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3:00 PM ROLL CALL: Meeting was held at the North Tahoe Conference Center, 8318 North Lake Boulevard, Kings Beach, CA, with Commissioner Shuttleworth absent. Chairman Webber presiding.

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTIONS

3:05 PM A. 54954.7 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Various

OPEN SESSION

3:30 PM I. CLOSURE 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 Jones to approve the agenda.
Motion carried unanimously.

- III. MINUTES OF PREVIOUS MEETING:
It was moved by Besana and seconded by Jones that the minutes of August 09, 2004 be approved.
Motion carried unanimously.

- IV. PUBLIC COMMENTS:
None

- V. OLD BUSINESS:
None

- VI. NEW BUSINESS
 - A. Reclassification Request
 - 1. Health and Human Services
It was moved by Le Doux and seconded by Besana to approve:
 - a.) the reclassification of one Account Clerk Entry/Journey position to a Senior Account Clerk; and
 - b.) the non-competitive promotion of the incumbent into the reclassified position.Motion carried unanimously.

 - B. Waiver Pursuant to Chapter 3.04.080, Nepotism, Section C for Sheriff's Department Employee
It was moved by Besana and seconded by Le Doux to approve the alternative plan for chain of command and direct line of supervision to avoid nepotism for an employee and thus avoid terminating this employee of good standing.
Motion carried unanimously.

 - C. Work Out of Class Extensions
It was moved by Le Doux seconded by Besana to approve the work out of class extensions as listed in the staff memo.
Motion carried unanimously.

 - D. Workforce Planning and Transition Project Update
Non-Action Item - Mary Egan, Human Resources Consultant, along with Personnel staff provided an updated project status with regard to the potential implications of the study.

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 announced that due to the upcoming holiday on October 11, 2004, the next regularly scheduled monthly Civil Service Commission meeting will be to Monday, October 18, 2004, at 175 Fulweiler Avenue, Auburn, CA. Closed session beginning at 5:00 p.m. with open session immediately following at 5:30 p.m.

IX. ADJOURNMENT

There being nothing further to come before the Commission, it was moved by Besana seconded by Jones to adjourn.

Motion carried unanimously.

PLACER COUNTY CIVIL SERVICE COMMISSION

JAMES WEBBER
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY