

II. AGENDA APPROVAL:

It was moved by Besana and seconded by Le Doux 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 October 18, 2004 be approved.

Motion carried unanimously.

IV. PUBLIC COMMENTS:

Nancy Nittler, Personnel Director introduced Jim Gandley the newly appointed Assistant Director of Health and Human Services. Mr. Gandley addressed the Commission providing a brief summary of his tenure with Placer County.

V. OLD BUSINESS:

None

VI. NEW BUSINESS

A. Classification Study

1. Library Services

Suzanne Holloway, Personnel Analyst II provided study background and introduced Gail Koff with Koff and Associates, as the consultant heading up the Library Classification Study.

It was moved by Costa and seconded by Besana to approve:

- a.) the new classifications: Library Literacy Specialist (amending MQ to a Bachelor's degree in lieu of the Associates degree), Library Services Manager, and Senior Library Assistant; and
- b.) the revised class specifications of: Library Assistant I/II (amending MQ to a Bachelor's degree in lieu of the Associates degree), Librarian I/II, and Senior Librarian (Branch Manager); and
- c.) amend the classification, including the title change - Library Circulation Supervisor (amending definition to read Placer County Library in lieu of Auburn Library); and
- d.) the classification recommendations of positions; and
- e.) the administrative placement of incumbents into the recommended classifications including the non-competitive promotion of the incumbents of reclassified positions.

Motion carried unanimously.

2. Library Services

It was moved by Shuttleworth and seconded by Le Doux to deny the appeal of one Senior Librarian.

Motion carried unanimously.

B. 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.

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
None

IX. ADJOURNMENT:

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

Motion carried unanimously.

The next regular meeting will be on Monday, December 13, 2004, at 175 Fulweiler Avenue, Auburn, CA.

Closed session will begin at 5:00 p.m. with open session immediately following at 5:30 p.m.

PLACER COUNTY CIVIL SERVICE COMMISSION

JAMES WEBBER
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY