



COUNTY OF PLACER CIVIL SERVICE COMMISSION

Monday, December 13, 2004

CIVIL SERVICE COMMISSION
SYLVIA BESANA, Chair
JOHN COSTA
RON LE DOUX
ALAN SHUTTLEWORTH, 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. Chairman Webber presiding.

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTIONS

- 5:05 PM A. 54954.7 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Various
- B. 54957 PUBLIC EMPLOYEE GRIEVANCE

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 three, to be returned in ninety days.
Motion carried unanimously.

B. 54957 PUBLIC EMPLOYEE GRIEVANCE

1. Sheriff's Department

Chairman Webber announced that the Commission voted 2-1 to deny the appeal.

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 08, 2004 be approved.

Motion carried unanimously.

IV. PUBLIC COMMENTS:

Personnel Director Nancy Nittler introduced Personnel Administrative Technician Grace Wagstaff to the Commission.

V. UNFINISHED BUSINESS:

None

VI. NEW BUSINESS

A. Creation of New Class Specification

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

- a.) the new classification of County Budget Administrator to the unclassified service; and
- b.) the new classification of Budget Analyst to the classified service.

Motion carried unanimously.

B. Reclassification Request

1. Sheriff's Department

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

- a.) the reclassification of one Deputy Sheriff II position to Sheriff's Sergeant.

Motion carried unanimously.

2. Health and Human Services

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

- a.) the reclassification of one Administrative Clerk Entry/Journey position to Environmental Health Technician.

Motion carried unanimously.

3. Health and Human Services

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

- a.) the reclassification of one Account Clerk Entry/Journey position to Senior Account Clerk; and
- b.) the non-competitive promotion of the incumbent.

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.

D. Election of Officers

It was moved by Le Doux and seconded by Costa that Sylvia Besana serve as Civil Service Commission Chair and Alan Shuttleworth as Vice-Chair for the 2005 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

1. Nancy Nittler, Personnel Director advised that the Commission received correspondence relative to an applicant being screened out from a recruitment process and correspondence from the Personnel Department including applicant in the recruitment.
2. Chairman Webber expressed thanks for the card and sentiments received for a lost family member.
3. Chairman Webber announced his resignation from the Commission advising this would be his last meeting. Chairman Webber thanked his fellow commissioners, Nancy Nittler and the Personnel Department.

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, January 10, 2005 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

SYLVIA BESANA
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY