



COUNTY OF PLACER CIVIL SERVICE COMMISSION

Monday, April 11, 2005

CIVIL SERVICE COMMISSION
SYLVIA BESANA, Chair
JOHN COSTA
RON LE DOUX
ALAN SHUTTLEWORTH, Vice Chair
LARRY WEBBER

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 Besana 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 Besana 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 Shuttleworth that all merit increases be approved as recommended by the departments with the exception of five, two to be returned in 90 days, two to be brought back next month with more information, and one to return in one year.
Motion carried unanimously.

- II. AGENDA APPROVAL:
It was moved by Le Doux seconded by Costa to approve the agenda.
Motion carried unanimously.

- III. MINUTES OF PREVIOUS MEETING:
It was moved by Le Doux and seconded by Webber that the minutes of February 14, 2005 be approved.
Motion carried unanimously.

- IV. PUBLIC COMMENTS:
None

- V. UNFINISHED BUSINESS:
 - A. Grievance Appeal Hearing Findings
 - 1. Sheriff's Department
Chairman Besana announced that the Commission denied a grievance appeal by a vote of 4 to 0. The statement of decision has been ratified and provided to both parties.

- VI. NEW BUSINESS
 - A. Classification Request
 - 1. Clerk Recorder
 - a.) Interpretation of Bachelor's Degree Minimum Requirement for Recording/Elections Manager
It was moved by Le Doux and seconded by Costa to approve the request from Jim McCauley, Clerk-Recorder-Registrar of Voters that would allow substitution of additional technical work experience and supplemental training classes for an applicant in lieu of the college education requirement on a year for year bases for the position of Recording/Elections Manager in the upcoming recruitment.
Motion carried unanimously.

 - B. Retroactive Non-Competitive Promotion
 - 1. Child Support Services
It was moved by Le Doux and seconded by Costa to approve the retroactive non-competitive promotion for one Child Support Service's Department employee from the classification of Paralegal I to Paralegal II, retroactive to the date of December 11, 2004
Motion carried unanimously.

 - C. Classification Request
 - 1. County Counsel

It was moved by Le Doux and seconded by Shuttleworth to approve creating the new classification of Supervising Deputy County Counsel designated in the unclassified service.

Motion carried unanimously.

D. Classification Study

1. Assessor Department

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

- a.) revisions to the classification of Cadastral Property Transfer Supervisor including title change to Assessment Supervisor; and
- b.) creation of the new classification Managing Auditor-Appraiser; and
- c.) revisions to the following classification specifications:
 - 1. Chief Appraiser
 - 2. Assessment Manager
 - 3. Managing Appraiser
 - 4. Supervising Appraiser
 - 5. Senior Appraiser
 - 6. Assistant/Associate Appraiser
 - 7. Senior Auditor-Appraiser; and
- d.) retroactive to March 14, 2005.

Motion carried unanimously.

E. Classification Request

1. CEO – Redevelopment Agency

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

- a.) the creation of new classification of Redevelopment Program Coordinator; and
- b.) revision to the classification of Redevelopment Program Manager including placement in the unclassified service; and
- c.) revision to the Senior Redevelopment Specialist classification.

Motion carried unanimously.

2. CEO – Redevelopment Agency

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

- a.) the creation of new classification of Loan Portfolio and Lending Specialist I/II; and
- b.) the reclassification of one Administrative Technician to the new classification of Loan Portfolio and Lending Specialist I/II; and

c.) the non-competitive promotion of the incumbent.
Motion carried unanimously.

3. CEO – Redevelopment Agency

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

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

Motion carried unanimously.

4. CEO – Community Development Resource Agency

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

- a.) the new classification of Community Development Resource Agency Director with placement in the unclassified service.

Motion carried unanimously.

5. Facility Services Department

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

- a.) the revisions to the Lifeguard classification including placement in the unclassified service; and

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

- b.) the reclassification of one Associate Civil Engineer position to Senior Civil Engineer; and
c.) the non-competitive promotion of the incumbent.

Motion carried unanimously.

6. Library

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

- a.) the reclassification of two Library Clerk – Entry /Journey positions to Senior Library Clerk; and
b.) the non-competitive promotion of the incumbents.

Motion carried unanimously

D. Work Out of Class Extension

It was moved by Le Doux and seconded by Costa 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. Correspondence relative to an applicant who participated in a recent recruitment was distributed. The applicant acknowledged the Commission and indicated he is looking forward to potential employment opportunities with the County.
2. Personnel Director, Nancy Nittler, advised the Commission that as of today, the Personnel Department is reorganized into specialized units. Each unit has designated personnel staff specializing in specific HR functions. The recruitment unit works as two teams. One offering assistance to departments on a generalist level, the other for specific job recruiting and retention. The PeopleSoft/ACORN unit sets the stage for an automated benefits system in HR. It drives how we do business. This unit also handles payroll and labor relations.

IX. ADJOURNMENT:

There being nothing further to come before the Commission, the meeting was adjourned.

The next regular meeting will be on Monday, May 09, 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