



COUNTY OF PLACER CIVIL SERVICE COMMISSION

Monday, June 13, 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.
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 Costa that the minutes of May 09, 2005 be approved.
Motion carried unanimously.

- IV. PUBLIC COMMENTS:
None

- V. UNFINISHED BUSINESS:
None

- VI. NEW BUSINESS
 - A. Classification Request
 - 1. County Executive Office
It was moved by Le Doux and seconded by Costa to approve:
 - a.) the reclassification of one Administrative Technician – Confidential position to Management Analyst I/II; and
 - b.) the non-competitive promotion of the incumbent to the reclassified position.Motion carried unanimously.

 - 2. Personnel
It was moved by Shuttleworth and seconded by Le Doux to approve the reclassification of one Staff Services Analyst I/II position to Personnel Analyst I/II.
Motion carried unanimously.

 - 3. Health and Human Services
It was moved by Le Doux and seconded by Webber to approve the creation of new classification of Public Administrator Assistant.
Motion carried unanimously.

 - B. Work Out of Class Extension
It was moved by Costa and seconded by Le Doux 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. Nancy Nittler advised the Commission that today County employees celebrated the Employee Recognition Awards Program (E.R.A.P.) Ceremony with a BBQ lunch to congratulate employees who were recognized by their peers for outstanding contributions and services to the public. Several Personnel staff members won and shared in a four-department team award for innovation.

2. Nancy Nittler provided brief overview of the newly restructured Personnel Department, indicating that each division would provide an official report at the September Civil Service Commission meeting in Tahoe. As part of the management restructure within Personnel, Jennifer Duvall, Nicole Lopez, and Steven Oliveira were introduced to the Commission in their new capacity of Personnel Analysts.

IX. ADJOURNMENT:

There being nothing further to come before the Commission, it was moved by Shuttleworth and seconded by Webber that the meeting be adjourned.

Motion carried unanimously.

The next regular meeting will be on Monday, July 11, 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