



COUNTY OF PLACER CIVIL SERVICE COMMISSION

Monday, July 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 commissioner Le Doux absent, 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 Shuttleworth and seconded by Webber that all merit increases be approved as recommended by the departments with the exception of two, to be returned in 90 days.
Motion carried unanimously.

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

- III. MINUTES OF PREVIOUS MEETING:
Chairman Besana asked for any corrections to the minutes of June 13, 2005. There being none, Chairman Besana approved minutes as submitted.

- IV. PUBLIC COMMENTS:
None

- V. UNFINISHED BUSINESS:
None

- VI. NEW BUSINESS
 - A. Reclassification Request
 - 1. Farm and Home Advisor Department
It was moved by Shuttleworth and seconded by Webber to approve:
 - a.) the reclassification of one Administrative Secretary position to an Executive Secretary; and
 - b.) the reclassification of one Administrative Clerk Entry/Journey position to a Senior Administrative Clerk; and
 - c.) the non-competitive promotion of the incumbents into the reclassified positions.Motion carried unanimously.

 - 2. Clerk Recorder-Registrar Department
It was moved by Shuttleworth and seconded by Webber to approve the reclassification of one vacant Administrative Services Officer position to Senior Administrative Services Officer.
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. Retroactive Non-Competitive Promotion
Sheriff's Office

It was moved by Costa and seconded by Shuttleworth to approve the non-competitive promotion for one employee from Correctional Officer I to Correctional Officer II with an effective date of February 19, 2005.

Motion carried unanimously.

C. Recommendations for Implementing Workforce Planning
Strategies – Chapter 3 Rule Changes

It was moved by Shuttleworth and seconded by Costa to approve the proposed policy recommendations concerning recruitment, retention, training, and related employment issues to provide efficiency, effectiveness and expediency to the recruitment process while adhering to merit principles.

Motion carried unanimously.

D. Work Out of Class Extension

It was moved by Costa and seconded by Webber 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 the proposed rule changes philosophy package discussed during tonight's meeting would be presented to the Board of Supervisors as a timed item Tuesday, July 12, 2005, 1:30 p.m.

2. Nancy Nittler indicated that the second Monday in October is a designated county holiday. Therefore, Ms. Nittler requested direction from the Commission on rescheduling to an alternate date. Chairman Besana announced that the regular monthly meeting for Monday, October 11, 2005 be rescheduled to Monday, October 17, 2005.

3. Commissioner Costa commented on a job well done by Nancy Nittler for the presentation she presented during a Granite Bay Community meeting.

IX. ADJOURNMENT:

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

Motion carried unanimously.

The next regular meeting will be on Monday, August 08, 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