



COUNTY OF PLACER CIVIL SERVICE COMMISSION

Monday, August 08, 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 Webber 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 Le Doux that all merit increases be approved as recommended by the departments.
Motion carried unanimously.

II. AGENDA APPROVAL:

It was moved by Le Doux and seconded by Shuttleworth to approve the agenda.
Motion carried unanimously.

III. MINUTES OF PREVIOUS MEETING:

Chairman Besana approved minutes as submitted.

IV. PUBLIC COMMENTS:

None

V. UNFINISHED BUSINESS:

None

VI. NEW BUSINESS

A. Classification Request

1. Community Development Resource Agency

It was moved by Shuttleworth and seconded by Costa prove:

a.) the creation of new classification of Counter Services Manager, and

b.) the proposed classification of Environmental Coordinator for placement in the unclassified service.

Motion carried unanimously.

2. Planning Department

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

a.) the revision to the Board/Commission Clerk classification specification minimum qualifications section adding language to reflect the abilities statements as required to perform the essentials functions of the job in compliance with American Disabilities Act (ADA) mandates, and

b.) the revision to the Board/Commission Clerk classification specification minimum qualifications to include possible requirement of a driver's license.

c.) the reclassification of one vacant Senior Administrative Clerk position to Board/Commission Clerk.

Motion carried unanimously.

3. Health and Human Services

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

a.) the creation of new classification of Animal Control Manager, and

- b.) the reclassification of one vacant Client Services Program Manager position to Animal Control Manager.

Motion carried unanimously.

4. Public Works Department

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

- a.) the reclassification of one vacant Administrative Services Manager position to a Senior Administrative Services Officer; and
- b.) the reclassification of one Administrative Technician position to a Staff Services Analyst I/II.

Motion carried unanimously.

5. Public Works Department

It was moved by Le Doux and seconded by Costa to approve the proposed revisions to the minimum qualification section of:

- a.) Maintenance Worker/Equipment Operator
- b.) Senior Equipment Operator
- c.) Road District Supervisor
- d.) Senior Road District Supervisor

Motion carried unanimously.

B. Sheriff's Department

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

- a.) the reclassification of one Technology Solutions Analyst I/II position to Information Technology Analyst I/II; and
- b.) the non-competitive promotion of the incumbent into the reclassified position of Technology Solutions Analyst I/II with an effective date of July 10, 2004,

Motion carried 3-0, Chairman Besana abstaining.

C. Work Out of Class Extension

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
 - 1. Nancy Nittler introduced Kelly Tourville, Administrative Technician – C, who recently transferred from the Sheriff’s Department to the Personnel Department.
 - 2. Correspondence relative to the resignation of the counsel for the Commission was noted with Nancy Nittler advising the Commission that she would be undertaking process to obtain the services of another attorney. Ms. Nittler also advised that an interim attorney is available until the selection process is completed. Chairman Besana indicated she would participate in the interview process to select new attorney.

IX. ADJOURNMENT:

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

Motion carried unanimously.

The next regular meeting will be on Monday, September 12, 2005 at The North Lake Tahoe Conference Center, 8318 North Lake Blvd., Kings Beach, CA.

Closed session will begin at 2:30 p.m. with open session immediately following at 3:00 p.m.

PLACER COUNTY CIVIL SERVICE COMMISSION

SYLVIA BESANA
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY