



**COUNTY OF PLACER
CIVIL SERVICE
COMMISSION**

Monday, September 12, 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.

North Lake Tahoe Conference Center, 8318 North Lake Blvd., Kings Beach, CA

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.

2:30 PM ROLL CALL: Meeting was held at the North Lake Tahoe Conference Center, 8318 North Lake Blvd, Kings Beach, CA with Commissioner Shuttleworth absent, Chairman Besana presiding.

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTIONS

2:35 PM A. 54954.7 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Various

OPEN SESSION

3:00 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 54954.7 PUBLIC EMPLOYEE PERFORMANCE EVALUATION.
It was moved by Le Doux and seconded by Costa 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 Webber 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. County Executive Office
It was moved by Le Doux and seconded by Costa to approve:
 - a.) the reclassification of one Administrative Clerk Entry/Journey – Confidential position to Secretary Entry/Journey – Confidential, and
 - b.) the administrative placement of the incumbent into the newly classified position.Motion carried unanimously.
 - 2. Probation Department
It was moved by Le Doux and seconded by Webber to approve the proposed revisions to the Probation Assistant and Assistant Juvenile Detention Facility Superintendent classification specifications.
Motion carried unanimously.
 - B. Retroactive Non-Competitive Promotion – Probation Department
It was moved by Webber and seconded by Costa to approve the non-competitive promotion for one employee from the classification of Deputy Probation Officer I – Field to Deputy Probation Officer II – Field, with an effective date of April 30, 2005.
Motion carried 3-0, Chairman Besana abstaining.
 - C. Work Out of Class Extension
None

- D. Workforce and Strategic Planning – Personnel Department Reorganization (Non-action Item)
A presentation by Nancy Nittler, Personnel Director, and her management staff advised the Commission that in response to the development and implementation of the County's workforce plan the Personnel Department had re-organized and has dedicated resources to five major service units: Personnel Services, Recruitment, Benefits and Finance, Payroll / Labor Relations / ACORN, and Health and Human Services Support. A member from each unit identified the unit's objectives and projects.

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 reported this month, cumulative information will be provided at the October meeting.
- B. Staff Reports and Correspondence
Nancy Nittler indicated that very positive life changing events were occurring this month for three Personnel staff members: a marriage, adoption efforts across continents, and the birth of a baby girl.

IX. ADJOURNMENT:

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

Motion carried unanimously.

Chairman Besana announced that the next regular meeting would be October 17, 2005, due to the County holiday on October 10th, 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