



COUNTY OF PLACER CIVIL SERVICE COMMISSION

Monday, March 13, 2006

CIVIL SERVICE COMMISSION
SYLVIA BESANA
JOHN COSTA, Vice Chair
RON LE DOUX
ALAN SHUTTLEWORTH, 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 Shuttleworth 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 Shuttleworth 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 Besana and seconded by Webber that all merit increases be approved as recommended by the departments with one to be returned with more detailed information.
Motion carried unanimously.

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

- III. MINUTES OF PREVIOUS MEETING:
Chairman Shuttleworth approved the minutes as submitted.

- IV. PUBLIC COMMENTS:
Nancy Nittler, Personnel Director introduced Administrative Technician Kellie Craig, who recently transferred to the Personnel Department.

- V. UNFINISHED BUSINESS:
Disciplinary Appeal Hearing Findings - Health & Human Services
On a matter relative to an appeal of discipline for a Health and Human Services employee, the Civil Service Commission voted 5-0 to deny the appeal and to thereby affirm the order of discipline. The Commission ratified and approved the statement of decision, and it has been provided to both parties.

- VI. NEW BUSINESS
 - A. Administrative Services Department
It was moved by Besana and seconded by Webber to approve the reclassification of one Telecommunications Technician I/II position to the classification of Telecommunication Analyst. Motion carried unanimously.

 - B. Public Works Department
It was moved by Le Doux and seconded by Besana to approve the proposed revision to the Senior Bus Driver classification specification. Motion carried unanimously.

 - C. Planning Department
It was moved by Costa and seconded by Webber to approve the modifications to the Supervising Board Clerk classification specification and change the title of the class to Supervising Board/Commission Clerk. Motion carried unanimously.

 - D. Land Use Classification Study
It was moved by Webber and seconded by Besana to approve:
 - 1. Creation of the following classification specifications:
 - a. Supervising Community Development Technician
 - b. Senior Community Development Technician
 - c. Assistant/Associate Community Development Technician
 - d. Senior Environmental Health Technician; and

 - 2. Revisions to the following classification specifications:
 - a. Environmental Health Technician I/II

- b. Environmental Health Trainee
 - c. Assistant/Associate Registered Environmental Health Specialist
 - d. Environmental Health Technician Specialist; and
3. The administrative placement of incumbents into the recommended classifications as indicated; and
4. To abolish the following classifications effective with the study implementation:
- a. Building Technician I/II
 - b. Senior Building Technician
 - c. Planning Technician
 - d. Senior Planning Technician
 - e. Permit Technician I/II
- Motion carried unanimously.

E. Work Out of Class Extensions

It was moved by Besana and seconded by Costa to approve the work out of class extension as listed in the staff memo.
Motion carried unanimously.

VII. LEAVE 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 – None

IX. ADJOURNMENT

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

The next regular meeting will be on Monday, April 10, 2006 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

ALAN SHUTTLEWORTH
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY