



COUNTY OF PLACER CIVIL SERVICE COMMISSION

Monday, October 16, 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

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5:00 PM ROLL CALL: Meeting was held at Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA, with all Commissioners present, Chairman Shuttleworth presiding.

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTIONS

5:05 PM A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code Section 54957
Title: Various/County Code Chapter 3,
Section 3.12.020/Personnel Director

OPEN SESSION

FLAG SALUTE Led by Chairman Shuttleworth

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:
54957 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
It was moved by Besana and seconded by Costa that all merit increases be approved as recommended by the departments with the exception of two:
1. One merit approved but not with a retro-active date as requested.
Motion carried 4:1, no vote by Le Doux.

2. One merit denied to be returned in ninety days.
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:

None

V. NEW BUSINESS

A. Reclassification Request

1. Facility Services Department

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

- a. the reclassification of one Senior Administrative Services Officer position to Budget and Fiscal Operations Manager; and
 - b. the non-competitive promotion of the incumbent.
- Motion carried unanimously.

2. Health and Human Services

It was moved by Besana and seconded by Costa to approve the reclassification of one Client Services Program Manager position to Assistant Client Services Program Director.
Motion carried unanimously.

B. Class Specification Revision Request

1. Health and Human Services

It was moved by Costa and seconded by Besana to approve:

- a. the flexible staffing of the Environmental Health Trainee classification within the Assistant/Associate Registered Environmental Health Specialist series; and
- b. the associated revisions for the Environmental Health Trainee and the Assistant/Associate Registered Environmental Health Specialist classification specifications.

Motion carried unanimously.

C. Work Out of Class Extensions

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

VI. LEAVE OF ABSENCE

As an information item only, the Commission was advised of the leaves approved by Nancy Nittler, Personnel Director.

VII. COMMUNICATIONS

A. Provisional Appointments

Nancy Nittler advised of one provisional appointment.

B. Staff Reports and Correspondence

None

VIII. ADJOURNMENT

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

Motion carried unanimously.

The next regular meeting will be on Monday, November 13, 2006 at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

ALAN SHUTTLEWORTH
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY