



COUNTY OF PLACER CIVIL SERVICE COMMISSION

Monday, February 11, 2008

CIVIL SERVICE COMMISSION

SYLVIA BESANA
JOHN COSTA
RON LE DOUX, Vice Chair
DON NELSON
LARRY WEBBER, Chair

Nancy Nittler, Personnel Director
Diana Rohr, Executive Secretary

MINUTES

County Administrative Center, 175 Fulweiler Avenue, Auburn, CA 95603

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

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTIONS

- I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS
Title: Various/County Code Chapter 3, Section 3.12.020

- II. PUBLIC EMPLOYMENT
Sheriff's Sergeant

OPEN SESSION

FLAG SALUTE Led by Chairman Webber.

- 5:45 PM I. CLOSED SESSION REPORT:
Chairman Webber announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Govt. Code Section:
- A. 54957 Public Employee Performance Evaluations
It was moved by Le Doux and seconded by Besana that all merit increases be approved as recommended by the departments with

the exception of two; one to be returned with more information and the other was denied to be returned in ninety days.
Motion carried unanimously.

B. Public Employment
Deputy Sheriff II

It was moved by Nelson and seconded by Le Doux to approve the request from the Sheriff's Department to extend the probationary period for a Deputy Sheriff II based on the amount of time equal to the leave of absence and light duty status.
Motion carried unanimously.

II. AGENDA APPROVAL:

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

III. MINUTES OF PREVIOUS MEETING:

Chairman Webber approved the minutes as submitted.

IV. PUBLIC COMMENTS:

None

V. NEW BUSINESS:

A. Retroactive Non-competitive Promotion Request
Health and Human Services Department

It was moved by Le Doux and seconded by Costa to approve the retroactive non-competitive promotion for one employee (Melinda Martin) from the classification of Client Services Program Specialist I to Client Services Program Specialist II effective October 13, 2007.
Motion carried unanimously.

B. Retroactive Work Out of Class Pay Request
Sheriff's Department

It was moved by Le Doux and seconded by Costa to approve the retroactive work out of class pay for Tracy Smentech for the position of Senior Public Safety Dispatcher effective November 24, 2007.
Motion carried unanimously.

C. Classification Specification Revision Request
Senior Planner and Principal Planner

It was moved by Besana and seconded by Nelson to approve the proposed revisions to the Senior Planner and Principal Planner classification specifications.
Motion carried unanimously.

D. Work Out of Class Extensions

It was moved by Le Doux and seconded by Costa to approve the two requests for work out of class pay extensions.
Motion carried unanimously.

E. Education and Experience Equivalency Report Update

As an information item only, the Commission received a report from Personnel staff on the impact of the approved changes to the applicant screening process based on education and experience equivalencies.

F. Discussion of Civil Service Commission Monthly Meeting Time

The Commission discussed moving the start time of their monthly meeting to an earlier time during regular business hours as well as restructuring the meeting to have closed session at the end of the open session or to keep the same schedule as it is currently.
It was moved by Le Doux and seconded by Costa that this topic be continued to next month as unfinished business.
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
None

B. Staff Reports and Correspondence

Placer County Personnel Management Program Review – Report of Findings January 2008
Chairman Webber received the final compliance review report of the Human Resource Program Review of the County of Placer Personnel Department which was conducted by Merit System Services on behalf of the California State Personnel Board.

VIII. ADJOURNMENT

There being nothing further to come before the Commission, it was moved by Le Doux and seconded by Besana to adjourn the meeting.
Motion carried unanimously.

The next regular meeting will be on Monday, March 10, 2008 at 175 Fulweiler Avenue, Auburn, CA.

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LARRY WEBBER
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY