



# COUNTY OF PLACER CIVIL SERVICE COMMISSION

**CIVIL SERVICE COMMISSION**  
REX CLARK, Vice Chair  
JOHN COSTA  
RON LE DOUX  
DON NELSON, Chair  
LARRY WEBBER

**Monday, September 13, 2010**

**Nancy Nittler, Personnel Director  
Kellie Craig, Executive Secretary**

## MINUTES

**Placer County Personnel – Training Room**  
145 Fulweiler Avenue, Suite 200  
Auburn, CA 95603  
(530) 889-4060

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**4:00 PM**

### **ROLL CALL**

Meeting was held at the Placer County Personnel Training Room  
145 Fulweiler Avenue, Suite 200 - Auburn, CA  
Chair Nelson presiding.  
**All Commissioners present**

### **CLOSED SESSION – PURSUANT TO GOVERNMENT CODE**

#### **I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS**

- a. (Subdivision of (b)(1) of Government Code Section 54957)  
Title: Various/County Code Chapter 3, Section 3.12.020

**4:30 PM**

### **OPEN SESSION**

**FLAG SALUTE** Led by Chair Nelson

#### **I. REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.**

Chair Nelson 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 Evaluations.  
**No action taken.**

#### **II. AGENDA APPROVAL**

It was moved by LeDoux and seconded by Clark to approve the agenda.  
Motion carried unanimously.

**III. MINUTES OF PREVIOUS MEETING – August 9, 2010**  
Chair Nelson approved the minutes as submitted.

**IV. PUBLIC COMMENTS**

Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

**No Public Comments**

**V. OLD BUSINESS – None**

**VI. NEW BUSINESS**

A. Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code. It was moved by Webber and seconded by Costa to approve merit increases for classified employees.  
Motion carried unanimously.

B. Retroactive Non-Competitive Promotion  
1. Library  
It was moved by LeDoux and seconded by Costa to approve the non-competitive promotion effective back to February 7, 2010 per the Library's request.  
Motion carried unanimously.

C. Request for approval of Work out of Class Pay pursuant to Placer County Code Section 3.08.510 (C.)(5.)(c.) for employees assigned to the departments of Administrative Services, Child Support Services, and Health & Human Services.  
It was moved by Costa and seconded by Webber to approve Work out of Class pay for designated employees.  
Motion carried unanimously.

D. It is recommended that the Civil Service Commission approve the proposed language revisions to the classification specifications for the following:

1. Sheriff's Department - Correctional Officer I/II  
It was moved by LeDoux and seconded by Clark to approve the proposed language revisions to the Correctional Officer I/II classification specifications clarifying inconsistencies in the "Experience" requirements of the minimum qualifications sections.  
Motion carried unanimously.

**VII. COMMUNICATIONS**

- A. Provisional Appointments – None
- B. Report of leaves of absence
- C. Staff Reports and Correspondence
  - 1. Pre-employment drug testing procedures
- D. Commissioner's Comments
  - 1. Commissioners Chair Nelson and Vice-Chair Clark met with Facility Services Director Jim Durfee in August 2010 and Public Works Director Ken Grehm in September 2010.
  - 2. Commissioners Chair Nelson and Vice-Chair Clark to meet with CEO Tom Miller in October 2010.

**VIII. ADJOURNMENT @ 5:11 PM**

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

The next regular meeting will be on Tuesday, October 12, 2010 – County Administrative Center @ 175 Fulweiler Avenue, Auburn, CA. commencing @ 4:00 PM.

**PLACER COUNTY CIVIL SERVICE COMMISSION**

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DON NELSON  
CHAIR

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KELLIE CRAIG  
EXECUTIVE SECRETARY