

PLACER COUNTY CIVIL SERVICE COMMISSION MEETING  
December 8, 1997

OPEN SESSION

I. ROLL CALL: Meeting was held in the Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA with all Commissioner's present. Chairman LeDoux presiding.

CLOSED SESSION

OPEN SESSION - 6:30 P.M.

I. CLOSED SESSION REPORT: Chairman LeDoux announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Govt. Code Section 54957. It was moved by Stockwin and seconded by Costigan that the merit increases be approved as recommended by the departments. One was denied and is to be resubmitted in 90 days. Two were changed from Satisfactory to Very Satisfactory. Motion carried unanimously.

AMEND AGENDA - It was moved by Stockwin and seconded by Costigan to amend the agenda to add: H. Election of Officers. Motion carried unanimously.

II. MINUTES OF PREVIOUS MEETING: Moved by Stockwin and seconded by Costigan, that the minutes of November 10, 1997, be approved. Motion carried unanimously.

III. PUBLIC COMMENT - None

IV: OLD BUSINESS

- A. Classification Specifications Revisions /  
Reclassification Request
  - 1. Probation
    - a. Reorganization of Probation Officer/Specialist  
classifications.

This item was continued to January, 1998.

V. NEW BUSINESS:

- A. Affirmative Action Plan Update  
It was moved by Stockwin and seconded by Besana to approve the Affirmative Action Plan effective January 1, 1998 through December 31, 1998. Motion carried unanimously.

B. Preliminary Hearing - Grievance Complaint  
1. Health and Human Services

It was moved by Stockwin and seconded by Costigan that the Complaint was drawn and filed in compliance with the requirements of Section 14.1404 and 14.1406(a) and that the allegations of the Complaint warrant further inquiry by the Commission. Motion carried unanimously.

C. Classification Specification Revisions  
1. Planning Department

It was moved by Webber and seconded by Stockwin to approve the adoption of the revised classifications and the recommended salary range of Senior Geographic Information Technician, from range 42.0 to 44.0; Geographic Information Technician II from range 40.0 to 42.0; and Geographic Information Technician I from range 38.0 to 40.0. Motion carried unanimously.

2. Assessor

It was moved by Costigan and seconded by Besana to approve the approve the class specification for Assessment Roll Manager and to change the title to Assessment Resource Manager. Motion carried unanimously.

D. Rule Revision

1. Chapter 14, Section 14.1545 - Movement from  
Classified Service to Unclassified Service.

It was moved by Webber and seconded by Stockwin to approve the rule revision to 14.1545 (e) reflecting that the elected department head must insure that an open position exists to accommodate any demotion and that the County Executive Officer shall cooperate when a request for a new position is necessary to accommodate a demotion. Motion carried unanimously.

E. Request To Abolish Eligible List

1. Court Services Clerk - Journey  
2. Correctional Officer I

It was moved by Besana and seconded by Costigan to approve the abolishment of the above eligible list. Motion carried unanimously.

F. Work Out Of Class Extensions

It was moved by Stockwin and seconded by Costigan to approve the Work Out Of Class extensions as presented in the staff memo. Motion carried unanimously.

G. Extra Help Extensions

It was moved by Costigan and seconded by Besana to

approve the Extra Help extensions as presented in the staff memo. Motion carried unanimously.

H. Election of Officers

It was moved by Costigan and seconded by Webber to nominate Will Stockwin as Chairman. Motion carried unanimously.

It was moved by Stockwin and seconded by Besana to nominate Rich Costigan as Vice Chairman. Motion carried unanimously.

VI. LEAVES OF ABSENCE - As an information item only, the Commission was advised of the Leaves approved by the Personnel Director.

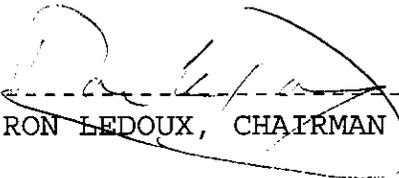
VII. COMMUNICATIONS

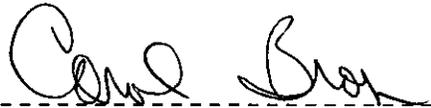
A. Provisional Appointments - One

B. Staff Reports and Correspondence - None

VIII. ADJOURNMENT - There being nothing further to come before the Commission, the meeting was adjourned. The next regular meeting will be held at 6:30 PM, on **Monday**, January 12, 1998, in the Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

  
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RON LEDOUX, CHAIRMAN

  
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CAROL BRAUN, EXECUTIVE SECRETARY