

**COUNTY OF PLACER  
CIVIL SERVICE  
COMMISSION**

**MONDAY, JUNE 14, 1999**

**CIVIL SERVICE COMMISSION**  
SYLVIA BESANA  
RICHARD COSTIGAN, III, Chair  
RON LE DOUX  
WILLIAM STOCKWIN  
JAMES WEBBER, Vice Chair

Jim Gray, Personnel Director  
Nancy Nittler, Assistant Personnel Director  
Carol Braun, Executive Secretary

**MINUTES  
6:30 P.M.**

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

---

6:10 PM ROLL CALL: Meeting was held at Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA, with all Commissioner's present. Chairman Costigan presiding.

CLOSED SESSION:

6:15 PM Review of Recommended Merit Increases

OPEN SESSION

6:30 PM

- I. CLOSED SESSION REPORT: Chairman Costigan 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 Webber and seconded by Stockwin that the merit increases be approved as recommended by the departments. Three were denied, two with 90-day returns and one with 60-day return. Motion carried unanimously.
- II. AGENDA APPROVAL: It was moved by Stockwin and seconded by Besana to approve the agenda. Motion carried unanimously.
- III. MINUTES OF PREVIOUS MEETING: Moved by Stockwin and seconded by LeDoux that the minutes of May 10, 1999, be approved. Motion carried unanimously.

IV. PUBLIC COMMENTS: None

V. OLD BUSINESS

The Findings from a Disciplinary Appeal Hearing were released.

VI. NEW BUSINESS

A. Destruction of Non-Permanent Records

It was moved by LeDoux and seconded by Stockwin to approve the destruction of eligible lists. All lists have been inactive for two years and County Counsel has reviewed and approved their destruction. Motion carried unanimously.

B. Personnel Director Recruitment

It was moved by Besana and seconded by LeDoux to begin a Promotional Recruitment for the position of Personnel Director, Current Director Jim Gray will be retiring August 27, 1999, and the Commission directed that this recruitment be finalized by August.

C. Classification Specification Revisions

It was moved by Webber and seconded by Besana to approve revisions to the classification specifications for Account Clerk-Entry/Journey, Administrative Clerk – Entry/Journey, Administrative Legal Clerk – Entry/Journey, Court Services Clerk – Entry/Journey, Legal Secretary – Entry/Journey, Library Clerk – Entry/Journey and Secretary – Entry/Journey. Motion carried unanimously.

D. Reclassification Requests

1. Health & Human Services – Animal Control

It was moved by Besana and seconded by Webber to approve the reclassification of one vacant Senior Supervising Animal Control Officer, range 39.5 to Client Services Program Manager, range 51.5; to abolish the Senior Supervising Animal Control Officer classification and revise the classification specification for Supervising Animal Control Officer. Motion carried unanimously.

E. Request for Retroactive Non-Competitive Promotion

1. Auditor's Office

The Commission took no action on this item, therefore request was denied.

F. Work Out of Class Extensions

It was moved by LeDoux and seconded by Besana to approve the Work Out of Class Extensions as presented in staff memo. Motion carried unanimously.

G. Extension of Extra Help

It was moved by LeDoux and seconded by Webber to approve the extra Help Extensions hours as presented in staff memo. Motion carried unanimously.

VII. LEAVES OF ABSENCE: As an information item only, the Commission was advised of the leaves approved by Jim Gray, Personnel Director.

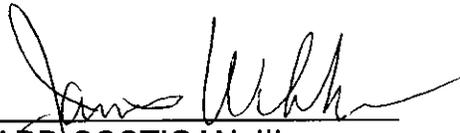
VIII. COMMUNICATIONS

A. Provisional Appointments - One

B. Staff Reports and Correspondence – The Commission announced that the August 9<sup>th</sup> meeting would be held in Tahoe City, at Granlibakken

IX. 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, July 12, 1999, in the Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA 95603.

PLACER COUNTY CIVIL SERVICE COMMISSION

*For*  
  
RICHARD COSTIGAN, III  
CHAIRMAN

  
CAROL BRAUN  
EXECUTIVE SECRETARY