

COUNTY OF PLACER CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION

REX CLARK, **Chair** JOHN COSTA, **Vice Chair** RON LE DOUX DON NELSON LARRY WEBBER Monday – November 14, 2011

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 Meeting was held at the Placer County Personnel - Training Room - 145 Fulweiler Avenue, Suite 200 - Auburn, CA Chair Clark presiding.

John Costa - Absent

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

B. Title: Personnel Director

4:30 PM OPEN SESSION

FLAG SALUTE Led by Commissioner Webber

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

Chair Clark 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 Webber to approve the agenda. Motion carried unanimously.

III. MINUTES OF PREVIOUS MEETING – October 11, 2011

Chair Clark approved the minutes as submitted.

IV. PUBLIC COMMENT - None

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 Nelson and seconded by Webber to approve merit increases for classified employees. Motion carried unanimously.
- B. 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, Facility Services, Health and Human Services, Redevelopment Agency and Sheriff. It was moved by Nelson and seconded by LeDoux to approve the Work out of Class Pay for designated employees. Motion carried unanimously.
- C. Equal Employment Opportunity Program (EEOP) 2012. It was moved by LeDoux and seconded by Webber to approve the Equal Employment Opportunity Program effective January 1, 2012. Motion carried unanimously.

VII. COMMUNICATIONS

- **A.** Provisional Appointments Clerk Recorder Elections: Two (2) Cadastral Technicians. Temporary appointment for 90 days.
- B. Report of leaves of absence
- C. Staff Reports and Correspondence None
- D. Commissioner's Comments -
 - Chair Rex Clark & Commissioner Don Nelson met with County Executive Officer, Tom Miller. One item discussed was the use of Work out of Class (WOC) assignments. The Commission provided direction to staff that the semiannual report of WOC be submitted to the Civil Service Commission in February 2012 and also sent to the County Executive Officer.
 - Commissioners to discuss adopting some specific procedures for appeal hearings and to provide information to interested parties.

VIII. ADJOURNMENT @ 4:50 PM

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

The next regular meeting will be on **Monday, December 12, 2011** – Placer County Personnel (Training Room) @ 145 Fulweiler Avenue, Suite 200, Auburn, CA. commencing @ 4:00 PM.

PLACER COUNTY CIVIL SERVICE CO	RVICE COMMISSION	
REX CLARK CHAIR	KELLIE CRAIG EXECUTIVE SECRETARY	