



# COUNTY OF PLACER CIVIL SERVICE COMMISSION

March 11, 2002

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

Nancy Nittler, Personnel Director  
Diana Rohr, Executive Secretary

## MINUTES 5:30 P.M.

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

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5:10 PM ROLL CALL: Meeting was held at Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA, with Commissioners Costigan and LeDoux absent. Vice Chairman Stockwin presiding.

### CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTIONS

5:15 PM A. 54954.7 Public Employee Performance Evaluation  
Title Various

### OPEN SESSION

- 5:30 PM I. CLOSED SESSION REPORT: Vice Chairman Stockwin announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Govt. Code Section 54954.7. It was moved by Besana and seconded by Webber that all merit increases be approved as recommended by the departments. Motion carried unanimously.
- II. AGENDA APPROVAL: It was moved by Besana and seconded by Webber to approve the agenda. Motion carried unanimously.
- III. MINUTES OF PREVIOUS MEETING: Moved by Webber and seconded by Besana that the minutes of February 11, 2002, be approved. Motion carried unanimously.
- IV. PUBLIC COMMENTS: None
- V. OLD BUSINESS: None

## VI. NEW BUSINESS

- A. Preliminary Hearing: Grievance Complaint-Child Support Services  
Vice Chairman Stockwin indicated that the Commission had received documentation from all the parties involved and if someone would like to make a statement to support documentation the Commission would hear it now. The following individuals addressed the Commission:

- 1.) Kathy Widing, Business Representative Local 39
- 2.) Valerie Flood, Deputy County Counsel IV
- 3.) Chuck Thiel, Business Representative Local 39
- 4.) Isabel Garbers, Senior Child Support Specialist

It was moved by Besana and seconded by Webber that the preliminary hearing for the grievance complaint -Child Support Services be denied with the stipulation that the Civil Service Commission would look into the problems at Child Support Services. Motion carried unanimously.

- B. Presentation by Library Staff  
Non Action Item

The following individuals appeared before the Commission to present their concerns regarding the salary of library professional classifications:

- 1.) Mary George, Senior Librarian
- 2.) Chris Christman, Librarian II

After hearing presentation, Vice Chairman Stockwin asked for input from Nancy Nittler, Personnel Director. Nancy mentioned from open session two months ago that this issue falls under collective bargaining and direction on labor authority comes from the Board of Supervisors. We are in the middle of a three year contract, covering these positions and it would take Board direction to reopen negotiations. Nancy also mentioned that she has met in closed session with the Board of Supervisors and they are aware of the concerns and issues of the library staff.

The Civil Service Commission did indicate that they would send a letter of recommendation to the Board of Supervisors supporting position of a salary review.

- C. Creation of new Classification /Reclassification of Positions  
1. Sheriff

It was moved by Besana and seconded by Webber to approve:

- a.) the new classification specification of Supervising Evidence Technician, salary range 42.0

- b.) the reclassification of one Evidence Technician II, salary range 40.0 to Supervising Evidence Technician, salary range 42.0 and the non-competitive promotion of the incumbent to the newly adopted classification of Supervising Evidence Technician
- c.) the reclassification of one Senior Administrative Clerk, salary range 34.0 to the classification of Administrative Technician, salary range 38.5

Motion carried unanimously.

## 2. Probation

It was moved by Besana and seconded by Webber to approve

- a.) the reclassification of one Administrative Clerk Journey, salary range 32.0 to the classification of Account Clerk Journey, salary range 34.5

Motion carried unanimously.

## 3. Facility Services

It was moved by Webber and seconded by Besana to approve:

- a.) the new classification specification Assistant Building Maintenance Superintendent, salary range 47.5
- b.) the reclassification of one Senior Supervising Building Crafts Mechanic, salary range 46.0 to the newly created classification of Assistant Building Maintenance Superintendent, salary range 47.5
- c.) the reclassification of one Senior Supervising Building Crafts Mechanic, salary range 46.0 to Supervising Building Crafts Mechanic, salary range 43.5
- d.) the reclassification of the Building Services Supervisor classification, salary range 41.5 to Supervising Building Crafts Mechanic, salary range 43.5 and abolish the Building Services Supervisor classification.

Motion carried unanimously.

## 4. County Counsel

It was moved by Besana and seconded by Webber to approve

- a.) the new classification specification of Secretary to the County Counsel - C, salary range 39.5
- b.) the reclassification of one Senior Legal Secretary - C to the newly created classification of Secretary to the County Counsel - C, salary range 39.5 and the non-competitive promotion of the incumbent to newly created classification.

Motion carried unanimously.

## 5. Health and Human Services

It was moved by Besana and seconded by Webber to approve

a.) the new classification specification of Pharmacy Technician,  
salary range 35.0  
Motion carried unanimously.

D. IT Study Presentation of Classifications and Specifications  
Non Action Item

Becky Nelson, Senior Personnel Analyst, gave background information regarding the IT Study and introduced Jean Sullivan and Lynn Maynard from Bryce Consulting who presented scope of work regarding the IT Study to the Commission.

This extensive presentation covered the study objectives, allocation factors, recommended class concepts, information technology analyst series, and what the next steps are.

It was noted that the IT Study will be an agenda item for the April Civil Service meeting.

E. Work Out of Class Extensions

It was moved by Besana and seconded by Webber to approve the work out of class extensions as listed in the staff memo. Motion carried unanimously.

VII. LEAVES OF ABSENCE

As an information item only, the Commission was advised of the leaves approved by Nancy Nittler, Personnel Director.

VIII. COMMUNICATIONS

A. Provisional Appointments - One

B. Staff Reports and Correspondence

Nancy Nittler, Personnel Director, indicated that the Personnel department is in the process of sending user/customer service satisfaction surveys out to departments about the recruitment and selection process. We will be getting very important and valuable information back and setting performance standards and objectives. This survey is part of a county wide performance standards program.

IX. ADJOURNMENT

There being nothing further to come before the Commission the meeting was adjourned. The next regular meeting will be held at 5:30 PM, on Monday, April 15, 2002, at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

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RONALD LeDOUX  
CHAIRMAN

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DIANA ROHR  
EXECUTIVE SECRETARY