



COUNTY OF PLACER CIVIL SERVICE COMMISSION

Monday, February 14, 2005

CIVIL SERVICE COMMISSION
SYLVIA BESANA, Chair
JOHN COSTA
RON LE DOUX
ALAN SHUTTLEWORTH, Vice Chair
LARRY 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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5:00 PM ROLL CALL: Meeting was held at Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA, with Commissioner Shuttleworth absent. Chairman Besana presiding.

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTIONS

5:05 PM A. 54954.7 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Various

OPEN SESSION

5:30 PM I. CLOSURE SESSION REPORT:
Chairman Besana announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Govt. Code Section:
A. 54954.7 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
It was moved by Le Doux and seconded by Costa that all merit increases be approved as recommended by the departments with the exception of two to be returned in 90 days.
Motion carried unanimously.

II. AGENDA APPROVAL:

It was moved by Le Doux seconded by Costa to approve the agenda.

Motion carried unanimously.

III. MINUTES OF PREVIOUS MEETING:

It was moved by Le Doux and seconded by Costa that the minutes of January 10, 2005 be approved.

Motion carried unanimously.

IV. PUBLIC COMMENTS:

None

V. UNFINISHED BUSINESS:

None

VI. NEW BUSINESS

A. Classification Study

1. Probation Department

The following individuals addressed the Commission regarding the Probation Study:

Ann Marie Anderson, Cooperative Personnel Services Consultant

Fred Morawcznski, Chief Probation Officer

Sean Ferguson, Deputy Probation Officer - Senior

Jessie Hamilton, Deputy Probation Officer - I

David McManus, Probation Manager

Tim Harrison, Deputy Probation Officer - I

It was moved by Le Doux and seconded by Costa to approve:

- a.) the new classifications and specifications as submitted in attachment A. including:
 - 1.) Probation Assistant
 - 2.) Deputy Probation Officer I/II – Field
 - 3.) Deputy Probation Officer I/II – Institution
 - 4.) Deputy Probation Officer – Senior – Field
 - 5.) Deputy Probation Officer – Senior – Institution
 - 6.) Deputy Probation Officer– Supervising - Field
 - 7.) Deputy Probation Officer – Supervising – Institution
 - 8.) Assistant Juvenile Detention Facility Superintendent; and

- b.) delete the following classifications pending conclusion of collective bargaining and implementation of the study:

- 1.) Deputy Probation Officer Trainee

- 2.) Deputy Probation Officer I/II
- 3.) Senior Probation Officer; and

- c.) revisions to the current class specification for Probation Manager; and
- d.) the new classification of Assistant Chief Probation Officer into the Unclassified Service; and
- e.) the allocation of positions and administrative placements into the recommended classifications of:
 - 1.) Deputy Probation Officer I/II – Field
 - 2.) Deputy Probation Officer I/II – Institution
 - 3.) Deputy Probation Officer – Senior – Field
 - 4.) Deputy Probation Officer – Senior – InstitutionAlso noted, that the positions of Supervising Deputy Probation Officer – Field, Supervising Deputy Probation Officer – Institution, and the Assistant Juvenile Detention Facility Superintendent will be filled through competitive recruitment processes.
Motion carried unanimously.

B. Retroactive Non-Competitive Promotion

1. Sheriff's Department

It was moved by Le Doux and seconded by Webber to approve the retroactive non-competitive promotion for one Sheriff's Department employee from the classification of Deputy Sheriff I to Deputy Sheriff II, retroactive to the date of December 11, 2004.

Motion carried unanimously.

C. Reclassification

1. Facility Services Department

It was moved by Costa and seconded by Le Doux to approve:

- a.) the reclassification of one Building Crafts Mechanic position to Building Crafts Mechanic - Senior; and
- b.) the non-competitive promotion of the incumbent.

Motion carried unanimously.

D. Work Out of Class Extension

It was moved by Le Doux and seconded by Webber to approve the work out of class extensions as listed in the staff memo.

Motion carried unanimously.

E. Equal Employment Opportunity Program Update

It was moved by Le Doux and seconded by Costa to approve the Equal Employment Opportunity Program effective January 1, 2005 through December 31, 2005. 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
None

B. Staff Reports and Correspondence

1. For informational purposes, Personnel Services Manager, Ann Craig provided information relative to legislation regarding Registered Domestic Partners.

2. Personnel Director, Nancy Nittler, advised the Commission that the Personnel Department would be restructured and reorganized in the upcoming months.

IX. ADJOURNMENT:

There being nothing further to come before the Commission, the meeting was adjourned.

The next regular meeting will be on Monday, March 14, 2005, at 175 Fulweiler Avenue, Auburn, CA.

Closed session will begin at 5:00 p.m. with open session immediately following at 5:30 p.m.

PLACER COUNTY CIVIL SERVICE COMMISSION

SYLVIA BESANA
CHAIRMAN

DIANA ROHR
EXECUTIVE SECRETARY