



COUNTY OF PLACER CIVIL SERVICE COMMISSION

Monday, December 12, 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 all Commissioners present. 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. CLOSED 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 Webber that all merit increases be approved as recommended by the departments.
Motion carried unanimously.

- II. AGENDA APPROVAL:
It was moved by Le Doux and seconded by Costa to approve the agenda.
Motion carried unanimously.

- III. MINUTES OF PREVIOUS MEETING:
Chairman Besana approved the minutes as submitted.

- IV. PUBLIC COMMENTS:
Mike Boyle, Assistant County Executive Officer, wished the Commissioners happy holidays and thanked them for their services throughout 2005.

- V. UNFINISHED BUSINESS:
None

- VI. NEW BUSINESS
 - A. Classification Request
 - 1. Assessor Department
It was moved by Le Doux and seconded by Costa to approve:
 - a.) the reclassification of one Cadastral Technician I/II position to Geographic Information System Technician I/II; and
 - b.) the non-competitive promotion of the incumbent into the reclassified position.Motion carried unanimously.

 - 2. Auditor/Controller Department
It was moved by Costa and seconded by Le Doux to approve:
 - a.) the placement of the Managing Accountant-Auditor classification in the unclassified service; and
 - b.) the revisions to the Managing Accountant-Auditor classification specification.Motion carried unanimously.

 - B. Work Out of Class Extensions – None

- C. Equal Employment Opportunity Policy Update
It was moved by Costa and seconded by Le Doux to approve the Equal Employment Opportunity Program effective January 01, 2006 through December 31, 2006. Motion carried unanimously.

- D. Election of Officers
It was moved by Le Doux and seconded by Costa that Commissioner Alan Shuttleworth serve as the Chairman and Commissioner John Costa serve as the Vice Chairman for 2006. 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. Nancy Nittler advised that December kicked-off the Management Salary/Benefits Compensation Study.

 - 2. Ann McNellis and Michelle Swain-Beauchamp were acknowledged for their recent promotions to Employee Services Manager – HHS and Personnel Analyst I respectfully.

IX. ADJOURNMENT:

There being nothing further to come before the Commission, Chairman Besana announced that the February regular meeting would be Wednesday, February 15, 2006, due to the County holiday on February 13th and that tonight's meeting be adjourned.

The next regular meeting will be on Monday, January 09, 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