



COUNTY OF PLACER CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION

DON NELSON, **Chair**
RICK WARD, **Vice Chair**
JOHN COSTA
RON LE DOUX
ANDRAE RANDOLPH

Monday – January 12, 2015

Lori Walsh, Personnel Director
Kellie Craig, Executive Secretary

MINUTES

4:00 PM Closed Session

4:30 PM Open Session

Placer County Personnel

Training Room

145 Fulweiler Avenue, Suite 200

Auburn, CA

530-889-4060

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4:00 PM

ROLL CALL

Meeting was held at Placer County Personnel
145 Fulweiler Avenue, Auburn, CA 95603
All Commissioners Present

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE

I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS

- A. Closed Session - Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957.1 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

4:30 PM

OPEN SESSION

FLAG SALUTE

Led by Commissioner Costa

I. REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.1.

Chair Nelson announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Government Code Section: 54957.1 Public Employee Performance Evaluations.

No action to report.

II. AGENDA APPROVAL

It was moved by **LeDoux** and seconded by **Randolph** to approve the agenda.

Motion Carried Unanimously.

III. MINUTES OF PREVIOUS MEETING
November 10, 2014 (Revised)
December 8, 2014

Chair Nelson approved the minutes as submitted.

IV. PUBLIC COMMENT: Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

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 **LeDoux** and seconded by **Costa** to approve merit increases for classified employees.

Motion carried unanimously.

B. Personnel – Classification Specification Revision Request – Risk Management Investigator.

It was moved by **Ward** and seconded by **Costa** to approve the classification specification revision request with the following revisions recommended by Chair Nelson:

- Change the title from “Human Services Investigator” to “Internal Investigator”.
- Add the word “grievances” to the classification specification under section Examples of Essential Duties.
- Add to minimum qualifications knowledge of POBR (Peace Officer Bill of Rights)

Motion Carried Unanimously

C. Office of Treasurer / Tax Collector - Creation of new mPOWER (money for Property Owners Water and Energy Retrofitting) Job Classification Series and reclassification of staff.

It was moved by **Ward** and seconded by **Costa** to:

- 1) Create and approve the new mPOWER job series and recommend corresponding salary grade for four new classifications (monthly):
 - a. mPOWER Program Manager, Grade 439 (\$7,231 - \$8,788)
 - b. mPOWER Program Specialist - Senior Grade 127 (\$5,933 - \$7,211)
 - c. mPOWER Program Specialist II, Grade 106 (\$4,995 - \$6,072)

d. mPOWER Program Specialist I, Grade 94 (\$4,531 – \$5,507)

- 2) The reclassification of two Building Inspectors I Grade 106 (\$4,995 - \$6,072 monthly) to the classification of mPOWER Program Specialist 1 Grade 94 (\$4,531 - \$5,507 monthly) and the administrative placement in the new salary grade to the closest step which does not result in a reduction in salary.
- 3) The reclassification of one Building Inspector II Grade 112 (\$5,245 - \$6,375 monthly) to the classification of mPOWER Program Specialist - Senior, Grade 127 (\$5,933 - \$7,211 monthly) and the non-competitive promotion of the incumbent pursuant to Chapter 3 Section 3.08.480.

Motion Carried Unanimously.

- D. Request for approval of Work out of Class Pay pursuant to Placer County Code Section 3.08.510(C.)(5.) (c.) for employee(s) assigned to the department(s) of Assessor.

It was moved by **Costa** and seconded by **Randolph** to approve the Work out of Class Pay pursuant to Placer County Code Section 3.08.510 (C.)(5.) (c.) for employee(s) assigned to the department(s) of Assessor.

Motion Carried Unanimously.

VII. COMMUNICATIONS - Reports to the Commission are informational items only. (No action will be taken)

- A. Provisional appointment - None
- B. Report of leaves of absence
 1. Commissioner Nelson recommended and the Commission agreed by consensus to remove the Report of Leaves of Absence as a regular agenda item and to include this information in the Annual Report.
- C. Staff reports and correspondence
 1. Introduction of new staff – Director Walsh introduced Sharyl Stannard, Internal Investigator who moved from the Risk Management Division of the CEO's office to the Personnel Department in December 2014.
 2. Classification study update – Director Walsh advised that there were four classification studies currently pending that would be brought to the Commission in the upcoming months. Specifically, the CDRA Tech classification specification will be introduced with changes at the February CSC meeting; a classification study of the Information Technology classification series is pending notification of incumbent employees and is expected to be agendized for the Commission's March meeting; the Child Support Specialist classification series is currently being reviewed by Bryce Consulting and is anticipated to be

brought to the CSC meeting in April; and proposals from consultants are being solicited to initiate a study of the Client Services Program Specialist classification series.

Senior Personnel Analyst Suzanne Holloway provided the Commission with an overview of the Information Technology classification study and Administrative Services Director Jerry Gamez and Deputy IT Manager Kathy Buchanan were available to respond to the Commission's questions.

D. Commissioner comments

1. Chair Nelson requested an update on locations for the next CSC meetings. Director Walsh advised that a tour of the South Placer Jail facility was being arranged for the Commission prior to the February 9, 2015 meeting. It was further anticipated that the April 13, 2015 meeting would be held at the Child Support Department. Future meetings in the Tahoe area are also being scheduled with more details to be provided as arrangements are made.

VIII. ADJOURNMENT @ 5:40 PM

There being nothing further to come before the Commission, it was moved by **Costa** and seconded by **LeDoux** to adjourn the meeting.

The next regular meeting will be on **Monday – February 9, 2015** – Santucci Center - District Attorney's Office @ 10810 Justice Center Drive, Suite 240, Roseville, CA 95678 with Closed Session commencing @ 3:30 PM.

PLACER COUNTY CIVIL SERVICE COMMISSION

DON NELSON
CHAIR

KELLIE CRAIG
EXECUTIVE SECRETARY