



COUNTY OF PLACER CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION

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

Monday – April 13, 2015

Lori Walsh, Personnel Director
Kellie Craig, Executive Secretary

MINUTES

Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Executive Secretary. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Executive Secretary five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

4:00 PM

ROLL CALL

Meeting was held at Placer County Board of Supervisors Chambers
175 Fulweiler Avenue
Auburn, CA
Absent - Commissioner Costa

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 LeDoux

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 **Ward** to approve the agenda.
Motion Carried Unanimously.

III. MINUTES OF PREVIOUS MEETING – March 9, 2015 MINUTES OF PREVIOUS SPECIAL MEETING – March 23, 2015

Chair Nelson 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 **LeDoux** and seconded by **Randolph** 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 employee(s) assigned to the department(s) of County Executive Office.

It was moved by **LeDoux** and seconded by **Ward** 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 County Executive Office.

Motion Carried Unanimously.

- C. Request for approval of Retroactive 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 Sheriff's Office.

It was moved by **Ward** and seconded by **LeDoux** to approve the Retroactive 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 Sheriff's Office.

Motion Carried Unanimously.

- D. Administrative Services – Reclassification Request and Classification Specification Revisions – Countywide Information Technology Classifications.

It was moved by **Randolph** and seconded by **LeDoux** that the Civil Service Commission approve:

1. The proposed revisions to the classification specifications for the following classifications:
 - Geographic Information System Analyst I/II
 - Geographic Information System Technician I/II
 - Information Technology Analyst I/II
 - Information Technology Analyst – Senior
 - Information Technology Technician I/II
 - Technology Solutions Analyst II
 - Technology Solutions Analyst – Senior

It was moved by **LeDoux** and seconded by **Randolph** that the Civil Service Commission approve:

2. The abolishment of the following classifications:
 - Information Technology Technician – Senior
 - Technology Solutions Analyst I
 - Telecommunications Technician I/II

It was moved by **Ward** and seconded by **LeDoux** that the Civil Service Commission approve:

3. The administrative placement of the incumbents into the recommended classifications, pursuant to Placer County Code section 3.08.480, with the exception of eight (8) employees who have submitted formal appeals prior to the published appeal deadline.

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

- A. Provisional appointment - None
- B. Staff reports and correspondence:
 - Commission Chair Nelson shared a letter of commendation written to Michelle Beauchamp and thanked her for her service as she leaves the Personnel Department for a promotional opportunity at HHS.
- C. Commissioner comments:
 - Commission Chair Nelson, Vice Chair Ward, and Director Walsh met with Mary Egan of the Municipal Resource Group. Ms. Egan has been selected to initiate Phase II of the Human Resources Organizational Study.
 - Commission Chair Nelson attended the April 1, 2015, Personnel Department All-Staff Meeting.
 - Along with Vice Chair Ward, Director Walsh, and Judy LaPorte, Commission Chair Nelson met with Andy Sisk, Auditor-Controller, for an update on the fiscal audit of the Personnel Department held last fall. Mr. Sisk advised at that meeting that all findings had been addressed, or were in the process of being addressed, and gave the Personnel Department a glowing report.
 - Department Head meetings have been scheduled with the Treasurer-Tax Collector and Assessor Departments.
 - June 15, 2015, has been selected as the date on which the Civil Service Commission will hear formal appeals submitted by eight of the employees involved in the IT Study.

VIII. ADJOURNMENT @ 5:54 PM

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

The next regular meeting of the Commission will be held on:

Monday – May 11, 2015
Child Support Services
1000 Sunset Blvd., Suite 200
Rocklin, Ca 95765.

PLACER COUNTY CIVIL SERVICE COMMISSION

DON NELSON
CHAIR

DAWN MCCOLLUM
ADMINISTRATIVE TECHNICIAN