



SAN LUIS OBISPO COUNTY CIVIL SERVICE COMMISSION ANNUAL REPORT

FY 2014-2015

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INTRODUCTION

Introduction

AUTHORITY AND PURPOSE

The County Civil Service Commission shall prescribe, amend, repeal and enforce rules for the classified service, which shall have the force and effect of law, shall keep minutes of its proceedings and records of its examinations and shall, as a board or through a single Commissioner, make investigations concerning the enforcement and effect thereof and of the rules and efficiency of the service. It shall make an annual report to the Board of Supervisors. Additionally, the Human Resources Director, under general supervision of the Commission, shall administer the civil service system pursuant to the rules adopted by the Commission and advise the Commission upon civil service matters.

COUNTY CODE: TITLE 2 – ADMINISTRATION AND PERSONNEL

There is established in the County a civil service system to be governed by the provisions set forth in this chapter and in the County Civil Service enabling law. Click through the chapter sections below to view the County Code.



Chapter 2.40 - CIVIL SERVICE SYSTEM

- 2.40.010 - Adoption.
- 2.40.020 - Commission—Creation—Membership.
- 2.40.030 - Compensation for commission members.
- 2.40.040 - Operating funds.
- 2.40.050 - Contracting for examinations.
- 2.40.060 - Classified and unclassified service.
- 2.40.070 - Duties of commission and personnel director.
- 2.40.080 - Commission rules.
- 2.40.090 - Vacancies in peculiar positions.
- 2.40.100 - Examination requirements.
- 2.40.110 - Discrimination prohibited.
- 2.40.120 - Reductions, suspensions and dismissals.
- 2.40.130 - Employee status.
- 2.40.140 - Prerequisites to salary payment.
- 2.40.150 - Veteran's preference.

HUMAN RESOURCES MISSION STATEMENT

We attract, select, develop, and retain a talented and diverse workforce through strategic collaboration. We provide high quality and cost effective programs to cultivate a healthy, safe and productive work environment to maximize individual and organizational potential.

GRIEVANCES, APPEALS AND LITIGATION

Grievances, Appeals and Litigation

The Commission's rules outline the procedure for resolving employment disputes prior to requesting a hearing. One appeal was brought to the Commission in FY 2015-2016.

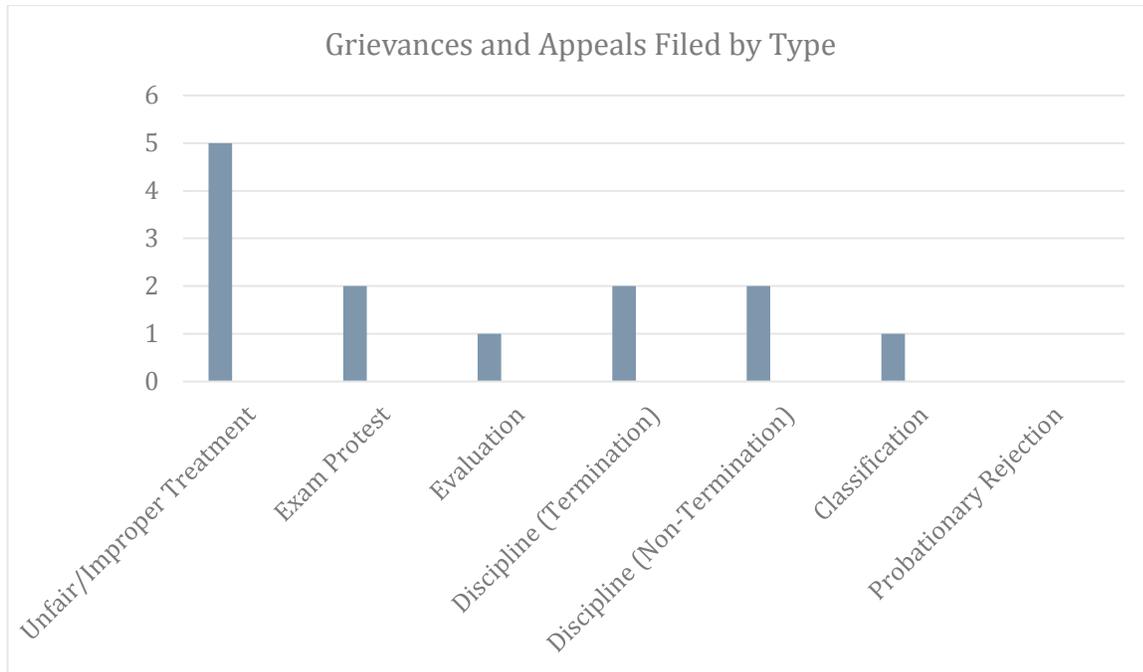
**Indicates departmental/divisional reorganization*

STATISTICAL SUMMARY

GRIEVANCES AND APPEALS FILED BY DEPARTMENT

DEPARTMENT	14/15	13/14	12/13	11/12	10/11
ADMINISTRATIVE OFFICE					
AGRICULTURAL COMMISSIONER					
ASSESSOR		3	1	1	1
AUDITOR-CONTROLLER/TREAS TAX*					
AUDITOR-CONTROLLER					1
TREASURER/TAX COLLECTOR					1
CHILD SUPPORT SERVICES					
CLERK-RECORDER					
COUNTY COUNSEL					
DISTRICT ATTORNEY	1	2			
FARM ADVISOR					
GENERAL SERVICES*	3	1	1	1	1
GSA-INFORMATION TECHNOLOGY				1	
HEALTH AGENCY*	3		4		1
DRUG & ALCOHOL SERVICES		1			
MENTAL HEALTH		4			
PUBLIC HEALTH		1			
HUMAN RESOURCES					
LIBRARY					2
PLANNING AND BUILDING	2		1		2
PROBATION			1	1	2
PUBLIC WORKS	1	2			
SHERIFF-CORONER	1	1			2
SOCIAL SERVICES	2	7	2	1	4
VETERANS SERVICES					
OTHER					1
TOTAL	13	22	10	5	18

GRIEVANCES, APPEALS AND LITIGATION



Filed in FY 2014-2015	13
Carried forward from FY 2013-2014	0
Resolved prior to Commission hearing (Resolved, Withdrawn, Dismissed)	7
Hearings before the Commission	1
Pending Appeals and Grievances	5

Litigation Filed 7/7/14 – Status is Pending

CV 120308 (Sanchez v. The County of SLO & SLO County Civil Service Commission)

15-CV-0274 (Maez v. The County of SLO & SLO County Civil Service Commission)

COMMISSION MEETINGS

Commission Meetings

SCHEDULED MEETINGS

The Civil Service Commission held nine (9) regular session meetings, four (4) of which included closed session, and five (5) special meetings for grievance/appeal were held.

• July 23, 2014 Regular Session	• March 12, 2015 Special Session
• August 27, 2014 Regular Session	• March 17, 2015 Special Session
• September 24, 2014 Regular Session	• March 25, 2015 Cancelled
• October 22, 2013 Cancelled	• April 1, 2015 Regular Session
• November 19, 2014 Regular Session	• April 22, 2015 Cancelled
• December 17, 2013 Regular Session	• May 27, 2015 Regular Session
• January 28, 2015 Regular Session	• May 27, 2015 Special Session
• February 18, 2015 Special Session	• May 28, 2015 Cancelled
• February 25, 2015 Regular Session	• June 24, 2015 Cancelled
• March 11, 2015 Special Session	

COMMISSION BUSINESS HIGHLIGHTS

- President Chapman introduced his successor Erwin Ohannesian to the Commission.
- Reclassification requests are now being accepted by Human Resources all year long and can be taken to the Board of Supervisors three separate times for approval. This replaces the “open window period.”
- New Human Resources staff was introduced: Deborah Carlson, Chip Spence, and Melissa Beebe.
- Fiscal Year 13-14 Civil Service Commission Annual Report was presented to the Commission.
- Steve Simas provided training to the Civil Service Commission titled ‘Introduction to Appeals, Process, and Hearings’

CLASS SPECIFICATION ACTIVITY

Class Specification Activity

CLASSIFICATION SPECIFICATIONS

Classification specifications are the foundation of the County's job classification and compensation systems. There were two hundred and fifty seven (257) positions impacted by classification revisions in FY 14-15, summarized as follows.

NEW CLASSIFICATIONS

- CHIEF WASTE WATER TREATMENT PLANT OPERATOR (1)
- DEPUTY AGRICULTURAL COMMISSIONER/SEALER (1)
- DEPUTY DIRECTOR - GENERAL SERVICES DEPARTMENT (1)
- DIVISION MANAGER – WATER RESOURCES (1)
- CAPITAL PLANNING/FACILITIES MANAGER (2)
- DEPUTY DIRECTOR – PLANNING AND BUILDING (2)
- WASTE WATER SYSTEMS WORKER (4)

REVISED CLASSIFICATIONS

- LOCKSMITH I OR II (FORMERLY LOCKSMITH MAINTENANCE WORKER) (2)
- DEPUTY DISTRICT ATTORNEY I-II-III & IV (31)
- CIVIL ENGINEERING TECHNICIAN (17)
- ENGINEER I-II-III-IV (37)
- SOCIAL WORKER I-II-III-IV (82)
- CORRECTIONAL TECHNICIAN (25)
- MENTAL HEALTH PROGRAM SUPERVISOR (13)
- SUPERVISING PLANNER (6)
- JUVENILE SERVICES OFFICER I,II,III (32)

RECRUITMENT ACTIVITY

Recruitment Activity

The Rules of the Commission that govern the County's recruitment process are in place to ensure that all examinations for employment are fair, impartial and consistent with merit system principles.

Application Summary	FY 14/15	FY 13/14	FY 12/13
Applications	11899	10021	7698
Recruitments	268	218	140
Recruitments by Category			
Permanent	141	199	123
Temporary	13	18	10
Substitute	0	1	7
Recruitments by Type			
County Wide Promotional	0	2	1
Departmental Promotional	44	38	38
Lateral Transfer	0	0	0
Open	224	178	101
Hiring Activity			
Total Hires	535	457	353
Permanent	248	235	168
Temporary, Students, Seasonals & Others	209	222	185

Notable Increases Over Prior Year

Recruitments	23%
Applications	19%
Hires	17%

EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity

While not a legal mandate, the County collects data on race and gender to identify groups which may be underrepresented in County employment as part of the Equal Opportunity plan.

RACE

	WHITE	HISPANIC	BLACK	ASIAN/NATIVE AMERICAN/ PACIFIC ISLANDER	OTHER/ BLANK	TOTAL
County Workforce	74.97%	11.62%	1.27%	2.27%	9.88%	2,917
New Hires	61.27%	13.79%	1.53%	3.28%	20.13%	535
Applications	60.76%	25.79%	3.10%	6.86%	3.48%	11,899
US Census Bureau (County of SLO 2010)	71.10%	20.80%	2.10%	4.2%	3.80%	269,637

GENDER

	FEMALE	MALE	UNKNOWN	TOTAL
County Workforce	58.93%	41.07%	0.00%	2,917
New Hires	57.99%	42.01%	0.00%	535
Applications	63.34%	33.69%	2.97%	11,899
US Census Bureau (County of SLO 2010)	48.70%	51.30%	0.00%	269,637

AGE

	UNDER 29	30-39	40-49	50-59	60+	UNKNOWN	TOTAL
County Workforce	11.54%	23.10%	21.65%	30.71%	13.00%	0.00%	2,917
New Hires	36.99%	29.54%	14.66%	12.04%	6.78%		535
Applications	35.52%	27.11%	17.06%	13.09%	2.78%	4.43%	11,899
US Census Bureau (County of SLO 2010)	39.90%	10.70%	12.70%	15.10%	21.50%		269,637

CONTACT INFORMATION

Contact Information

COMMISSION MEMBERS

The Commission is comprised of members appointed by the Board of Supervisors. The Commissioners serve four (4) year terms and remain on the Commission until a successor is selected.



STAFF TO THE CIVIL SERVICE COMMISSION

Tami Douglas-Schatz, Human Resources Director, Commission Secretary

Timothy McNulty, Assistant County Counsel, Commission Counsel

Steve Simas, Outside Counsel

Lacey Gabriel, Commission Clerk

ADDRESS – PHONE – WEBSITE

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