



SAN LUIS OBISPO COUNTY CIVIL SERVICE COMMISSION ANNUAL REPORT

FY 18/19

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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. Two appeals and one grievance were brought to the Commission in FY 18/19.

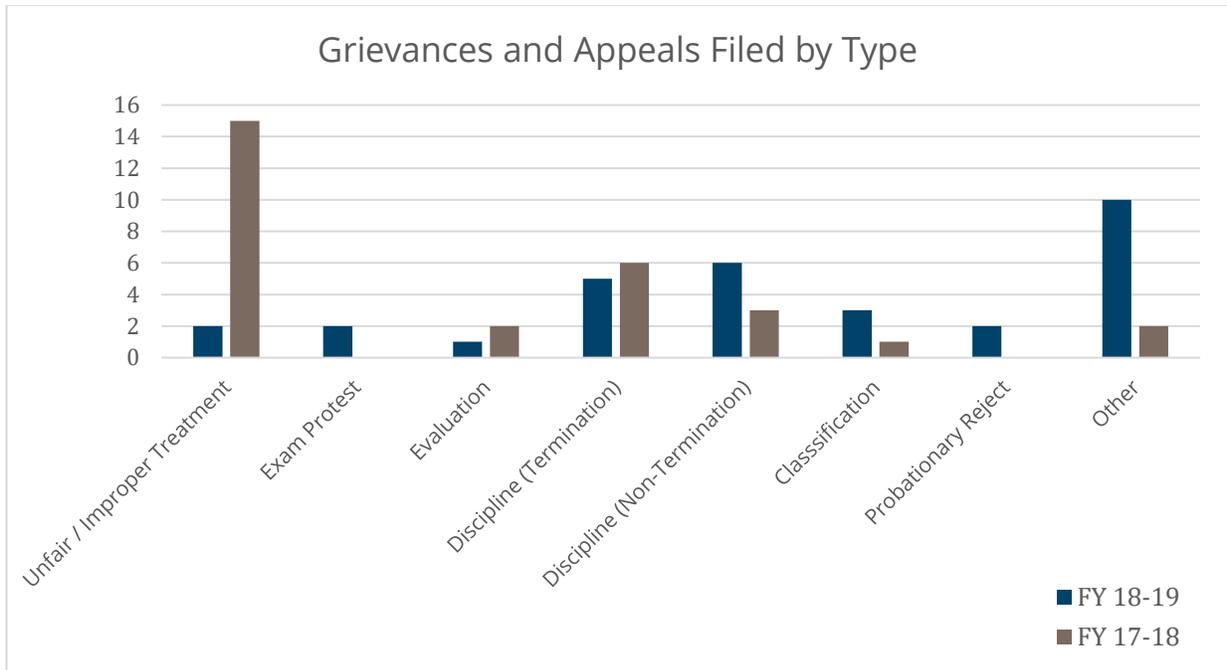
**Indicates departmental/divisional reorganization*

STATISTICAL SUMMARY

GRIEVANCES AND APPEALS FILED BY DEPARTMENT

DEPARTMENT	18/19	17/18	16/17	15/16	14/15
ADMINISTRATIVE OFFICE					
AGRICULTURAL COMMISSIONER					
ASSESSOR					
AUDITOR-CONTROLLER/TREAS TAX					
AUDITOR-CONTROLLER		1			
TREASURER/TAX COLLECTOR					
CENTRAL SERVICES					3
CHILD SUPPORT SERVICES	2				
CLERK-RECORDER					
COUNTY COUNSEL					
DISTRICT ATTORNEY	1	3	1		1
FARM ADVISOR					
HEALTH AGENCY				7	3
DRUG & ALCOHOL SERVICES			1		
MENTAL/BEHAVIORAL HEALTH*	4	6	5		
PUBLIC HEALTH		2	1		
HUMAN RESOURCES	6		3		
INFORMATION TECHNOLOGY		1			
LIBRARY					
PARKS AND RECREATION		1		1	
PLANNING AND BUILDING	2	6	1	2	2
PROBATION		2		1	
PUBLIC WORKS	2		3	1	1
SHERIFF-CORONER	7	4	3		1
SOCIAL SERVICES	7	3	3	2	2
VETERANS SERVICES			1		
TOTAL	31	29	22	14	13

GRIEVANCES, APPEALS AND LITIGATION



	FY 18-19	FY 17-18
Filed	31	29
Carried forward from previous fiscal year	3	1
Resolved prior to Commission hearing (Resolved, Withdrawn, Dismissed)	24	24
Hearings before the Commission	3	3
Pending Appeals and Grievances	1	3

Litigation Filed

No active litigation

COMMISSION MEETINGS

Commission Meetings

SCHEDULED MEETINGS

The Civil Service Commission held a total of fifteen (15) meetings during FY18/19. Seven (7) of those meetings were Regular Session, six (6) were Special Session, and two (2) were combined Regular/Special Session Meetings. Of the fifteen (15) meetings held, twelve (12) included closed sessions. Eleven (11) of the closed sessions were to discuss/deliberate or hear grievance/appeal matters and one (1) closed session was to discuss Civil Service Commission Rule update.

• July 25, 2018 Cancelled	• February 26, 2019 Special Session
• August 22, 2018 Cancelled	• February 27, 2019 Regular/Special Session
• September 26, 2018 Regular Session	• March 6, 2019 Special Session
• October 24, 2018 Cancelled	• March 27, 2019 Regular Session
• October 26, 2018 Special Session	• April 24, 2019 Regular Session
• October 29, 2018 Special Session	• May 6, 2019 Special Session
• November 14, 2018 Regular Session	• May 22, 2019 Regular Session
• December 19, 2018 Regular Session	• June 24, 2019 Special Session
• January 23, 2019 Regular Session	• June 25, 2019 Regular/Special Session

COMMISSION BUSINESS HIGHLIGHTS

- Robert Bergman was re-elected as Commission President on January 23, 2019.
- Jeannie Nix was elected as Vice President on January 23, 2019.
- Civil Service Commissioner Erica Stewart resigned at the end of November, due to her being elected into the position of San Luis Obispo City Council.
- Timothy McNulty, Assistant County Counsel and counsel to the Commission retired at the end of November.
- Assistant County Counsel Nina Negranti was assigned to act as counsel to the Commission.
- The Minimum Qualifications for certain classifications were broadened to reflect multiple ways applicants can qualify for a position. This allows a greater number of applicants to compete and will establish more comprehensive and diverse lists of eligible candidates to meet the needs of multiple county departments.
- The Commission approved 9 new job specifications and 12 revised job specifications.

CLASS SPECIFICATION ACTIVITY

Class Specification Activity

CLASSIFICATION SPECIFICATIONS

Classification specifications are the foundation of the County's job classification and compensation systems. There were seventy-nine and a one-quarter (79.25) FTE positions impacted by classification additions/revisions in FY18/19, summarized as follows.

NEW CLASSIFICATIONS

- BUSINESS SYSTEMS ANALYST (2)
- CHILD SUPPORT SERVICES ATTORNEY (1)
- DEPUTY CLERK OF THE BOARD (1)
- EMERGENCY SERVICES MANAGER (1)
- INFORMATION TECHNOLOGY SPECIALIST I, II (7)
- INFORMATION TECHNOLOGY TECHNICIAN (0)
- REGISTERED DENTAL HYGIENIST (0)
- SENIOR INFORMATION TECHNOLOGY SPECIALIST (0)
- AIRPORT TERMINAL SERVICES WORKER (4)

REVISED CLASSIFICATIONS

- BEHAVIOR HEALTH (B.H) NURSE PRACTITIONER (4.25)
- CHILD SUPPORT SPECIALIST (14)
- DEPUTY DIRECTOR-HUMAN RESOURCES (2)
- DEPUTY DIRECTOR-SOCIAL SERVICES (3)
- HUMAN RESOURCES ANALYST I/II/III (10)
- HUMAN RESOURCES TECHNICIAN I/II (7)
- NURSE PRACTITIONER/PHYSICIAN'S ASSISTANT (3)
- PRINCIPAL HUMAN RESOURCES ANALYST (2)
- PROPERTY TRANSFER TECHNICIAN (PTT) SERIES (10)
- SUPERVISING PROPERTY TRANSFER TECHNICIAN (1)
- SUPERVISING CHILD SUPPORT SPECIALIST (2)
- VETERANS SERVICES REPRESENTATIVE (5)

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 18/19	FY 17/18	FY 16/17
Applications	13,794	14,172	14,279
Recruitments	286	243	280
Recruitments by Category			
Permanent	255	210	225
Temporary	17	20	6
Continuous	14	13	49
Recruitments by Type			
County Wide Promotional	17	18	8
Departmental Promotional	61	56	63
Lateral Transfer	1	0	0
Open	207	169	209
Hiring Activity			
Total Hires	536	506	507
Permanent	285	292	289
Temporary, Students, Seasonals & Others	251	214	218

Notable Increases Over Prior Year

Total Recruitments	17.70%
Open Recruitments	22.49%
Permanent Recruitments	21.43%

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	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMER INDIAN OR ALASKAN NATIVE	ASIAN	TWO OR MORE RACES	OTHER/ BLANK	TOTAL
County Workforce	FY 17-18	72.57%	15.68%	1.54%	0.20%	0.23%	2.56%	7.22%	0.00%	3,051
	FY 18-19	71.85%	17.05%	1.41%	0.15%	0.30%	2.79%	6.44%	0.00%	2,686
New Hires	FY 17-18	65.81%	20.75%	2.96%	1.19%	0.79%	5.53%	2.96%	0.00%	506
	FY 18-19	68.84%	20.71%	2.05%	0.93%	0.93%	4.66%	0.75%	1.12%	536
Applications	FY 17-18	57.35%	27.00%	4.27%	0.01%	1.54%	7.10%	0.00%	2.74%	14,172
	FY 18-19	58.21%	27.55%	4.01%	0.02%	1.30%	6.15%	0.00%	2.75%	13,794
US Census Bureau (County of SLO 2010)		71.10%	20.80%	2.10%	No Data ¹	No Data ¹	4.20%	No Data ¹	3.80%	269,637

GENDER

		FEMALE	MALE	NON-BINARY	UNKNOWN	TOTAL
County Workforce	FY 17-18	59.42%	40.58%	N/A	0.00%	3,051
	FY 18-19	58.45%	41.55%	0.00%	0.00%	2,686
New Hires	FY 17-18	57.51%	42.49%	N/A	0.00%	506
	FY 18-19	54.85%	44.03%	0.00%	1.12%	536
Applications	FY 17-18	52.55%	46.18%	0.01%	1.26%	14,172
	FY 18-19	54.23%	44.43%	0.05%	1.28%	13,794
US Census Bureau (County of SLO 2010)		48.70%	51.30%	No Data ¹	0.00%	269,637

¹ New category since 2010 census. Next census to be held 2020.

EQUAL EMPLOYMENT OPPORTUNITY

AGE

		UNDER 30	30-39	40-49	50-59	60 AND OVER	UNKNOWN	TOTAL
County Workforce	FY 17-18	13.83%	26.06%	22.09%	24.06%	13.96%	0.00%	3,051
	FY 18-19	10.72%	28.15%	24.27%	27.25%	9.61%	0.00%	2,686
New Hires	FY 17-18	41.50%	28.66%	11.66%	11.86%	6.32%	0.00%	506
	FY 18-19	37.69%	25.93%	16.04%	11.57%	7.65%	1.12%	536
Applications	FY 17-18	36.12%	27.62%	16.74%	12.94%	4.00%	2.58%	14,172
	FY 18-19	34.34%	28.23%	16.94%	12.80%	4.92%	2.77%	13,794
US Census Bureau (County of SLO 2010)		39.90%	10.70%	12.70%	15.10%	21.50%	0.00%	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.



**John E.D. Nicholson, Commissioner
District One**



**Erwin Ohannesian, Vice President
District Two**

**Vacant
December 2018 – November 2019**

Commissioner District Three



**Jeannie Nix, Commissioner
District Four**



**Robert Bergman, President
District Five**

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

Alisa Scantlin, Commission Clerk

Virginia Quinde, Commission Clerk

Rosa Reyes, Commission Clerk

ADDRESS – PHONE – WEBSITE

County of San Luis Obispo Civil Service Commission

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