

Civil Service Commission



Jed Nicholson *Commission President, District 1*
Lesley Santos *District 2*
Erica Flores Baltodano *Commission Vice President, District 3*
David Warren *District 4*
Robert Bergman *District 5*

Tami Douglas-Schatz *Commission Secretary*

AGENDA

County of San Luis Obispo Civil Service Commission Regular Session Meeting

Wednesday December 13, 2023 @ 9:00 a.m.

1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

1. Call to Order / Flag Salute / Roll Call

2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.

3. Minutes

The following draft minutes are submitted for approval:

- a. November 29, 2023

4. Reports

Commission President
Commission Counsel
Commission Outside Counsel
Commission Secretary

5. Public Comment on Closed Session Item

Members of the public wishing to address the Civil Service Commission on Closed Session matters agendized here may do so when recognized by the President. Presentations are limited to three minutes per individual.

6. CLOSED SESSION: Conference with County Labor Negotiator regarding Civil Service Rule Update. (Gov Code Section 54957.6): Agency designated representative: Tami Douglas-Schatz, or designee

7. Closed Session –Public Employee Discipline (per Government Code Section 54957(b)):
Hearing and deliberations regarding Appeal # A22-04

8. Adjournment

Civil Service Commission



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Minutes

County of San Luis Obispo Civil Service Commission

Regular Session Meeting

Wednesday, November 29, 2023 @ 9:00 a.m.

1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

Present: Commissioners: President Nicholson, Vice President Baltodano, Commissioner Bergman, Commissioner Santos, Commissioner Warren

Staff: Commission Secretary Tami Douglas-Schatz
Commission Clerk Shaley Salsbury

County Counsel: Jon Ansolabehere

Outside Counsel: Steve Simas

Absent: None

1. Call to Order / Flag Salute / Roll Call

Commission President Nicholson called the meeting to order at 9:00am and led the flag salute. Roll was called. All Commissioners were present.

2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the Vice President. Presentations are limited to three minutes per individual. There were no public comments.

3. Minutes

The following draft minutes are submitted for approval:

- a. September 27, 2023

Civil Service Commission

35 The minutes for September 27, 2023, were considered. President Nicholson invited public
36 comment; there was none. Commissioner Bergman motioned to approve the minutes as
37 presented. Commission Vice President Baltodano seconded the motion. The motion to approve
38 the minutes as presented carried 4-0-1 with President Nicholson abstaining as he was absent
39 for the September meeting.

40
41 b. October 25, 2023

42
43 The minutes for October 25, 2023, were considered. President Nicholson invited public
44 comment; there was none. Commissioner Warren motioned to approve the minutes as
45 presented. Commissioner Santos seconded the motion. The motion to approve the minutes as
46 presented carried 5-0-0.

47
48 **4. Reports**

49
50 **Commission Vice President** – None

51 **Commission Counsel** – None

52 **Commission Outside Counsel** - None

53 **Commission Secretary** – None

54 **Principal Human Resources Analyst Frank Stapleton** confirmed the upcoming hearing dates
55 of December 11-13, 2023, and January 23-25, 2024. Mr. Stapleton requested that the
56 Commission hold April 23 and 24, 2024 for an additional hearing.

57
58 **5. Request to Approve Civil Service Commission Schedule**

59 a. Civil Service Commission Regular Meeting Schedule for 2024

60
61 The proposed schedule was considered. President Nicholson invited public comment; there
62 was none. Commissioner Bergman motioned to approve Regular Session Meeting Schedule
63 for 2024 as presented. Commissioner Warren seconded the motion. The motion to approve as
64 presented carried 5-0-0.

65
66 **6. Request to Approve New Job Specification(s):**

67 a. Assistant Chief Deputy Probation Officer

68
69 Principal Human Resources Analyst Taj D'Entremont introduced the new proposed
70 specification with Chief Probation Officer Robert Reyes. Vice President Baltodano inquired if
71 the word "Modern" on page 6a.006 line 68 could be changed to "Current practices," and
72 requested amendment to line 24 of page 6a.004 from "Manages" to "Manage" to remain
73 consistent with the other bullet points. President Nicholson invited public comment; there was
74 none. Commissioner Santos motioned to approve the new specification as amended.
75 Commissioner Bergman seconded the motion. The motion to approve as amended carried
76 5-0-0.

77
78 **7. Request to Approve Revised Job Specification(s):**

79 a. Chief Deputy Probation Officer

Civil Service Commission

80
81 Principal Human Resources Analyst Taj D'Entremont introduced the revised specification with
82 Chief Probation Officer Robert Reyes. Vice President Baltodano requested amendment to page
83 7a.002 line 40 to state "control and authorize," and amendment to 7a.003 line 61 to "Current
84 practices." Vice President Baltodano inquired if line 94 of page 7a.004 could be amended to
85 read "Apply the principals and values of the department's evidence-based practices for
86 community corrections." President Nicholson invited public comment; there was none.
87 Commissioner Santos motioned to approve the new specification as amended. Commissioner
88 Bergman seconded the motion. The motion to approve as amended carried 5-0-0.

6. Request to Approve New Job Specification(s):

- 89
90
91 a. Assistant Chief Deputy Probation Officer
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93 Commission Vice President Baltodano motioned to reconsider the Assistant Chief Deputy
94 Probation Officer specification. Commissioner Warren seconded the motion to reconsider the
95 specification. The motion to reconsider passed 5-0-0.

96
97 Commissioner Baltodano requested the addition of the language "Apply the principals and
98 values of the department's evidence-based practices for community corrections" to follow line
99 107 of page 6a.007. President Nicholson invited public comment; there was none.
100 Commissioner Bergman motioned to approve the new specification as amended. Commission
101 Vice President Baltodano seconded the motion. The motion to approve as amended carried
102 5-0-0.
103

7. Request to Approve Revised Job Specification(s):

- 104
105 b. Assessment Technician I/II/III/IV
106

107 Principal Human Resources Analyst Michael Hobbs introduced the revised specification with
108 Human Resources Analyst Miranda Wall, and Assistant Assessor Lesa Gofourth. President
109 Nicholson invited public comment; there was none. Commissioner Santos motioned to approve
110 the revised specification as presented. Commissioner Bergman seconded the motion. The
111 motion to approve as presented carried 5-0-0.
112

8. Public Comment on Closed Session Item

113
114
115 Members of the public wishing to address the Civil Service Commission on Closed Session
116 matters agendized here may do so when recognized by the President. Presentations are limited
117 to three minutes per individual.
118

119 Hearing no public comment, President Nicholson moved to Closed Session.
120

9. CLOSED SESSION: Conference with County Labor Negotiator regarding Civil Service Rule Update. (Gov Code Section 54957.6): Agency designated representative: Tami Douglas-Schatz, or designee

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123
124

Civil Service Commission

125 President Nicholson stated that there was no reportable action in Closed Session.

126

127 **10. Adjournment**

128

129 President Nicholson adjourned the meeting at 9:42 a.m.

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131 **** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists***
132 ***and will remain as the official, complete record of all proceedings by the Civil Service Commission.***

DRAFT