Civil Service Commission

1055 MONTEREY STREET, SUITE D250 • SAN LUIS OBISPO, CALIFORNIA 93408 • 805.781.5959

San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, December 15, 2010 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA

AGENDA

MEMBERS OF THE COMMISSION
Arthur Chapman, President
Jeannie Nix, Vice President
Robert Bergman
Jay Salter
Bill Tappan

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 minutes are submitted for approval:
   a. November 17, 2010 – Regular

4. **Reports**
   a. Commission President
   b. Commission Subcommittees
   c. Commission Counsel
   d. Commission Secretary

5. **Closed Session (per Government Code Section 54957.6):** Conference with Commission rules negotiator regarding 2010-2011 Civil Service Commission rules update.

6. **Adjournment**

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November 17, 2010 @ 9:00 A.M.
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MINUTES

MEMBERS OF THE COMMISSION
Arthur Chapman, President
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Present: President Arthur Chapman, Vice President Jeannie Nix, Commissioner Robert Bergman, Commissioner Jay Salter, Commissioner Bill Tappan

Staff: Commission Secretary Tami Douglas - Schatz, Commission Clerk Robin Mason

Counsel: Commission Counsel Shannon Matuszewicz, Deputy County Counsel

1. Call to Order

President Arthur Chapman called the meeting to order at 9:02 A.M. and led the flag salute.

2. Public Comment Period

President Chapman opened the public comment period by stating that 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. Being none, President Chapman closed the public comment period.

3. Minutes

October 27, 2010 - Regular Meeting

A motion was made by Commissioner Tappan and seconded by Commissioner Bergman to approve the October 27, 2010 minutes as presented; motion carried 5-0-0.

4. Reports

Commission President

No report.

Commission Subcommittees

No active subcommittees at this time.

DRAFT

Commission Counsel

No report.

Commission Secretary

Tami Douglas-Schatz provided the 2011 regular session meeting dates to the Commissioners and reported that there are currently no hearings scheduled at this time. Ms. Douglas-Schatz stated that the amended Commission Secretary Performance Standards are included in the agenda packet, for their information. She informed the Commission that the administrative process with their rules negotiator, Mr. Shane Stark has begun and that the first meet and confer session is scheduled for December 1, 2010. Commissioner Bergman requested that Mr. Stark be present or available by teleconference at the December 15, 2010 Regular Meeting for rules discussion and requested that the Commission be provided with a copy of the letter sent by Mr. Stark to employee associations regarding the December 1 meet and confer session. Commissioner Salter asked whether or not the Commission determined if a Commissioner should be present at the meet and confer sessions; President Chapman responded that they had decided that their attendance was not necessary.

5. Presentation of CPS "Personnel Management Program Review" Report Findings

Ms. Douglas-Schatz reported that CPS reviewed merit principles, rules, and made recommendations for process improvements. The audit specifically included Department of Social Services and Child Support Services, both of which receive state and federal funding.

Merit Principle 1 -Recruitment and Selection

As a result of the audit, CPS recommended that Human Resources Department Resources develop pre-existing exam plan guidelines to include specific details (dates, etc.) on job announcement at the time of the opening of the recruitment.

Merit Principle 2 – Classification

Ms. Douglas-Schatz stated that CPS recommended that HR establish criteria to determine weights and job dimensions, a more global perspective rather than by position. CPS also recommended that the HR Department review 20% of all 560 classifications annually, which would be approximately 110 job specifications per year. Ms. Douglas-Schatz expressed concern about staff workload and will discuss a plan with staff and present a recommendation to the Commission at a later date. Commissioner Bergman asked what generated the audit; Ms. Douglas-Schatz responded that the Department of Social Services and the Child Support Services' files were reviewed since because they receive state and federal funding. Additionally, CPS reviewed HR's recruitment process generally. President Chapman asked if HR has a database of classifications; Ms. Douglas-Schatz responded affirmatively. President Chapman suggested that groups of classifications be reviewed. Commissioner Bergman emphasized that the Commission supports broader specifications and that the ratio of specifications per year to be reviewed "Seems a bit excessive"; Ms. Douglas-Schatz agreed. Commissioner Tappan suggested that departments be involved in the classification review process to ease the burden on the HR Department. Commissioner Bergman suggested the possibility of having HR look at comparable counties' number of specifications per employee ratio as a comparison.

Merit Principle 3 – Training
CPS recommended training for all Personnel Analysts in order to implement more uniform guidelines in setting pass points. CPS commented that San Luis Obispo County does an admirable job in continuing to provide training as well as keeping the Tuition Reimbursement Program in place despite the economic downturn.

Merit Principle 4 – Retention of Permanent Employees
Ms. Douglas-Schatz reported that CPS recommends that the HR Department capture data to verify equal opportunity employment access. Additionally, CPS recommended the addition of performance development plans to the County's employment evaluation process; Ms. Douglas-Schatz agreed. CPS also recommended a performance improvement plan be developed if an employee's performance falls below satisfactory. Ms. Douglas-Schatz reported that this was being discussed in rule update meetings and labor negotiations.

Merit Principle 5 – Fair Treatment
Ms. Douglas-Schatz reported that HR must update its Equal Opportunity Program and that the CPS recommended additional training for Discrimination and Harassment Prevention Coordinators.

Merit Principle 6 – Political Rights and Prohibitions
Ms. Douglas Schatz reported that no grievances or appeals were filed related to the subject; therefore no recommendations were made by CPS.

6. **Closed Session (per Govenment Code Section 54957.6):** Conference with Commission rules negotiator regarding 2010-2011 Civil Service Commission rules update. The Commission deferred this item until after the December 1 meet and confer session.

7. **Adjournment**
The meeting was adjourned at 9:27 A.M.

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