

# 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, February 23, 2011 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



## AGENDA

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

1. **Call to Order / Flag Salute / Roll Call**
2. **Election of Officers**
3. **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.
4. **Minutes**  
The following minutes are submitted for approval:
  - a. January 26, 2010 – Regular
5. **Reports**
  - a. Commission President
  - b. Commission Subcommittees
  - c. Commission Counsel
  - d. Commission Secretary
6. **Closed Session (per Government Code Section 54957.6):** Conference with Commission rules negotiator regarding 2010-2011 Civil Service Commission rules update.
7. **Adjournment**

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Wednesday, January 26, 2011 @ 9:00 A.M.  
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Arthur Chapman, President  
Jeannie Nix, Vice President  
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## MINUTES

Present: President Art Chapman, Commissioner Jeannie Nix, Commissioner Robert Bergman, Commissioner Bill Tappan

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

Counsel: Deputy County Counsel Shannon Matuszewicz, Commission Counsel/ Rules Negotiator Stephen Shane Stark

Absent: Commissioner Jay Salter\*

### 1. Call to Order

President Chapman called the meeting to order at 9:01 A.M. and led the flag salute.

### 2. Election of Officers

A motion was made by Commissioner Bergman and seconded by Commissioner Chapman to elect Commissioner Nix as Commission President and to elect Commissioner Tappan as Commission Vice President; motion carried 4-0-1.

### 3. 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.

Being none, President Nix closed the public comment period.

### 4. Minutes

#### December 15, 2010 Regular Meeting

A motion was made by Commissioner Chapman and seconded by Commissioner Tappan to approve the December 15, 2010 minutes as presented; motion carried 4-0-1.

### 5. Reports

#### a. Commission President

No report.

#### b. Commission Subcommittees

No report.

#### c. Commission Counsel

No report.

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## d. Commission Secretary

Ms. Douglas-Schatz reported an update to last month's report: the Department of Social Services discipline appeal has been settled; the special meeting dates in January were cancelled as well as the March 2 carry over date. Ms. Douglas Schatz clarified the Sheriff Department matter is still going forward. The dates are still on February 23, 24 with possible carry over to March 2.

Ms. Douglas-Schatz requested the Commission hear a discipline appeal regarding an employee of the Assessor's Office at the next Regular Meeting on March 23. She explained it is a bit of a wait for the employee, but the level of discipline appealed does not involve a loss of compensation. Commissioner Nix suggested the matter be heard on February 9, 2011 since the Department is ready. Commissioner Salter will be notified of the additional date, but if he cannot be present, it was confirmed that four commissioners will be present for the Special Session on February 9 at 9:00 A.M.; Mr. Stark, Commissioner Chapman and President Nix clarified that the agenda packet is required next week for the Special Meeting to hear the February 9, 2011 appeal. Mr. Stark requested that HR send a document regarding the February 9, 2011 Special Meeting to all parties and Commission next week. Mr. Stark will be out of town the week of January 31, so email is preferable. Dates for hearings were clarified: February 9 for Assessor's Hearing; February 23, 24, and possibly March 2 for Sheriff Department Hearing.

Ms. Douglas-Schatz gave an update regarding the State of California's budget impact on San Luis Obispo County. She stated that it was preliminary but significant. Ms. Douglas-Schatz explained that Dan Buckshi had given a presentation on the budget last week, and the information was stunning. The biggest shift is that the State of California is considering major realignments and pushing work to the Probation and Sheriff Departments but we don't know how much money will come with it. The negative side is that the Department of Social Services and the Health Agency continue to get relieved of money from the State. Significant cuts to programs like Cal Works may occur. Ms. Douglas-Schatz went on to explain that this may be a huge impact to the County and the Human Resources Department if there are layoffs in some departments while other departments have staffing increases; there may be a significant shift in resources from one department to another.

President Nix asked about the status of HR Department's budget now that it is half way through the fiscal year. Ms. Douglas-Schatz replied that the budget is good in HR. One reason was a vacancy that took longer to fill than expected, resulting in salary savings. She reported that Departments have been asked to make at least a 5% cut to the general fund for the next fiscal year (2011-2012) and that the HR Department is working on it now. The preliminary budget is due to the Administrative Office by February 3. Ms. Douglas-Schatz went on to say that she believes the necessary cuts can be made without touching staff. One of the benefits of having Risk Management with the HR Department is that it gives some flexibility in managing funds, such as tightening insurance and liability costs as well as saving on other programs such as Worker's Compensation.

President Nix asked how HR will tighten insurance and liability costs and if it would affect deductibles, benefits, or if it would impact something else. Ms. Douglas-Schatz specified that property insurance is the focus; last year HR went through an exhaustive process to identify if correct insurance levels were on all properties, explaining that a one-size-fits-all approach is not efficient. She noted that Risk Management had savings from that last fiscal year, and we may see rollover to the next fiscal year. Ms. Douglas-Schatz went on to report that the Board of Supervisors approved a new loss prevention initiative; this program works with insurance funds to shift money to ergonomics to prevent repetitive injury claims. HR is working on getting ergonomic work stations implemented and anticipates that worker's compensation claims will be reduced as a result. Ms. Douglas-Schatz commented that it makes sense to try to prevent these types of injuries, and that Risk Management is currently working with Sheriff Dispatch and other departments with outdated equipment. Insurance helps pay for it so the department sees this as a cost savings for them a well.

Commissioner Chapman asked if the Return to Work program initiative is working. Ms. Douglas-Schatz affirmed that it is working very well. We were asked to present at the California Worker's Compensation Forum to talk about why the Return to Work program is working so well. We attribute the effectiveness of the program to the fact that the departments are working together.

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Commissioner Bergman asked if County Counsel charges the HR Department to use counsel for this meeting. Ms. Douglas-Schatz replied that there is no bill for County Counsel's service to HR.

Commissioner Bergman asked whose budget outside counsel comes from. Ms. Douglas-Schatz replied that the cost of counsel does come from HR's budget; Warren Jensen, County Counsel and Administrative Office have agreed that if HR's budget falls short due to this expense, it will be shored up.

President Nix stated that when we talk about shifting staff to other departments a question as to whether they are still working in class or not may arise. This causes HR to do a job analysis as well as additional workload. We need to keep HR's budget as stable as possible so we can keep employees properly represented. Ms. Douglas-Schatz agreed and thought we may have more class studies in coming years since people are absorbing the additional workload. Ms. Douglas-Schatz went on to say that the open window period was last September through December and, surprisingly, there were only nine class studies, but out-of-class work during times of shrinking budgets is a constant concern.

Commissioner Chapman stated that twenty percent of county job specifications are to be reviewed annually, according to the fiscal year 2009 - 2010 CPS audit. Ms. Douglas-Schatz replied that HR is currently working on a plan to meet this standard. Commissioner Bergman clarified that this is different than random reclassification studies and stated that it is probably beneficial to give the employee an opportunity to examine whether or not they are working out of class in order to prevent additional workload later in the year when they ask for it. Ms. Douglas-Schatz added that it is good to be proactive by asking about accuracy of class studies up front.

Commissioner Chapman referred back to the topic of the upcoming February Hearing and clarified that County Counsel will be representing the Department. Ms. Douglas-Schatz addressed Commissioner Chapman's observation, referring to past discussions about the varying cycles of representation and added that whether a Department gets outside counsel or the Civil Service Commission gets outside counsel, it costs money one way or another. President Chapman stated that the issue for the Commission was to make sure parties have effective counsel so that the hearing runs efficiently and all parties are represented properly.

President Nix redirected the topic back to Job Classifications and stated that nine class studies during the open window period from September through December seems low and asked if it is the only open window period during the year, or if there were other opportunities during the year for employees to submit requests. Ms. Douglas-Schatz replied that there is one open window period per year, but HR will still accept it when asked by departments on an individual basis. Commissioner Bergman clarified, and Ms. Douglas-Schatz agreed, that the employee has the right to grieve to the commission.

Commissioner Chapman added that the open window period does seem to put a tremendous amount of pressure on staff and asked if HR has talked to the Administrative Office about the possibility of at least doing staff work in advance. Ms. Douglas-Schatz stated that if there is an increase, then we will have to push the open window period back to August instead of September to give some extra time. This would be done in anticipation of upcoming changes in that as we shrink more we may get more reclassification requests. Commissioner Chapman added that budget issues may be why employees may be less inclined to bring issues forward. Commissioner Tappan inquired about how many of the nine reclassification studies were actually identified as working out of class. Ms. Douglas-Schatz stated that two out of the nine reclassification studies were identified.

Mr. Stark addressed President Nix and suggested the Commissioners bear in mind that we will not know either the nature or extent of state cuts until there is a decision to have an election; if tax extensions are not approved, they will expire. If they expire, California would have to make additional cuts, which would most likely be in the Health Agency and the Department of Social Services. The realignment and redevelopment issues may require separate ballot measures to be approved, so these results are unknown. Commissioner Nix thanked Mr. Stark for bringing that up and affirmed that while we are all well aware that of the results of the State budget cuts are very much in flux, the Commission is reflecting a desire to understand and support what HR is trying to do to support the County employees who will be affected by these cuts. Mr. Stark replied, that his experience in three separate counties / jurisdictions is whenever there are hard economic times that result in personnel actions, two places get an increased

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work load: HR and the local attorney; the workload may consequently cause work of CSC to be increased as well. President Nix expressed her appreciation for such an enlightening report.

President Nix asked if there is anything else. There were no further comments; President Nix concluded Item 4d.

**6. Closed Session (per Gov. Code, 54957.6):** Conference with Commission rules negotiator regarding 2010-2011 Civil Service Commission rules update.

The Commission adjourned into closed session at 9:29 A.M. to discuss the rule update with their negotiator. Upon reconvening into open session, President Nix reported that no action was taken and to put this Closed Session Item on the agenda for the next meeting in February.

Tami Douglas-Schatz made a correction to the record from this morning: the disciplinary appeal is actually for the Treasurer-Tax Collector's Office, not the Assessor's Office. Also, there is a change of date for that hearing. On February 9, a witness for both sides will not be available due to a death in the family and needs to move the Special Session for hearing of the disciplinary appeal in the Treasure-Tax Collector Department to Wednesday, February 16, 2011 instead of February 9, 2011. Commissioner Tappan is available, President Nix is available and recommended checking with Commissioner Salter; Mr. Stark is available and requested closed session follow up to be added to closed session agenda for that date.

**7. Adjournment**

The meeting was adjourned at 11.38 A.M.

*\* Note: These minutes reflect official action 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.*