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, August 3, 2011 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA

AGENDA
AMENDED July 29, 2011

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. **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. June 2, 2011 Special
   b. June 14, 2011 Special
   c. June 28, 2011 Regular
   d. July 7, 2011 Special
   e. July 14, 2011 Special

4. **Reports**
   a. Commission President
   b. Commission Subcommittees
   c. Commission Counsel
   d. Commission Secretary
      (1) Commission Calendar
      (2) ~~Update on County Budget~~ RFP Process for Commission Counsel

5. **Commission Discussion on Individual Meetings with the Board of Supervisors**

~~5~~6. **Job Class Specifications – *New***
   a. Geographic Information System Program Manager

7. **Closed Session (per Government Code Section 54956.9): Consideration of motions by the parties and scheduling of hearing on motions regarding Appeal #A09-025.**

~~6~~8. **Closed Session (per Government Code Section 54956.9): Conference with Legal Counsel regarding Continued Deliberations for Appeal #A10-004**

~~7~~9. **Adjournment**

Civil Service Commission

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1055 Monterey Street, Suite D250 ◆ San Luis Obispo, California 93408 ◆ 805.781.5959

The San Luis Obispo County Civil Service Commission

Special Session Meeting

Thursday, June 2, 2011 @ 9:00 A.M.

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

MINUTES

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

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

Absent: Commissioner Jay Salter

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

Counsel: Counsel for Appellant David Warren, Counsel for Respondent Susan Hoffman, Commission Counsel/ Rules Negotiator Stephen Shane Stark

1. Call to Order/ Flag Salute/ Roll Call

President Nix called the meeting to order at 9:00 A.M. and led the flag salute.

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. Being none, President Nix closed the public comment period.

3. Closed Session (per Government Code Section 54956.9): Hearing and Deliberations regarding Appeal #A10-004

Prior to adjourning into closed session on item 4, President Nix stated that the Commission will not address this item at the June 2, 2011 meeting.

4. Closed Session (per Government Code Section 54957): Deliberation on finding and decision regarding Appeal #A10-005

The Commission adjourned into closed session to hear the matter. Upon reconvening into open session President Nix reported that the hearing lasted all day but was not completed. This resulted in a continuance to June 14, 2011 at 9:00 A.M.

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

Prior to adjourning into closed session on item 4, President Nix stated that the Commission will not address this item at the June 2, 2011 meeting.

6 . Adjournment

The meeting was adjourned by President Nix at 5:15 P.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.*

3A

Civil Service Commission

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1055 Monterey Street, Suite D250 ◆ San Luis Obispo, California 93408 ◆ 805.781.5959

The San Luis Obispo County Civil Service Commission

Special Session Meeting

Tuesday, June 14, 2011 @ 9:00 A.M.

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

MINUTES

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

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

Absent: Commissioner Jay Salter

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

Counsel: Counsel for Appellant David Warren, Counsel for Respondent Susan Hoffman, Commission Counsel/Rules Negotiator Stephen Shane Stark

1. **Call to Order/ Flag Salute/ Roll Call**
   President Nix called the meeting to order at 9:01 A.M. and led the flag salute.

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. Being none, President Nix closed the public comment period.

3. **Closed Session (per Government Code Section 54956.9): Hearing and Deliberations regarding Appeal #A10-004**
   The Commission adjourned into closed session at 9:02 a.m. to meet with their Counsel regarding the above matter as well as item 4. Upon reconvening at 9:27 a.m., President Nix reported that they were back on the record and that the Commission had discussed the role that the Commission has in calling witnesses; the Commission provided an opportunity for Appellant and Respondent Counsel to comment. The Commission adjourned for a short recess at 9:41 a.m. and resumed Closed Session at 9:49 a.m. The hearing lasted all day but was not completed resulting in a continuance to June 28, 2011 at 9:00 A.M.

4. **Closed Session (per Government Code Section 54957): Deliberation on finding and decision regarding Appeal #A10-005**
   This item was addressed during Closed Session.

3B (1)

DRAFT

5. **Closed Session (per Gov. Code, 54957.6): Conference with Commission rules negotiator regarding 2010-2011 Civil Service Commission rules update.**
Prior to adjourning into closed session on item 3, President Nix stated that the Commission would not address this item at the June 14, 2011 meeting.

6 . **Adjournment**
The meeting was adjourned by President Nix at 5:15 P.M.

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3B (2)

Civil Service Commission

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1055 Monterey Street, Suite D250 ◆ San Luis Obispo, California 93408 ◆ 805.781.5959

The San Luis Obispo County Civil Service Commission

Regular Session Meeting

Tuesday, June 28, 2011 @ 9:00 A.M.

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

MINUTES

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

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

Absent: Commissioner Jay Salter

Staff: Commission Secretary Tami Douglas-Schatz, Commission Clerk Robin Mason
Counsel: Commission Counsel/ Rules Negotiator Stephen Shane Stark

1. Call to Order/ Flag Salute/ Roll Call

President Nix called the meeting to order at 9:00 A.M. and led the flag salute.

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. Being none, President Nix closed the public comment period.

3. Minutes

May 25, 2011 - Regular

A motion to approve the May 25, 2011 Regular meeting minutes as presented was made by Commissioner Bergman and seconded by Commissioner Tappan. The motion carried 4-0-1 (Commissioner Salter was absent).

4. Reports

Commission President

No report.

Commission Subcommittees

No report.

Commission Counsel

No report.

3C (1)

Commission Secretary

Commission Calendar

Tami Douglas-Schatz, Commission Secretary, stated that a prehearing for an appeal in the Department of Social Services was scheduled for June 29, 2011. Ms. Douglas-Schatz requested the Commission maintain the July 27 and 28 dates for other hearings depending on the decision for the Sheriff's Department hearing.

Update on County Budget/ Potential Layoffs

Ms. Douglas-Schatz explained SLOCEA will defer the prevailing wage and that no layoffs are scheduled for July 1, 2011. President Nix asked how the deferred salary impacts the budget. Ms. Douglas-Schatz responded that the deferred salary will last one year and that the deferred salary is not retroactive once it takes effect.

President Nix advised parties who were waiting for the Commission's Findings and decision of item 7 to return in approximately one hour.

5. **Closed Session (per Government Code Section 54956.9): Discuss Appeal #A09-025**

The Commission adjourned to closed session at 9:09 a.m. to meet with their Counsel regarding the matter. Upon reconvening into open session at 9:40 a.m., President Nix reported that the Commission had decided to postpone the July 27 and 28 dates until September 7 and 8 to hear Appeal 09-025.

At this time, President Nix invited the parties to this appeal to join the closed session and the Commission adjourned into closed session at 9:42 a.m. Upon reconvening into open session at 11:17 a.m. President Nix reported that the Commission concluded their discussion regarding A09-025 and deferred item 6.

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

President Nix deferred this item to a future meeting.

7. **Closed Session (per Government Code Section 54957): Deliberation on finding and decision regarding Appeal #A10-005**

The Commission adjourned into closed session regarding the matter at 11:17 a.m., Upon reconvening into open session at 1:32 p.m., President Nix reported that the appellant was present and the Findings and Decision was rendered by the Commission: the appeal was denied and the Notice and Order of Termination was sustained. Commissioner Chapman motioned and Commissioner Tappan seconded the motion to approve the decision and authorize the Civil Service Commission President to sign. The motion carried 4-0-1.

Roll Call Vote:

President Nix	Yes
Commissioner Bergman	Yes
Commissioner Chapman	Yes
Vice President Tappan	Yes
Commissioner Salter	Absent

President Nix reported that Commissioner Salter sent an email replying to the draft Findings and Decision and was in agreement.

3C (2)

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8. Closed Session (per Government Code Section 54956.9): Hearing and Deliberations regarding Appeal #A10-004

The Commission adjourned into closed session at 1:38 p.m. to hear the matter. The hearing lasted for the remainder of the afternoon but was not completed resulting in a continuance to July 7, 2011 at 1:00 P.M.

9. Adjournment

The meeting was adjourned by President Nix at 5:15 P.M.

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3C(3)

Civil Service Commission

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

The San Luis Obispo County Civil Service Commission

Special Session Meeting

Thursday, July 7, 2011 @ 1:00 P.M.

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

MINUTES

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

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

Absent: Commissioner Jay Salter

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

Counsel: Counsel for Appellant David Warren, Counsel for Respondent Susan Hoffman, Commission Counsel/ Rules Negotiator Stephen Shane Stark

1. **Call to Order/ Flag Salute/ Roll Call**
   President Nix called the meeting to order at 1:03 P.M. and led the flag salute.

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. Tami Douglas-Schatz reported that the July 28th date is cancelled for all matters. Mr. Stark clarified the July 27th date will remain as a Regular Civil Service Commission meeting. Being no others requesting to speak, President Nix closed the public comment period.

3. **Closed Session (per Government Code Section 54956.9): Hearing and Deliberations regarding Appeal #A10-004**
   The Commission adjourned into closed session at 1:06 p.m. to hear the matter. Upon reconvening into open session at 5:32 P.M., President Nix reported that the Commission has given direction to Counsel and agreed to come back for special session on July 14, 2011 at 1:00 p.m. solely to continue deliberations; no parties are required to attend.

4. **Closed Session (per Gov. Code, 54957.6): Conference with Commission rules negotiator regarding 2010-2011 Civil Service Commission rules update.**
   Prior to adjourning into closed session on item 3, President Nix stated that the Commission would not address this item at the July 7, 2011 meeting.

5. **Adjournment**

   The meeting was adjourned by President Nix at 5:32 P.M.

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Civil Service Commission

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

The San Luis Obispo County Civil Service Commission

Special Session Meeting

Thursday, July 14, 2011 @ 1:00 P.M.

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

MINUTES

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

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

Absent: Commissioner Jay Salter

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

Counsel: Counsel for Appellant David Warren, Counsel for Respondent Susan Hoffman, Commission Counsel/ Rules Negotiator Stephen Shane Stark

1. **Call to Order/ Flag Salute/ Roll Call**
   President Nix called the meeting to order at 1:05 P.M. and led the flag salute.

2. **Closed Session (per Government Code Section 54956.9): Hearing and Deliberations regarding Appeal #A10-004**
   The Commission adjourned into closed session at 1:06 p.m. to hear the matter. Upon reconvening into open session at 2:51 P.M., President Nix reported that the Commission will announce its decision at the next Civil Service Commission Meeting on August 3rd.

3. **Adjournment**
   The meeting was adjourned by President Nix at 2:51 P.M.

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Human Resources Department
SAN LUIS OBISPO COUNTY

Tami Douglas-Schatz, Director

County Government Center, 1055 Monterey Street • Suite D-250, San Luis Obispo, CA 93408-2110 • Telephone 805.781.5959
• Fax 805.781.1044
• Email HR@co.slo.ca.us

To: Civil Service Commission

From: Mark McKibben, Personnel Analyst

Date: August 3, 2011

Subject: New Classification - Geographic Information System Program Manager

Recommendation

It is recommended that the Commission approve the new classification of Geographic Information System Program Manager as presented.

Discussion

Geographic Information Systems (GIS) are an integrated system of computer hardware, software and trained personnel linking topographic and demographic data that is geographically referenced. A common application of this technology is internet mapping programs that provide detailed images as well as driving directions. While GIS data is currently in use a handful of County departments, such as the Assessor's Office and Planning, it can be applied to almost every department in the County.

The County's GIS Strategic Plan, authored by the Geographic Technologies Group in 2007, determined that the County should move away from its current independent and decentralized structure to a more centralized and coordinated hybrid model. One of the first steps in implementing the multi-phase strategic plan is the establishment of a GIS Program Manager position. The position will oversee the implementation of the County's GIS Strategic Plan and coordinate GIS efforts between departments. The incumbent will be expected to implement effective practices for the purchase of equipment and software, seek grant opportunities and encourage the use of GIS in other departments. In addition, this position will assist other departments in taking advantage of the information GIS provides to help increase the effectiveness and efficiency of their operations.

Attachments:
Information Technology organizational chart
GIS Program Manager specification

County Information Technology

IT_STAFF

Organizational Chart (Detail)	July 1, 2011	General Services Agency

= eMail Groupname

FTE Summary
406 = 3.00
114 = 76.25
Total 79.25

GUY SAVAGE
Deputy Director – Information Technology
1.0 [114]

Project Management
IT_PMO
Customer Advocates
IT_ADVOCATES

COMMUNICATIONS
Paul Porter
IT Supervisor
1.0 [114]
IT_COMM

IT FINANCE & ADMIN. REPROGRAPHICS
Louanne Vane
Admin. Services Mgr.
1.0 [114]
IT Finance & Admin
IT_BUS
Reprographics
GS_Repro

INFRASTRUCTURE
George Reynolds
IT Manager
See Infrastructure Org
IT_INFR

APPLICATIONS
Patrick Lieser
IT Manager
See Applications Org
IT_APPLICATIONS

GIS
Vacant
GIS Program Manager
1.0 [114]

6A(2)

SAN LUIS OBISPO COUNTY

Geographic Information System Program Manager

DEFINITION:

Under general direction, plans, leads and directs the County's Geographic Information Systems (GIS) program. Performs a variety of professional, administrative and programmatic work in support of GIS programs; coordinates interdepartmental and interagency GIS initiatives; serves as a liaison to county staff, committees and outside agencies; directs the work of assigned staff and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a management position in the General Services Agency, Information Technology Division. This position is distinguished from the higher level Information Technology Manager in that the Information Technology Manager is responsible for an entire unit of the Information Technology Division, whereas this position is responsible for the County's GIS program.

REPRESENTATIVE DUTIES:

- Leads the development and implementation of the Countywide GIS program; develops goals, objectives and determines priorities; coordinates GIS program activities among County departments and outside agencies.

- Evaluates and monitors the GIS program, develops measures for program performance; prepares written reports and presents recommendations to advisory groups on program activities.

- Develops GIS program policies and procedures; performs long and short range planning for the County's GIS program.

- Consults on projects, advises on project feasibility and design; develops cost estimates; coordinates staff and technical resources; prepares schedules and technical specifications.

- Identifies, evaluates and recommends new technologies, systems, and applications related to the County's GIS program; oversees the upgrades and replacement of existing systems.

- Coordinates the Request for Proposal process, develops product and service specifications, contract forms and procedures; administers contracts for GIS related products and services; directs and conducts audits of contractual terms.

- Assists in the preparation of the annual program budget including interdepartmental budgets for GIS expenditures; prepares applications for grant funding; reviews and analyzes budgetary and financial data; forecasts demand for staffing, equipment, and supplies; reviews and approves program expenditures.

- Supervises and evaluates the performance of assigned GSA-IT staff; interviews and selects employees and recommends appointments, transfers, reassignments and disciplinary actions; establishes work schedules, assigns employee duties and reviews work to ensure accuracy, completeness and compliance with established standards.

- Participates in and leads GIS advisory committees; solicits input from and collaborates with County staff, businesses and governmental agencies to coordinate program activities.

EMPLOYMENT STANDARDS:

<u>Knowledge of</u>:

- Principles and practices related to the development and administration of an enterprise GIS program
- GIS software, database management systems, information systems application development and associated computer languages

- Geographic systems hardware, software and applications used by the County
- Strategic planning and project management techniques
- Technical, administrative and financial report preparation and presentation
- Enterprise GIS program design and implementation, including the production of maps and statistical data
- Applicable federal, state and local laws, codes and regulations
- Principles of employee supervision, training and performance evaluation
- Principles and practices of grant writing, budget analysis, contract administration and program assessment
- Effective techniques of written and oral communication
- Current computer applications and office equipment

<u>Ability to</u>:

- Plan, organize, direct and oversee the operations of an enterprise GIS program
- Develop and administer GIS program goals, objectives and procedures
- Collect, interpret and evaluate budgetary, statistical and accounting data
- Examine, analyze and process GIS data and write technical reports
- Evaluate the GIS program and identify areas for program enhancement
- Effectively use the application program languages, system hardware and software utilized by the County GIS
- Estimate time, labor and equipment costs for specific projects
- Prepare program documentation, user procedures and technical reports
- Plan, schedule and review the work of assigned staff
- Operate standard office equipment including a computer and assigned software
- Develop consensus among staff, advisory groups and business partners
- Establish and maintain effective working relationships with those contacted in the course of the work
- Communicate clearly and concisely, both verbally and in writing
- Supervise, train and evaluate the performance of assigned personnel

EDUCATION/EXPERIENCE:

Graduation from an accredited four-year college or university in Geography, Planning, Computer Science, Engineering, Geographic Information Systems or a related field. Job-related experience may substitute for the required education on a year-for-year basis.

In addition: Four years of experience in the use of GIS software including map development, application development and/or systems analysis. A Master's degree in any of the fields noted above may substitute for up to one year of the required experience. One year of the required experience must be as a supervisor or lead worker in a related field.

LICENSE/CERTIFICATES:

Certain positions in this classification may require driving. When driving is an essential function of the position, a valid **CALIFORNIA** driver license will be required at the time of appointment and must be maintained throughout employment.

OTHER CONDITIONS OF EMPLOYMENT:

Employees must be willing and able to respond to after-normal workday or irregular and on-call emergency requests on nights, weekends, and holidays.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required.