

# Civil Service Commission

1055 MONTEREY STREET, SUITE D-250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**San Luis Obispo County Civil Service Commission  
Regular Session Meeting  
Wednesday, September 25, 2013 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



## AGENDA

MEMBERS OF THE COMMISSION  
President Robert Bergman  
Vice President Arthur Chapman  
Wayne Caruthers  
Betsey Nash, SPHR  
William 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. August 28, 2013 – Regular
4. **Reports**
  - a. Commission President
  - b. Commission Counsel
  - c. Commission Secretary
5. **Recommendation to Change Civil Service Rule 11.03 to increase the probationary period for the Library Director classification from six months to one year.**
6. **Adjournment**

# Civil Service Commission

**DRAFT**

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Regular Session Meeting  
Wednesday August 28, 2013 @ 9:00 A.M.  
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MEMBERS OF THE COMMISSION  
Robert Bergman, President  
Arthur Chapman, Vice President  
Wayne Caruthers  
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William Tappan

## MINUTES

Present: President Robert Bergman, Commissioner Wayne Caruthers, Commissioner Betsey Nash, Vice President Arthur Chapman

Absent: Commissioner Bill Tappan

Staff: Acting Commission Secretary Mark McKibben, Commission Clerk Robin Mason

Counsel: Commission Counsel Tim McNulty

**1. Call to Order/ Flag Salute/ Roll Call**

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

**2. Public Comment Period**

President Bergman addressed the audience asking for anyone wishing to speak to the Commission during the Public Comment Period on any matter that is not listed on today's agenda. Being none, President Bergman closed the Public Comment Period.

**3. Minutes**

June 26, 2013

President Bergman suggested correction to minutes on page 3a-2. CSC Clerk Robin Mason acknowledged correction; Commissioner Chapman abstained from voting as he was absent for the June meeting. Commissioner Caruthers moved to approve the June 26, 2013 regular meeting minutes as amended; Commissioner Nash seconded; the motion carried 3-0-2 (Bill Tappan - absent; Art Chapman - abstained).

**4. Reports**

**a. Commission President**

President Bergman: no report.

**b. Commission Counsel**

Tim McNulty: no report.

**c. Commission Secretary**

Personnel Analyst Mark McKibben: addressed the Commission on behalf of HR Director Tami Douglas-Schatz and confirmed a special meeting date of October 22, 2013 will be added to the regular meeting date of October 23<sup>rd</sup> to address a termination hearing.

3a-1

President Bergman: suggested tentatively adding October 30<sup>th</sup>, in case a third day is needed for the hearing. All agreed; HR Staff to confirm third date with the parties.

Personnel Analyst Ken Tasseff: explained that David Warren is representing the employee and Susan Hoffman is representing the County in the Health Agency termination hearing and then introduced Contract Analyst Felicia Clayton to the Commission.

Mark McKibben: concluded the Secretary Report by sharing statistical information about the Open Window Period.

Commissioner Chapman: asked if any discussion has occurred regarding making the window period broader since it represents a large workload.

Mark McKibben: responded to Commissioner Chapman's suggestion and concluded the Secretary Report.

**5. Job Class Specification – Revised**

*a. Health Information Technician I-II-III*

Personnel Analyst Mark McKibben introduced Mental Health Records Supervisor Kathy McGuire with the Health Agency.

President Bergman: Opened item 5a to the Commission for discussion.

Commissioner Caruthers: Inquired about duties and funding of Health Information Tech I-II-III position.

Mark McKibben: Explained services provided to County residents, by Health Agency Staff.

Kathy McGuire: Explained source of funding and clarified that duties of H.I.T. I-II-III include maintenance of electronic health records to ensure accuracy.

Commissioner Chapman: clarified the job specification is a I-II-III series. (The Commission agreed to break to allow Commissioner Chapman time to review the correct job specification. The Word version of the proposed job specification was incorrect.)

President Bergman: adjourned for a short break.

President Bergman: reconvened at 9:33 A.M.

Commissioner Chapman: Inquired about the educational requirements of the job.

Mark McKibben: stated he will add language to the job specification regarding continuing certification throughout employment.

Commissioner Chapman: Thanked staff and concluded.

Commissioner Caruthers: Clarified impact of the Affordable Care Act on training and educational requirements.

Kathy McGuire: Explained that continuing education units for certification requirement would include training on any new legislation.

Commissioner Caruthers: acknowledged that this confirmed the continuing education factor.

Betsey Nash: confirmed with Ms. McGuire that she would be in the position to monitor the continuing education requirements of the Health Information Technicians.

Commissioner Chapman: Clarified certification requirements and asked about filling at the senior level.

Mark McKibben: explained career series and that the stipulation of "or equivalent" is contained in the job specification.

President Bergman: opened public comment period.

SLOCEA Representative Theresa Schultz: Commented.

President Bergman: closed the public comment period and brought the discussion back to the Commission, after no further requests to speak were received.

Commissioner Chapman: Made a motion to approve Health Information Technician I-II-III, as amended.

Commissioner Caruthers: seconded; the motion carried 4-0-1.

## 6. **Adjournment**

Being no further business, President Bergman adjourned the meeting at 9:46 A.M.



# 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

To: Civil Service Commission

From: Jamie Azarvand, Personnel Analyst

Date: September 25, 2013

Subject: Recommendation to Change Civil Service Rule 11.03 to increase the probationary period for the Library Director classification from six months to one year.

### **RECOMMENDATION:**

It is recommended that the Commission adopt the rule language as set out in Attachment 1 increasing the probationary period for the Library Director classification from six months to one year.

### **DISCUSSION:**

With the exception of the Library Director and Director of Social Services, all appointed San Luis Obispo County Department Heads serve as "at will" employees of the County and are not subject to a probationary period. It is customary for public employers to designate employees at the executive management level – i.e., department heads, as "at will" employees. While most San Luis Obispo County Department Heads serve as "at will" employees, Education Code 19141 requires any general law county that adopts a civil service system to provide the County Librarian with the benefits of such civil service system. As such, the San Luis Obispo County Library Director is subject to civil service protection and must remain a classified position.

Civil Service Rule 11.03 states that the probationary period for all classified positions shall be the equivalent of six months of full time paid service commencing with the date of appointment, with the exception of Deputy Sheriff, Sheriff's Dispatcher, Sheriff's Correctional Deputy, Sheriff's Senior Correctional Deputy (lateral transfer), Juvenile Services Officer I, Juvenile Services Officer II (lateral transfer), Deputy Probation Officer I, Deputy Probation Officer II (lateral transfer), Employment Resource Specialist I, Social Worker I and Social Services Investigator. The proposed rule change incorporates the Library Director classification into this rule and extends the probationary period for the Library Director classification from six months to one year.

The County's Library Director must function as an effective executive and collaborative team member in order for the County to successfully deliver its service mission to citizens. Significant deficiencies in performance or breakdowns in team relationships at this level constitute a very real threat to the organization's wellbeing. As such, it is critical to allow for a sufficient amount of time to appropriately evaluate the performance of the Library Director. Due to the nature and scope of the Library Director's responsibilities, it is difficult to adequately evaluate his or her performance

during the first six months of employment. The proposed one year probationary period should be sufficient for proper evaluation.

It is requested that the Commission approve the probationary period extension in preparation for an upcoming vacancy. The current Library Director incumbent is retiring in mid-October. The County wishes to revise Rule 11.03 to ensure an adequate amount of time to evaluate the future incumbent's performance and ensure continued successful delivery of library services to the citizens of San Luis Obispo County. Note that this action is consistent with past practice and the Civil Service Commission Procedural Guidelines which provides for routine rule changes.

**OTHER AGENCY INVOLVEMENT:**

The County Administrative Officer and Human Resources Director have agreed to the proposed rule change. Considering that the Library Director classification is unrepresented, it is not necessary to confer with any labor organization.

Attachments:

Proposed Rule Change – Strike Out Version  
Proposed Rule Change – Clean Version

**Proposed Rule Change  
September 25, 2013  
Strike Out Version**

**11.03 DURATION OF PROBATIONARY PERIODS:**

Except as provided below, the probationary period for all classified positions shall be the equivalent of six months of full time paid service commencing with the date of appointment.

Library Director, Deputy Sheriff, Sheriff's Dispatcher, Sheriff's Correctional Deputy, Sheriff's Senior Correctional

Deputy (lateral transfer) Juvenile Services Officer I, Juvenile Services Officer II (lateral transfer), Deputy Probation Officer I, Deputy Probation Officer II (lateral transfer), Employment Resource Specialist I, Social Worker I and Social Services Investigator shall serve a probationary period of the equivalent of one year of full time paid service. The probationary period shall not include any period of leave with pay exceeding 20 business days. A person having received a noncompetitive appointment to the higher classification after an upward reclassification of his/her currently held position shall be deemed to have satisfactorily served a probationary period in that position consistent with Rule 5.05(a). [Ord. 2.40.080(j)] (7/22/92) (8/26/98)(03/17/05) (09/28/11)

**Proposed Rule Change  
September 25, 2013  
Clean Version**

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