

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, January 22, 2014 @ 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. **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 draft minutes are submitted for approval:
 - a. December 18, 2013 – Regular
5. **Reports**
 - a. Commission President
 - b. Commission Counsel
 - c. Commission Secretary
6. **Civil Service Commission Annual Report**
7. **Adjournment**

Civil Service Commission

DRAFT

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday December 18, 2013 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION
Robert Bergman, President
Arthur Chapman, Vice President
Wayne Caruthers
Betsey Nash, SPHR
William Tappan

MINUTES

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

Absent: Commissioner Bill Tappan

Staff: Commission Secretary Tami Douglas Schatz, 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.

SLOCEA General Manager Kimm Daniels: commented.

3. Minutes

October 23, 2013 – Regular

Commissioner Chapman made a motion to approve the October 23, 2013 minutes as written. Commissioner Caruthers seconded; the motion carried 4-0-1 (Commissioner Tappan absent).

4. Reports

a. Commission President

President Bergman: thanked staff for a job well done this year.

b. Commission Counsel

Tim McNulty: no report.

c. Commission Secretary

Tami Douglas-Schatz: addressed the Commission and requested a special meeting date to hear an appeal. Commissioners stated their availability: Tuesday, January 21st and Wednesday, January 22nd for hearing. Clerk to confirm.

5. Job Class Specifications – Revised

a. Kennel Worker

Personnel Analyst Ken Tasseff: addressed the Commission, introduced Animal Services Manager, Dr. Eric Anderson, and explained purpose for revision to the Kennel Worker job class specification.

President Bergman: opened discussion to the Commission.

Commissioner Nash: commented regarding verbiage referring to working within State Laws.

Mr. Tasseff: discussed the possibility of removing the reference to State Laws from definition, but leaving in the “knowledge of” section of the job class specification.

Commissioner Caruthers: inquired regarding the timing of the job specification revision.

Dr. Anderson: clarified the scope of service by the Humane Society of the U.S. and explained how the organization assists the department with suggestions regarding best practices.

Commissioner Chapman: made editorial comments regarding word tense on page 5a-2, lines 4 and 24.

President Bergman: opened public comment period. Being no requests to speak, public comment was closed and the Mr. Bergman opened the discussion to the Commission regarding the next job class specification.

b. Animal Control Officer

c. Animal Control Lead Officer

Commissioner Chapman: made editorial comments regarding the consistency of the word “dogs” vs. “domestic animals” in the body of the job class specification. He further noted page 5c-3, line 15 regarding clarification of the phrase containing the word “neighborhoods”.

Dr. Anderson: clarified that the meaning was intended to imply the importance of promoting positive neighborhood relationships regarding animal related problems.

Mr. Tasseff: agreed to make the recommended changes.

Commissioner Chapman: inquired about the conditions of employment for the position.

Dr. Anderson: explained that 2 week 832 Training is required during the probationary period.

Commissioner Caruthers: followed up on Commissioner Chapman’s question regarding Typical Tasks, asking how much enforcement the officers actually do.

Dr. Anderson: explained that the officers issue citations, and actively enforce other codes and carry firearms in their vehicles. State law requires 832 training.

Commissioner Nash: asked if there is language regarding carrying firearms in the job class specification

Dr. Anderson: explained that the 832 training is a two part course. The first part covers process and the second part covers safety.

Mr. Tasseff: offered to draft language that speaks to the carrying of firearms.

Tami Douglas-Schatz: asked Dr. Anderson if carrying firearms is at all levels.

Dr. Anderson: replied that it applies to the Animal Control Officer, Lead Officer, Supervising Officer and his position. He deferred to Mr. Tasseff regarding the weight of utilization.

President Bergman: agreed with Commissioner Nash to add language regarding the carrying of firearms to the job class specification.

Mr. McNulty: clarified language "destroys" vs. "euthanizes" under typical tasks.

Dr. Anderson: stated that the American Veterinarian Medical Association has directed a policy regarding the humane methods of performing euthanasia, which includes gunshot under certain circumstances.

President Bergman: adjourned to break at 9:29 AM in order to allow time for revisions to be made and brought back for approval per Commission recommendations.

President Bergman: reconvened the meeting at 9:36 AM.

Mr. Tasseff: stated that he added a clause regarding maintaining qualifications under Ability to: Safely use, carry, and secure a firearm on page 5b4, line 17; it applies to both.

Commissioner Caruthers: suggested adding "and willingness" to ability.

Mr. Tasseff: commented.

Commissioner Chapman: stated that it will be an essential job function, part of the hiring process.

HR Director, Tami Douglas-Schatz: agreed.

President Bergman: opened the public comment period.

Kimm Daniels: commented.

Mr. Tasseff: confirmed that he employee must complete a course prior to completion of the probationary period.

Kimm Daniels: concluded.

President Bergman: Being no requests to speak, public comment was closed.

Commissioner Bergman: asked the group if there was any further comment.

Commissioner Chapman: moved to approve all three of the job class specifications, (Kennel Worker, Animal Control Officer, Animal Control Lead Officer), as amended. Commissioner Nash seconded the motion.

Roll Call Vote:

| | |
|------------------------|-----|
| Commissioner Bergman | Yes |
| Commissioner Caruthers | Yes |
| Commissioner Chapman | Yes |
| Commissioner Nash | Yes |

The motion carried 4-0-1 (Commissioner Tappan was absent.)

6. Adjournment

President Bergman reconvened to open session and reported that no action was taken. Being no further business, the meeting was adjourned at 10:02 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.*

Annual Report FY 2012/2013

San Luis Obispo County Civil Service Commission

Prepared by the Human Resources Department



TABLE OF CONTENTS

| | |
|---|---|
| Appeals and Grievances | 2 |
| Commission Meetings and Highlights | 4 |
| Class Specification Activity | 5 |
| Summary of Recruitment Activity | 6 |
| County Workforce, US Census and Applicant Pool Demographics | 7 |
| Chapter 2.40 CIVIL SERVICE SYSTEM | 8 |

Authority and Purpose

The County Civil Service Commission shall prescribe, amend, repeal and enforce rules for the classified service, which shall have the force and effect of law, shall keep minutes of its proceedings and records of its examinations and shall, as a board or through a single Commissioner, make investigations concerning the enforcement and effect thereof and of the rules and efficiency of the service. It shall make an annual report to the Board of Supervisors.

Additionally, the Human Resources Director, under general supervision of the Commission, shall administer the civil service system pursuant to the rules adopted by the Commission, and advise the Commission upon civil service matters.

County Code, Title 2 Administration and Personnel Chapter 2.40 Civil Service System

2.40.010 Adoption. There is established in the County a civil service system to be governed by the provisions set forth in this chapter and in the County Civil Service enabling law.

Human Resources Mission Statement

We attract, select, develop, and retain a talented and diverse workforce through strategic collaboration. We provide high quality and cost effective programs to cultivate a healthy, safe and productive work environment to maximize individual and organizational potential.

- Wayne Caruthers, Commissioner, Supervisor Frank R. Mecham, District 1
- Arthur Chapman, Vice President, Supervisor Bruce S. Gibson, District 2
- Betsey Nash, Commissioner, Supervisor Adam Hill, District 3
- William Tappan, Commissioner, Supervisor Caren Ray, District 4
- Robert Bergman, President, Supervisor Debbie Arnold, District 5

**Statistical Summary
Grievances and Appeals
Filed by Department**

| | Allocations | 12/13 | 11/12 | 10/11 | 09/10 | 08/09 |
|-------------------------------------|-------------|-----------|----------|-----------|----------------|-----------|
| Administrative Office | 12 | 0 | 0 | 0 | 7 ¹ | 0 |
| Agricultural Commissioner | 41 | 0 | 0 | 0 | 0 | 0 |
| Assessor | 84.5 | 1 | 1 | 0 | 1 | 1 |
| Auditor-Controller | 38 | 0 | 0 | 1 | 0 | 0 |
| Board of Supervisors | 12.5 | 0 | 0 | 0 | 0 | 0 |
| Child Support Services | 39.75 | 0 | 0 | 0 | 0 | 0 |
| Clerk-Recorder | 22.25 | 0 | 0 | 0 | 0 | 0 |
| County Counsel | 21.25 | 0 | 0 | 0 | 0 | 0 |
| District Attorney | 95.5 | 0 | 0 | 0 | 0 | 0 |
| Emergency Services | 6 | 0 | 0 | 0 | 0 | 0 |
| Farm Advisor | 5 | 0 | 0 | 0 | 0 | 0 |
| General Services | 164 | 1 | 1 | 1 | 1 | 2 |
| Health Agency | 446.5 | 4 | 0 | 1 | 5 | 11 |
| Human Resources | 23 | 0 | 0 | 0 | 0 | 0 |
| Information Technology | 74.25 | 0 | 1 | 0 | 0 | 0 |
| Library | 70.5 | 0 | 0 | 2 | 0 | 1 |
| Planning and Building | 90.5 | 1 | 0 | 2 | 1 | 1 |
| Probation | 153.5 | 1 | 1 | 2 | 3 | 2 |
| Public Works | 188.75 | 0 | 0 | 0 | 0 | 2 |
| Sheriff - Coroner | 394 | 0 | 0 | 2 | 4 | 1 |
| Social Services | 431 | 2 | 1 | 4 | 2 | 0 |
| Treasurer/Tax Collector | 29 | 0 | 0 | 1 | 0 | 0 |
| Veterans Services | 5 | 0 | 0 | 0 | 0 | 0 |
| Other | | 0 | 0 | 1 | 0 | 0 |
| Total Grievances and Appeals | | 10 | 5 | 17 | 24 | 21 |

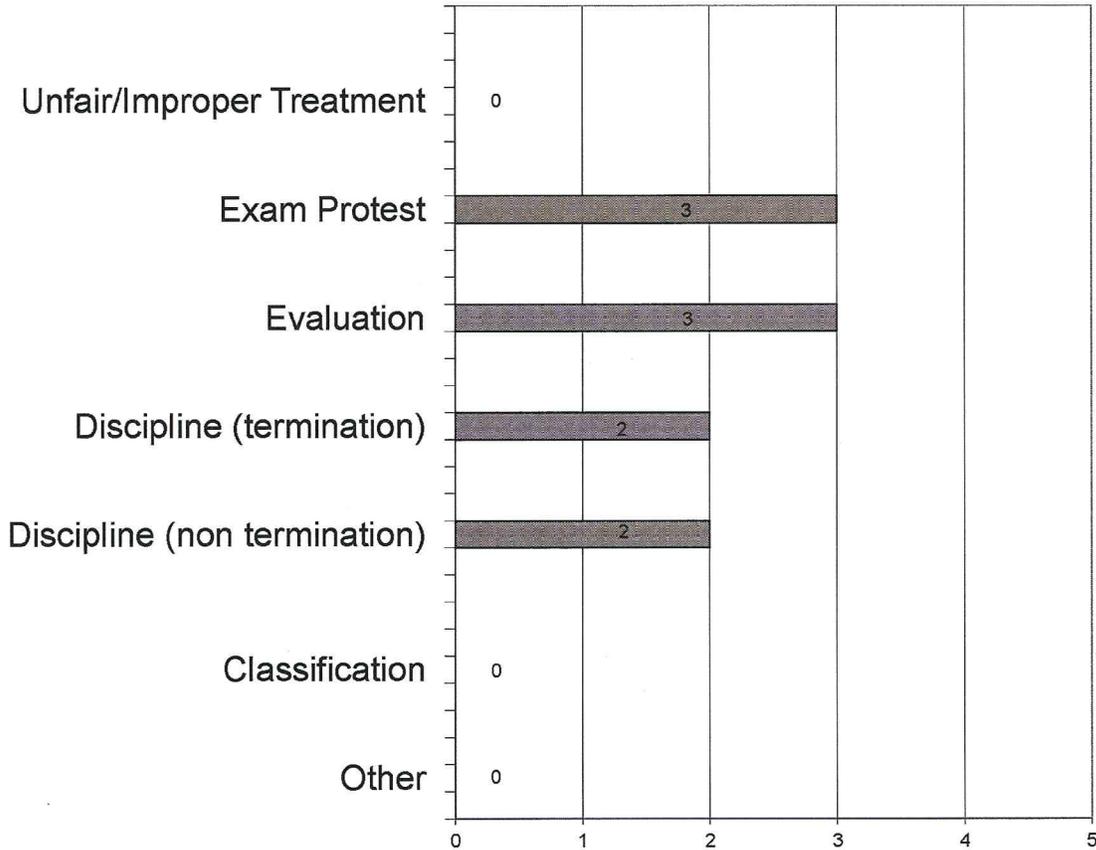
1 - all 7 grievances filed by one employee

| | |
|--|----|
| Filed in FY 2012-13 | 10 |
| Carried forward from FY 2011-12 | 0 |
| Resolved prior to Commission hearing(resolved, withdrawn or dismissed) | 9 |
| Hearings before the Commission | 0 |
| Pending Appeals & Grievances | 1* |

* Resolved in FY 2013-14

Human Resources facilitated the resolution of nine of the ten grievances filed in FY 2012/2013.

**Statistical Summary
Grievances and Appeals
Filed by Type**



The Commission's rules outline the procedure for resolving employment disputes prior to requesting a hearing.

No grievances or appeals were brought to the commission in FY 2012/2013.

Commission Meetings

- July 25, 2012 Cancelled
- August 22, 2012 Cancelled
- September 26, 2012 Regular Session
- October 24, 2012 Regular Session
- November 28, 2012 Regular Session
- December 19, 2012 Regular Session
- January 23, 2013 Regular Session
- February 27, 2013 Regular Session
- March 27, 2013 Regular Session
- April 24, 2013 Cancelled
- May 22, 2013 Regular Session
- June 26, 2013 Regular Session

Commission Highlights

Civil Service Meetings

- The Civil Service Commission held nine regular session meetings during FY 2012/2013.
- No special meetings or grievance/appeal meetings were held during the fiscal year.

Classification Specifications

- Classification specifications are the foundation of the County’s job classification and compensation systems.
- The Civil Service Commission reviewed and approved 16 classification specifications involving 22 classifications and impacting 300 positions in the County.
- The Commission’s review activity is expected to increase as a result of increased recruitment activity and the need to remain competitive in the current labor market.

Appeals and Grievances

- In cooperation with county staff and employee association representatives, the County’s Human Resources Department is charges with resolving employment disputes in a proactive manner.
- To this end, only ten formal appeals/grievances were filed in FY 2012/2013. Of those, nine were resolved within the FY without the need for a hearing of the CSC. The one pending appeal has since been resolved.

Commission Business

- The Commission selected Steve Simas as outside counsel to represent the Commission in disciplinary hearings and other non-routine commission business.
- The Commission recognized the dedication and contributions made by outgoing members Jeannie Nix and Jay Salter and welcomed new members Wayne Caruthers and Betsey Nash.
- All Commissioners attended an orientation session developed by Mr. Simas and HR staff regarding the history of the Civil Service System and the roles and responsibilities of Commission members.
- HR staff presented the Commission with an overview of the County’s classification system and specification update process.

Job Class Specifications Review Activity

- Administrative Analyst Aide (Revised)
- Administrative Services Manager (Revised)
- Analyst Aide (Revised)
- Assessment Manager (Revised)
- Buyer I and II (Revised)
- Community Service Aide (Revised)
- Employment Resource Specialist I II III (Revised)
- Lead Health Education Specialist (New)
- Library Manager (Revised)
- Program Manager (Revised)
- Records Manager (New)
- Senior Buyer (New)
- Sheriff's Correctional Capt (New)
- Social Services Investigator (Revised)
- Social Worker I, II, III, IV (Revised)
- Supervising Collections Officer (New)

*Approximately
565 job classes
exist in the
County of San
Luis Obispo*



Staff to the Civil Service Commission

- **Tami Douglas-Schatz - Human Resources Director, Commission Secretary**
- **Timothy McNulty - Assistant County Counsel, Commission Counsel**
- **Steve Simas - Outside Counsel**
- **Robin Mason - Supervising Administrative Clerk I, Commission Clerk**

**Summary of
Recruitment Activity**

| Summary of Recruitment Activity (Regular Recruitments) | | | | |
|---|---|-----------------|-----------------|-----------------|
| July 1, 2012 through June 30, 2013 | | | | |
| Application Summary | | FY 12/13 | FY 11/12 | FY 10/11 |
| | Applications | 7,698 | 8,183 | 4,661 |
| | Recruitments | 140 | 118 | 75 |
| Recruitments by Category | | | | |
| | Permanent | 123 | 110 | 62 |
| | Temporary | 10 | 3 | 9 |
| | Substitute | 7 | 5 | 4 |
| Recruitments by Type | | | | |
| | County Wide Promotional | 1 | 5 | 2 |
| | Departmental Promotional | 38 | 32 | 22 |
| | Lateral Transfer | 0 | 0 | 2 |
| | Open | 101 | 81 | 49 |
| Certification Activity | | | | |
| | Total Certifications | 298 | 244 | 203 |
| | Regular Certifications | 234 | 202 | 136 |
| | Continuous Certifications | 64 | 42 | 67 |
| Hiring Activity | | | | |
| | Total Hires | 353 | 328 | 273 |
| | Permanent | 168 | 145 | 96 |
| | Temporary, Students, Seasonals & Others | 185 | 183 | 177 |

The Rules of the Commission that govern the County's recruitment process are in place to ensure that all examinations for employment are fair, impartial and consistent with merit system principles.

- **16% increase in permanent hires since FY 2011/2012.**
- **19% increase in the number of recruitments since FY 2011/2012.**

**Statistical Summary
County Workforce, US Census and
Applicant Pool Demographics**

| Gender | | Female | Male | Total | | | | | |
|---|--|--------|--------|---------|--|--|--|--|--|
| County Workforce | | 58.26% | 41.74% | 2,784 | | | | | |
| New Hires | | 63.17% | 36.83% | 353 | | | | | |
| Applications | | 62.08% | 35.49% | 7,698 | | | | | |
| US Census Bureau (County of SLO - 2010) | | 48.70% | 51.30% | 269,637 | | | | | |

| Race | | White | Hispanic | Black | Other | Asian/ Pacific Islander | American Indian/ Alaskan Native | Filipino | TOTAL |
|---|--|--------|----------|-------|--------|-------------------------------|--|----------|---------|
| County Workforce | | 79.59% | 9.91% | 1.19% | 6.82% | 1.36% | 0.22% | 0.86% | 2,784 |
| New Hires | | 66.01% | 9.92% | 2.55% | 18.13% | 2.27% | 0.28% | 0.85% | 353 |
| Applications | | 63.34% | 23.03% | 2.89% | 4.31% | 3.33% | 1.29% | 1.40% | 7,698 |
| US Census Bureau (County of SLO - 2010) | | 71.10% | 20.80% | 2.10% | 3.80% | 3.30% | 0.90% | 0.00% | 269,637 |

| Age | | Under 20 | 20-29 | 30-39 | 40-49 | 50-59 | 60 and Over | TOTAL |
|---|--|----------|--------|--------|--------|--------|-------------|---------|
| County Workforce | | 1.10% | 9.77% | 18.61% | 23.02% | 31.50% | 15.95% | 2,784 |
| New Hires | | 4.53% | 32.58% | 28.33% | 12.18% | 13.88% | 8.50% | 353 |
| Applications | | 2.05% | 31.19% | 24.71% | 20.04% | 17.02% | 3.35% | 7,698 |
| US Census Bureau (County of SLO - 2010) | | 23.40% | 16.50% | 10.70% | 12.70% | 15.10% | 21.50% | 269,637 |

While not a legal mandate, the County collects data on race and gender to identify groups which may be underrepresented in County employment as part of the Equal Employment Opportunity plan.

- **Nearly 50% of the County workforce is over 50 years old.**
- **62% of applicants were female.**

Civil Service Commission, 1055 Monterey Street, Suite D-250, San Luis Obispo, CA 93408
805-781-5959, Human Resources Department, www.slocounty.ca.gov/hr

COUNTY ORDINANCE
INFORMATION LOCATED ON
www.slocounty.ca.gov/hr

Chapter 2.40 CIVIL SERVICE SYSTEM

- [2.40.010 Adoption.](#)
- [2.40.020 Commission--Creation--Membership.](#)
- [2.40.030 Compensation for commission members.](#)
- [2.40.040 Operating funds.](#)
- [2.40.050 Contracting for examinations.](#)
- [2.40.060 Classified and unclassified service.](#)
- [2.40.070 Duties of commission and personnel director.](#)
- [2.40.080 Commission rules.](#)
- [2.40.090 Vacancies in peculiar positions.](#)
- [2.40.100 Examination requirements.](#)
- [2.40.110 Discrimination prohibited.](#)
- [2.40.120 Reductions, suspensions and dismissals.](#)
- [2.40.130 Employee status.](#)
- [2.40.140 Prerequisites to salary payment.](#)
- [2.40.150 Veteran's preference.](#)

Civil Service Commission on-line at www.slocounty.ca.gov/hr/csc

