

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, August 27, 2014 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



AGENDA

MEMBERS OF THE COMMISSION
President Arthur Chapman
Vice President Wayne Caruthers
Robert Bergman
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 draft minutes are submitted for approval:
 - a. July 23, 2014 – Regular
4. **Job Class Specifications – Revised**
 - a. Locksmith I or II (formerly Locksmith Maintenance Worker)
 - b. Deputy District Attorney I-II-III & IV
5. **Reports**
 - a. Commission President
 - b. Commission Counsel
 - c. Commission Secretary
6. **Adjournment**

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, July 23, 2014 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



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

MINUTES

Present: Commissioner Wayne Caruthers, Commissioner Robert Bergman, Commissioner Betsey Nash, Commissioner William Tappan, and President Arthur Chapman

Absent: None

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

Counsel: Commission Counsel Tim McNulty

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

President Chapman:

Called the meeting to order at 9:00 A.M. and led the flag salute.

2. **Public Comment Period**

President Chapman:

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 no comment, President Chapman closed the Public Comment period.

3. **Minutes**

June 25, 2014 – Regular

President Chapman:

Asked for corrections or changes to the June 25, 2014 minutes. President Chapman requested a motion to approve the June 25, 2014 minutes as written. Commissioner Bergman made the motion; Commissioner Tappan seconded. The motion passed 3-0-2. (President Chapman and Commissioner Nash did not attend the June meeting).

4. **Job Class Specifications – New**

Chief Waste Water Plant Operator

HR Analyst Jamie Azarvand:

Introduced Dean Benedix with Public Works Department and presented the job specification revision proposal to the Commission.

Commissioner Caruthers:

Inquired about education requirements.

Civil Service Commission

Ms. Azarvand: Responded to Commissioner Caruthers' questions regarding education requirements.

Mr. Benedix: Responded regarding construction management.

Commissioner Caruthers: Asked a question related to background and supervisory experience. Then he deferred to Commission Secretary/ HR Director Tami Douglas-Schatz regarding Supervisory Training.

Ms. Douglas-Schatz: Addressed the audience and restated her comments from the June CSC meeting regarding the new Learning & Development Center offering a Supervisor Academy and a START program for new supervisors.

Commissioner Caruthers: Stated that training is needed as it relates to this particular job class specification revision.

Commissioner Bergman: Commented on the job classification specification revision and asked about project oversight responsibilities.

Mr. Benedix: Commented.

Commissioner Bergman: Suggested adding language to the proposed job specification related to roles and responsibilities.

Mr. Benedix: Stated that he did not see the need to add anything more to job specification.

Commissioner Bergman: Addressed Mr. Benedix and discussed Supervisor definition and clear chain of command on page 4-a4 and 4-a8, line 173.

Mr. Benedix: Stated that he worked with County Safety Officer John Schwind regarding the matter of safety and breathing apparatus procedures.

Commissioner Tappan: Addressed Ms. Azarvand about the job title and asked if it is necessary to clarify the differences between Water Treatment Plan Operator and Chief Waste Water Treatment Plant Operator.

Commissioner Tappan: Suggested removing the note under licenses and certificates on page 4a-7.

President Chapman: Inquired about Title 23 minimum requirements for grade 4 position on page 4a-7.

Ms. Jamie Azarvand: Responded regarding Section 3687 of Title 23.

Civil Service Commission

President Chapman: Discussed with Ms. Azarvand the option of avoiding mentioning education/experience and just require grade 4 certification instead.

Mr. Benedix: Responded with his preference of including education in the job specification.

Commissioner Caruthers: Followed up President Chapman's question and asked Ms. Azarvand and Mr. Benedix about education in addition to six years of experience.

Ms. Azarvand: Addressed the issue of those who are "grandfathered".

President Chapman: Commented about regulations.

Commissioner Nash: Spoke to Commissioner Caruthers' suggestion to raise the bar.

Ms. Azarvand: Explained the current requirements for new applicants.

Commissioner Nash: Commented on "ability to supervise" language.

Commissioner Nash: Suggested adding something about supervisory experience in the requirements.

Mr. Benedix: Agreed with Ms. Nash and further explained the decision.

Commissioner Bergman: Stepped out of the room.

Ms. Azarvand: Stated that additional value can be considered during the recruitment process.

Commissioner Nash: Commented regarding how best to include supervisory skill level.

Mr. Benedix: Commented on alternatives regarding supervisory need.

Ms. Douglas-Schatz: Suggested considering Leadworker as supervisory experience.

Mr. Benedix: Agreed that the pipeline of leadership experience would be effective.

Commissioner Nash: Agreed.

Commissioner Tappan: Commented that progressive responsibility shows leadership capability.

Civil Service Commission

President Chapman: Further commented on job specification details.

Ms. Azarvand: Explained criteria for selecting candidates during recruitment process and clarified that HR works with the department to determine critical factors.

President Chapman: Asked Ms. Azarvand if correct in not making changes.

Commissioner Tappan: Clarified the need for removal of note on page 4a-7, under Licenses and Certificates.

Ms. Azarvand/Commissioner Nash: Suggested adding a reference to title 23 on line 151 to line 157 instead.

Mr. Benedix: Expressed his concern regarding the requirement of the license.

Ms. Azarvand: Clarified that she would need to strike lines 150-155 and add parenthesis on line 157.

Commissioner Tappan/ Mr. Benedix: Agreed.

Ms. Azarvand: Confirmed she will delete lines 150-153 on page 4a-3, line 11 as recommended.

Commissioner Nash/
President Chapman: Stated redundancy of second paragraph.

Ms. Azarvand: Confirmed changes.

President Chapman: Made a motion to approve the revised job specifications as amended.

Commissioner Tappan: Moved to approve the new job class: Chief Waste Water Treatment Plant Operator.

Commissioner Caruthers: Seconded the motion.

Commission Counsel Tim McNulty: Addressed the Commission and stated that public comment was needed.

President Chapman: Opened public comment.

SLOCEA Rep. Theresa Schultz: Addressed the Commission regarding the job class specification revision and asked that the Supervisory Training be performed at the beginning of the process.

Civil Service Commission

President Chapman: Agreed and moved to approve the new job class: Chief Waste Water Treatment Plant Operator.

Commissioner Tappan: Moved to approve the new job class.

Commissioner Caruthers: Seconded the motion; the motion Carried 5-0-0.

President Chapman: Confirmed with Mr. Benedix that the new incumbent is to be trained in the new Supervisory Training.

Mr. Benedix: Agreed.

Commissioner Tappan: Confirmed with Mr. Benedix regarding future plans of facilities supervision.

5. Reports

a. Commission President

Vice President Caruthers: No report.

b. Commission Counsel

Tim McNulty: No report.

c. Commission Secretary

Tami Douglas-Schatz: Ms. Douglas-Schatz reported that there are no outstanding issues and that HR does not need any additional CSC hearing dates at this time.

6. Adjournment

President Chapman: Being no further business, President Chapman adjourned the meeting at 9:47 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.*



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](mailto:HR@co.slo.ca.us)

TO: Civil Service Commission
DATE: August 27, 2014
FROM: Mark McKibben, Personnel Analyst
SUBJECT: Revised Specification: Locksmith I or II

RECOMMENDATION

It is recommended that the Commission approve the revised classification specification as submitted.

DISCUSSION

The General Services Agency provides a variety of public services and internal support to the County of San Luis Obispo including: General Services, Fleet Services, Parks & Golf, Airports, Purchasing, Information Technology and Capital Projects. The Facility Services Division is made up of 47 FTE (Full Time Equivalent) positions and is responsible for custodial and facility maintenance activities. 2.00 FTE positions are allocated to the Locksmith-Maintenance Worker Classification. The class specification was last revised in June 2000 and is being presented today as a Locksmith I or II class series.

The County's diverse buildings and security needs include various locking and security systems. The locksmiths are responsible for the master key systems established in 1970, 1993 and 2005, as well as systems for the County Jail and Probation. Locksmith staff are also responsible for the electronic access system is used in the New Government Center and the networked system in the Social Services Department. The combination of new buildings, old buildings, manual master key systems, electronic access control systems and high security locations such as the Jail has resulted in a need to update the current specification to better reflect the duties, responsibilities and qualifications of these positions. The new classification of Locksmith I or II is presented as a class series, similar to Auto mechanic I or II and Buyer I or II. The series provides for a semi-skilled entry level Locksmith I and the fully experienced journey level Locksmith II. Two incumbents who will be impacted by the implementation of this new specification, one will be reclassified at the entry level and the other at the journey level. Upon your approval, Human Resources present the allocation changes and necessary compensation changes to the Board of Supervisors for approval.

The Administrative Office, Human Resources, General Services Agency and SLOCEA all support the changes as proposed.

Attachments:

Locksmith Maintenance Worker – track changes
Locksmith I or II – final draft
GSA Agency Organizational Charts

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1 **HUMAN RESOURCES DEPARTMENT**

2 **San Luis Obispo County**

3

4 ~~**LOCKSMITH—MAINTENANCE WORKER**~~

5 **LOCKSMITH I or II**

6

7 **DEFINITION:**

8

9 ~~Under general supervision, installs, maintains and repairs locks and locking devices;~~
10 ~~makes keys; does a variety of skilled work in installing, maintaining and making~~
11 ~~repairs to public buildings, structures and equipment, involving carpentry, electrical,~~
12 ~~plumbing, and mechanical crafts~~Classes in this series perform a variety of semiskilled
13 and skilled locksmith duties including: repairing and adjusting latches, doors and
14 hinges; installing, repairing and maintaining manual and automated locks and locking
15 systems; designing and maintaining master key and electronic access control
16 systems; cutting and issuing keys and preparing remote keyless entry fobs; and other
17 related duties as required.

18

19 **DISTINGUISHING CHARACTERISTICS:**

20

21 Locksmith I: This is the entry-level position in the series. Under supervision, incumbents perform
22 routine and less complex assignments. Incumbents may be considered for promotion to the
23 Locksmith II level based upon demonstrated progressively responsible job assignments,
24 performance level, and attainment of the required experience.

25

26 Locksmith II: This is the journey-worker level in the series. Under general supervision,
27 incumbents perform the most complex duties of the class and are experienced in all aspects of
28 the locksmith trade. Incumbents in this class may be assigned responsibility for the design and/or
29 maintenance of master key and access control systems.

30

31 **REPRESENTATIVE DUTIES:**

32 **(Not in order of importance)**

4a
2

33

- 34 • Installs, maintains and repairs all types of manual and electronic locks.
- 35 • Makes keys, rekeys locks and alters lock combinations. ~~from impressions of~~
- 36 ~~codes.~~
- 37 • Opens locks by means other than the use of keys.
- 38 • Installs, maintains and repairs panic bolts, latches, door closers, hinges, and
- 39 emergency exit devices.
- 40 • Installs and maintains special detention locks and belts for Probation and the
- 41 County Jail.
- 42 • Maintains a complete inventory of locks, keys and spare parts and orders
- 43 replacements.
- 44 • Keeps and maintains locking system records.
- 45 • Installs and repairs readers and controllers related to electronic access control
- 46 systems.
- 47 • Reviews construction documents related to locks and access control needs.
- 48 • ~~On an assigned basis may perform other journey maintenance tasks including:~~
- 49 ~~Installs, repairs and maintains electrical fixtures and equipment, plumbing~~
- 50 ~~fixtures and systems, sewage systems and installations, ventilating, heating~~
- 51 ~~and air conditioning units and systems, elevators, steam equipment, and a~~
- 52 ~~variety of machinery and other equipment; performs masonry and concrete~~
- 53 ~~work~~
- 54 • ~~Does welding and steam fitting.~~
- 55 • ~~Does rough and finish carpentry.~~
- 56 • ~~Makes~~ Prepares estimates of labor, time and material costs.
- 57 • Keeps records of material used, time, and work accomplished.
- 58 • Maintains a safe and productive work environment.
- 59 • ~~Operates a computer and standard office software.~~
- 60 •
- 61 • May supervise and inspect the work of semi-skilled and unskilled employees
- 62 assigned leadworker responsibilities.
- 63 • May provide training and assistance to other staff.
- 64 • Designs and maintains the countywide master key systems.

- 65 • Administer access control database system, including access rights and time
66 zones.

67

68 **EMPLOYMENT STANDARDS:**

69 **Knowledge of:**

70

- 71 • Methods, materials, tools, practices, parts, and equipment used in locksmith
72 trade ~~and in other maintenance trades, including carpentry, electrical,~~
73 ~~plumbing, masonry, and mechanical~~

- 74 • Design, construction, installation, operation, adjustment, repair, rebuilding,
75 and maintenance of locks, locking devices, and doors and door closures

- 76 • Principles required to formulate, operate and maintain master key code
77 systems

- 78 • State codes pertaining to fire exits, door hardware and fastening devices

- 79 • Skill in the Proper use and care of locksmith tools and equipment

- 80 • Basic database administration

- 81 • Occupational hazards and safety precautions in trades work

- 82 • Ethics and responsibilities of the locksmith profession

- 83 • Master key system design and access control systems

84

85 **Ability to:**

86

- 87 • Install, adjust and repair locks, locking devices, doors and door closures

- 88 • Fabricate lock parts; estimate labor and material costs

- 89 • Setup, operate and maintain complete locking systems records

- 90 • Read and understand blueprints and work according to plans and specifications

- 91 • ~~Supervise a small group of semiskilled or unskilled workers~~

- 92 • Maintain and administer master key and access control systems

93

94 **EDUCATION/EXPERIENCE:**

95 Locksmith I: Three years of skilled-building maintenance experience in a variety of
96 building trades, including two years of locksmith experience. Completion of a

4a
4

97 recognized training course in locksmithing may be substituted for one year of the
98 required locksmith experience.

99
100 Locksmith II: In addition to the above, two years of experience administering a
101 master key and/or automated access control system.

102
103 **LICENSES/CERTIFICATES:**

104
105 A valid driver's license is required at the time of application. A valid CALIFORNIA
106 driver's license is required at the time of appointment and must be maintained
107 throughout employment.

108
109 **OTHER CONDITIONS OF EMPLOYMENT:**

110
111 Employees in this classification may be required to work holidays, weekends and
112 irregular hours. Must pass a background and law enforcement security check for this
113 position.

114
115 This class specification generally describes the duties and responsibilities
116 characteristic of the position(s) within this class. The duties of a particular position
117 within a multi-position class may vary from the duties of other positions within the
118 class. Accordingly, the essential duties of a particular position (whether it be a multi-
119 position class or a single-position class) will be identified and used by medical
120 examiners and hiring authorities in the selection process. This information will also
121 be made available for review at the time of any recruitment for that position and at
122 such other times as reasonably required.

123
124 Adopted: 8 24 77
125 Revised: 6-28-00
126 Revised: 8-27-14

1 **HUMAN RESOURCES DEPARTMENT**

2 **San Luis Obispo County**

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LOCKSMITH I or II

5 **DEFINITION:**

6

7 Classes in this series perform a variety of semiskilled and skilled locksmith duties
8 including: repairing and adjusting latches, doors and hinges; installing, repairing and
9 maintaining manual and automated locks and locking systems; designing and
10 maintaining master key and electronic access control systems; cutting and issuing
11 keys and preparing remote keyless entry fobs; and other related duties as required.

12

13 **DISTINGUISHING CHARACTERISTICS:**

14

15 Locksmith I: This is the entry-level position in the series. Under supervision, incumbents perform
16 routine and less complex assignments. Incumbents may be considered for promotion to the
17 Locksmith II level based upon demonstrated progressively responsible job assignments,
18 performance level, and attainment of the required experience.

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20 Locksmith II: This is the journey-worker level in the series. Under general supervision,
21 incumbents perform the most complex duties of the class and are experienced in all aspects of
22 the locksmith trade. Incumbents in this class may be assigned responsibility for the design and/or
23 maintenance of master key and access control systems.

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25 **REPRESENTATIVE DUTIES:**

26 **(Not in order of importance)**

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- 28 • Installs, maintains and repairs all types of manual and electronic locks.
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32 emergency exit devices.

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- 33 • Installs and maintains special detention locks for Probation and the County
34 Jail.
- 35 • Maintains a complete inventory of locks, keys and spare parts and orders
36 replacements.
- 37 • Keeps and maintains locking system records.
- 38 • Installs and repairs readers and controllers related to electronic access control
39 systems.
- 40 • Reviews construction documents related to locks and access control needs.
- 41 • Prepares estimates of labor, time and material costs.
- 42 • Keeps records of material used, time, and work accomplished.
- 43 • Maintains a safe and productive work environment.
- 44 • Operates a computer and standard office software.
- 45 • May be assigned leadworker responsibilities.
- 46 • May provide training and assistance to other staff.
- 47 • Designs and maintains the countywide master key systems.
- 48 • Administer access control database system, including access rights and time
49 zones.

50

51 **EMPLOYMENT STANDARDS:**

52 **Knowledge of:**

53

- 54 • Methods, materials, tools, practices, parts, and equipment used in locksmith
55 trade
- 56 • Design, construction, installation, operation, adjustment, repair, rebuilding,
57 and maintenance of locks, locking devices, and doors and door closures
- 58 • Principles required to formulate, operate and maintain master key systems
- 59 • State codes pertaining to fire exits, door hardware and fastening devices
- 60 • Proper use and care of locksmith tools and equipment
- 61 • Basic database administration
- 62 • Occupational hazards and safety precautions in trades work
- 63 • Ethics and responsibilities of the locksmith profession
- 64 • Master key system design and access control systems

65

66 **Ability to:**

67

- 68 • Install, adjust and repair locks, locking devices, doors and door closures
- 69 • Fabricate lock parts; estimate labor and material costs
- 70 • Setup, operate and maintain complete locking systems records
- 71 • Read and understand blueprints and work according to plans and specifications
- 72 • Maintain and administer master key and access control systems

73

74 **EDUCATION/EXPERIENCE:**

75 Locksmith I: Three years of building maintenance experience in a variety of trades,
76 including two years of locksmith experience. Completion of a recognized training
77 course in locksmithing may be substituted for one year of the required locksmith
78 experience.

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80 Locksmith II: In addition to the above, two years of experience administering a
81 master key and/or automated access control system.

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86 driver's license is required at the time of appointment and must be maintained
87 throughout employment.

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89 **OTHER CONDITIONS OF EMPLOYMENT:**

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92 irregular hours. Must pass a background and law enforcement security check for this
93 position.

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95 This class specification generally describes the duties and responsibilities
96 characteristic of the position(s) within this class. The duties of a particular position

97 within a multi-position class may vary from the duties of other positions within the
98 class. Accordingly, the essential duties of a particular position (whether it be a multi-
99 position class or a single-position class) will be identified and used by medical
100 examiners and hiring authorities in the selection process. This information will also
101 be made available for review at the time of any recruitment for that position and at
102 such other times as reasonably required.

103

104 Adopted: 8 24 77

105 Revised: 6-28-00

106 Revised: 8-27-14



General Services Agency

Organizational Chart
(Agency Overview)

April 15, 2014

County of San Luis Obispo



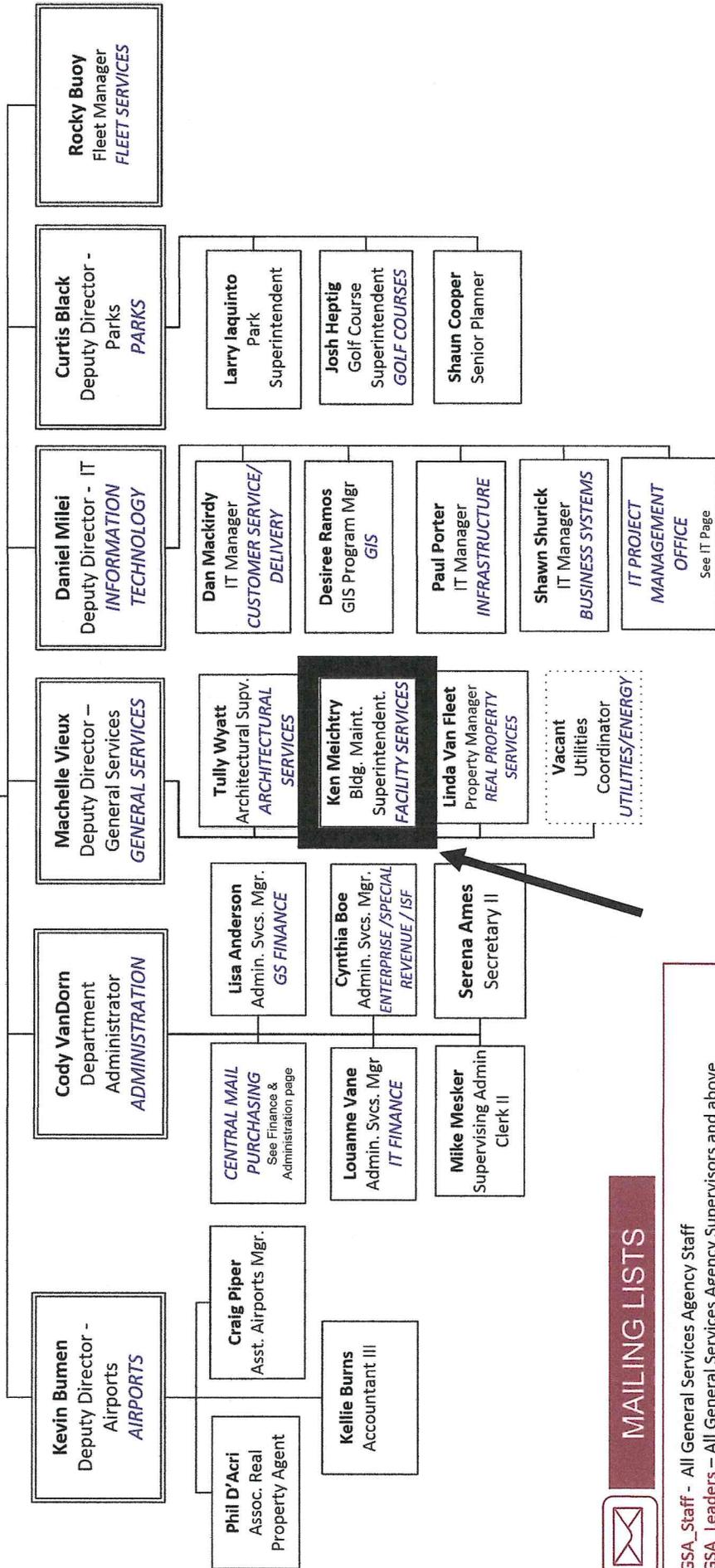
= eMail Groupname



FTE Summary

113 =	83.5	GS
114 =	72.75	IT
305 =	42.0	Parks
407 =	13.0	Fleet
425 =	14.0	Airports
427 =	13.0	Golf
Total		238.25

Janette Pell
General Services Agency
Director
1.0 [113]



MAILING LISTS



- GSA_Staff - All General Services Agency Staff
- GSA_Leaders - All General Services Agency Supervisors and above
- GS_Staff - All General Services, Airports and Parks Staff
- GS_Super - All General Services, Airports and Parks Supervisors and above
- IT_SUPP - All Information Technology Staff
- IT_SUPP - All Information Technology Supervisors and above
- GS_Office - All Staff at the 1087 Santa Rosa Location

49
10



Facility Services (General Services)



Organizational Chart
(Detail)

General Services Agency

April 15, 2014

= eMail Groupname

FTE Summary
113 = 47.0
(Included in General Services Org)

Communications
IT Supervisor

Rick Monroe
Senior Storekeeper
1.0 [113]

Dominic Gutierrez
Admin Asst. II
1.0 [113]
Eff. 4/28/14

Larry Honerkamp
Supv. Fac. Maint.
Mechanic
1.0 [113]

Lee Hall
Fac. Maint.
Mech III
1.0 [113]

Jim Hutchinson
Fac. Maint.
Mech III
1.0 [113]

Nelson Payton
Fac. Maint.
Mech II
1.0 [113]

Preston Rezner
Maint. Painter II
1.0 [113]

Jeff Mahin
Fac. Maint.
Mech I
1.0 [113]

David Loden
Fac. Maint.
Mech III
1.0 [113]

Roy Hall
Fac. Maint.
Mech III
1.0 [113]

Johnny Blankenship
Maint. Painter II
1.0 [113]

Mark Lechuga
Maint. Painter II
1.0 [113]

Bob Eckman
Supv. Fac. Maint.
Mechanic
1.0 [113]

Greg Willis
Fac. Maint.
Mech III
1.0 [113]

Vic Robertson
Fac. Maint.
Mech III
1.0 [113]

Ed Cook
Fac. Maint.
Mech III
1.0 [113]

Jim Fosmire
Locksmith Maint.
Worker
1.0 [113]

Vacant
Fac. Maint.
Mech II
1.0 [113]

Ken Meichtry
Building Maintenance
Superintendent
1.0 [113]

David Kallal
Supervising
Custodian
1.0 [113]

Larry McAllister
Custodian
1.0 [113]

Jerilyn Fox
Custodian
1.0 [113]

Nicole Bjork
Custodian
1.0 [113]

Tony Lewelling
Custodian
1.0 [113]

Rex Stennett
Custodian
1.0 [113]

Roxann Davis
Custodian
1.0 [113]

Scott Seyer
Supervising
Custodian
1.0 [113]

Jim Tinker
Custodian
1.0 [113]

Johnny Carmain
Custodian
1.0 [113]

David Eto
Custodian
1.0 [113]

Jeff Sims
Custodian
1.0 [113]

Michael Land
Custodian
1.0 [113]

Vacant
Custodian
1.0 [113]

Romeo Belga
Custodian
1.0 [113]

Jim Emley
Custodian
1.0 [113]

Robert Hill
Custodian
1.0 [113]

David Love
Custodian
1.0 [113]

Brian Houseman
Custodian
1.0 [113]

Juan Daguio
Custodian
1.0 [113]

Soifromio Asuncion
Custodian
1.0 [113]

Darrell Johnson
Custodian
1.0 [113]

George Kolach
Custodian
1.0 [113]

Junior Galindo
Custodian
1.0 [113]

Tim Lazier
Fac. Maint.
Mech III
1.0 [113]

Will Venegas
Fac. Maint.
Mech III
1.0 [113]

Bert Hall
Fac. Maint.
Mech III
1.0 [113]

Andrew Koval
Locksmith Maint.
Worker
1.0 [113]

Vacant
Fac. Maint.
Mech II
1.0 [113]

Maintenance



GS_Maint_Staff

Custodial

49 =



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](mailto:HR@co.slo.ca.us)

TO: Civil Service Commission

DATE: August 27, 2014

FROM: Megan Fisher, Personnel Analyst

SUBJECT: REVISED Specification: Deputy District Attorney I, II, III, & IV

RECOMMENDATION

It is recommended that the Commission approve the revised Deputy District Attorney class specification as proposed.

DISCUSSION

HR recently met with the District Attorney's office to discuss upcoming staffing needs. As we discussed attracting entry-level candidates for the Deputy District Attorney I level, we realized an opportunity to attract on a larger pool of candidates that have taken the exam, but are awaiting their Bar results. In order to capitalize on that pool, a revision to the minimum qualifications for the Deputy District Attorney I only is recommended. This revision would allow applicants to compete in the recruitment process prior to having membership in the California State Bar, *but not be appointed*, until successful Bar results were received.

This change will allow us to more proactively recruit and build a pipeline of entry-level talent, as well as create valuable partnerships with universities throughout the state.

Attached is the revised class specification, as well as an organizational chart of the District Attorney's Office.

The department and association has been involved in the development of this class specification and concurs with the specification as proposed.

Attachments:

Deputy District Attorney I, II, III, IV – track changes
Deputy District Attorney – final draft
DA Organizational Chart

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DEPUTY DISTRICT ATTORNEY I, II, III, & IV

(Class Series)

DEFINITION:

Attorneys in these classifications perform professional legal work, consistent with departmental responsibilities, by preparing and trying criminal and civil cases in the courts; supervising enforcement and collection under Family Support Law; and do other related work as required.

TYPICAL TASKS/REPRESENTATIVE DUTIES:

- ~~Consistent with departmental responsibilities, incumbents may~~ Interview and advise complainants and witnesses.
- ~~e~~ Examine, evaluate and present evidence.
- ~~P~~ Prepare and prosecute misdemeanor and felony cases in the courts
- ~~;~~ ~~p~~ Prepare and try civil cases in the areas of mental health, family support, consumer law, and environmental law.
- ~~P~~ Prepare opinions, briefs, pleadings, and other legal documents.
- ~~S~~ Study and analyze writs, pleadings, exhibits, case files and records in order to ascertain the issues before the court and appropriate legal precedent.
- ~~C~~ Conduct specialized legal research and prepare memoranda regarding the results of such research.
- ~~M~~ May supervise assigned personnel.
- ~~m~~ May direct enforcement and collection activities of the Family Support Division.

31 DISTINGUISHING CHARACTERISTICS:

32
33 Assignments are based upon the professional competency and experience of the
34 incumbent and the needs of the County. The classifications are distinct by
35 separate pay levels based upon the amount of professional experience of the
36 incumbents. Incumbents may be promoted to ~~thea~~ higher classifications based
37 upon demonstrated progressively responsible job assignments and performance,
38 and as the incumbent meets the experience requirements for the successive
39 levels.

40
41 EMPLOYMENT STANDARDS:

42
43 **Knowledge of:**

- 44 • ~~C~~The canons of professional ethics of the American Bar Association and the
45 related provisions of the California State Bar;
- 46 • ~~the p~~Principles and application of criminal and civil law;
- 47 • ~~t~~Trial procedures and rules of evidence;
- 48 • ~~L~~Legal research methods;
- 49 • Legal principles and precedents and their application.

50
51 **Ability to:**

- 52 • —Present statements of facts, law and arguments clearly and logically in
53 written and oral form;
- 54 • ~~effectively a~~Analyze and appraise legal problems and to apply legal
55 principles and precedent to particular sets of facts effectively;
- 56 • ~~e~~Establish and maintain effective working relationships;

57
58 EDUCATION/EXPERIENCE:

59
60 ~~All levels must have membership in the California State Bar which must be~~

61 ~~maintained throughout employment,~~ Applicants applying for Deputy District
62 Attorney I who have taken the most recent California Bar Exam but have not yet
63 received examination results may apply, but will not be appointed until after
64 having been admitted to practice law in California by membership in the California
65 State Bar. -All other levels must have membership in the California State Bar.

66
67 Membership in the California State Bar must be maintained throughout
68 employment for all levelsAND, AND:

69
70
71 Deputy District Attorney I: No experience needed.

72
73
74
75 Deputy District Attorney II: One year of professional legal experience as an
76 attorney in the practice of law.

77
78 Deputy District Attorney III: Two years of professional legal experience as an
79 attorney in the practice of law.

80
81 Deputy District Attorney IV: Three years of professional legal experience as an
82 attorney in the practice of law.

83
84 OTHER CONDITIONS OF EMPLOYMENT:

85
86 Character: Good moral character as determined by a thorough background
87 investigation including a fingerprint and record check. No conviction by any State,
88 the Federal Government or a foreign government of a crime which could have
89 been punishable by imprisonment in a Federal Penitentiary or a State prison.

90

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

98

99 Adopted: 5-14-64

100 Revised: 4-29-98

101 Revised: 8-27-14

102

DEPUTY DISTRICT ATTORNEY I, II, III, & IV
(Class Series)

DEFINITION:

Attorneys in these classifications perform professional legal work, consistent with departmental responsibilities, by preparing and trying criminal and civil cases in the courts; supervising enforcement and collection under Family Support Law; and do other related work as required.

REPRESENTATIVE DUTIES:

- Interview and advise complainants and witnesses
- Examine, evaluate and present evidence
- Prepare and prosecute misdemeanor and felony cases in the courts
- Prepare and try civil cases in the areas of mental health, family support, consumer law, and environmental law
- Prepare opinions, briefs, pleadings, and other legal documents
- Study and analyze writs, pleadings, exhibits, case files and records in order to ascertain the issues before the court and appropriate legal precedent
- Conduct specialized legal research and prepare memoranda regarding the results of such research
- May supervise assigned personnel
- May direct enforcement and collection activities of the Family Support Division.

30 DISTINGUISHING CHARACTERISTICS:

31
32 Assignments are based upon the professional competency and experience of
33 the incumbent and the needs of the County. The classifications are distinct
34 by separate pay levels based upon the amount of professional experience of
35 the incumbents. Incumbents may be promoted to a higher classification based
36 upon demonstrated progressively responsible job assignments and
37 performance, and as the incumbent meets the experience requirements for
38 the successive levels.

39

40 EMPLOYMENT STANDARDS:

41 **Knowledge of:**

- 42 • Canons of professional ethics of the American Bar Association and the
43 related provisions of the California State Bar
- 44 • Principles and application of criminal and civil law
- 45 • Trial procedures and rules of evidence
- 46 • Legal research methods
- 47 • Legal principles and precedents and their application.

48

49 **Ability to:**

- 50 • Present statements of facts, law and arguments clearly and logically in
51 written and oral form
- 52 • Analyze and appraise legal problems and to apply legal principles and
53 precedent to particular sets of facts effectively
- 54 • Establish and maintain effective working relationships

55

56 EDUCATION/EXPERIENCE:

57 Applicants applying for Deputy District Attorney I who have taken the most
58 recent California Bar Exam but have not yet received examination results may

59 apply, but will not be appointed until after having been admitted to practice
60 law in California by membership in the California State Bar. All other levels
61 must have membership in the California State Bar.

62
63 Membership in the California State Bar must be maintained throughout
64 employment for all levels, AND:

65
66 Deputy District Attorney I: No experience needed.
67 Deputy District Attorney II: One year of professional legal experience as an
68 attorney in the practice of law.

69
70 Deputy District Attorney III: Two years of professional legal experience as an
71 attorney in the practice of law.

72
73 Deputy District Attorney IV: Three years of professional legal experience as
74 an attorney in the practice of law.

75
76 OTHER CONDITIONS OF EMPLOYMENT:

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78 Character: Good moral character as determined by a thorough background
79 investigation including a fingerprint and record check. No conviction by any
80 State, the Federal Government or a foreign government of a crime which could
81 have been punishable by imprisonment in a Federal Penitentiary or a State
82 prison.

83
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85 characteristic of the position(s) within this class. The duties of a particular
86 position within a multi-position class may vary from the duties of other
87 positions within the class. Accordingly, the essential duties of a particular

88 position (whether it be a multi-position class or a single-position class) will be
89 identified and used by medical examiners and hiring authorities in the
90 selection process. This information will also be made available for review at
91 the time of any recruitment for that position and at such other times as
92 reasonably required.

93

94 Adopted: 5-14-64

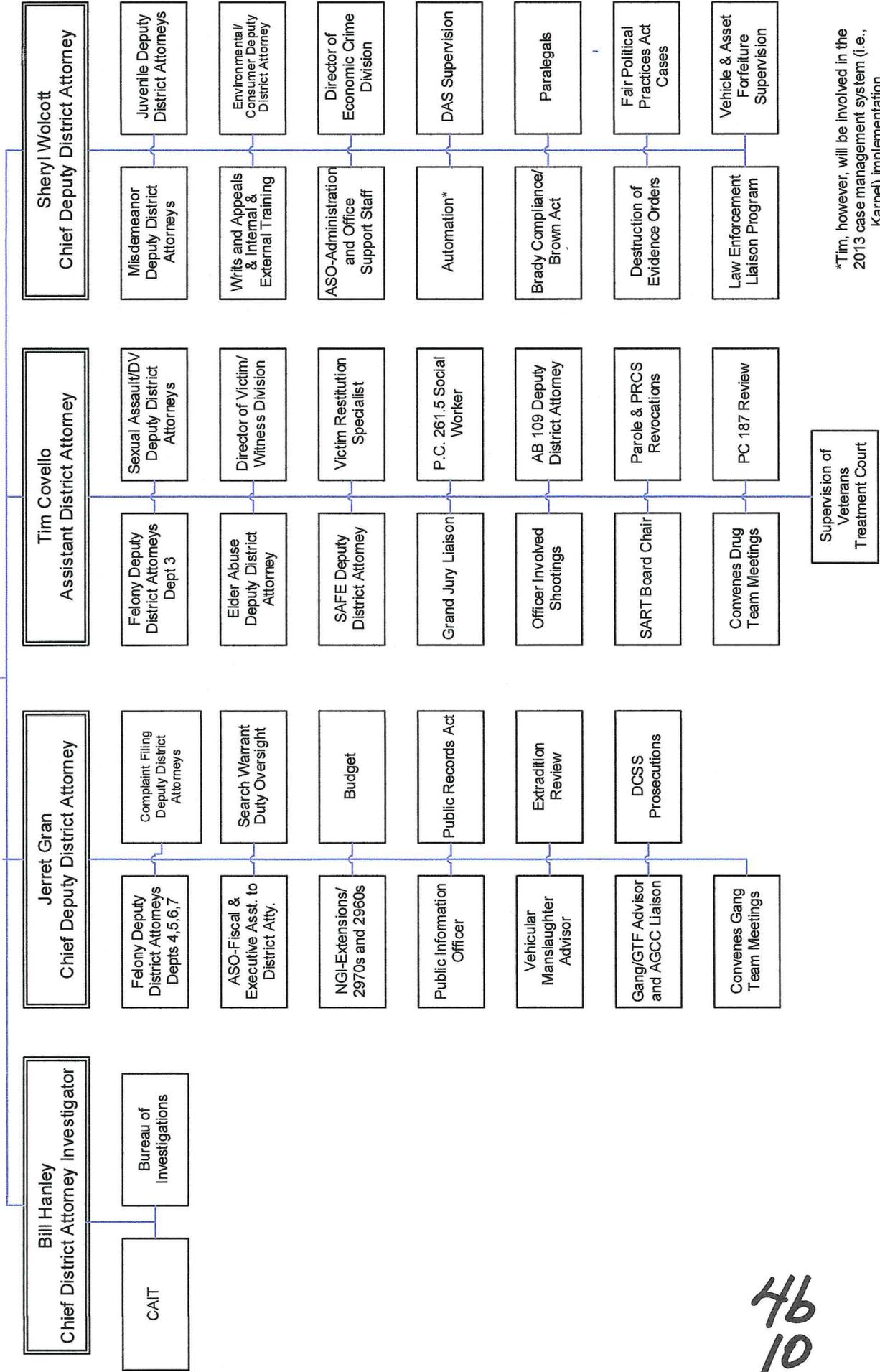
95 Revised: 4-29-98

96 Revised: 8-27-14

97

District Attorney's Office County of San Luis Obispo Organizational Chart (Functional)

**Gerald Shea
District Attorney**



*Tim, however, will be involved in the 2013 case management system (i.e., Karpel) implementation.

76/10