

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, December 17, 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. August 27, 2014
 - b. November 19, 2014
4. **Commission Calendar Dates for 2015**
5. **Reports**
 - a. Commission President
 - b. Commission Counsel
 - c. Commission Secretary
6. **Closed Session (per Government Code Section 54956.9) Conference with Legal Counsel-Existing Litigation: Sanchez vs. Civil Service Commission**
7. **Adjournment**

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The 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



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

MINUTES

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

Absent: Commissioner Robert Bergman

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

July 23, 2014 – Regular

President Chapman: Asked for corrections or changes to the July 23, 2014 minutes.

Commissioner Caruthers:

Reminded the Clerk that Commissioner Bergman exited the July meeting and was absent during the approval of the Chief Waste Water Treatment Plant Operator. The motion carried 4-0-1 instead of 5-0-0. Also, he indicated that the minutes should list President Chapman under President's time on the agenda, instead of Vice-President Caruthers. Ms. Mason agreed to make the necessary changes.

President Chapman:

Requested a motion to approve the July 23, 2014 minutes as amended. Commissioner Nash made the motion; Commissioner Tappan seconded. The motion passed 4-0-1. (Commissioner Bergman was not present at the meeting.)

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4. Job Class Specifications – New

a. Locksmith I or II (formerly Locksmith Maintenance Worker)

b. Deputy District Attorney I-II-III-IV

President Chapman determined that Item 4b be considered prior to Item 4a.

HR Analyst Frank Stapleton:

Introduced District Attorney Elect Dan Dow and the revised classification series. Mr. Stapleton and Mr. Dow explained the reason for the specification revision is to allow individuals who have not yet received their BAR result to apply for the Deputy District Attorney series; currently, they are unable to do so.

Mr. Dow:

Stated that the specification revision would attract and allow for a greater pool of candidates from which to hire. Currently those who take the BAR in July must wait until November to obtain their results (and to apply for Deputy District Attorney I) and those who take the test in February must wait until June for results (and to apply for Deputy District Attorney I).

Commissioner Nash:

Expressed concern regarding the specification verbiage related to requiring “good moral character” under “Other Conditions of Employment.”

Commissioner Tappan:

Stated that he did not have an issue with the “good moral character” verbiage and asked if all new candidates would be hired at the Deputy District Attorney I or at a more advanced level.

Mr. Dow:

Responded that the Office is interested in hiring at the entry level (District Attorney I level) so new employees have greater potential for growth within the organization.

Commissioner Caruthers:

Asked if receipt of a BAR score would affect candidates’ ranking on the eligible list.

Mr. Dow:

Responded that it would not, that each candidate would be considered in totality, e.g., his or her skillset and prior experience.

President Chapman:

Asked for Public Comment regarding the specification revision.

Deputy County Counsel
Susan Hoffman:

Stated that other law enforcement specifications exist currently that include this language.

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- Commission/Commission Counsel: Offered the following verbiage for future consideration:
“Successful completion of a thorough background investigation including a fingerprint and record check. No felony conviction by any State, the Federal Government or a foreign government.”
- President Chapman: Opined that because there are several specifications which contain the “good moral character” verbiage that Human Resources review standard language re: “good moral character” contained in these specifications but suggested that the Commission not delay voting in support of the specification revision until such a review by HR was concluded; the Commissioners expressed agreement.
- Commissioner Caruthers: Inquired how soon the District Attorney’s Office wished to begin a Deputy District Attorney recruitment.
- Mr. Dow: Responded that the Office is interested in opening a recruitment “very soon.”
- President Chapman: Requested a vote on the revised specification series as amended. Commissioner Tappan made a motion; Commissioner Caruthers seconded. The motion passed 4-0-1. (Commissioner Bergman was not in attendance).
- a. Locksmith I or II
(formerly Locksmith
Maintenance Worker) HR Analyst Mark McKibben introduced the revised specification which he indicated is intended to replace the current specification as part of an HR Classification Study. He indicated the specification was last updated in 2000 and General Services needed more flexibility regarding the specification and that it would allow greater access system control.
- Commissioner Tappan: Asked regarding the Education/Experience requirements for the revised specification.
- Mr. McKibben: Stated that “on the job” experience would be provided for a Locksmith I to become a II.
- President Chapman: Asked for public comment related to the specification revision.
- Mr. Pat MacNamara/SLOCEA: Indicated that SLOCEA is supportive of the revised specification.

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President Chapman:

Indicated a small grammatical error which Mr. McKibben indicated he would correct. Requested a motion to approve the amended specification. Commissioner Caruthers made a motion; Commissioner Nash seconded the motion. Motion passed 4-0-1. (Commissioner Bergman was absent).

5. Reports

a. Commission President

President Chapman:

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 CSC hearing dates at this time. She reported that the General Services Agency has been disbanded and that General Services Agency Director Janette Pell is no longer employed with the County.

She stated that the Administrative Office indicated that the expected efficiencies of consolidating the GSA departments had not been fully realized. She added that currently the Deputy Directors of the various departments will serve as interim directors of their divisions at present. She added that the disbanding would not have Civil Service implications at this time.

Additionally, Ms. Douglas-Schatz reported that HR has made a major change to the Reclassification Period. In the past, the Open Window period would typically last for one month and changes were connected to the budget process at a single point in time each year. She indicated that HR would now accept reclassification requests all year long and that such requests could now be taken to the Board of Supervisors at three separate times for approval. Ms. Douglas-Schatz distributed a memo detailing the new reclassification process (Attachment A). Ms. Douglas-Schatz also announced the departure of Public Works Director Paavo Ogren, Child Support Services Director Phil Lowe and Deputy Director of County Parks Curtis Black.

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Commissioner Tappan: Asked if the new directors will be at-will employees.

Ms. Douglas-Schatz: Responded yes once they are created.

6. Adjournment

President Chapman: Being no further business, President Chapman adjourned the meeting at 10:04 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.*

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, November 19, 2014, 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

Present: President Chapman, Vice President Caruthers, Commissioner Robert Bergman, Commissioner Betsey Nash, Commissioner William Tappan

Staff: Commission Secretary Tami Douglas-Schatz, Commission Clerk Heather Carey Gunderlock

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: Asked for Public Comment. Being none, he closed the Public Comment period.

3. Minutes – September 24, 2014: Commissioner Bergman and Commissioner Caruthers abstained since they were not present at the last meeting. Commissioner Bergman stated that the August minutes need to be brought to the Commission at the December meeting as well; the Clerk will follow his direction and present these minutes at the December meeting.

4. Job Class Specifications: New

a. Deputy Director – General Services Department

Mark McKibben, HR Analyst: Addressed the Commission and explained the reason for the new job specification. He reminded the Commission that the General Services Agency was dissolved and that Interim directors are overseeing the various General Services divisions. He explained that HR had worked with the Administrative Office and it was decided that project management is essential at this time within the Department and that the Deputy Director will be tasked with that responsibility.

Commissioner Nash: Stated that she observed that the "Knowledge" portion of the minimum qualifications relates to "safety standards" and she suggested adding similar verbiage added to the "Experience" portion of the specification. Mr. McKibben agreed to add the suggested verbiage.

Commissioner Caruthers: Asked if the County currently has a pool of candidates with this diverse knowledge. Mr. McKibben responded that some of the interim directors do possess some of this knowledge.

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- Ms. Douglas-Schatz: Stated that the Deputy Director position presents a potential career path for current County Division Managers (of which there are approximately 70 employed within the County at this time).
- Commissioner Bergman: Asked how many employees currently possess these skills and whether or not this would be an Open or Countywide Promotional recruitment.
- Mr. McKibben: Stated that there are 5 or 6 internal General Services candidates who possess these skills. He added that the recruitment could be opened as either a Countywide Promotional recruitment, depending on the Administrative Office's direction.
- Mr. Tappan: Asked if bringing the Deputy Director specification prior to the Director specification is premature.
- Mr. McKibben: Stated that it is not because HR and the Administrative Office have determined that project management is an immediate need currently for General Services and that the Deputy would lead this initiative.
- President Chapman: Asked Ms. Nash if Mr. McKibben adds the safety verbiage if it would be acceptable to her that the changes be made and not brought back to the Commission; Commissioner Nash stated that this would be acceptable.
- Ms. Douglas-Schatz: Reported that the recruitment for Director - General Services is underway.
- President Chapman: Asked for Public Comment regarding the new specification. Being none, he closed the Public Comment period. He asked for a motion; Commissioner Caruthers made the motion. Commissioner Nash seconded. Motion passed 5-0-0.

5. Reports

- a. **Commission President**
President Chapman: Introduced his successor Erwin Ohannesian to the Commission. The Commission and HR staff welcomed him. Mr. Ohannesian will attend the January Civil Service Commission meeting.
- b. **Commission Counsel**
Tim McNulty: Notified the Commission that there will be a Closed Session portion of next month's meeting to consider the Sanchez litigation.
- c. **Commission Secretary:**
Ms. Douglas-Schatz: Addressed the Commission and notified them that HR is in receipt of a termination appeal but that it has not yet been scheduled for prehearing. She let the Commission know that if dates are needed, she will request that the Clerk contact the Commissioners to obtain availability.

6. Adjournment

- President Chapman: Being no further business, President Chapman adjourned the meeting at 9:39 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.*

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Civil Service Commission 2014 Regular Session Meeting Dates

Regular monthly meetings are held on the 4th Wednesday at 9:00 A.M.

at 1055 Monterey Street, Suite D-271, San Luis Obispo.

January 28, 2015
February 25, 2015
March 25, 2015
April 22, 2015
May 27, 2015
June 24, 2015
July 22, 2015
August 26, 2015
September 23, 2015
October 28, 2015
*November 18, 2015
*December 16, 2015

* Adjusted due to holiday

Pending CSC Approval

Note: If extenuating circumstances arise, following prior authorization from the Commission President and with compliance to the Brown Act, the meeting date / time / location may change.

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