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 26, 2015 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA

AGENDA

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

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. May 27, 2015

5. **Presentation: Update on new Recruitment Technology (NEOGOV)**

6. **Civil Service Commission Annual Report**

7. **Reports**
   a. Commission President
   b. Commission Counsel
   c. Commission Secretary
      - Rule Update Exploration

8. **Adjournment**

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, May 27, 2015 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA

MINUTES

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

Present: President Caruthers, Commissioner Robert Bergman, Commissioner William Tappan, Commissioner Ohannesian

Absent: Vice President Nash

Staff: Commission Secretary Tami Douglas Schatz, Commission Clerk Lacey Gabriel

Counsel: Commission Counsel Steve Simas, Commission Counsel Nina Negranti

1. Call to Order/ Flag Salute/ Roll Call

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

2. Public Comment Period

President Caruthers asked for Public Comment. An employee of the General Services Department, Creed Bruce, spoke on the minimum qualifications for the Capital Planning and Construction Manager position. He would like the County to reconsider the education portion of the specification. President Caruthers asked for any further public comment. Being none he closed the public comment period.

3. Minutes – April 1, 2015

President Caruthers asked for corrections or revisions to the April 1, 2015, meeting minutes. Commission clerk will amend item 5 paragraph a. Commissioner Ohanessian made a motion as revised; Commissioner Bergman seconded the motion. Commissioner Tappen abstained from voting as he was not present at the April 1, 2015, Regular Meeting. Motion passed 3-0-1.

4. Specifications – New

Waste Water Systems Worker: Personnel Analyst Jamie Azarvand presented the new specification and introduced Dean Benedicts Division Manager for the Utilities Division from the Public Works Department. Ms. Azarvand explained the reason for the new specification. President Caruthers asked if there was public comment; being none, the Commission questioned Ms. Azarvand. President Caruthers requested a motion to approve the new specification. Commissioner Bergman made a motion to approve the new specification; Commissioner Tappen seconded the motion. The motion passed 4-0-1.

3a
1

Civil Service Commission

5. Letter to the Civil Service Commission from SLOCEA's legal counsel Hayes & Cunningham, LLP– Re: Liberty Interest Hearings for County Probationary Employees

Ms. Douglas-Schatz presented the letter to the Commission. The letter requested a liberty interest hearing option for probationary releases. Currently, rules only allow for appeal based on discrimination. President Caruthers opened it up for public comment. Being none the commissioners questioned Ms. Douglas-Schatz. Commission Counsel, Nina Negranti recommended the Commission have County Counsel prepare a reply to the letter. Commissioner Bergman requested the Commission view the response before being sent. Commission Counsel will report back at a future date with legal options.

6. Reports

a. Commission President: No report.

b. Commission Counsel: No report.

c. Commission Secretary: Commission Secretary Tami Douglas-Schatz requested additional dates for a closed session hearing. The parties are requesting a fourth day for the current hearing starting 5/27/2015. There is also a need for dates for two more appeals. Possible dates are June 24th and 25th and July 1st and 2nd.

7. Closed Session Hearing (per Government Code Section 54956.9) RE: Appeal # A15-03

President Caruthers opened for public comment. Being none the Commission began closed session.

8. Adjournment President Caruthers adjourned the meeting at 10:30

** 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.*

DRAFT

SAN LUIS OBISPO COUNTY CIVIL SERVICE COMMISSION ANNUAL REPORT

FY 2014-2015

6-1

TABLE OF CONTENTS

Contents

Introduction ____ 1
Grievances, Appeals and Litigation ____ 2
Commission Meetings ____ 4
Class Specification Activity ____ 5
Recruitment Activity ____ 6
Equal Employment Opportunity ____ 7
Contact Information ____ 8

Introduction

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

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. Click through the chapter sections below to view the County Code.

Your Success Is Our Success

HUMAN RESOURCES

COUNTY OF SAN LUIS OBISPO

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.

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.

Grievances, Appeals and Litigation

The Commission's rules outline the procedure for resolving employment disputes prior to requesting a hearing. One appeal was brought to the Commission in FY 2015-2016.

**Indicates departmental/divisional reorganization*

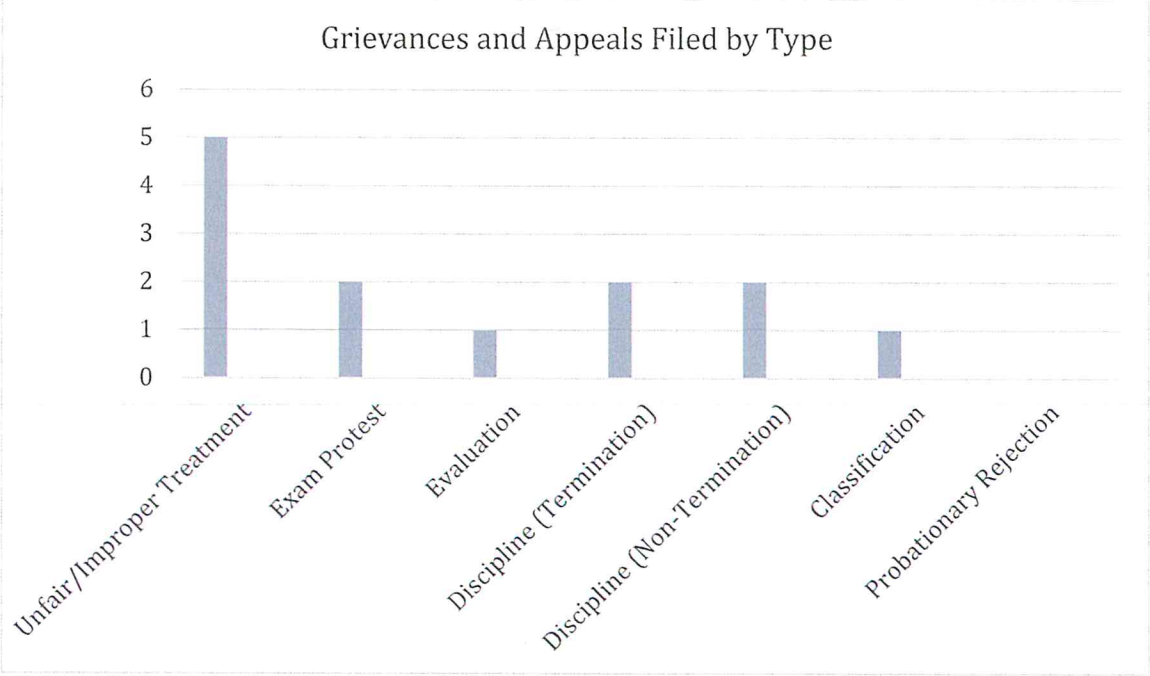
STATISTICAL SUMMARY

GRIEVANCES AND APPEALS FILED BY DEPARTMENT

DEPARTMENT	14/15	13/14	12/13	11/12	10/11
ADMINISTRATIVE OFFICE					
AGRICULTURAL COMMISSIONER					
ASSESSOR		3	1	1	1
AUDITOR-CONTROLLER/TREAS TAX*					
AUDITOR-CONTROLLER					1
TREASURER/TAX COLLECTOR					1
CHILD SUPPORT SERVICES					
CLERK-RECORDER					
COUNTY COUNSEL					
DISTRICT ATTORNEY	1	2			
FARM ADVISOR					
GENERAL SERVICES*	3	1	1	1	1
GSA-INFORMATION TECHNOLOGY				1	
HEALTH AGENCY*	3		4		1
DRUG & ALCOHOL SERVICES		1			
MENTAL HEALTH		4			
PUBLIC HEALTH		1			
HUMAN RESOURCES					
LIBRARY					2
PLANNING AND BUILDING	2		1		2
PROBATION			1	1	2
PUBLIC WORKS	1	2			
SHERIFF-CORONER	1	1			2
SOCIAL SERVICES	2	7	2	1	4
VETERANS SERVICES					
OTHER					1
TOTAL	**13**	**22**	**10**	**5**	**18**

6-4

GRIEVANCES, APPEALS AND LITIGATION



Filed in FY 2014-2015	13
Carried forward from FY 2013-2014	0
Resolved prior to Commission hearing (Resolved, Withdrawn, Dismissed)	7
Hearings before the Commission	1
Pending Appeals and Grievances	5

Litigation Filed 7/7/14 – Status is Pending

CV 120308 (Sanchez v. The County of SLO & SLO County Civil Service Commission)

15-CV-0274 (Maez v. The County of SLO & SLO County Civil Service Commission)

6-5

Commission Meetings

SCHEDULED MEETINGS

The Civil Service Commission held nine (9) regular session meetings, four (4) of which included closed session, and five (5) special meetings for grievance/appeal were held.

- July 23, 2014 Regular Session
- August 27, 2014 Regular Session
- September 24, 2014 Regular Session
- October 22, 2013 Cancelled
- November 19, 2014 Regular Session
- December 17, 2013 Regular Session
- January 28, 2015 Regular Session
- February 18, 2015 Special Session
- February 25, 2015 Regular Session
- March 11, 2015 Special Session
- March 12, 2015 Special Session
- March 17, 2015 Special Session
- March 25, 2015 Cancelled
- April 1, 2015 Regular Session
- April 22, 2015 Cancelled
- May 27, 2015 Regular Session
- May 27, 2015 Special Session
- May 28, 2015 Cancelled
- June 24, 2015 Cancelled

COMMISSION BUSINESS HIGHLIGHTS

- President Chapman introduced his successor Erwin Ohannesian to the Commission.
- Reclassification requests are now being accepted by Human Resources all year long and can be taken to the Board of Supervisors three separate times for approval. This replaces the "open window period."
- New Human Resources staff was introduced: Deborah Carlson, Chip Spence, and Melissa Beebe.
- Fiscal Year 13-14 Civil Service Commission Annual Report was presented to the Commission.
- Steve Simas provided training to the Civil Service Commission titled 'Introduction to Appeals, Process, and Hearings'

6-6

Class Specification Activity

CLASSIFICATION SPECIFICATIONS

Classification specifications are the foundation of the County's job classification and compensation systems. There were two hundred and fifty seven (257) positions impacted by classification revisions in FY 14-15, summarized as follows.

NEW CLASSIFICATIONS

- CHIEF WASTE WATER TREATMENT PLANT OPERATOR (1)
- DEPUTY AGRICULTURAL COMMISSIONER/SEALER (1)
- DEPUTY DIRECTOR - GENERAL SERVICES DEPARTMENT (1)
- DIVISION MANAGER – WATER RESOURCES (1)
- CAPITAL PLANNING/FACILITIES MANAGER (2)
- DEPUTY DIRECTOR – PLANNING AND BUILDING (2)
- WASTE WATER SYSTEMS WORKER (4)

REVISED CLASSIFICATIONS

- LOCKSMITH I OR II (FORMERLY LOCKSMITH MAINTENANCE WORKER) (2)
- DEPUTY DISTRICT ATTORNEY I-II-III & IV (31)
- CIVIL ENGINEERING TECHNICIAN (17)
- ENGINEER I-II-III-IV (37)
- SOCIAL WORKER I-II-III-IV (82)
- CORRECTIONAL TECHNICIAN (25)
- MENTAL HEALTH PROGRAM SUPERVISOR (13)
- SUPERVISING PLANNER (6)
- JUVENILE SERVICES OFFICER I,II,III (32)

6 - 7

Recruitment Activity

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.

Application Summary		FY 14/15	FY 13/14	FY 12/13
	Applications	11899	10021	7698
	Recruitments	268	218	140
Recruitments by Category				
	Permanent	141	199	123
	Temporary	13	18	10
	Substitute	0	1	7
Recruitments by Type				
	County Wide Promotional	0	2	1
	Departmental Promotional	44	38	38
	Lateral Transfer	0	0	0
	Open	224	178	101
Hiring Activity				
	Total Hires	535	457	353
	Permanent	248	235	168
	Temporary, Students, Seasonals & Others	209	222	185

Notable Increases Over Prior Year	
Recruitments	23%
Applications	19%
Hires	17%

6-8

Equal Employment Opportunity

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 Opportunity plan.

RACE

	WHITE	HISPANIC	BLACK	ASIAN/NATIVE AMERICAN/ PACIFIC ISLANDER	OTHER/ BLANK	TOTAL
County Workforce	74.97%	11.62%	1.27%	2.27%	9.88%	2,917
New Hires	61.27%	13.79%	1.53%	3.28%	20.13%	535
Applications	60.76%	25.79%	3.10%	6.86%	3.48%	11,899
US Census Bureau (County of SLO 2010)	71.10%	20.80%	2.10%	4.2%	3.80%	269,637

GENDER

	FEMALE	MALE	UNKNOWN	TOTAL
County Workforce	58.93%	41.07%	0.00%	2,917
New Hires	57.99%	42.01%	0.00%	535
Applications	63.34%	33.69%	2.97%	11,899
US Census Bureau (County of SLO 2010)	48.70%	51.30%	0.00%	269,637

AGE

	UNDER 29	30-39	40-49	50-59	60+	UNKNOWN	TOTAL
County Workforce	11.54%	23.10%	21.65%	30.71%	13.00%	0.00%	2,917
New Hires	36.99%	29.54%	14.66%	12.04%	6.78%		535
Applications	35.52%	27.11%	17.06%	13.09%	2.78%	4.43%	11,899
US Census Bureau (County of SLO 2010)	39.90%	10.70%	12.70%	15.10%	21.50%		269,637

6-9

Contact Information

COMMISSION MEMBERS

The Commission is comprised of members appointed by the Board of Supervisors. The Commissioners serve four (4) year terms and remain on the Commission until a successor is selected.

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
Lacey Gabriel, Commission Clerk

ADDRESS – PHONE – WEBSITE

County of San Luis Obispo Civil Service Commission
1055 Monterey Street, Suite D-250, San Luis Obispo, CA 93408
805.781.5959
www.slocounty.ca.gov/hr/csc

6 - 10