



MINUTES OF THE **REGULAR MEETING** OF THE CIVIL SERVICE COMMISSION
WEDNESDAY, JUNE 28, 2000, 9:00 A.M.
Personnel Conference Room
County Government Center
San Luis Obispo, California

Present: Commissioner Cyrus Hays, John Burnham, Wendy Scalise, Jeannie Nix, and President Robert Bergman

Staff present: Frank Freitas, Commission Secretary; Wendy Galitello, Recording Secretary

1. CALL TO ORDER

President Bergman called the meeting to order at 9:00 a.m., and led the flag salute.

2. PUBLIC COMMENT PERIOD

President Bergman addressed the public/audience for anyone wishing to address the Commission during the Public Comment Period. There being none, public comment was closed.

3. MINUTES

May 24, 2000.

Attorney Jenkins, stated he had an amendment to the minutes of May 24, 2000. Refers to item # 14 regarding Graciella Curl's Untimely Filing and wishes to have wording to read as stated on corrected copy submitted and attached.

IT WAS MOVED by Commissioner Scalise and seconded by Commissioner Burnham to correct and add wording to Item #14 of May 24, 2000 minutes.

IT WAS MOVED by Commissioner Nix and seconded by Commissioner Scalise and carried to approve the minutes as amended and corrected.

4. MONTHLY REPORT

IT WAS MOVED by Commissioner Scalise and seconded by Commission Burnham and carried to approve the Monthly Report for May 2000.

These minutes reflect official actions of the Civil Service Commission. A taped record of the Civil Service Meetings are generally available for inspection.

December 6, 1999

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5. **CREATE CLASSIFICATIONS/NEW SPECIFICATIONS**

None.

6. REVISED SPECIFICATIONS

Rich Granger - Sr. Personnel Analyst presented **Items 6 A-D**.

President Bergman asked for comments from the Commission on 6 A-D.

IT WAS MOVED by Commissioner Hayes and seconded by Commissioner Burnham and carried to approve Employment/Resource Specialist I, II, III; Employment/Resource Specialist IV; Employment/Services Supervisor; Social Services Program Review Technician.

President Bergman addressed **Items 6 E-F** and asked Tony Krause to comment on these specifications.

Tony Krause - Personnel Analyst stated that the Chief Probations Officer requested a class study to review the three Collections positions. Initially this study was denied in keeping with the Commissions and Personnel Director-s philosophy on job classes. A grievance was filed as a result of this decision. They then took a look at what comparable counties had. It was found that approximately half these had two levels, entry level and journey level Collections Officer-s. This specification is a result of this study and the grievance.

IT WAS MOVED by Commissioner Nix and seconded by Commissioner Scalise and carried to approve Collections Officer and Pharmacy Technician.

President Bergman addressed **Items 6 G-U** and asked Rick Bull to comment.

Rick Bull - Personnel Analyst stated that there were minor changes of statements to the existing specifications that would allow the department to do background checks.

IT WAS MOVED by Commissioner Scalise and seconded by Commissioner Burnham and carried to approve Airport Operations Supervisor; Airports Maintenance Worker; Airports Manager; Airports Operations Specialist; Assistant Airports Manager; Building Maintenance Supervisor; Custodial Supervisor; Custodian; Facilities Maintenance Mechanic I-II-III; Lead Custodian; Locksmith Maintenance Worker; Maintenance Painter I and II; Maintenance Painter Leadworker; Supervising Custodial Leadworker; Supervising Facility Maintenance Mechanic.

7. FUTURE AGENDAS

Nothing to report.

8. TIME RESERVED FOR COMMISSION PRESIDENT

Nothing to report.

9. TIME RESERVED FOR COMMISSION ATTORNEY

Nothing to report.

10. TIME RESERVED FOR COMMISSION SECRETARY

Secretary Freitas commented on Item 10A and B and referred to the last meeting when it was discussed that maybe the policy be changed. He stated that he would like to circulate this to the interested parties, including the unions and departments for input, then bring it back at the July meeting for further review and decision as to whether a change to the policy should be made. At this point, they are just asking for this to be sent out and discussed. The Personnel Director would like to gather those comments and meet again with the Commission and the representatives of whatever unions to discuss proposals and come back again with this group to submit any comments.

11. WEBSITE PRESENTATION (KAREN BELL iSd)

Karen Bell stated that the website has been up for a couple of months (please see handout). There are many links including Employment, with instructions on how to apply for positions with the County and rules for application. There is an application form in pdf format that requires Adobe Reader to download, then the application is mailed back to Personnel. The Employment Opportunities Bulletin is on the internet, and is updated by Friday 5 p.m. Each job title has a link to the job announcement for that position. Statistics are showing that this is a very popular page on the website. See page two of handout for recent stats.

President Bergman inquired if the newspaper ads have our website address listed. Secretary Freitas confirmed that this was in the ads placed in the newspapers.

President Bergman asked if there was a link to the Civil Service Commission.

Karen Bell stated that the Civil Service Commission page has a link to all the Civil Service Commission Agenda's beginning in February and minutes. We also have Civil Service Commission Service Rules to download in pdf format. There was further discussion.

President Bergman commended Karen Bell on an outstanding job.

There being no further business, the regular meeting was adjourned.

Respectfully submitted,

Frank Freitas
Commission Secretary