

**Personnel Department
San Luis Obispo County**



MINUTES OF THE **REGULAR MEETING** OF THE CIVIL SERVICE COMMISSION
WEDNESDAY NOVEMBER 15, 2000, 9:00 A.M.
Personnel Conference Room
County Government Center
San Luis Obispo, California

Present: Commissioners John Burnham, Cyrus Hays, Terry O'Farrell, Jeannie Nix and President Robert Bergman

Absent:

Staff present: Frank Freitas, Commission Secretary; Angie Passant; 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 Public Comment Period.

There being no comments, Commissioner Bergman closed the Public Comment period.

3. MINUTES

October 25, 2000.

IT WAS MOVED by Commissioner Nix and seconded by Commissioner Hays and carried to approve the minutes as amended (date change) for October 25, 2000.

4. MONTHLY REPORT

October 2000

IT WAS MOVED by Commissioner Burnham and seconded by Commissioner Hays carried to approve the Monthly Report for October, 2000

5. CREATE CLASSIFICATIONS/NEW SPECIFICATIONS

A. Rick Bull – Personnel Analyst made comment on the Sheriff's Correctional Lieutenant specification and stated that Lieutenant Ben Hall from the Sheriff's Department was present to answer any questions.

President Bergman suggested the Commission make the approval contingent upon the Boards elimination of three sergeant positions.

IT WAS MOVED by Commissioner Nix and seconded by Commissioner O'Farrell to approve the specification based upon elimination of the three Correctional Sergeant positions and funding approval by the Board.

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

December 12, 2000

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President Bergman requested a staff report to be made available to the Commission and the Board.

Secretary Freitas stated that we could provide a letter to the Board with this information.

President Bergman asked that he please do so.

Commissioner Hays asked that in the future We have full organizational charts.

Secretary Freitas stated that we would try in the future to have full organizational charts.

B. Dori Duke – Personnel Analyst commented on the Epidemiologist specification and also stated that Tom Maier – Public Health Director would also be able to give further information if necessary.

President Bergman had a question regarding the EDUCATION/EXPERIENCE section and referred to “Either A, B or **C**”. He stated that by reading this, he would assume that one would have to have the degree in hand before you could get the one year of experience and asked if this was correct.

Tom Maier – Public Health Director commented on “C”.

President Bergman asked if “C” could be deleted off the specification.

Tom Maier stated that he would be comfortable with that.

IT WAS MOVED by Commission Burnham and seconded by Commissioner Hays and carried to approve the Epidemiologist specification with the deletion of “C” under Education/Experience.

6. REVISED SPECIFICATIONS

A & D: Rick Bull commented on the Assistant Library Director and Chief Librarian specification.

IT WAS MOVED by Commissioner O’Farrell and seconded by Commissioner Burnham and carried to approve the revised specifications **6A & D**.

B, C & I: Dori Duke commented on the specification for Auto Mechanic I/II, Auto Service Worker and Supervising Auto Mechanic and presented a corrected organizational chart for General Services.

President Bergman asked what the reasoning was for the background checks.

Duane Leib – Director General Services stated that they do a lot of work on law enforcement vehicles and equipment, and are suggesting that the personnel that work on them need at least a fingerprint check for felony convictions.

President Bergman wanted clarification of how thorough a background check would be done.

Duane Leib stated it was very similar to the custodians, checking for felonies.

IT WAS MOVED by Commissioner O’Farrell and seconded by Commissioner Nix and carried to approve the revised specifications **6 B, C & I**.

E: Rick Bull commented on the District Attorney Investigator I, II, III, Supervising & Chief specification and referred to the letter attached regarding the deletion of the First Aid card requirement.

IT WAS MOVED by Commissioner O’Farrell and seconded by Commissioner Burnham and carried to approve the revised specification **6 E**.

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F: Tony Krause – Personnel Analyst commented on the Hydraulic Operations Administrator I, II & III.

Commissioner Nix asked if the intent of this was to create a career series for the Hydraulic Operations.

Glen Priddy – Acting County Engineer confirmed this.

IT WAS MOVED by Commissioner Nix and seconded by Commissioner Burnham and carried to approve the revised specification **6 F**.

President Bergman stated that items **6 G & J Public Health Nurse/Sr. Public Health Nurse and Supervising Public Health Nurse** were not included in the packets.

Dori Duke explained that these were pulled after the Agenda had been prepared.

H: Rick Bull commented on the Sheriff's Correctional Series and stated that there were some minor changes in language.

IT WAS MOVED by Commissioner Hays and seconded by Commissioner Burnham and carried to approve the revised specifications **6 H**.

7. DELETED SPECIFICATIONS

A: Rick Bull commented on the Director of Animal Regulations.

IT WAS MOVED by Commissioner Burnham and seconded by Commissioner O'Farrell and carried to approve the deleted specification Director of Animal Regulation.

B: Dori Duke commented on the Sr. Automotive Mechanic.

IT WAS MOVED by Commissioner O'Farrell and seconded by Commissioner Nix and carried to approve the deleted specification of Sr. Automotive Mechanic.

8. FUTURE AGENDAS:

Nothing to report.

9. TIME RESERVED FOR COMMISSION PRESIDENT

Nothing to report.

10. TIME RESERVED FOR COMMISSION ATTORNEY

Nothing to report.

12. TIME RESERVED FOR COMMISSION SECRETARY

Secretary Freitas stated that the recruitment for the Personnel Director is coming to a close. He also wished to congratulate President Bergman on being re-elected to the Community Service District.

President Bergman expressed his appreciation for this acknowledgement.

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13. HEARING: APPEAL OF RESIGNATION JO-ANN CASTILLO

President Bergman opened the hearing and accepted the Grievance form and documents presented.

Lee Collins – Director of DSS and Gail West SLOCEA presented the case and called several witness from the Dept of Social Services.

President Bergman requested closed session deliberations with Attorney Jon Jenkins – County Counsel.

President Bergman reopened the hearing stating direction was given to counsel.

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

A taped recording of the hearing will serve as the official minutes for this appeal. (Tapes #2-10)