

**Personnel Department
San Luis Obispo County**



MINUTES OF THE **REGULAR MEETING OF THE CIVIL SERVICE COMMISSION**
WEDNESDAY OCTOBER 24, 2001, 9:00 A.M.
Personnel Conference Room
County Government Center
San Luis Obispo, California

Present: Commissioners John Burnham, Cyrus Hays and Jeannie Nix.
Absent: President Bergman and Commissioner Terry O'Farrell.
Staff present: Dale T. Hanson, Commission Secretary; Angie Passant, Recording Secretary.
Counsel: Warren Jensen.

1. CALL TO ORDER

Vice President Jeannie Nix called the meeting to order at 9:20 a.m., and led the flag salute.

2. PUBLIC COMMENT PERIOD

Vice President Nix addressed the public/audience for anyone wishing to address the Commission during Public Comment Period.

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

3. MINUTES

September 19, 2001

IT WAS MOVED by Commissioner Burnham and seconded by Commissioner Hays and carried to approve the minutes for September 19, 2001.

4. MONTHLY REPORT

September 2001

IT WAS MOVED by Commissioner Hays and seconded by Commissioner Burnham and carried to approve the Monthly Report for September, 2001

5. CREATE CLASSIFICATIONS/NEW SPECIFICATIONS

A. Confidential Assistant Trainee, I, II, III

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Rick Bull – Personnel Analyst commented on this specification and offered to answer any questions on this specification.

There was some discussion on the_ “SPECIAL SUBCLASS RECRUITMENT.”

Secretary Hanson made a suggestion that the wording might be changed removing the word “SUBCLASS” and changing “according to the department” to read “for the department”.

Dean Rollins – SLOCEA had questions regarding the Confidential status of this classification.

Secretary Hanson answered these questions.

IT WAS MOVED by Commissioner Burnham and seconded by Commissioner Nix and carried to approve this specification with the deletion of wording “SUBCLASS” and changing the wording “according to the department” to read “for the department.”

Commissioner Hays requested that this specification be brought back to the next meeting with the change in wording.

Commissioner Nix suggested that the Commissioner’s memos regarding specifications be more specific to help with a clearer understanding of the changes being made.

6. REVISED SPECIFICATIONS:

A. Employment Resource Specialist IV.

Dori Duke – Personnel Analyst commented on this specification and introduced Sharon Simmons from the Department of Social Services.

Commissioner Burnham inquired if this increased the number of classifications.

Dori Duke stated that this did not.

IT WAS MOVED by Commissioner Burnham and seconded by Commissioner Hays carried to approve this specification.

B. Mental Health Worker Aide, I & II.

Rick Bull – Personnel Analyst commented on this specification and introduced Dale Wolff, PhD from the Mental Health Department.

Commissioner Burnham asked about the organizational chart and where this classification would apply.

Dale Wolff, PhD stated that classification would be utilized in many of their programs, but primarily in Youth Services.

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Commissioner Nix made comment on the "Specific Program Requirements."

Rick Bull answered these questions regarding the different language used in the specifications.

Commissioner Hays asked if this would affect any of the present personnel.

Dale Wolff, PhD stated that this would not affect the existing personnel.

IT WAS MOVED by Commissioner Hays and seconded by Commissioner Burnham and carried to approve this specification.

Rick Bull suggested that he go through the specifications to see if the language for special requirements could be more consistent and uniform and bring this back to the commission.

The commissioners felt this might be helpful.

7. DELETED SPECIFICATIONS

None

8. FUTURE AGENDAS:

Dale T. Hanson – Commission Secretary stated that there would probably be a grievance at the next meeting and the Confidential Assistant Series with the changed language. Dates for the continuation of the Lum hearing were discussed.

9. TIME RESERVED FOR COMMISSION PRESIDENT

ABSENT

10. TIME RESERVED FOR COMMISSION ATTORNEY

Nothing to report

11. TIME RESERVED FOR COMMISSION SECRETARY

CIVIL SERVICE COMMISSION RULES UPDATE

Secretary Hanson stated that he and SLOCEA had had some discussion this morning on this issue.

Commissioner Nix inquired about the classifications that were mentioned earlier in the year that would be retired.

Secretary Hanson replied that there has been no further action on this issue at this time.

12. Adjournment:

There being no further business, the regular meeting was adjourned until November, 2001.

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