

Civil Service Commission

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MEMBERS OF THE COMMISSION
Robert Bergman, President
Arthur Chapman, Vice President
Jeannie Nix
Jay Salter
Bill Tappan

The San Luis Obispo County **Civil Service Commission**
Special Meeting Action¹ Minutes
Thursday, June 8, 2006, 9:00 a.m.

County Government Center, 1055 Monterey Street, Suite D271, San Luis Obispo, CA

MINUTES

Present: Commissioner Arthur Chapman, Commissioner Jeannie Nix, Commissioner Jay Salter, Commissioner Bill Tappan and President Robert Bergman

Staff present: Commission Secretary Richard Greek and Clerk Susan Carvalho

Counsel: Commission Attorney Deputy County Counsel Ann Duggan

1. **Call To Order:**

President Bergman called the meeting to order at 9:01 a.m. and led the flag salute.

2. **Public Comment Period:**

President Bergman addressed the audience asking for anyone wishing to speak to the Commission during the Public Comment Period.

Richard Greek reported that the JobAps presentation, slated for the June 28, 2006 CSC Regular Session meeting, has been changed to the July 26, 2006 meeting. Mr. Greek added that the 4th Quarter Report will also be given at the July 26, 2006 meeting.

Richard Greek announced the Request for Proposal for the Commission's legal services is almost finalized. Susan Carvalho reported the RFP will be distributed by Central Services sometime next week. Ms. Carvalho added the deadline for proposals will be 5:00 p.m. on Friday, July 7, 2006; the selection committee will then review the proposals, conduct interviews and make a recommendation to the Commission for a vote on the selected agency; the final contract will be presented to the Board of Supervisors for approval in August; and the contract for legal services will be in effect on or before September 1, 2006.

Being no further public comment, President Bergman closed the Public Comment Period.

3. **Revised Specifications: (Action)**

Personnel Analyst I, II, & III (Career Series) and Risk Management Analyst I, II & III (Career Series) to Human Resources Analyst I, II, & III by Richard Greek

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Richard Greek reported that the information requested by the Commission is included in the agenda packet and was assembled by Deb Hossli. Mr. Greek added that the revised organizational charts are also included in the packet.

Commissioner Salter conveyed his appreciation to Mr. Greek for updating the organizational charts.

The Commissioners and Mr. Greek discussed and exchanged opinions regarding the risk management duties, the principal administrative analyst position overseeing the risk management division, and the variances in the education and experience required for a risk management analyst versus a personnel analyst.

Commissioner Nix expressed her continued concern that a Principal Administrative Analyst is being moved into the Personnel Department without any personnel department position identified on the organizational charts for that Analyst. Nix further expressed concern that no risk manager position exists in the organizational charts (proposed and future) although risk management is being proposed to become part of the Personnel Department.

Mr. Greek recommended that the Personnel Analyst job specification and the Risk Management Analyst job specification remain as is therefore, not requesting that these two specifications are joined to form one specification titled Human Resources Analyst.

It was the consensus of the Commission members that a discrepancy may exist in the current and proposed organizational structures.

Richard Greek responded to an inquiry from Commissioner Tappan that the Employee University division was moving to the Administrative Office for organizational development and will remain for approximately one year. Mr. Greek added that the proposed organizational structure for the future includes the return of the EU division to the Human Resources department.

The Commissioners and Mr. Greek discussed and exchanged opinions regarding the Deputy HR Director job specification and the type of recruitment process the appointing authority, Mr. Greek, plans to use for this position vacancy. It was clarified that the Board of Supervisors have not approved this allocation as of yet.

The Commission recessed for a break between 10:10 a.m. and 10:20 a.m.

4. Closed Session - (Closed Session per Gov. Code, section 54957.6 -- Conference with County Labor Negotiator): 2005 Civil Service Rule Changes (*Action*)

The Commission reconvened in open session at 10:25 a.m. President Bergman called for a closed session to discuss agenda item #4. The record notes Wyatt Cash from County Counsel is now present and Ann Duggan is absent.

President Bergman reconvened the meeting into open session and reported no action was taken. Staff has been directed to further this process.

5. Adjournment

Being no further business the meeting was adjourned at 11:45 a.m.

¹ *Note: These minutes reflect official action of the Civil Service Commission in open session. A taped record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*