

# Civil Service Commission

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

**The San Luis Obispo County Civil Service Commission  
Regular Session Meeting Action<sup>1</sup> Minutes  
Wednesday, February 28, 2007, 9:00 a.m.**

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

## MINUTES

Present: President Robert Bergman, Commissioner Jay Salter and Commissioner Bill Tappan

Staff present: Commission Secretary Richard Greek and Acting Clerk Heather Gunderlock

Counsel: Deputy County Counsel Ann Duggan

Absent: Vice President Jeannie Nix, Commissioner Chapman

### **1. Call To Order:**

- A. Call to Order: President Bergman called the meeting to order at 9:03 a.m.
- B. Flag Salute: President Bergman led the flag salute.
- C. Roll Call: Staff took roll

### **2. Public Comment Period:**

President Bergman addressed the audience asking for anyone wishing to speak to the Commission during the Public Comment Period. Being no public comment, President Bergman closed the Public Comment period.

### **3. Future Agendas:**

Staff distributed updated calendars. Mr. Greek stated that he intends to request May dates at the March 14, 2007 meeting. Mr. Greek reported the status of grievances and appeals; the Personnel Department resolved four grievances/appeals, four new grievance/appeals have been filed since the last meeting: three were withdrawn and one Rule 8 appeal was resolved. Mr. Greek reported that all of the older grievances are scheduled for hearing before the Commission.

# Civil Service Commission

4. **Report by Commission Representatives – Open Session:** Planning for the Next Generation Committee (Action/Information)
- a. Commissioner Chapman
  - b. Commissioner Nix

Neither Ms. Nix nor Mr. Chapman was present to report the status. President Bergman asked Mr. Greek if a Next Generation meeting had occurred since the last Commission meeting. He responded that subcommittee meetings may have taken place, but that a meeting of the whole had not.

5. **Time Reserved for Commission President**

President Bergman reported that the Commission had requested that Counsel draft a resolution to commend Mr. Greek for his term of dedicated service. Ms. Duggan read the resolution aloud. Mr. Tappan made a motion to adopt the resolution, second by Mr. Salter. Motion passed.

**Roll Call:**

Commissioner Nix	Absent
Commissioner Salter	Yes
Commissioner Tappan	Yes
Vice President Chapman	Absent
President Bergman	Yes

President Bergman signed the document; staff received and filed the document.

6. **Time Reserved for Commission Counsel**

No report.

7. **Time Reserved for Commission Secretary**

- a. Item 7b. Staffing Report - Mr. Greek provided a brief summary of the report. He explained that much of the report was compiled as a result of Commission questions regarding Human Resources Department staffing levels. He and Mary York used the report to develop the initial budget requests for the Personnel Department. He stated that the department has been able to manage the approximate allocation reduction of -1.75 to 2 staff years below historical levels due to the "hard work of staff." He stated that the overall vacancy rate in the department was, for the most part, attributable to directing the most senior staff to the EFS-HRIS Project due to its cost and importance to the future of the County and Human Resources. Mr. Greek stated that during this time, the department was on average 3.75 staff years short of the department's allowed staffing allocation. Mr. Greek reported that over a four month period, the analysts worked 1313 hours of overtime, eight staff months. He commended the analyst team for their hard work and dedication. He reported that Mary York conducted a survey of comparable counties regarding "equivalent core functions" and their assigned staff. He stated that the survey found that for the size of the employee population the department serves, the department is currently 6.5 full-time positions "short." In addition, Mr. Greek stated that the third component of the report was developed to provide Ms. Hossli with a "comprehensive review" of staff's new workload and of workload that is currently not being accomplished. Mr. Greek concluded by reporting that the final section of the report outlined some of the new efficiencies that enabled department staff to do as well as they did. He stated that for the first time since 2003, the department has all but one position filled. President Bergman complimented Mr. Greek on the "very detailed report."

# Civil Service Commission

Mr. Tappan asked Mr. Greek to elaborate regarding the reason the Human Resources Department reorganization did not take place. Mr. Greek responded that "reorganizations are the purview of the County Administrative Office," and that the Commission had questions regarding the reorganization, thus the County Administrative Office needed an opportunity to address those questions and concerns. The County Administrative Officer made a decision to place the reorganization "on hold."

- b. Item 7c. Quarterly Report – Mr. Greek asked Duane English, Departmental Automation Specialist, Carlos Silvas, Personnel Analyst and Ken Tasseff, Personnel Analyst to address the Commission regarding the report. Staff distributed report attachments. Mr. Greek provided a brief overview of the report. He stated that Mr. Silvas is the Jobaps Analyst Lead; Mr. English is the department's technical expert, Mr. Tasseff is the Lead Analyst for the HRIS system. Mr. Greek reviewed the report page-by-page with Commissioners. There were no questions from Commissioners. Mr. Tappan thanked staff for the hard work and that he did not expect the report to be "this good so soon." President Bergman stated that he may request to bring the item back at a later meeting if Ms. Nix or Mr. Chapman wanted to participate in the discussion.
- c. Item 7d. Additional – Mr. Greek reported the status of Susan Carvalho. Ms. Carvalho is now scheduled to return as Clerk on April 2, 2007. He indicated Ms. Gunderlock would complete minutes and follow-through for the meetings she clerked and Ms. Carvalho will resume clerking meetings in April and handle new workload.
- d. Item 7a. Introduction and Transition Plan: Deb Hossli, new Human Resources Director – Mr. Greek introduced Ms. Hossli to the Commission. Ms. Hossli greeted the Commission and Mr. Bergman welcomed her. Mr. Greek stated that he and Ms. Hossli have been working on transition planning and that he will be working on completing some projects and indicated his last day of County employment is scheduled for April 20, 2007.

**8. Hearing – Closed Session: Appeal A06-81, dated September 20, 2006 (Action)**

This item was deferred to the March 14, 2007 Special Meeting.

**9. Hearing – Closed Session: Appeal 06-85, dated December 22, 2006 (Action)**

This item was deferred.

The Commission recessed briefly from 9:55 to 10:10 a.m.

**10. Closed Session - (Closed Session per Gov. Code, section 54957.6 – Conference With County Labor Negotiator): 2005-2006 Civil Service Rule Changes (Action)**

No reportable action.

**11. Adjournment**

Being no further business the meeting was adjourned at 10:55 a.m.

*<sup>1</sup> 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. Language in italics and quotes reflects specific words used by the speaker, recorded on the record and transcribed by the Clerk of the Commission or typed from a written statement for accuracy.*

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