

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 Action¹ Minutes Wednesday, April 25, 2007, 9:00 a.m.

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

MINUTES

Present: Vice President Jeannie Nix, Commissioner William Tappan, Commissioner Arthur Chapman

Staff present: Commission Secretary Deb Hossli and Acting Clerk Heather Gunderlock

Counsel: Commission Attorney Shannon Matuszewicz and Counsel Warren Jensen

Absent: President Robert Bergman, Commissioner Jay Salter

1. Call To Order:

Vice President Nix called the meeting to order at 9:06 a.m.

2. Public Comment Period:

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

3. Minutes: (Action)

- a. **Wednesday, March 14, 2007 - Special Session Meeting**
- b. **Wednesday, March 21, 2007 – Special Session Meeting (postponed)**
- c. **Thursday, March 22, 2007 – Regular Session Meeting (postponed)**
- d. **Wednesday, March 28, 2007 – Regular Session Meeting**
- e. **Thursday, March 29, 2007 – Special Session Meeting**
- f. **Wednesday, April 11, 2007 – Special Session Meeting**

Vice President Nix stated that she did not attend the March 21 and March 22, 2007 meetings so would abstain from voting on these minutes. In addition, two Commissioners that participated in the March 21 and March 22 hearings were absent from the meeting and were unavailable to vote. Ms. Nix asked for advice from Commission Counsel Shannon Matuszewicz and Counsel Warren Jensen regarding how these minutes be handled. Mr. Jensen recommended the vote on these two sets of minutes be postponed.

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Commissioner Tappan offered the following correction on all of the minutes listed on the agenda:

"President Bergman addressed the audience asking for anyone wishing to speak to the Commission during the Public Comment Period on any matter that is not listed on today's agenda for this special meeting." Acting Clerk Gunderlock will make the correction.

Ms. Hossli reported that there had been a technical problem with the recording equipment at the April 11, 2007 meeting and the meeting was not recorded. She informed the Commission that the minutes would be corrected to reflect this.

Motion to approve the March 14, March 28, March 29 and April 11, 2007 meeting minutes as corrected was made by Commissioner Tappan. Second by Commissioner Chapman. Vice President Nix asked for a roll call vote. Motion passed 3-0-2.

**Roll Call – March 14, 2007 (Special Meeting), March 28, 2007 (Regular Meeting),
March 29, 2007 (Special Meeting), April 11, 2007 (Special Meeting):**

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

4. Quarterly Report: (Action)

3rd Quarter, Fiscal Year 2006-2007, January, February & March by Duane English, Departmental Automation Specialist – POSTPONED UNTIL MAY 23, 2007 CSC REGULAR MEETING

Vice President Nix asked Ms. Hossli whether the report had indeed been postponed. She responded that it had been postponed until the May 23, 2007 Regular Meeting.

5. Future Agendas (Information/Action)

Acting Clerk Gunderlock provided the May and June calendars to Commissioners. Vice President Nix asked Ms. Hossli if any changes had been made to the calendar; she responded that there was not. In addition, she stated that she would not request additional hearing dates at this time.

6. Report by Commission Representatives – Open Session: Planning for the Next Generation Committee (Action/Information)

Vice President Nix asked Mr. Chapman if he had a report; he did not. She then asked Ms. Daniels, SLOCEA, if she wished to provide a report to the Commission. Ms. Daniels reported that the presentation to the Board of Supervisors was postponed and rescheduled tentatively for "early June." She stated that refinements were being made to the presentation and that the Commissioners would be invited to attend. Vice President Nix stated that the Committee had suggested numerous recommendations and that Ms. Hossli will have "a lot on her plate." Ms. Hossli agreed.

7. Revised Job Specifications: (Action)

- a. Crime Prevention Specialist, Sheriff's Department by Mark McKibben, Personnel Analyst
- b. Sheriff's Chief Deputy, Sheriff's Department by Mark McKibben, Personnel Analyst

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Mr. Mark McKibben, Personnel Analyst, presented the revised specifications to the Commission. Also present were Commander Scott Thompson and Chief Deputy Gary Hoving to answer questions from the Commission. Regarding the Crime Prevention Specialist specification, Mr. Chapman asked whether volunteer lead experience would qualify; Mr. McKibben responded that it would. In addition, Mr. Chapman suggested the following editorial correction on Page 7A(6):

"Assesses and analyzes community needs in the development of prevention programs."

Motion to approve the revised Crime Prevention Specialist specification as modified was made by Mr. Tappan, second Mr. Chapman. Motion passed 3-0-2.

Roll Call Vote – Crime Prevention Specialist Revised Specification:

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

Regarding the Sheriff's Chief Deputy specification, Mr. Chapman suggested the following editorial change on 7B(3), line 27:

"Coordinate work of a bureau with that of the other bureaus; direct communications, resources and personnel to meet law enforcement requirements and techniques to ensure smooth and efficient bureau activities..."

Mr. Chapman asked if the Sheriff's Chief Deputy has budget responsibilities. Mr. McKibben deferred to Chief Deputy Hoving. Chief Deputy Hoving affirmed that the position will have budgetary responsibilities, both in preparation and management of the budget.

Mr. Chapman stated that he had questioned Mr. McKibben regarding the Education and Experience requirements for the position prior to the meeting and that Mr. McKibben had informed him that the Lieutenant position became the Sheriff's Commander position and that Sheriff's Chief Deputy position replaced Captain in the hierarchy.

Motion to approve the Sheriff's Chief Deputy revised specification as modified was made by Mr. Tappan. Second by Mr. Chapman. Motion passed 3-0-2.

Roll Call Vote – Sheriff's Chief Deputy Revised Specification:

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

8. Time Reserved for the Commission President

No report.

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9. Time Reserved for Commission Counsel

No report.

10. Time Reserved for Commission Secretary

Human Resources Department Reorganization (verbatim transcript, with the exception of utterances)

Ms. Hossli: "Just a few quick things for you. First of all, Susan Carvalho resigned on Monday of this week. Heather is pinch-hitting for this week's meeting and then we'll be filling the position on a permanent basis...hopefully by the May meetings...so I wanted to let you folks know that. And then, the second issue is the Human Resources Department Reorganization...I think it's fair to say that all of you guys are fairly familiar with that by now and I apologize as I said in the e-mail to Commissioner Salter, that it was a complete oversight on my part...I really thought that this wouldn't be problematic because it was about bringing additional resources to H.R. and I thought the only issues were related to how the position was intended to be filled last time around. So again, I apologize for my oversight and I'm happy to answer any questions you guys have about the reorganization."

Vice President Nix: "Mr. Chapman, do you have any questions?"

Mr. Chapman: "Not right now; maybe later."

Vice President Nix: "Mr. Tappan?"

Mr. Tappan: "Nothing now."

Vice President Nix: "I had just wondered...I thought I made a note, but apparently not...I was curious about the Personnel Analyst delegated...allocated to Risk Management. When is that effective?"

Ms. Hossli: "We made that effective when the Board approved it...on the seventeenth."

Vice President Nix: "The seventeenth...OK, so in making that change from Personnel Analyst, you were changing the classification of a Personnel Analyst to being a Risk Management Analyst, is that correct?"

Ms. Hossli: "Based on their duties and responsibilities."

Vice President Nix: "OK. And the individual is serving...was serving in Risk Management as a Personnel Analyst?"

Ms. Hossli: "Yes."

Vice President Nix: "OK, the only question that I have...and maybe this would be something that you would want to bring back to us...would be whether or not the reclassification was within the Rule 5.05b?"

Ms. Hossli: "Meaning?"

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Vice President Nix: "Meaning...when you reclassify from one position to another, there's a process for doing that and was in fact, that process part of how you, how you moved that person from Personnel Analyst into Risk Management Analyst?"

Ms. Hossli: "Actually, we didn't do a J.A.W.S. for the position, but this came out of the questions and concerns that the Commission raised last summer, when we originally...Risk Management lost two positions fairly quickly when I got down there and as a result of it, Dori Duke, who worked in Personnel, was interested in coming down and taking over our Workers' Compensation Program so I talked to Mr. Greek and at that time the reorganization discussion was under consideration and we were talking about making an HR Analyst spec and so we just agreed...and we thought that was going to happen more quickly...so we said OK, we originally just put Dori on assignment in Risk Management and then after she's just done a fabulous job with the program, we went ahead and kept her...we actually transferred her to the Risk Management budget. She's basically fulfilling the duties and responsibilities of the Workers' Compensation Coordinator, which is clearly a Risk Management Analyst task and that is truly all her job encompasses and we were just basically trying to comply with the Commission's concerns that you know, that we wouldn't be working someone outside of their job specification. I'm still of the opinion that the Personnel and Risk Management stuff is so similar, that really either one of them should be interchangeable, and as I said in the staff report, I would like to come back and make that pitch to you guys again because I think it will give us more flexibility in addressing workload issues and also give the analysts more career opportunities so you don't get pigeon-holed in just Recruitment and Testing, you might have the opportunity to learn about Comp, Liability, Benefits, that kind of thing. So, we didn't do a J.A.W.S. per se, but it didn't seem necessary based upon all the discussions that we'd had and clearly what that position was doing."

Mr. Chapman: "Just as a comment, I do agree with you. In my career, I did both jobs, as a Personnel Management Specialist or Personnel Analyst. The duties are distinct; they take distinct kinds of background and experience so when you...when you combine those...if you want to combine them...I would urge you to take a look at those and make sure that if you're going to have a Personnel Analyst with a subspecialty, that you...that you clearly spell out the req's for that subspecialty...it may require that they have some additional experience and or training in Risk Management."

Ms. Hossli: "And if the Commission is concerned about us converting the Personnel Analyst to the Risk Management Analyst, we can put it back to a Personnel Analyst. (Mr. Chapman interjected: "No, no no...") Ms. Hossli continued: "We were trying to...no I was really responding to Vice President Nix's concerns. We were just trying to respond to the Commission's concerns that Risk Management Analysts were different from Personnel Analysts and so we just reflected in the...and again, that's something...that from my vantage point, either classification should work and if you want us to change it back to a Personnel Analyst, that's fine with me."

Vice President Nix: "Yeah, I don't think that I was doubting your decision about whether it's more appropriate to be a Personnel Analyst or a Risk Management Analyst, I was just wanting to find out, and you answered that, did you do an analysis, and it sounds like you decided to make that move because she'd already had experience in that position and so that then brings to mind, whether or not those two job descriptions...job specifications are sufficiently similar to be called a lateral transfer. I guess that's what I'm asking is whether that analysis was done."

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Ms. Hossli: "Yes. I believe that. We look at the Administrative Analyst, the Risk Management Analyst, the Personnel Analyst as like, under the rules, because they're considered similar classifications with similar requirements, we can actually...if I wanted to...if the Administrative Office

had an Administrative Analyst list available and I...and that person just happened to have some liability skills or something like that, I could if I wanted to, pull that off...person off that list and hire them as a Risk Management Analyst so we concluded that those are close enough classifications."

Vice President Nix: "OK."

Ms. Hossli: "...and that's been a practice for quite some time."

Vice President Nix: "OK, that was what I wanted to know. And any other questions from the Commission?"

Mr. Tappan: "No."

Vice President Nix: "OK."

Ms. Hossli: "And the only thing I would just add is that we're recruiting for the Deputy position right now using the spec that the Commission approved last summer and so hopefully we'll have a person on board in relatively short order."

Vice President Nix: "When did that did that recruitment begin?"

Ms. Hossli: "Last Friday."

Vice President Nix: "OK. And does it close...when does it close?"

Ms. Hossli: "It's a departmental promotional and so it will close this Friday."

Vice President Nix: "OK, very good. Any other questions on this issue?"

Mr. Chapman: "No, not right now."

11. Adjournment

Being no further business, the meeting was adjourned at 9:34 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. 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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