

Civil Service Commission

1055 MONTEREY STREET, SUITE D250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, September 24, 2008 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA**



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

MINUTES

Present: Vice President Jeannie Nix, Commissioner Jay Salter, Commissioner Art Chapman, Commissioner Bill Tappan

Staff: Commission Secretary Dori Duke, Commission Clerk Carol Hill

Counsel: Chief Deputy County Counsel Rita Neal

Absent: President Robert Bergman

1. Call to Order

Vice President Nix called the meeting to order at 9:00 A.M. and led the flag salute.

2. Public Comment Period

Vice President Nix 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.

Ginger Fisher, Administrative Analyst, on behalf of the Administrative Office, extended an invitation to the Commission to have one Commission member participate in the oral board interviews for the upcoming Human Resources Director position. Vice President Nix directed Ms. Hill to place the item on next month's agenda for discussion. Being no further public comment, the public comment period was closed.

3. Minutes

a. August 27, 2008 – Regular Meeting

A motion to approve the regular meeting minutes from August 27, 2008 was made by Commissioner Chapman and seconded by Commissioner Tappan. The motion passed 4-0-1.

Vote:

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

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4. Future Agenda Items

a. Grievances and Appeals

Ms. Duke reported that the Commission has hearings tentatively scheduled through November. She informed the Commission that Human Resources received an appeal of a termination and asked if the Commission wanted to consider a special meeting date to hear the matter since it would not otherwise be heard until the Commission's December meeting. The Commission agreed to schedule a special session meeting on October 30, 2008, with October 28, 2008 as an alternative date. Ms. Duke agreed to check availability with all parties and report back to the Commission.

Ms. Duke also reported the probationary rejection appeal that the Commission previously voted to hear may be resolved. She will provide an update at the next regular meeting.

5. Reports

a. Commission President

No report.

b. Commission Subcommittees

Rule Update Committee

Commissioner Salter summarized the status of the Rule Update Committee and reported the following information. At the August 28, 2008 meeting, members agreed to meet only once a month and to have SLOCEA assume the role of drafting the rule 4 proposal discussions. Commissioner Salter reported on the discussion that took place with the Rule Committee in response to his revised rule 11.06 proposal (*Commissioner Salter distributed copies to Commissioners*) and noted that Gail Wilcox requested the Commission review and discuss his proposal prior to further discussion by the Rule Committee. Furthermore, County management representatives requested that the Commission support the supervisory training program to set clearer expectations and guidelines for supervisors, which they feel should alleviate many problems related to rule 11.06. Additionally, Ms. Duke discussed plans for the Personnel Analysts to have regular follow up with departments during an employee's probationary period. The purpose of the follow up would be two fold; 1) To evaluate the effectiveness of the recruitment process, and 2) to assist supervisors with any concerns regarding the probationary employee.

Commissioner Salter also requested that the final rule 4 proposal, if completed, be placed on the Commission's October agenda for discussion in closed session and expressed the need for further discussion regarding rule 11.06. Kimm Daniels, SLOCEA, affirmed her support of Commissioner Salter's rule 11.06 proposal.

Ginger Fisher, Administrative Analyst, presented an overview of the aforementioned supervisory training program stating that it will focus on supervisors' responsibilities and accountability and invited the Commissioners to attend the pilot program on October 1, 2008.

Following discussion regarding how the supervisory training program will relate to rules 11.06, 13.02 and 16.02, the Commission recommended delaying the revision of rule 11.06 in order to allow time for the Administrative Office to implement the supervisory training program.

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c. **Commission Counsel**
No report.

d. **Commission Secretary**
No report.

6. **Job Classification Specifications**

a. **Librarian I-II-III - Revised**

Maricela Havard, Personnel Analyst, presented the revised specification and noted minor additional changes made after distribution of the agenda packet. Brian Reynolds, Library Director, noted that revisions focus on clearer supervision language and most significantly, broader education requirements for Librarian III which are necessary to expand the applicant pool. Mr. Reynolds responded to the Commission's inquiries.

The Commission made minor changes and commended staff on the work completed. A motion to approve the revised Librarian I-II-III, as amended, was made by Commissioner Salter and seconded by Commissioner Chapman. The motion passed 4-0-1.

Vote:

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

7. **Adjournment**

The meeting was adjourned at 10:09 A.M.

Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.