

# 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, March 25, 2009 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION  
Robert Bergman, President  
Arthur Chapman, Vice President  
Patricia Gomez  
Jay Salter  
Bill Tappan

## MINUTES

Present: President Robert Bergman, Commissioner Patricia Gomez, Commissioner Jay Salter, Commissioner Bill Tappan

Absent: Vice President Art Chapman

Staff: Commission Secretary Tami Douglas-Schatz, Commission Clerk Carol Hill

Counsel: Deputy County Counsel Shannon Matuszewicz

### 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 on any matter that is not listed on today's agenda.

Kimm Daniels, SLOCEA General Manager, requested the Commission place the discussion of Rule 2 and Rule 12, which address definitions and layoffs, on their April agenda. The Commission agreed to place the item on the agenda for discussion only, noting that while anyone may appear before the Commission to speak, the Commission would not make any specific rule interpretations or decisions on the matter. President Bergman requested Ms. Daniels present a summary of her overall concerns that she wished to discuss. Commissioner Gomez requested Ms. Douglas-Schatz to provide all layoff information to the Commission prior to the April meeting.

President Bergman requested that the April and May regular meeting dates be changed due to a schedule conflict. All present agreed to change the next two regular meeting dates to April 29, 2009 and May 20, 2009.

### 3. Minutes

#### a. February 25, 2009 – Regular Meeting

A motion to approve the February 25, 2009 regular meeting minutes as presented was made by Commissioner Tappan and seconded by Commissioner Salter. The motion carried 4-0-1.

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Vote:

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

#### 4. Future Agenda Items

Ms. Douglas-Schatz provided an update on the Supervisory Training Program. She stated that the program trainers, which will be comprised of countywide department staff and human resources analysts, will begin attending “train-the-trainer” sessions in April with the program being offered to supervisors beginning on May 1, 2009. Ms. Douglas-Schatz also reminded the Commission of their role as panel members for the question and answer portion of the program, and informed them that she will be providing them with the training dates in the near future. Lastly, Human Resources’ goal is to have all County supervisors attend the training by December 31, 2009.

#### 5. Reports

##### a. Commission President

##### (1) Discussion of proposed letter to Board of Supervisors requesting funding for an outside labor negotiator – 2009 Civil Service Commission Rule Changes

President Bergman opened discussion regarding the draft letter to the Board of Supervisors requesting funding for an outside labor negotiator. Following Commissioner Tappan’s recommendation, the Commission agreed to change the language in the first paragraph to “strongly requests” in place of “urges” and to add a reference to ordinance codes 2.40.040 and 2.40.070(b) at the end of the first paragraph. President Bergman directed the clerk to make the changes immediately following the meeting and bring five original letters back to the Commission to be signed today. A motion to approve the letter as amended was made by Commissioner Salter and seconded by Commissioner Tappan. The motion carried 4-0-1.

Vote:

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

##### b. Commission Subcommittees

##### Rule Update Committee – Update on Status of Rule 4

Commissioner Salter reported that he and Commissioner Chapman are working with counsel on rule 4 and will make every effort to present the final draft to the Commission at the April meeting.

##### c. Commission Counsel

No report.

##### d. Commission Secretary

Ms. Douglas-Schatz informed the Commission that the proposed Rule 13 will be discussed at tomorrow’s Rule Update Committee meeting. Ms. Douglas-Schatz also

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informed the Commission that the pending re-classification appeal has been resolved and will not be coming before the Commission.

**6. Civil Service Commission Procedural Guidelines: Review and adopt procedural guideline for the election of officers of the Commission (action)**

President Bergman opened discussion regarding counsel's draft procedural guideline regarding the election of officers. With no additional comments, a motion was made by Commissioner Salter to approve the procedural guideline as presented and seconded by Commissioner Gomez. The motion carried 4-0-1.

Vote:

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

**7. Job Classification Specifications - Revised**

Ken Tasseff, Human Resources Analyst, presented the revised Appraiser Trainee-I-II-III, Supervising Appraiser, Auditor-Appraiser I-II-III and Supervising Auditor-Appraiser specifications for approval. Mr. Tasseff and Tom Bordonaro, County Assessor, responded to questions from the Commission. The Commission recommended minor changes in addition to those made by staff. A motion was made by Commissioner Tappan to approve the four specifications as amended and seconded by Commissioner Gomez. The motion carried 4-0-1.

Vote:

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

**8. Appointment of a designated representative for labor negotiations – (CSC Procedural Guidelines Section VII A; Gov. Code section 54957.6)**

The Commission agreed not to pursue the appointment of a rules negotiator at this time and will focus on presenting their request to the Board for funding for an outside rules negotiator.

**9. Closed Session (per Gov. Code, section 54957.6) – Conference with Commission Labor Negotiator - 2009 Civil Service Commission Rule Change, Rule 4**

Rule 4 was not ready nor was a rules negotiator appointed. Consequently the Commission did not adjourn into closed session.

**10. Report out action from closed session**

The Commission did not adjourn into closed session. Consequently there was no action to report.

**11. Adjournment**

There being no further business, the meeting was adjourned at 9:43 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.*