

# 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 23, 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, Vice President Art Chapman, Commissioner Patricia Gomez, Commissioner Jay Salter, Commissioner Bill Tappan

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. Being none, he closed the Public Comment Period.

### 3. Minutes

#### a. August 26, 2009 – Regular Meeting

A motion to approve the August 26, 2009 regular meeting minutes as presented was made by Commissioner Salter and seconded by Commissioner Gomez. The motion carried 4-0-1.

#### Vote:

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

### 4. Reports

#### a. Commission President

##### Review of BOS letter supporting reporting change for Commission Secretary

Commissioner Chapman presented the letter and requested comments from the Commission. Following a brief discussion, at Commissioner Gomez's recommendation, two revisions were made. A motion to approve the letter as amended was made by

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Commissioner Tappan and seconded by Commissioner Salter. The motion carried 5-0-0.

Vote:

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

**b. Commission Subcommittees**

Rule Update Committee – Update on Status of Rule 4

Commissioner Salter deferred to Tami Douglas-Schatz who reported that the Committee will be reviewing new ground rules and rules related to 4 and 13 at their next meeting on September 30, 2009.

**c. Commission Counsel**

No report.

**d. Commission Secretary**

Ms. Douglas-Schatz reported that a Mental Health termination appeal hearing will be brought before the Commission on October 28, 2009. The Commission elected to add October 29, 2009 at 9:00 a.m. as a special session meeting to ensure sufficient time for the hearing. The Commission clerk will move the Rule Update Committee meeting to October 30, 2009 at 10:00 a.m. Ms. Douglas-Schatz also offered dates to the Commission to hear a Sheriff's Department suspension appeal. The Commission agreed to hear that appeal at a special session meeting on November 10, 2009 at 9:00 a.m.

**5. Job Specifications**

**a. New job specifications presented for approval**

Maricela Havard, Personnel Analyst and Gary Wiley from Air Pollution Control District (APCD) presented three new job specifications: APCD Systems Administrator I, II, III; APCD Supervising Administrative Clerk II; and APCD Administrative Assistant Aide, I, II, III. Ms. Havard and Mr. Willey responded to questions from the Commission. The Commission recommended minor changes. A motion was made by Commissioner Chapman to approve the three specifications as amended and seconded by Commissioner Salter. The motion carried 5-0-0.

Vote:

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

**b. Revised job specifications presented for approval**

Mark McKibben, Personnel Analyst, presented the revised Accountant-Auditor Trainee, I, II, III specification (proposed title Auditor-Analyst Trainee: I-II-III). Mr. McKibben and Gere Sibbach, Auditor-Controller responded to questions from the Commission. The Commission recommended minor changes in addition to those made by staff. A motion

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was made by Commissioner Tappan to approve the specification as amended and seconded by Commissioner Salter. The motion carried 5-0-0.

Vote:

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

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

The Commission adjourned into closed session to discuss Rule 4 with their Rules Negotiator. Upon reconvening, President Bergman reported that no action was taken on the item.

**7. Adjournment**

There being no further business, the meeting was adjourned at 11:51 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.*