

# Civil Service Commission

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**The San Luis Obispo County Civil Service Commission  
Regular Session Meeting  
Wednesday, April 28, 2010 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA**



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

## MINUTES

**Present:** President Art Chapman, Commissioner Bob Bergman, Commissioner Jay Salter, Commissioner Bill Tappan, Commissioner Jeannie Nix

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

**Counsel:** Deputy County Counsel Shannon Matuszewicz

**1. Call to Order**

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

**2. Election of Vice President**

President Chapman explained the Commission's protocol under Civil Service Commission Procedural Guideline VII which elects officers by rotation in the order of the supervisory district they represent, and noted that the former district three representative was previously serving as vice president. A motion was made by President Chapman and seconded by Commissioner Salter to elect Commissioner Nix, the new district three representative, as vice president; motion carried 5-0-0.

**3. Public Comment Period**

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual. Being none, President Chapman closed the public comment period.

**4. Minutes**

March 24, 2010 – Regular Meeting

A motion was made by Commissioner Tappan and seconded by Commissioner Bergman to approve the March 24, 2010 minutes as presented; motion carried 4-0-1 [Commissioner Nix abstained].

**5. Reports**

Commission President

None.

Commission Subcommittees

Rule Update Committee

President Chapman reported that Committee has suspended its meetings and that the Commission is awaiting the selection of a new rules negotiator so they can proceed with the rules that the Committee completed.

Commission Counsel

None.

# Civil Service Commission

## Commission Secretary

### Commission Calendar

Ms. Douglas-Schatz requested a date from the Commission to hear a one-day Mental Health Department appeal matter. Following a brief discussion the hearing was scheduled for May 26, 2010.

### *Recommendation for Commission Rules Negotiator*

Ms. Douglas-Schatz reported that there is \$10,000 available for a rules negotiator and recommended that the Commission consider appointing Santa Barbara attorney Shane Stark to the position. She summarized his experience and noted that his fee of \$150 per hour is very reasonable. President Bergman asked Ms. Douglas-Schatz if she had spoken with Patricia Gomez regarding the position. Ms. Douglas-Schatz responded that she had not spoken with her directly but learned that when Ms. Gomez resigned from the Commission she did not wish to return.

**6. Closed Session (pursuant to Government Code 54957): Selection and hiring of a rules negotiator to provide services on a contractual basis to the Civil Service Commission [taken out of order after item 7]**

The Commission adjourned into closed session at 9:31 to hear the above noted matter. Upon reconvening into open session President Chapman reported that no action was taken on the matter and directed staff to schedule a special session to interview Mr. Stark for the rules negotiator role and to review draft findings and decision for Appeal #09-16.

**7. Job Class Specifications**

Revised: Park Ranger Specialist; Supervising Park Ranger; Parks Superintendent; Golf Course Supervisor; Golf Course Superintendent

New: Greenskeeper Aide I, II, III (*formerly Greenskeeper and Lead Greenskeeper*)

Mark McKibben, Personnel Analyst presented the above noted specifications. Mr. McKibben and Janette Pell, General Services Agency Director responded to Commission questions. The Commission recommended additional minor changes and a motion was made by Commissioner Nix to approve the four revised specifications and the one new specification as amended; the motion was seconded by Commissioner Tappan; motion carried 5-0-0.

**8. Closed Session (pursuant to Government Code 54957): Phase 2 Hearing regarding Appeal #08-122 dated February 9, 2009**

The Commission adjourned into closed session at 10:10 A.M. to hear the above noted matter. The hearing concluded at 4:18 P.M.

**9. Adjournment**

The Commission adjourned at 4:18 P.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.*