

# 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  
August 25, 2010 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



## MINUTES

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

Present: President Arthur Chapman, Commissioner Robert Bergman, Commissioner Jeannie Nix, 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 Chapman called the meeting to order at 9:00 A.M. and led the flag salute.

### 2. Public Comment Period

President Chapman opened the public comment period by stating that 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.

### 3. Minutes

#### July 28, 2010 - Regular Meeting

A motion was made by Commissioner Tappan and seconded by Commissioner Salter to approve the July 28, 2010 minutes as presented; motion carried 5-0-0.

### 4. Reports

#### Commission President

#### Department head advocates at Commission grievance and appeal hearings

President Chapman reiterated his concerns over the procedural awkwardness of department heads providing testimony on their own behalf during hearings without having a representative present to question them. After a brief discussion, President Chapman asked that Tami Douglas-Schatz and Warren Jensen meet with department heads and recommend that they use an advocate to question them during grievance and appeal hearings when they are without legal representation.

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## Commission Subcommittees

No active subcommittees at this time.

## Commission Counsel

No report.

## Commission Secretary

### Commission Calendar

Tami Douglas-Schatz provided the following updates to the Commission calendar.

- Matter previously scheduled for August 19, 2010 was settled.
- Sheriff's Department termination appeal hearing – May settle.
- Probation Department medical disqualification appeal hearing – Still tentatively scheduled for October 27, 2010 from 9:00 A.M.-5:00 P.M. and October 28, 2010 from 1:00 P.M.-5:00 P.M. A second pre-hearing is scheduled this week and Ms. Douglas-Schatz will discuss with both parties the possibility of having the second day commence at 9:00 A.M. instead of 1:00 P.M.

### Civil Service Commission 2009-2010 Annual Report

Tami Douglas-Schatz informed the Commission that the annual report is not ready to present at today's meeting but will be finalized and included in the Commission's September 22, 2010 agenda packet for their review prior to the meeting.

### Evaluation of probationary rejection criteria – updated

Tami Douglas-Schatz presented the updated version of the probation rejection criteria which reflects the Commission's recent ruling that the HR Director's routing decision is not appealable to the Commission. Commissioner Tappan noted a typographical error on number 2; last bulleted paragraph – the word "for" should be added following the word "reason".

### Outside Commission counsel for grievance and appeal hearings

Tami Douglas-Schatz stated that she concurred with the Commissioner's concerns over how recent hearing proceedings were going for department heads and expressed the importance of both the appellant and respondent having the opportunity to present their best case possible. She shared her concerns with the current model and recommended the Commission return to the previous model of having County Counsel represent the Commission for all regular meetings but having outside counsel represent them for discipline grievances and appeals hearings, which would then allow County Counsel to represent the department. Due to monetary issues, she requested the Commission provide HR with flexibility in still using County Counsel to represent the Commission on less complex hearing matters. Lastly, Ms. Douglas-Schatz suggested that the Commission appoint Shane Stark, their rules negotiator, as their hearing representative as well. Following discussion of their options, including going out for RFP, the Commission agreed to use Mr. Stark as their hearing representative and directed

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Counsel to work with Commission Secretary to amend Mr. Stark's contract to reflect the change.

## Commission Clerk

Tami Douglas-Schatz reported that Carol Hill, Commission Clerk is leaving the Human Resources Department to begin working with the Emergency Medical Services Agency, a new division of the County Health Agency. The Commission thanked her for her years of service and wished her well in her new job.

## **5. Job Class Specifications – New and Revised**

Sheriff's Correctional Deputy, Sheriff's Senior Correctional Deputy, Sheriff's Correctional Sergeant (new) and Sheriff's Correctional Lieutenant (revised)

Mark McKibben, Personnel Analyst and Chief Deputy Martin Basti of the Sheriff's Department presented the specifications and responded to questions from the Commission. The Commission then recommended minor typographical changes and President Chapman called for a motion. A motion was made by Commissioner Bergman and seconded by Commissioner Nix to approve the specifications as amended; motion carried 5-0-0.

## **6. Closed Session (per Government Code Section 54957): Performance standards for Civil Service Commission Secretary**

The Commission adjourned into closed session to discuss this item. Upon reconvening into open session President Chapman reported that no action was taken.

## **7. Closed Session (per Government Code Section 54957.6): Teleconference with Commission rules negotiator regarding 2010-2011 Civil Service Commission rules update**

The Commission adjourned into closed session to review the 2010-2011 Civil Service Commission proposed rule revisions with Commission rules negotiator Shane Stark, Commission Counsel and Commission Secretary. Upon reconvening into open session President Chapman reported that no action was taken.

## **8. Adjournment**

The meeting was adjourned at 11:46 A.M.

*\* Note: These minutes reflect the actions 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.*