

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday November 28, 2012 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



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

MINUTES

Present: President Jeannie Nix, Commissioner Art Chapman, Commissioner Robert Bergman, Commissioner Bill Tappan

Absent: Vice President Jay Salter

Staff: Commission Secretary Tami Douglas-Schatz; Commission Clerk Robin Mason

Counsel: Tim McNulty, Commission Counsel; Steve Simas, Commission Outside Counsel

1. Call to Order/ Flag Salute/ Roll Call

President Nix called the meeting to order at 9:02 A.M. and led the flag salute.

2. 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 Nix closed the Public Comment Period.

3. Minutes

October 24, 2012

A motion was made by Commissioner Tappan and seconded by Commissioner Chapman to approve the October 24, 2012 regular meeting minutes as corrected; the motion carried 4-0-1.

4. Reports

a. Commission President

President Nix had nothing to report.

b. Commission Counsel

Tim McNulty had nothing to report.

c. Commission Outside Counsel

Steve Simas presented a training outline to the Commission using Power Point:

<http://www.slocounty.ca.gov/Assets/PE/CSC/CSC+Supporting+Docs/Intro+to+appeals+process+and+hearings.pdf>

President Nix: opened the public comment period and closed the public comment period after SLOCEA General Manger Kimm Daniels commented.

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d. Commission Subcommittees

Commissioner Tappan had nothing to report.

e. Commission Secretary

Disbandment of the Ad Hoc Work Group Committee

Tami Douglas-Schatz: referred to the staff report regarding the approved letter to the Board of Supervisors and neither Supervisor Gibson or Supervisor Mecham were opposed to the disbandment of the Ad Hoc Committee.

Commissioner Tappan: commented and made motion to disband the Ad Hoc Work Group Committee.

Commissioner Chapman: seconded; the motion carried 4-0-1.

5. Job Class Job specifications – Revision (Action)

President Nix: confirmed with Ms. Douglas-Schatz that item 5 will go after item 6 due to request from HR Analyst Ken Tasseff. After item 6 was approved as revised, the Commission adjourned for a 10 minute break at 9:50 a.m. Upon reconvening, HR Analyst Aide Emily Dabner-Rutter addressed the Commission regarding item 5.

a. Administrative Services Manager

HR Analyst Emily Dabner-Rutter described the revisions to the job specification and answered questions of the Commission.

President Nix: opened public comment after the Commission commented, being no further requests to speak, she closed the public comment period.

Commissioner Bergman: made a motion to approve the Administrative Services Manager job specification as revised.

Commissioner Tappan: seconded; the motion carried 4-0-1.

b. Assessment Manager

HR Analyst Emily Dabner-Rutter referred to replacement packet (*Attachment 1), introduced members of the Assessor's Department and described the revisions to the job specification and answered questions of the Commission.

Tami Douglas-Schatz: commented.

President Nix: opened public comment after the Commission commented, being no further requests to speak, she closed the public comment period.

Commissioner Tappan: made a motion to approve the Assessment Manager job specification as written.

Commissioner Bergman: seconded; the motion carried 4-0-1.

c. Social Worker I, II, III, IV

HR Analyst Emily Dabner-Rutter introduced Natalie Walter of the Department of Social Services and described the revisions to the job specification and answered questions of the Commission.

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HR Director Tami Douglas-Schatz: commented.

HR Deputy Director Dori Duke: commented.

President Nix: opened public comment after the Commission commented.

General Manger SLOCEA Kimm Daniels: commented.

Natalie Walter: thanked Ms. Rutter for her heard work on the job specifications.

President Nix: being no further requests to speak, she closed the public comment period.

Commission Counsel Tim McNulty: commented.

Commissioner Bergman: moved to approve the Social Worker I, II, III, IV job specifications as amended.

Commissioner Tappan: seconded; the motion carried 4-0-1.

6. Job Class Specification – New (Action)

a. Lead Health Education Job specification

Personnel Analyst Ken Tasseff: introduced Kathleen Karle from the Health Agency and explained why the new job specification is needed.

President Nix: opened public comment after the Commission commented, being no further requests to speak, she closed the public comment period.

Commissioner Chapman: made a motion to approve the new job specification as revised.

Commissioner Bergman: seconded; the motion carried 4-0-1.

7. Adjournment

Being no further business, President Nix adjourned the meeting at 11:04 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.*