

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday March 27, 2013 @ 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
Wayne Caruthers
Betsey Nash, SPHR
William Tappan

MINUTES

Present: President Robert Bergman, Vice President Arthur Chapman, Commissioner Wayne Caruthers
Commissioner Betsey Nash, Commissioner Bill Tappan

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

Counsel: Commission Counsel Tim McNulty

1. Call to Order/ Flag Salute/ Roll Call

Commissioner Bergman called the meeting to order at 9:00 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, President Bergman closed the Public Comment Period.

3. Minutes

February 27, 2013

Commissioner Tappan moved to approve the March 27, 2013 regular meeting minutes as written; Commissioner Nash seconded; the motion carried 5-0-0.

4. Reports

a. Commission President

President Bergman: proposed 1:00 PM start time of April 24, 2013 regular CSC meeting due to morning ethics training scheduled for 2 Commissioners. All agreed to the afternoon start time of 1:00 PM. Commissioner Chapman added that he will be absent that day.

b. Commission Counsel

Tim McNulty: no report.

c. Commission Secretary

Tami Douglas-Schatz: commented that the AB 1234 ethics training has already been addressed; nothing further to report.

5. Job Class Specification – For Informational Purposes Only

Senior Buyer

The Commission reviewed the Senior Buyer job specification that was approved as amended at the February 27, 2013 meeting. Commissioner Chapman confirmed that the recommended changes were made.

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6. Job Class Specification – Revised

Buyer I and II

Mark McKibben Personnel Analyst: explained revisions to the document and organizational chart since the February 27, 2013 meeting and confirmed that the term, “negotiate” will remain in the job specification and deferred questions to the Commission.

Commissioner Tappan and Caruthers: Commented on revisions and asked clarifying questions.

President Bergman: Opened for public comment.

SLOCEA General Manager Kimm Daniels: Commented.

Commissioner Chapman: Asked a question regarding Purchasing Agent.

General Services Department Administrator Cody VanDorn: Commented and explained process.

SLOCEA General Manager Kimm Daniels: Explained historic practice of negotiations.

Commissioner Chapman: Referred to other agencies’ purchasing practice.

Commissioner Nash: Commented regarding her impression after the February meeting and asked Ms. Daniels for explanation of issues.

SLOCEA General Manager Kimm Daniels: Responded to Commissioner Nash’s question.

General Services Department Administrator Cody VanDorn: Commented.

SLOCEA General Manager Kimm Daniels: Commented.

General Services Buyer Debbie Belt: Explained impact the change would have on her.

Commissioner Caruthers: Asked about quantity of overtime and commented about lack of overtime.

Commissioner Chapman: Clarified the Commission’s role in classification issues versus Management’s role in organizational and workload issues.

Commissioner Tappan: Clarified the controversy is the negotiation aspect of the job description.

General Services Department Administrator Cody VanDorn: Stated that he would monitor training and impacts on staff.

Personnel Analyst Mark McKibben: Commented that comparable counties include negotiation requirements.

President Bergman: Being no further requests to speak; he closed public comment.

Commissioner Chapman made a motion to approve revision as written; Commissioner Caruthers seconded; the motion carried 5-0-0.

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7. **Job Class Specification – New**

a. Sheriff's Records Manager

Personnel Analyst Megan Fisher: introduced Chief Rob Reid from the Sheriff's Department and presented the new specification. The Sheriff Department Organizational Chart (*Attachment 1) was distributed to the Commissioners and they asked clarifying questions and made recommendations.

President Bergman: Opened for public comment. Being no further requests to speak, he closed the public comment period.

Commissioner Tappan: made a motion to approve the specification as amended; Commissioner Nash seconded; the motion carried 5-0-0.

b. Supervising Collections Officer

Personnel Analyst Megan Fisher: introduced Jim Salio and Ed Liebscher from the Probation Department and stated that she was worked with Personnel Analyst Maricela Havard on the new specification that was presented.

Commissioner Tappan: asked clarifying questions and made recommendations.

President Bergman: Opened for public comment. Being no further requests to speak, he closed the public comment period.

Commissioner Nash: made a motion to approve the specification as amended; Commissioner Caruthers seconded; the motion carried 5-0-0.

8. **Adjournment**

Being no further business, President Bergman adjourned the meeting at 9:40 A.M.