

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday May 22, 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, Commissioner Wayne Caruthers, Commissioner Betsey Nash, Commissioner Bill Tappan

Absent: Vice President Arthur Chapman,

Staff: Acting Commission Secretary Dori Duke, Commission Clerk Robin Mason

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

1. Call to Order/ Flag Salute/ Roll Call

Commissioner Bergman called the meeting to order at 8:59 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

March 27, 2013

President Bergman noted a correction to the date on the March 27, 2013 Draft Commissioner Tappan moved to approve the March 27, 2013 regular meeting minutes as corrected; Commissioner Caruthers seconded; the motion carried 4-0-1.

4. Reports

a. Commission President

President Bergman: no report.

b. Commission Counsel

Tim McNulty: no report.

c. Commission Secretary

Deputy HR Director Dori Duke: addressed the Commission and stated that she was acting as Commission Secretary in place of HR Director Tami Douglas-Schatz

Civil Service Commission

5. Job Class Specification – Revised

a. Program Manager

Personnel Analyst Ken Tasseff explained the purpose of the revision to the Program Manger is to use the Job Class Specification in multiple departments.

Commissioner Wayne Caruthers: asked clarifying questions regarding licensure requirement.

President Bergman: opened the public comment period; being none, he closed the public comment period.

Commissioner Caruthers: moved to approve the Program Manager revision as written.

Commissioner Nash: seconded; the motion carried 4-0-1. (Commissioner Chapman was absent.)

b. Sheriff's Correctional Captain

President Bergman: noted the Sheriff's Correctional Captain Job Classification is a New Specification, not a revision, as listed on the agenda.

Personnel Analyst Megan Fisher and Undersheriff Olivas explained the need for the new job classification.

Commissioner Tappan: recommended substantive corrections to the proposed specification.

Commissioner Caruthers: compared the requirements of proposed Sheriff's Correctional Captain to the existing Chief Deputy job specifications.

Undersheriff Olivas: clarified the different career paths of each classification and explained purpose for new spec and stated he would consider the Commission's recommendations.

Commissioner Nash: made recommended adding clarifying language and discussed aspect of citizenship.

Undersheriff Olivas: confirmed that the language in the job specification is specific to law enforcement and responded to President Bergman's clarifying questions.

President Bergman: commented and asked with Commission if there were any further questions regarding the new job class specification.

Commissioner Tappan: referred to the Sheriff Department organizational chart and commented that it answered his questions.

Commissioner Caruthers: asked Undersheriff Olivas about AB109 funding.

Undersheriff Olivas: replied that no funding was expected from AB109 for this specification as the bill is specific to inmate, not administrative, costs.

President Bergman: opened public comment.

SLOCEA General Manager Kimm Daniel: commented.

Civil Service Commission

President Bergman: being no further requests to speak, closed the public comment period and asked Personnel Analyst Megan Fisher to bring back changes to the new Sheriff's Correctional Captain spec after Closed Session.

President Bergman: Adjourned to Closed Session at 9:38 AM.

Personnel Analyst Megan Fisher: addressed the Commission after reconvening and distributed (*Attachment 1) the new draft and explained updates made during the break.

Commissioner Caruthers: asked clarifying questions and confirmed changes with Ms. Fisher and the Undersheriff.

President Bergman: asked if the Commission had any more comments.

Commissioner Tappan made a motion to approve the new Sheriff's Correctional Captain specification spec as amended.

Commissioner Caruthers: seconded; the motion carried 4-0-1 (Commissioner Chapman was absent.)

6. Closed Session (per Government Code Section 54957.9(d)(2)): Conference with Legal Counsel – Existing/Potential Litigation

President Bergman: reconvened the meeting to order at 9:55 AM after taking item 6 out of order and reported that no reportable action was taken during Closed Session and returned to item 5b.

7. Adjournment

Being no further business, President Bergman adjourned the meeting at 10:01 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.*