

# Civil Service Commission

The San Luis Obispo County Civil Service Commission  
Regular Session Meeting  
Wednesday October 23, 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 9:01 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

#### August 28, 2013 – Regular

Commissioner Chapman made a motion to approve the August 28, 2013 minutes as written. Commissioner Caruthers seconded; the motion carried 4-0-1 (Commissioner Tappan abstained).

#### September 25, 2013 – Regular

President Bergman stated that further clarification was needed on page 3b-3 of the minutes; Commissioner Tappan stated that a correction needed to be made regarding his comment on page 2b-2. Clerk will amend the record accordingly. Commissioner Tappan moved to approve the September 25, 2013 regular meeting minutes as amended; Commissioner Caruthers seconded; the motion carried 3-0-2 (Commissioner Chapman and Commissioner Nash abstained).

### 4. Reports

#### a. Commission President

President Bergman: no report.

#### b. Commission Counsel

Tim McNulty: no report.

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**c. Commission Secretary**

Tami Douglas-Schatz: addressed the Commission and requested a special meeting date to hear a probationary rejection appeal. Commission outside Counsel, Commissioners, and staff agreed to begin the hearing on Wednesday, December 11<sup>th</sup>.

**5. Recommendation to Change Civil Service Rule 11.03 to increase the probationary period for the Library Director classification from six months to one year.**

Personnel Analyst Jamie Azarvand: addressed the Commission and provided handouts (\*Attachment 1) as well as presented a Power Point (viewable at: [www.slocounty.ca.gov/hr/csc](http://www.slocounty.ca.gov/hr/csc)) that outlined details regarding the extension of the probationary period from six months to one year for the Library Director position. The current Library Director is retiring.

President: opened discussion to Commission.

Commissioner Nash: asked why the matter was originally brought up.

Tami Douglas-Schatz: explained evaluation of pending vacancy.

Commissioner Tappan: asked Ms. Azarvand about the counties that have a Civil Service system.

Personnel Analyst Jamie Azarvand: referred to the Power Point and the Education Code.

Commissioner Chapman: inquired regarding the status of the recruitment of the Library Director.

Tami Douglas-Schatz: stated that it is currently underway and that it would possibly be filled by December.

Commissioner Chapman: inquired about the work that the Department Head would focus on during the probationary period.

Tami Douglas-Schatz: stated that the new Library Director would be building relationships with the community, conducting strategic planning, and working on the budget process.

Commissioner Chapman: noted June would likely be the end of the probationary period and it takes time to evaluate deliverables.

President Bergman: explained that it was discussed at the last meeting that one option to consider is to extend the probationary period to one year, but amend the rule to prevent the option to extend the probationary period beyond one year for this position only.

Commissioner Chapman and Tami Douglas-Schatz: discussed the method department heads are evaluated and clarified the budget process as it relates to department head performance evaluations in order to illustrate how these elements show consistent performance that would indicate competency.

Tami Douglas-Schatz: stated that six months is inadequate at this level given cycles of review.

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Commissioner Caruthers: inquired about extension of probationary period as it relates to evaluations, per CSC rule 13.02.

Tami Douglas-Schatz: explained that the extension of the rule is viewed as an exception option. Supervisory practices and guidelines are utilized for providing feedback and redirection during the probationary period.

Commissioner Caruthers: asked if expectations are normally documented at time of offer.

Tami Douglas-Schatz: gave an example of the current CAO's practice of verbally addressing expectations at offer time, then documenting upon start date.

Commissioner Tappan: inquired if "at will" outlines time frame such as probationary period.

Tami Douglas-Schatz: explained how it is normally written in a contract.

Commissioner Tappan: compared the Library Director position to that of the Director of the Department of Social Services.

President Bergman: referred to last meeting discussion about modifying the rule; opened the session to public comment.

SLOCEA Representative Theresa Schultz: commented on behalf of Kimm Daniels.

President Bergman: being no further requests to speak, public comment was closed.

Commissioner Nash: commented on staff and that soft skills are a critical piece of the hiring process.

Commissioner Caruthers: referred to staff report.

Jamie Azarvand: explained that there have only been 5 of 882 probationary periods extended to date.

Tami Douglas-Schatz: further explained that the level and scope of responsibilities of a department head are above most other positions.

Commissioner Caruthers: thanked staff.

Commissioner Chapman: referred to his experience evaluating department heads and stated he believed that a longer probationary period is needed.

Commissioner Tappan: referred to rule 11.04 as possible extension and stated he cannot support the change.

Commissioner Bergman: asked the group if there was any further comment.

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Commissioner Nash: moved to approve the extension of the probationary period to one year for the Library Director. Commissioner Chapman seconded.

Roll Call Vote:

Commissioner Bergman	No
Commissioner Caruthers	Yes
Commissioner Chapman	Yes
Commissioner Nash	Yes
Commissioner Tappan	No

The motion carried 3-2-0.

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

President Bergman adjourned to closed session at 9:54 A.M.

**7. Adjournment**

President Bergman reconvened to open session and reported that no action was taken. Being no further business, the meeting was adjourned at 10:02 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.*