

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday December 18, 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

Absent: 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.

SLOCEA General Manager Kimm Daniels: commented.

3. Minutes

October 23, 2013 – Regular

Commissioner Chapman made a motion to approve the October 23, 2013 minutes as written. Commissioner Caruthers seconded; the motion carried 4-0-1 (Commissioner Tappan absent).

4. Reports

a. Commission President

President Bergman: thanked staff for a job well done this year.

b. Commission Counsel

Tim McNulty: no report.

c. Commission Secretary

Tami Douglas-Schatz: addressed the Commission and requested a special meeting date to hear an appeal. Commissioners stated their availability: Tuesday, January 21st and Wednesday, January 22nd for hearing. Clerk to confirm.

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5. Job Class Specifications – Revised

a. Kennel Worker

Personnel Analyst Ken Tasseff: addressed the Commission, introduced Animal Services Manager, Dr. Eric Anderson, and explained purpose for revision to the Kennel Worker job class specification.

President Bergman: opened discussion to the Commission.

Commissioner Nash: commented regarding verbiage referring to working within State Laws.

Mr. Tasseff: discussed the possibility of removing the reference to State Laws from definition, but leaving in the “knowledge of” section of the job class specification.

Commissioner Caruthers: inquired regarding the timing of the job specification revision.

Dr. Anderson: clarified the scope of service by the Humane Society of the U.S. and explained how the organization assists the department with suggestions regarding best practices.

Commissioner Chapman: made editorial comments regarding word tense on page 5a-2, lines 4 and 24.

President Bergman: opened public comment period. Being no requests to speak, public comment was closed and the Mr. Bergman opened the discussion to the Commission regarding the next job class specification.

b. Animal Control Officer

c. Animal Control Lead Officer

Commissioner Chapman: made editorial comments regarding the consistency of the word “dogs” vs. “domestic animals” in the body of the job class specification. He further noted page 5c-3, line 15 regarding clarification of the phrase containing the word “neighborhoods”.

Dr. Anderson: clarified that the meaning was intended to imply the importance of promoting positive neighborhood relationships regarding animal related problems.

Mr. Tasseff: agreed to make the recommended changes.

Commissioner Chapman: inquired about the conditions of employment for the position.

Dr. Anderson: explained that 2 week 832 Training is required during the probationary period.

Commissioner Caruthers: followed up on Commissioner Chapman’s question regarding Typical Tasks, asking how much enforcement the officers actually do.

Dr. Anderson: explained that the officers issue citations, and actively enforce other codes and carry firearms in their vehicles. State law requires 832 training.

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Commissioner Nash: asked if there is language regarding carrying firearms in the job class specification

Dr. Anderson: explained that the 832 training is a two part course. The first part covers process and the second part covers safety.

Mr. Tasseff: offered to draft language that speaks to the carrying of firearms.

Tami Douglas-Schatz: asked Dr. Anderson if carrying firearms is at all levels.

Dr. Anderson: replied that it applies to the Animal Control Officer, Lead Officer, Supervising Officer and his position. He deferred to Mr. Tasseff regarding the weight of utilization.

President Bergman: agreed with Commissioner Nash to add language regarding the carrying of firearms to the job class specification.

Mr. McNulty: clarified language "destroys" vs. "euthanizes" under typical tasks.

Dr. Anderson: stated that the American Veterinarian Medical Association has directed a policy regarding the humane methods of performing euthanasia, which includes gunshot under certain circumstances.

President Bergman: adjourned to break at 9:29 AM in order to allow time for revisions to be made and brought back for approval per Commission recommendations.

President Bergman: reconvened the meeting at 9:36 AM.

Mr. Tasseff: stated that he added a clause regarding maintaining qualifications under Ability to: Safely use, carry, and secure a firearm on page 5b4, line 17; it applies to both.

Commissioner Caruthers: suggested adding "and willingness" to ability.

Mr. Tasseff: commented.

Commissioner Chapman: stated that it will be an essential job function, part of the hiring process.

HR Director, Tami Douglas-Schatz: agreed.

President Bergman: opened the public comment period.

Kimm Daniels: commented.

Mr. Tasseff: confirmed that he employee must complete a course prior to completion of the probationary period.

Kimm Daniels: concluded.

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

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

Commissioner Chapman: moved to approve all three of the job class specifications, (Kennel Worker, Animal Control Officer, Animal Control Lead Officer), as amended. Commissioner Nash seconded the motion.

Roll Call Vote:

Commissioner Bergman	Yes
Commissioner Caruthers	Yes
Commissioner Chapman	Yes
Commissioner Nash	Yes

The motion carried 4-0-1 (Commissioner Tappan was absent.)

6. 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.*