

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday February 26, 2014 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION
Arthur Chapman, President
Wayne Caruthers, Vice President
Robert Bergman
Betsey Nash, SPHR
William Tappan

MINUTES

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

Staff: Commission Secretary Tami Douglas Schatz, Commission Clerk Robin Mason, Acting Commission Clerk Heather Carey Gunderlock

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

1. Call to Order/ Flag Salute/ Roll Call

President Chapman called the meeting to order at 9:01 A.M. and led the flag salute.

2. Public Comment Period

President Chapman 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 Chapman closed the Public Comment Period.

3. Minutes

January 22, 2014 – Regular

Commissioner Caruthers made a motion to approve the January 22, 2014 minutes as written. Commissioner Bergman seconded; Commissioners Nash and Tappan abstained since they were absent from the January meeting. The motion carried 3-0-2.

4. Job Class Specifications – Revised

a. Senior Buyer

Personnel Analyst Mark McKibben: addressed the Commission regarding the Senior Buyer specification and clarified the need for the revised specification.

President Chapman made suggestions and asked for public comment. There was no public comment.

Commissioner Tappan: Made a motion to approve the specification.

Commissioner Nash seconded; the motion carried 5-0-0.

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b. **Water Quality Manager**

Personnel Analyst Jamie Azarvand: introduced Dean Benedix, Division Manager, Utilities, Public Works and John Beaton, Water Quality Manager, Public Works. She discussed the need for minor revisions to the current specification and distributed additional information (Attachment A) regarding the specification.

Commissioner Nash: requested information regarding Title 22.

Mr. Benedix: responded to Ms. Nash's question.

Ms. Azarvand: addressed Minimum Qualifications and added that there is a need to make them consistent with Title 22.

Commissioner Caruthers: asked for clarification regarding who reports to the Water Quality Manager.

Mr. Benedix: responded to Commissioner Caruthers' inquiry.

Commissioner Caruthers: asked Mr. Beaton how much time he currently spends on analysis.

Mr. Beaton: answered that he currently spends the majority of his time managing staff but that he possesses the required knowledge in order to train staff.

Commissioner Caruthers asked Mr. Beaton for an example of a Capital Project improvement.

Mr. Beaton: stated that the Cayucos Water treatment project is one such example.

Commissioner Bergman: asked for additional information regarding the organizational chart and the Education and Experience portion of the specification (4b-1).

Ms. Azarvand: responded to Commissioner Bergman's question.

Commissioner Tappan: asked about the consequences for employees whose continuing education requirement has lapsed.

Ms. Douglas-Schatz: responded that in the case of a lapsed requirement, a Department Head has the authority to require an employee to obtain the necessary certification within a specified timeline.

President Chapman: asked for public comment; there was no public comment.

Commissioner Bergman: motioned to approve as amended.

Commissioner Caruthers: seconded the motion; the motion carried 5-0-0.

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President Chapman: stated for the record that the Clerk brought it to his attention that there was a technical problem with the recording and asked Commission Counsel for direction.

Commission Counsel: stated that the record needs to stand as is.

5. Reports

a. Commission President

President Chapman: no report.

b. Commission Counsel

Tim McNulty: no report.

c. Commission Secretary

Tami Douglas-Schatz: reported that currently Human Resources is reviewing the class study appeals and that of the eight appeals, HR has settled three and five will be set for prehearing. She stated that it is premature to request dates from the Commission at this time.

6. Closed Session (per Government Code 54956.9) Conference with Legal Counsel-Existing Litigation: Sanchez vs. Civil Service Commission

At 9:22 a.m., President Chapman adjourned into Closed Session to discuss Item 6. At 9:56 a.m. upon reconvening into Open Session, President Chapman stated there was nothing to report.

7. Adjournment

Being no further business, the meeting was adjourned by President Chapman at 9:59 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.*

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96 **EDUCATION AND EXPERIENCE:**

97 Graduation from an accredited four-year college or university with a degree in chemistry,
 98 biochemistry, biology, microbiology, environmental, sanitary or public health engineering,
 99 natural or physical science. In addition, six years of experience in the field of wastewater
 100 treatment, and/or water including the analyses of wastewater and/or drinking water, two years
 101 of which must have been in a laboratory supervisory role.

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103 | A master's degree from an accredited college or university in chemistry, biochemistry, biology,
 104 microbiology, environmental, sanitary or public health engineering, natural or physical science
 105 may be substituted for one year of the required non-supervisory experience.

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107 | A doctorate from an accredited college or university in chemistry, biochemistry, environmental,
 108 sanitary or public health engineering, biology, microbiology, natural or physical science may be
 109 substituted for two years of the required non-supervisory experience.

110

111 **LICENSES AND CERTIFICATES:**

112 Possession of a valid State of California Department of Public Health Water Treatment Operator
 113 | Grade 2 (T2) certification or higher within 6 months of appointment. The 6-month requirement
 114 to obtain a T2 certification may be extended up to 12 months by the appointing authority.
 115 | Sustained/ certification including any required continuing education units is mandatory for
 116 | continued employment. Failure to obtain and maintain the required certifications within the time
 117 stated will result in removal from the position unless a time extension is approved by the
 118 appointing authority.

119

120 Certain positions within this classification may require driving. When driving is an essential
 121 function of the position, a valid CALIFORNIA driver's license will be required at the time of
 122 appointment and must be maintained throughout employment.

123

124 This class specification generally describes the duties and responsibilities characteristic of the
 125 position(s) within this class. The duties of a particular position within a multi-position class may
 126 vary from the duties of other positions within the class. Accordingly, the essential functions of a
 127 particular position (whether it be a multi-position class or a single-position class) will be
 128 identified and used by medical examiners and hiring authorities in the selection process. If you
 129 have any questions regarding the duties or the working conditions of the position, please
 130 contact the Human Resources Department at (805) 781-5959.

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132 Adopted: 04-17-74

133 BOS Approved: 04-17-74

134 Revised: 06-27-90

135 Revised: 02-27-02

136 | Revised: 02-~~1926~~-14

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