

# Civil Service Commission

The San Luis Obispo County Civil Service Commission  
Regular Session Meeting  
Wednesday, April 23, 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 William Tappan, Commissioner Betsey Nash

Absent: Commissioner Robert Bergman

Staff: Commission Secretary Tami Douglas-Schatz, Commission Clerks Heather Carey and Robin Mason

Counsel: Commission Counsel Tim McNulty

### 1. Call to Order/ Flag Salute/ Roll Call

President Chapman: Called the meeting to order at 9:00 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.

Ms. Kimm Daniels, SLOCEA: Commented and announced her retirement. She introduced the new General Manager, Pat McNamara and extended her appreciation to the Commission for the important work that they do.

Commissioner Nash: Thanked Ms. Daniels for her many years of service.

President Chapman: Thanked her for her service and added that he has appreciated the relationship she has developed with employees, that she has been an "excellent leader" regarding resolution of discipline issues. He added that the County has benefitted from her realistic approach to employee issues and that he hopes this climate continues under new management. Being no further comment, President Chapman closed the Public Comment period.

### 3. Minutes

March 26, 2014 – Regular

President Chapman: Asked for corrections or changes. Being none, he requested a motion.

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Commissioner Nash: Made a motion to approve the March 26, 2014 minutes as written.

Commissioner Caruthers: Seconded the motion. The motion passed 3-0-2. (Commissioner Bergman was absent; Commissioner Tappan abstained because he was not present at the March meeting).

## 4. Job Class Specifications – Revised

### a. Property Transfer Technician I, II, III, IV

Mr. McKibben: Personnel Analyst Mark McKibben addressed the Commission and Introduced the revised specification series and County Assessor, Tom Bordonaro. He stated that the Property Transfer Tech series is unique to the Assessor's Office and pointed out the Office's organization chart. He stated that the revised specification would grant the Assessor's Office greater flexibility and consistency within the Department. He then asked the Commission if they had questions.

Commissioner Nash: Asked a question regarding Page 4a9, line 53 regarding property searches and who is responsible for these searches.

Mr. Bordonaro: Responded that this duty would be included under "Representative Duties."

Commissioner Caruthers: Stated that the specification seemed to be New rather than Revised and asked whether analysis regarding other methodologies (without the creation of a new position) had been conducted.

Mr. McKibben: Indicated that such analysis was done and it was determined that the creation of a Property Transfer Tech IV will be beneficial to the Department because positions will be more aligned.

Mr. Bordonaro: Stated that the Property Transfer Tech field is "relatively compacted" and that it currently takes several years for a Property Transfer Tech I to advance to a III level. He believes the revised specification will address this issue.

Commissioner Caruthers: Asked Mr. Bordonaro if all of the work is currently getting done.

Mr. Bordonaro: Responded that all of the work is currently being done.

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President Chapman: Asked if any thought had been given to combining the Property Transfer Tech and Assessment Technician series in the future.

Mr. Bordonaro: Responded that he and Mr. McKibben did discuss this but that certification of the Property Transfer Technician series by the Board of Equalization could potentially pose a barrier for the combining of the two specifications.

President Chapman: Asked whether Property Transfer Techs can go out into the field.

Mr. Bordonaro: Replied that they can.

President Chapman: Asked if there was Public Comment.

Ms. Kimm Daniels: Provided public comment. She stated that SLOCEA worked closely with HR regarding the revised specification and that all of their concerns were addressed. She stated SLOCEA supports the specification revision.

President Chapman: Requested a motion.

Commissioner Nash: Made a motion to approve as written.

Commissioner Tappan: Seconded the motion. The motion carried 4-0-1 (Commissioner Bergman was absent).

## 5. Reports

### a. Commission President

President Chapman: No report.

### b. Commission Counsel

Tim McNulty: No report.

### c. Commission Secretary

Tami Douglas-Schatz: Ms. Douglas-Schatz indicated she had a short report for the Commission. She asked them to continue to hold May 22 and 23 in case there are any class study appeals but she hopes to be able to settle the matters at the Department level. Secondly, she provided the Commission with an HR Budget Report: She reminded the Commission that in February, she updated the Board regarding HR's Strategic Plan and the Department's challenges related to retirements and succession planning.

She stated that HR needs to be able to respond to Departments'

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needs and made recommendations to the Board regarding new technical solutions, pre-employment solutions and assessment of HR staffing. HR submitted a Budget Augmentation Request to the Administrative Office who indicated that they are in favor of almost 100% of the recommendations. She stated that if the BAR is approved by the Board during the June budget hearings, she would make a similar presentation to the Civil Service Commission.

Commissioner Nash:

Asked how she and the other Commissioners might support HR in this effort. She then stated that she would write a letter in support to her Supervisor.

## 6. **Adjournment**

Being no further business, the meeting was adjourned by President Chapman at 9:31 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.*