

# Civil Service Commission

The San Luis Obispo County Civil Service Commission  
Regular Session Meeting  
Wednesday, May 28, 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 Clerks Heather Carey and Robin Mason

Counsel: Acting Commission Counsel Nina Negranti, Outside Legal Counsel, Steve Simas

### 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. Being no comment, President Chapman closed the Public Comment period.

### 3. Minutes

#### April 23, 2014 – Regular

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

Commissioner Nash: Made a motion to approve the April 23, 2014 minutes as written.

Commissioner Tappan: Seconded and stated that he likes the new format. The motion carried 4-0-1 (Commissioner Bergman abstained since he was absent from the April meeting.)

### 4. Job Class Specifications – New

#### a. Building Division Supervisor

Ms. Azarvand: Personnel Analyst Jamie Azarvand addressed the Commission and introduced the new specification as well as Assistant Planning Director, Kami Griffin and Chief Building Official Cheryl Journey.

# Civil Service Commission

- Ms. Azarvand: She stated the reasons for the new specification and explained that the Department has been undergoing major reorganization and management wants to align the Building Division structure with the Planning structure. Department management wants to combine both into one efficient entity which would provide greater cross-training opportunities and career growth for employees within the Building Division.
- Commissioner Nash: Asked if in the new configuration, a supervisor would be mandated to oversee a different division.
- Ms. Griffin: Stated that a building supervisor would only be utilized in the building division, not in planning or operations divisions.
- Commissioner Caruthers: Stated that it was a "good staff report, very logical," however he asked for assistance in interpreting the organization charts to see where the new specification would be placed.
- Ms. Azarvand: Assisted Commissioner Caruthers and the other Commissioners with inquiries related to the organizational charts.
- Commissioner Bergman: Asked how many staff members would be eligible for the new position.
- Ms. Journey: Responded that 12 or so employees currently meet the minimum qualifications.
- Commissioner Caruthers: Asked if there would be an increase or decrease in staff head count as a result of the new classification.
- Ms. Journey: Answered that the head count would remain the same.
- Commissioner Bergman: Asked if any current specifications would be deleted as a result of the new specification.
- Ms. Journey: Replied that potentially three specifications could potentially be deleted as a result.
- Commissioner Bergman: Asked specifically if the Assistant Building Official would be made obsolete.
- Ms. Journey: Responded that she expects so after the current budget cycle.
- Ms. Douglas-Schatz: Indicated that HR had internal discussions regarding making the appropriate specifications obsolete and that HR will bring these back to the Commission in the future.

# Civil Service Commission

Commissioner Tappan:	Expressed concern regarding whether or not employees will be given adequate time to obtain the appropriate licensure.
Ms. Journey:	Replied that they would be given adequate time.
Commissioner Tappan:	Asked whether SLOCEA was involved in the new specification process.
Ms. Theresa Schultz, SLOCEA:	Responded that they were and their concerns were addressed; they are in favor of the new specification.
President Chapman:	Asked if any thought had been given to combining the qualifications for Planning and Building specifications, granting the Department greater flexibility.
Ms. Griffin:	Indicated that this is not likely because both areas require very different specialty knowledge and skillsets.
Commissioner Nash:	Stated that she is a strong proponent of cross-training staff wherever possible.
Commissioner Chapman:	Stated that he thought the certification requirement verbiage was confusing and offered suggestions how the verbiage could be re-worded.
Ms. Azarvand:	Agreed the language could be clarified as did Ms. Griffin. Ms. Azarvand offered to make the changes.
President Chapman:	Asked if there was any public comment regarding the new specification. Being none, he closed the Public Comment Period. He asked for a motion to approve the specification as amended.
Commissioner Caruthers:	Made a motion to approve the new job classification as amended.
Commissioner Tappan:	Seconded the motion. Motion carried 5-0-0.

## 5. Reports

### a. Commission President

President Chapman:	Stated that he would not be present at the June Regular meeting.
Commissioner Nash:	Stated that she would not be available for the June meeting either. The Commission determined that there will be a quorum so a June Regular meeting will still be possible.

### b. Commission Counsel

Nina Negranti:	No report.
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# Civil Service Commission

**c. Commission Secretary**

Tami Douglas-Schatz:

Ms. Douglas-Schatz reported that the two dates HR had originally requested in May were vacated because the appeals were resolved. The Commission indicated they were pleased that the issues were resolved.

**6. Closed Session (per Government Code 54956.9) Conference with Legal Counsel-Existing Litigation: Sanchez vs. Civil Service Commission President Chapman: adjourned the meeting into Closed Session**

President Chapman: Being no further business, he asked if there was any Public Comment related to the Closed Session. Being none, he adjourned the meeting into Closed Session at 9:39 a.m.

President Chapman: Reconvened the meeting into Open Session at 10:18 a.m.

Ms. Negranti: Upon reconvening, Ms. Negranti indicated there were no reportable actions as a result of Closed Session.

**7. Adjournment**

President Chapman: Adjourned the meeting at 10:19 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.*