

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, June 25, 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: Vice President Wayne Caruthers, Commissioner Robert Bergman, Commissioner William Tappan
Absent: President Arthur Chapman, Commissioner Betsey Nash
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

Acting President Caruthers: Called the meeting to order at 9:00 A.M. and led the flag salute.

2. Public Comment Period

Vice President Caruthers: 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, Vice President Caruthers closed the Public Comment period.

3. Minutes

May 28, 2014 – Regular

Vice President Caruthers: Asked for corrections or changes to the May 28, 2014 minutes. Commissioner Bergman requested a correction be made to the minutes; the Clerk will make the correction. Vice President Caruthers requested a motion to approve the May 28, 2014 minutes as amended. Commissioner Bergman made the motion; Commissioner Tappan seconded. The motion passed 3-0-2. (President Chapman and Commissioner Nash were absent).

4. Job Class Specifications – Revised

- a. Supervising Property Transfer Technician
- b. Assessment Technician Supervisor

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Mr. McKibben: Personnel Analyst Mark McKibben addressed the Commission and introduced the revised specifications and County Assessor Tom Bordonaro. Mr. McKibben explained that the justification for the revised specifications is found on Page 4a2-2. He further explained the need for the updated specifications is a result of several vacancies within the Assessor's Office in the last year and to assist with succession planning efforts. Mr. McKibben stated that HR and the Assessor's Office's goal was to make the Minimum Qualifications consistent with lower level classes. He pointed out Page 4a-6, the Minimum Qualifications for Supervising Property Transfer Technician and explained that experience at the III level would provide greater promotional opportunity for employees within the Assessor's Office.

Commissioner Tappan: Asked if the Education/Experience requirements would increase or decrease.

Mr. Bordonaro: Indicated they would increase.

Commissioner Tappan: Asked how many employees would qualify for the revised job classes.

Mr. McKibben: Responded that approximately 15-20 would currently qualify.

Mr. Bordonaro: Stated that the Assessor's Office has recently had a large number of vacancies and that half of their staff will be eligible to retire in the next five years. He stated that the revised classifications will "broaden the pool" for current employees and allow for greater promotional opportunity for current employees.

Commissioner Bergman: Stated that he noticed that there is not a college requirement included in the Minimum Qualifications and asked if it would be easier to fill these vacancies at the vocational level.

Mr. Bordonaro: Replied that it would be easier for the Office to fill at a vocational level. He added that the Assessor's Office currently conducts all of their own training in-house and the CA Association of Assessors.

Vice President Caruthers: Expressed concern regarding County Supervisor Training and asked what kind of support new supervisors will receive from the County.

Ms. Douglas-Schatz: Indicated that the Board of Supervisors recently approved a contract with COE, a San Diego vendor to assist HR with "beefing up" the County's Supervisory Training program. She explained that currently Supervisory Training consists of an 8-hour core class

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and a Supervisory Practices Guide but that in the Fall, HR (with the help of COE) will offer a two-day class entitled START, which is designed for new supervisors and employees who are interested in becoming supervisors. She indicated the training will be much more intensive and will more fully support and help develop new supervisors.

Mr. Bordonaro:

Indicated that currently new supervisors in the Office are paired with more seasoned supervisors who serve as a mentors to the new supervisors. He added that the Department Heads are excited about the new Supervisory Training HR will be offering in the fall.

Vice President Caruthers:

Commended HR and stated that this is an “excellent approach” to supervisory training.

Vice President Caruthers:

Asked for Public Comment regarding the two specifications. Ms. Douglas-Schatz distributed a letter (Attachment 1) from SLOCEA that stated that they are in support of the two revised specifications.

Vice President Caruthers:

Asked for a motion to approve the two proposed job class revisions as written. Commissioner Bergman made the motion; Commissioner Tappan seconded the motion. Motion carried 3-0-2. (President Chapman and Commissioner Nash were absent.)

5. Reports

a. Commission President

Vice President Caruthers:

No report.

b. Commission Counsel

Tim McNulty:

No report.

c. Commission Secretary

Tami Douglas-Schatz:

Ms. Douglas-Schatz reported that there are no outstanding issues and that HR does not need any additional CSC hearing dates at this time. She introduced two new HR staff members: Personnel Analyst Frank Stapleton and Departmental Automation Specialist Katie Maloney. The Commission welcomed them.

6. Adjournment

Vice President Caruthers:

Being no further business, Vice President Caruthers adjourned the meeting at 9:20 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.*