

# Civil Service Commission

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

Absent: None

Staff: Commission Secretary Tami Douglas-Schatz, Commission Clerk 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. Being no comment, President Chapman closed the Public Comment period.

### 3. Minutes

June 25, 2014 – Regular

President Chapman: Asked for corrections or changes to the June 25, 2014 minutes. President Chapman requested a motion to approve the June 25, 2014 minutes as written. Commissioner Bergman made the motion; Commissioner Tappan seconded. The motion passed 3-0-2. (President Chapman and Commissioner Nash did not attend the June meeting).

### 4. Job Class Specifications – New

Chief Waste Water Plant Operator

HR Analyst Jamie Azarvand: Introduced Dean Benedix with Public Works Department and presented the job specification revision proposal to the Commission.

Commissioner Caruthers: Inquired about education requirements.

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|-------------------------|---|
| Ms. Azarvand:           | Responded to Mr. Caruthers' questions regarding education requirements.   |
| Mr. Benedix:            | Responded regarding construction management.  |
| Commissioner Caruthers: | Asked a question related to background and supervisory experience. Then he deferred to Commission Secretary/ HR Director Tami Douglas-Schatz regarding Supervisory Training.                      |
| Ms. Douglas-Schatz:     | Addressed the audience and restated her comments from the June CSC meeting regarding the new Learning & Development Center offering a Supervisor Academy and a START program for new supervisors. |
| Commissioner Caruthers: | Stated that training is needed as it relates to this particular job class specification revision.   |
| Commissioner Bergman:   | Commented on the job classification specification revision and asked about project oversight responsibilities.  |
| Mr. Benedix:            | Commented.  |
| Commissioner Bergman:   | suggested adding language to proposed job specification related to roles and responsibilities.  |
| Mr. Benedix:            | Stated that he did not see the need to add anything more to job specification.  |
| Commissioner Bergman:   | Addressed Mr. Benedix and discussed Supervisor definition and clear chain of command on page 4-a4 and 4-a8, line 173.   |
| Mr. Benedix:            | Stated that he worked with County Safety Officer John Schwind regarding the matter of safety and breathing apparatus procedures.  |
| Commissioner Tappan:    | Addressed Ms. Azarvand about the job title and asked if we need to clarify the differences between Water Treatment Plan Operator and Chief Waste Water Treatment Plant Operator.                  |
| Commissioner Tappan:    | Suggested removing the note under licenses and certificates on page 4a-7.   |
| President Chapman:      | Inquired about Title 23 minimum requirements for grade 4 position on page 4a-7.   |
| Jamie Azarvand:         | Responded regarding section 3687 of Title 23.   |

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President Chapman: Discussed with Ms. Azarvand the option of avoiding mentioning education/ experience and just require grade 4 certification instead.

Mr. Benedix: Responded with his preference of including education in the job specification.

Commissioner Caruthers: Followed up on Mr. Chapman's question and asked Ms. Azarvand and Mr. Benedix about education in addition to six years of experience.

Ms. Azarvand: Addressed the issue of those who are “grandfathered”.

President Chapman: Commented about regulations.

Commissioner Nash: Spoke to Mr. Caruthers’ suggestion to raise the bar.

Ms. Azarvand: Explained the current requirements for new applicants.

Ms. Nash: Commented on “ability to supervise” language.

Commissioner Nash: Suggested adding something about supervisory experience in the requirements.

Mr. Benedix: Agreed with Ms. Nash and further explained the decision.

Commissioner Bergman: Stepped out of the room.

Ms. Azarvand: Stated that additional value can be considered during the recruitment process.

Commissioner Nash: Commented regarding how best to include supervisory skill level.

Mr. Benedix: Commented on alternatives regarding supervisory need.

Ms. Douglas-Schatz: Suggested considering Lead worker as supervisory experience.

Mr. Benedix: Agreed that the pipeline of leadership experience would be effective.

Commissioner Nash: Agreed.

Commissioner Tappan: Commented that progressive responsibility shows leadership capability.

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Mr. Chapman: Further commented on job specification details.

Ms. Azarvand: Explained criteria for selecting candidates during recruitment process and clarified that HR works with the department to determine critical factors.

Mr. Chapman: Asked Ms. Azarvand if correct in not making changes.

Mr. Tappan: Clarified the need for removal of note on page 4a-7, under Licenses and certificates.

Ms. Azarvand/ Ms. Nash: Suggested adding a reference to title 23 on line 151 to line 157 instead.

Mr. Benedix: Expressed his concern regarding the requirement of the license.

Ms. Azarvand: Clarified that she would need to strike lines 150-155 and add parenthesis on line 157.

Mr. Tappan/ Mr. Benedix: Agreed.

Ms. Azarvand: Confirmed she will delete lines 150-153 on page 4a-3, line 11 as recommended.

Ms. Nash/ Mr. Chapman: Stated redundancy of second paragraph.

Ms. Azarvand: Confirmed changes.

Mr. Chapman: Made a motion to approve the revised job specifications as amended.

Commissioner Tappan: Moved to approve the new job class: Chief Waste Water Treatment Plant Operator.

Commissioner Caruthers: Seconded the motion.

Commission Counsel Tim McNulty: Addressed the Commission and stated that public comment was needed.

President Chapman: Opened public comment.

SLOCEA Rep. Theresa Schultz: Addressed the Commission regarding the job class spec revision and asked that the Supervisory Training be performed at the beginning of the process.

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- President Chapman: Agreed and moved to approve the new job class: Chief Waste Water Treatment Plant Operator.
- Commissioner Tappan: Moved to approve the new job class.
- Commissioner Caruthers: Seconded the motion; the motion Carried 4-0-1 (Commissioner Bergman absent.)
- President Chapman: Confirmed with Mr. Benedix that the new incumbent is to be trained in the new Supervisory training.
- Mr. Benedix: Agreed.
- Mr. Tappan: Confirmed with Mr. Benedix regarding future plans of facilities supervision.

## 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 reported that there are no outstanding issues and that HR does not need any additional CSC hearing dates at this time.

## 6. Adjournment

President Caruthers: Being no further business, President Chapman adjourned the meeting at 9:47 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.*