

# Civil Service Commission

The San Luis Obispo County Civil Service Commission  
Regular Session Meeting  
Wednesday, August 27, 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, Commissioner Wayne Caruthers, Commissioner Betsey Nash, Commissioner William Tappan

Absent: Commissioner Robert Bergman

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

#### July 23, 2014 – Regular

President Chapman: Asked for corrections or changes to the July 23, 2014 minutes.

Commissioner Caruthers: Reminded the Clerk that Commissioner Bergman exited the July meeting and was absent during the approval of the Chief Waste Water Treatment Plant Operator. The motion carried 4-0-1 instead of 5-0-0. Also, he indicated that the minutes should list President Chapman under President's time on the agenda, instead of Vice-President Caruthers. Ms. Mason agreed to make the necessary changes.

President Chapman: Requested a motion to approve the July 23, 2014 minutes as amended. Commissioner Nash made the motion; Commissioner Tappan seconded. The motion passed 4-0-1. (Commissioner Bergman was not present at the meeting.)

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## 4. Job Class Specifications – New

a. Locksmith I or II (formerly Locksmith Maintenance Worker)

b. Deputy District Attorney I-II-III-IV

President Chapman determined that Item 4b be considered prior to Item 4a.

HR Analyst Frank Stapleton:

Introduced District Attorney Elect Dan Dow and the revised classification series. Mr. Stapleton and Mr. Dow explained the reason for the specification revision is to allow individuals who have not yet received their BAR result to apply for the Deputy District Attorney series; currently, they are unable to do so.

Mr. Dow:

Stated that the specification revision would attract and allow for a greater pool of candidates from which to hire. Currently those who take the BAR in July must wait until November to obtain their results (and to apply for Deputy District Attorney I) and those who take the test in February must wait until June for results (and to apply for Deputy District Attorney I).

Commissioner Nash:

Expressed concern regarding the specification verbiage related to requiring “good moral character” under “Other Conditions of Employment.”

Commissioner Tappan:

Stated that he did not have an issue with the “good moral character” verbiage and asked if all new candidates would be hired at the Deputy District Attorney I or at a more advanced level.

Mr. Dow:

Responded that the Office is interested in hiring at the entry level (District Attorney I level) so new employees have greater potential for growth within the organization.

Commissioner Caruthers:

Asked if receipt of a BAR score would affect candidates’ ranking on the eligible list.

Mr. Dow:

Responded that it would not, that each candidate would be considered in totality, e.g., his or her skillset and prior experience.

President Chapman:

Asked for Public Comment regarding the specification revision.

Deputy County Counsel  
Susan Hoffman:

Stated that other law enforcement specifications exist currently that include this language.

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- Commission/Commission Counsel: Offered the following verbiage for future consideration:  
“Successful completion of a thorough background investigation including a fingerprint and record check. No felony conviction by any State, the Federal Government or a foreign government.”
- President Chapman: Opined that because there are several specifications which contain the “good moral character” verbiage that Human Resources review standard language re: “good moral character” contained in these specifications but suggested that the Commission not delay voting in support of the specification revision until such a review by HR was concluded; the Commissioners expressed agreement.
- Commissioner Caruthers: Inquired how soon the District Attorney’s Office wished to begin a Deputy District Attorney recruitment.
- Mr. Dow: Responded that the Office is interested in opening a recruitment “very soon.”
- President Chapman: Requested a vote on the revised specification series as amended. Commissioner Tappan made a motion; Commissioner Caruthers seconded. The motion passed 4-0-1. (Commissioner Bergman was not in attendance).
- a. Locksmith I or II  
(formerly Locksmith  
Maintenance Worker) HR Analyst Mark McKibben introduced the revised specification which he indicated is intended to replace the current specification as part of an HR Classification Study. He indicated the specification was last updated in 2000 and General Services needed more flexibility regarding the specification and that it would allow greater access system control.
- Commissioner Tappan: Asked regarding the Education/Experience requirements for the revised specification.
- Mr. McKibben: Stated that “on the job” experience would be provided for a Locksmith I to become a II.
- President Chapman: Asked for public comment related to the specification revision.
- Mr. Pat MacNamara/SLOCEA: Indicated that SLOCEA is supportive of the revised specification.

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President Chapman:

Indicated a small grammatical error which Mr. McKibben indicated he would correct. Requested a motion to approve the amended specification. Commissioner Caruthers made a motion; Commissioner Nash seconded the motion. Motion passed 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 reported that there are no outstanding issues and that HR does not need any CSC hearing dates at this time. She reported that the General Services Agency has been disbanded and that General Services Agency Director Janette Pell is no longer employed with the County.

She stated that the Administrative Office indicated that the expected efficiencies of consolidating the GSA departments had not been fully realized. She added that currently the Deputy Directors of the various departments will serve as interim directors of their divisions at present. She added that the disbanding would not have Civil Service implications at this time.

Additionally, Ms. Douglas-Schatz reported that HR has made a major change to the Reclassification Period. In the past, the Open Window period would typically last for one month and changes were connected to the budget process at a single point in time each year. She indicated that HR would now accept reclassification requests all year long and that such requests could now be taken to the Board of Supervisors at three separate times for approval. Ms. Douglas-Schatz distributed a memo detailing the new reclassification process (Attachment A). Ms. Douglas-Schatz also announced the departure of Public Works Director Paavo Ogren, Child Support Services Director Phil Lowe and Deputy Director of County Parks Curtis Black.

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Commissioner Tappan: Asked if the new directors will be at-will employees.

Ms. Douglas-Schatz: Responded yes once they are created.

**6. Adjournment**

President Chapman: Being no further business, President Chapman adjourned the meeting at 10:04 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.*