

FTR Log Notes

Description			
CSC Regular Session			
Date	11/18/2009	Location	CSC Open Sessions
Time	Speaker	Note	
<u>7:59:41 AM</u>	Equipment Test		
<u>9:01:18 AM</u>	Robert Bergman	Item 1: Call to Order / Flag Salute / Roll Call	
<u>9:01:59 AM</u>	Robert Bergman	Item 2: Public Comment Period - Kimm Daniels SLOCEA introduces Loralie Zeiders their new Field Representative.	
<u>9:02:59 AM</u>	Robert Bergman	Item 3a: October 28, 2009 Regular Meeting Minutes - Commissioner Gomez makes a motion to approve the minutes as presented; Commissioner Tappan seconds; motion carries.	
<u>9:03:18 AM</u>	Robert Bergman	Item 4a: Commission President Report - None.	
<u>9:03:22 AM</u>	Jay Salter	Item 4b: Commission Subcommittee Report - Rule Update Committee - Reports that the last meeting using new guidelines was very successful; November and December meetings have been canceled and effective January the Committee will meet every other month.	
<u>9:05:12 AM</u>	Tami Douglas-Schatz	Concurs that last Rule Update meeting was successful.	
<u>9:05:36 AM</u>	Rita Neal	Item 4c: Commission Counsel Report - None.	
<u>9:05:45 AM</u>	Tami Douglas-Schatz	Item 4d: Commission Secretary Report - Calendar updates: January 8 and 16 canceled [appeal withdrawn]; December 16 hearing has been delayed (employee not at work); requests dates for Probation Department appeal. Hearing tentatively set for Friday, January 15 at 9:00 a.m. [need to confirm with Commission Counsel].	
<u>9:08:20 AM</u>	Tami Douglas-Schatz	Informs the Commission that HR is now responsible for labor relations duties.	
<u>9:09:08 AM</u>	Robert Bergman	Item 5a: New job class specification presented for approval - Air Pollution Control District Division Manager.	
<u>9:09:24 AM</u>	Maricela Havard, Personnel Analyst / Larry Allen, APCD Executive Director	Presents APCD history and job specification to the Commission; responds to questions from the Commission.	
<u>9:16:00 AM</u>	Art Chapman	Specification changes: 5A(1)1 - 2nd bullet needs to be written in the plural format; 5A(1)4 under Education and Experience last sentence "...as a professional engineer..."add specific type of engineering degree req'd consistent with MQ section; 5A(1)5 licenses and certificates - does this position need a driver's license [yes] no change recommended.	
<u>9:20:22 AM</u>	Robert Bergman	5A(1)1 line 6 - asks for clarification of incumbent may be assigned to one of the three divisions - change "may to "will".	
<u>9:22:08 AM</u>	Arthur Chapman	Asks how HR administrative tasks will be handled once APCD separates from the County.	
<u>9:22:49 AM</u>	Rita Neal	P5A(1)5 line 17 change "department" management to "district" management.	
<u>9:23:50 AM</u>	Robert Bergman	Calls for motion to approve. Commissioner Tappan makes a motion to approve APCD Division Manager specification as amended; Commissioner Chapman seconds; motion carries.	
<u>9:23:54 AM</u>	Robert Bergman	Items 5B(1) Supervising Custodial Leadworker (new title-Supervising Custodian; 5B(2) Custodian; 5B(3) Park Ranger Aide, I, II, III revised job class specifications.	
<u>9:23:58 AM</u>	Mark McKibben, Personnel Analyst / Janette Pell GSA Director	Summarizes specification changes and responds to questions from the Commission.	
<u>9:27:12 AM</u>	Art Chapman	5B(1)1 line 24 - need standard language for setting up work schedules, assignments, etc and 5B(1)2 line 62 - operating computer and software; 5B(1)3 other conditions of employment how are the physical needs of the job addressed; discusses physical aspects issue with Mark McKibben.	
<u>9:34:01 AM</u>	Tami Douglas-Schatz	Comments on Commissioner Chapman's concerns regarding physical requirements.	

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<u>9:34:04 AM</u>	Art Chapman	Need to address physical requirements early on in recruitment process - prior to a medical exam.
<u>9:35:06 AM</u>	Patricia Gomez	Concurs that physical issues need to be stated; asks why basic supervisory course requirement was added. Mr. McKibben responds lead position eliminated so no other way to move up.
<u>9:36:43 AM</u>	Patricia Gomez	Asks if people were in the lead position classification when that title was eliminated and what happened to them.
<u>9:38:13 AM</u>	Bill Tappan	Concurs that completion of supervisory course is important - notes organizational chart 5B(1)4.
<u>9:39:38 AM</u>	Arthur Chapman	Notes that with completion of supervisory training program in specs we will need to continue providing supervisory training.
<u>9:40:24 AM</u>	Bill Tappan	Asks if this person has any budget responsibility.
<u>9:40:56 AM</u>	Robert Bergman	Discussion of custodian specs concludes; opens floor to Commission questions on Park Ranger series specification.
<u>9:41:08 AM</u>	Arthur Chapman	5B(3)1 - supervision levels need to be clarified among levels - line 22 remove "general" - reviews each level.
<u>9:44:09 AM</u>	Bill Tappan	5B(2)3 line 19 (custodian) typo "deaning" should be "cleaning"; asks if there are any firearm requirements for park ranger.
<u>9:44:45 AM</u>	Rita Neal	5B(3)9 lines 81 & 100 5B(3)10 line 136 - certification requirements need to be clarified and consistent.
<u>9:46:52 AM</u>	Robert Bergman	Calls for motion to approve the three specs discussed. Supervising Custodial Leadworker (new title: Supervising Custodian); Custodian; Park Ranger Aide, I, II, III. Commissioner Salter makes a motion to approve all three specs as amended; Commissioner Chapman seconds; motion carries.
<u>9:47:02 AM</u>	Robert Bergman	Item 5B(4): Division Manager - Mental Health Services revised job class specification.
<u>9:47:11 AM</u>	Ken Tasseff, Personnel Analyst / Janette Pell, General Service Agency Director	Mr. Tasseff summarizes changes to specification and responds to questions from the Commission.
<u>9:48:05 AM</u>	Arthur Chapman	Asks if driver's license is required and about accommodations.
<u>9:49:57 AM</u>	Patricia Gomez	Comments on accommodations; asks how MQ's were broadened - 5B(4)7.
<u>9:51:51 AM</u>	Robert Bergman	Calls for motion to approve. Commissioner Gomez makes a motion to approve the Division Manager - Mental Health Services specification as written; Commissioner Chapman seconds; motion carries.
<u>9:52:07 AM</u>	Robert Bergman	Item 6: Closed session - Conference with Commission Labor Negotiator - 2009 Civil Service Commission Rule Changes - deferred by President Bergman.
<u>9:52:19 AM</u>	Robert Bergman	Adjourned.