

# FTR Log Notes

Description			
CSC Regular Session			
Date	3/26/2014	Location	Civil Service Commission
Time	Speaker	Note	
8:08:39 AM	test	test	
8:08:39 AM	test	test	
8:08:39 AM	test	test	
8:17:06 AM	test	test	
8:17:57 AM	test	test	
8:59:19 AM	Item 1: Roll call/ Item 2: Public Comment: None	Mark serving as Comm Secty, Tami and Dori at CPAAC. Nina Negranti acting CSC Counsel; Robin Clerk; Bill Tappan absent, 4-0-1	
9:01:33 AM	Item 3: Approval of Minutes	Betsey had one change to Feb. 26, 2014 Reg Mtg Minutes. She abstained from voting for Jan. 22, 2014 minutes at that meeting. Comm Bergman motioned to approve as amended; Comm Caruthers seconded: motion carried 4-0-1 (Comm. Tappan absent)	
9:01:38 AM	Item 4: Job Class Specs- Revised (a) Appraiser Trainee, I, II, III	Job Class Spec Rev: HR Analyst Mark McKibben introduced Charron Sparks of Assessor's Office. Spec Rev re: Appraiser Trainee, I, II, III Assessors internal mgmt. action team identified need for revision to spec as it relates to succession planning and remain competitive. 4b-3 and 4a-7: ref. to org chart on 4a-3. Opened to Commission for C's	
9:08:48 AM	Comm Caruthers/ Bergman	Mark McKibben addressed the Commission re: jobs more competitive w/ private sector than prev: also last rev date listed on 4a-8.	
9:09:50 AM	President Chapman	Mark McKibben addressed the Commission re: Supervisory Component of the spec	
9:12:58 AM	Comm Bergman	Inquired re: turnover. Mark McKibben addressed the Commission re: turnover in Assessor's Dept.	
9:13:35 AM	Charron Sparks	commented on turnover. mainly due to retirements... filled 17 positions in short time frame. Addressed limitations.	
9:14:41 AM	Public Comment: President Chapman	none.	
9:15:07 AM	Pres Chapman	Comm Bergman moved to approve. Comm Nash seconded; carried 4-0-1 (Comm Tappan absent.) absent) Supv. Appraiser	
9:15:30 AM	Item 4: Job Class Specs- Revised (b) Supervising Appraiser	Mark McKibben addressed the Commission re: Supervising Appraiser spec revision; no comments or questions; Commissioner Caruthers moved to approve as written; Commisone Nash seconded; motion carried 4-0-1. (Comm. Tappan absent)	
9:15:48 AM	Item 5: Job Class Specs - New (a) Geographic Information Systems (GIS) Analyst I, II, III	Mark McKibben introduced GIS Program Manager Desiree Ramos of the Information Technology Department (GSA) and presented reason for new specs: GIS I, II, III: multi depts, consolidate similar classifications. Process included GIS COI (Community of Interest) and a steering committee consisting of Dept Heads of affected depts. such as Assessors, Clerk-Recorder, Genreral Svcs, Planning, Health	
9:18:19 AM	Wayne Caruthers	Commented that GIS used in multi depts. Asked if intended to be used as shared resource across departments and agencies in the County. Mark McKibben ref to Desiree re: Stratic Plan	
9:19:18 AM	Desiree Ramos	Clarified Comm Caruthers' question re: GIS classification. She addressed question re: shared resource as it relates to strategic planning 2008/2012; hybrid model that was recommended by consultant. MM: Data/ Tech shared/ centralized and consistency. Some depts. unique	
9:21:59 AM	Comm Caruthers	Clarified that positions across Depts/ Agencies. Suggested free standing department. MM: addressed comment, explained hybrid model for immediate need.	
9:22:37 AM	Comm Bergman	Asked how many looking to hire. MM: 8 current classifications allocated; consolidating existing. Clarified that IT oversees GIS. Desiree confirmed BoS approved strategic plan as art of Countywide Strategic Plan in 2008.	
9:24:04 AM	Mark McKibben	Labor Relations looking at salary as budget allows. All represented by SLOCEA. No expectation they would be moved out of that unit. Describing in terms that are more up to date.	
9:25:27 AM	Comm Bergman	Re: 5a-7 "after normal work hours..."	

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<u>9:25:41 AM</u>	Desiree Ramos	Clarified that IT fills roles for emergency services that are specialized
<u>9:26:11 AM</u>	President Chapman	5a-2 (line 124) correction; 5a-6 (line 134) clarified specifics of education requirements. "assists"
<u>9:31:47 AM</u>	President Chapman	Break to make change. Also recommended change on 5b-4.(line 112)
<u>9:33:38 AM</u>	President Chapman	*Adjourned for short break to allow Mr. McKibben to make changes and bring back.
<u>9:53:46 AM</u>	President Chapman	*Back on the record after short break. Discussing proposed GIS Analyst Classif. Spec. Page 5a-6.
<u>9:54:18 AM</u>	Mark McKibben	Recommendation after consulting with Desiree Ramos (GSA-IT) and Kami Griffin from Planning Dept.) is to have the MQ's broadened. He distributed the job spec revisions (Attachment A) and presented changes to page 5a-6 re: GIS Analyst I education req.
<u>9:54:58 AM</u>	President Chapman	Asked Ms. Ramos if comfortable with changes
<u>9:55:31 AM</u>	Ms. Ramos	Clarified that she is comfortable with the education req. stating "course work"
<u>9:56:49 AM</u>	Public Comment	Kimm Daniels SLOCEA commented: worked closely with HR on spec rev. agrees.
<u>9:57:40 AM</u>	Pres Chapman	Back to CSC; Comm Nash, addressed 5b-6. Will do next. Comm Bergman motion to approve as amended; Comm Caruthers seconded; carried 4-0-1 (Comm Tappan absent)
<u>9:58:40 AM</u>	Item 5: Job Class Spec - New: (b) Senior Geographic Information Systems (GIS) Analyst	Mark McKibben commented re: 5b-5 change in education req. (Attachment B*)
<u>10:01:13 AM</u>	Comm Caruthers	Suggested to spell out title when recruiting for GIS/ MM: commented that there is flexibility when creating publications/ advertising for recruitment.
<u>10:01:25 AM</u>	President Chapman	Public Comment - none. Motion to approve Sr. Geographic Information Systems (GIS) Analyst as revised Comm Caruthers; Comm Nash seconded; motion carried. 4-0-1 (Comm Tappan absent)
<u>10:02:20 AM</u>	Item 6: Reports	(a) Pres- None; (b) CoCo-none. (c) Secty: Mark McKibben acting CSC Secty (Tami at CPAAC). Need May hearing dates for 2 Classif. Appeals. Prehearings set in April. Simas avail: weeks of May 5th and May 19th.
<u>10:03:30 AM</u>	Comm Bergman	Clarified with Mr. McKibben (*Clerk to contact Mr. Tappan) May 7th, May 21st Commission available.
<u>10:05:18 AM</u>	Item 7: Adjournment	Being no further business, President Chapman adjourned the meeting.