

FTR Log Notes

| Description | | | |
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| Regular Meeting | | | |
| Date | 4 /23/2014 | Location | Civil Service Commission |
| Time | Speaker | Note | |
| <u>8:36:50 AM</u> | 1. Call to Order/Flag Salute/Roll Cal | Commissioner Robert Bergman absent; present: Commission Clerks, Robin Mason/Heather Carey; Commission Secretary, Tami Douglas-Schatz. Commission Counsel. Tim McNulty | |
| <u>9:00:08 AM</u> | 2. Public Comment Period - SLOCEA General Manager, Kimm Daniels | Commented and announced her retirement. She introduced the new SLOCEA General Manager, Pat McNamara and extended her appreciation to the Commission regarding the important work that they do. The Commissioners thanked Kimm for her many years of service. President Chapman thanked her for her service and added that he has appreciated the relationship she has developed w/ employees and County managers and commented that she's been an "excellent leader" regarding resolution of discipline issues. He added that the County has benefitted from her realistic approach. to employee issues and | |
| <u>9:05:09 AM</u> | 3. Minutes | for March 26, 2014-President Chapman asked for changes or corrections. Being none, he asked for a motion. Commissioner Nash made a motion; Commissioner Caruthers seconded the motion. The motion passed 3-0-2 (Commissioner Bergman was absent; Commissioner Tappan abstained because he was not present at March meeting) | |
| <u>9:05:51 AM</u> | 4. Job Class Specifications - Revised | Personnel Analyst, Mark McKibben introduced the revised specification series and County Assessor, Mr. Tom Bordonaro. He stated that the Property Transfer Technician series is unique to the Assessor's office and pointed out the Office's organization chart. He stated that there have been many changes to the Division and that the revised specification would grant the Assessor's Office greater flexibility and consistency within the Department. Mr. McKibben asked the | |
| <u>9:09:04 AM</u> | Commissioner Nash | Asked a question regarding Page 4a9-line 53 regarding searches to verify property title and who is responsible for title searches. Mr. Bordonaro responded that this duty would be included under "Representative Duties." | |
| <u>9:12:31 AM</u> | Commissioner Caruthers | Stated that the specification seemed to be a new specification rather than a revised spec and asked whether analysis regarding other methodologies (without the creation of a new position) had been conducted. | |
| <u>9:14:40 AM</u> | Mark Mckibben | Indicated that such analysis was done and that the revised specification and creation of a Property Transfer Technician IV will be beneficial to the Department because positions will be more aligned. Mr. Bordonaro indicated that the Property Transfer Tech area is becoming more complicated; that the series is currently compacted, and that it currently takes several years for a Property Transfer Tech II to advance to a III level. He indicated that the majority of staff are currently at a II level with no potential for promotion. He stated that the | |
| <u>9:17:17 AM</u> | Commissioner Caruthers | Asked if all of the work is currently getting done and Mr. Bordonaro responded that it is. | |
| <u>9:18:03 AM</u> | Commissioner Tappan | Indicated that he did not have any questions. | |
| <u>9:18:07 AM</u> | President Chapman | Asked if any thought was given to combining the Property Transfer Technician and Assessment Technician series in the future. | |
| <u>9:19:40 AM</u> | Mr. Bordonaro | Responded that he and Mr. McKibben did discuss this but that certification of the Property Trnsafer Tech series by the Board of Equalization could potentially pose a barrier for the combining of the two specifications. | |
| <u>9:20:58 AM</u> | President Chapman | Asked whether Property Transfer Technician employees can go out into the field. | |
| <u>9:22:58 AM</u> | Mr. Bordonaro | Responded that they can. He added that he and Mr. McKibben had serious discussions regarding the combining of the two specifications but that Assessor's Office management needs to be able to move folks around according to abilities and needs. | |

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| <p><u>9:24:50 AM</u></p> | <p>President Chapman</p> | <p>Asked if there were any comments or was any Public Comment. Kimm Daniels, SLOCEA stated that SLOCEA worked closely with Human Resources and that all concerns had been addressed. She indicated that the revision helps to define the actual tasks that employees are doing rather than "other duties as assigned." President Chapman asked for a vote, Commissioner Nash made a motion and Commissioner Tappan seconded the motion. The motion carried.</p> |
| <p><u>9:26:12 AM</u></p> | <p>5. Reports</p> | <p>Commission President Chapman: no report. Commission Counsel: no report, Commission Secretary: Tami Douglas-Schatz indicated she had a short report for the Commission. She asked them to continue to hold May 22 and 23 in case there are any class study appeals but she hopes to be able to cancel those dates. Secondly, she provided the Commission with an HR Budget Report: She reminded the Commission that in February, she updated the Board regarding HR's Strategic Plan and the Department's challenges related to retirements and succession planning. She stated that HR needs to be able to respond to Departments' needs and made recommendations to the Board regarding new technical solutions, preemployment solutions, assessment of HR staffing . HR submitted a Budget Augmentation Request and Ms. Douglas-Schatz subsequently made a presentation to the Administrative Office. She explained that then Admin. makes its recommendation to the BOS. She reported that budget hearings are scheduled for June 9-11 and that the Administrative Office is supportive of almost 100% of HR's requests. She stated that now the BOS will be able to consider the request. She indicated that if the Board approves the BAR, she will present HR's Strategic Plan for HR to the Commission. Commissioner Nash asked how they can support</p> |
| <p><u>9:31:55 AM</u></p> | <p>6. Adjournment</p> | <p>President Chapman thanked everyone for attending and adjourned the meeting at 9:31 a.m.</p> |