

FTR Log Notes

Description		
Regular Meeting		
Date	Location	
6/25/2014	Civil Service Commission	
Time	Speaker	Note
<u>9:00:58 AM</u>	Acting President Caruthers	Item 1. Call to Order/Flag Salute/Roll Call. Item 2: Public Comment Period: none. Being none, Vice President Caruthers closed the Public Comment Period.
<u>9:01:21 AM</u>	Vice President Caruthers	Item 3. Asked the Commissioners for corrections to the minutes. Commissioner Bergman requested that the record be corrected to add that he asked re: the number of employees who would be eligible for the new job classification. The Clerk stated she would correct the record to reflect this correction. Vice President Caruthers asked for a motion to approve as amended. Commissioner Bergman made the motion; Commissioner Tappan seconded the motion. Motion to approve minutes as amended carried 3-0-2. (President Chapman and
<u>9:02:25 AM</u>	Vice President Caruthers	Items 4a and b. Personnel Analyst Mark McKibben introduced the two revised specifications and County Assessor, Mr. Bordonaro. Mr. McKibben explained that the justification for the revised specs is listed on Page 4a2-2. He further explained the need for the updated specifications is as a result of several vacancies within the Assessor's Office in the last year and to assist with succession planning efforts. Mr. McKibben states that HR and the Assessor's Office's goal is to make the Minimum Qualifications of supervisors consistent with lower level classes. He pointed out Page 4a6- the Minimum Qualifications for Supervising Property Transfer Technician and explained that experience at the III level would provide more opportunity within the organization for employees to promote and more flexibility for the Assessor's Office. Mr. McKibben indicated they had discussed the combining of the two revised specifications but that there was legislation pending that could affect the Minimum Qualifications for Property Transfer Technicians. Mr. Bordonaro explained that the Assessor's Office needed to see if the legislation passes and how it could potentially affect the Minimum Qualifications so would like to leave for now and revisit at a later time. He indicated that the revised
<u>9:05:39 AM</u>	Commissioner Tappan	Asked if the Education/Experience requirements would increase or decrease.
<u>9:06:47 AM</u>	Mr. Bordonaro	Responded that it would increase.
<u>9:07:12 AM</u>		
<u>9:07:47 AM</u>	Commissioner Tappan	Asked how many employees would currently be qualified for the revised specifications. Mr. McKibben answered that currently 15-20 employees would qualify.
<u>9:08:27 AM</u>	Mr. Bordonaro	Stated that the Assessor's Office has recently had a large number of vacancies and that half of their staff will be eligible to retire in the next five years. He stated that the revised classifications will "broaden the pool" for current employees and allow for greater promotional opportunity for current employees.
<u>9:10:08 AM</u>	Commissioner Bergman	Stated he noticed there is not a college requirement included in the Minimum Qualifications and asked if it would be easier to fill these vacancies at the vocational level. Mr. Bordonaro replies that it would. He added that the Assessor's Office currently conducts all of their own in-house training with the assistance of the California Association of Assessors.
<u>9:11:07 AM</u>		
<u>9:11:26 AM</u>		
<u>9:12:00 AM</u>	Vice President Caruthers	Expressed concern regarding County training to support new supervisors and asked what kind of management support new supervisors will receive.

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<u>9:13:07 AM</u>	Commission Secretary Tami Douglas-Schatz	Indicated that the Board of Supervisors recently approved a contract with COE, a vendor operating out of San Diego who will help HR "beef up" its supervisory training. She explained that currently supervisory training consists of an 8-hour core class and a Supervisory Practices Guide but that in the Fall, HR (with the help of COE) will offer a 2-day course entitled START which is designed for new supervisors and employees who are interested in becoming supervisors. She indicated the training will be much more intensive and will more fully support and
<u>9:14:44 AM</u>	Mr. Bordanaro	Indicated that currently new supervisors in his office are paired with a more seasoned supervisor who serves as a mentor to the new supervisor.
<u>9:15:09 AM</u>	Mr. Bordonaro	Expressed that the Department Heads are excited about more supervisory training being offered by HR.
<u>9:15:57 AM</u>	Vice President Caruthers	Commended HR and stated that this is an "excellent approach" to supervisory training.
<u>9:16:12 AM</u>	Vice President Caruthers	Asked for Public Comment re: the two revised specifications. Ms. Douglas-Schatz distributed a letter from SLOCEA that stated that they are in support of the revised specifications.
<u>9:17:13 AM</u>	Vice President Caruthers	Requested a motion to approve the two revised specifications. Commissioner Bergman made a motion in support of the specifications and Commissioner Tappan seconded. Motion passed 3-0-2. Motion carried. (President Chapman and Commissioner Nash were absent.)
<u>9:17:31 AM</u>	Vice President Caruthers	Item 5. Reports: a) The president had no report. b) Commission Counsel had no report. c) Commission Secretary, Ms. Douglas-Schatz indicated there are no outstanding issues and that she did not need any additional hearing dates. She introduced two new HR employees: Personnel Analyst Frank Stapleton who was formerly an analyst at Cuesta College and Katie Maloney, Departmental Automation Specialist. Duane Indelicato's replacement.
<u>9:19:45 AM</u>	Vice President Caruthers	Vice President Caruthers and the Commission welcomed them both.
<u>9:20:01 AM</u>	Vice President Caruthers	Being no further business, Vice President Caruthers adjourned the meeting at 9:20 a.m.