

Annual Report FY 2009/2010

San Luis Obispo County Civil Service Commission



TABLE OF CONTENTS

Rule Update Committee Activity	2
Appeals and Grievances	2
Commission Meetings	5
Commission Action	6
Job Class Specifications' Activity	8
Summary of Recruitment Activity	9
Average Number of Days to Produce Eligible Lists By Recruitment Type	10
County Workforce, US Census and Applicant Pool Demographics	11
Chapter 2.40 CIVIL SERVICE SYSTEM	12

Submitted by the Human Resources Department

Authority and Purpose

The County Civil Service Commission shall prescribe, amend, repeal and enforce rules for the classified service, which shall have the force and effect of law, shall keep minutes of its proceedings and records of its examinations and shall, as a board or through a single Commissioner, make investigations concerning the enforcement and effect thereof and of the rules and efficiency of the service. It shall make an annual report to the Board of Supervisors.

Additionally, the Human Resources Director, under general supervision of the Commission, shall administer the civil service system pursuant to the rules adopted by the Commission, advise the Commission upon civil service matters.

County Code, Title 2 Administration and Personnel Chapter 2.40 Civil Service System

2.40.010 Adoption. There is established in the County a civil service system to be governed by the provisions set forth in this chapter and in the County Civil Service enabling law.

Human Resources Mission Statement

We attract, select, develop, and retain a talented and diverse workforce through strategic collaboration. We provide high quality and cost effective programs to cultivate a healthy, safe and productive work environment to maximize individual and organizational potential.

- **Arthur Chapman, President, Supervisor Bruce S. Gibson, District 2**
- **Jeannie Nix, Vice-President, Supervisor Adam Hill, District 3**
- **Robert Bergman, Commissioner, Supervisor Frank R. Mecham, District 1**
- **Jay Salter, Commissioner, Supervisor James Patterson, District 5**
- **William Tappan, Commissioner, Supervisor K.H. "Katcho" Achadjian, District 4**



Rule Update Committee Activity

Representatives from all bargaining units were invited to meet with the Commission’s Rule Update Sub-committee on the proposed rule/ordinance changes. Meetings were held on:

- July 08, 2009
- September 20, 2009
- October 30, 2009
- January 28, 2010
- March 25, 2010

The rule update committee completed its comprehensive review of the County’s Civil Service Rules in FY 2009/10

Accomplishments Include:

- Conducted a comprehensive review of the County’s Civil Service Rules governing layoff in anticipation of staff reductions
- Developed ground rules and adopted a holistic approach to the rule update process which resulted in a more effective and efficient process
- Completed the update of the County’s Civil Service Rules in June of 2010. The Commission’s representative will begin negotiations with the various employee associations in FY 2010-11

Appeals and Grievances

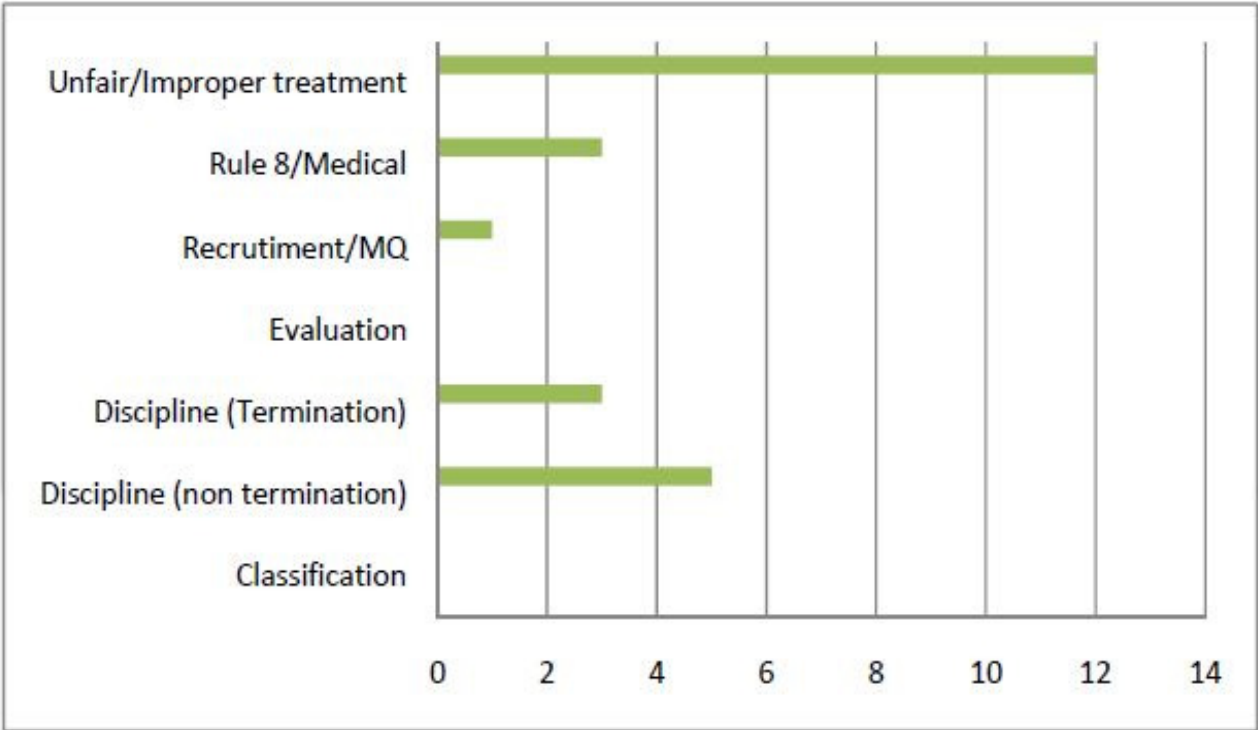
Rejected by Human Resources (Timeliness, non-appealable or non-grievable issues)	8
Resolved prior to Commission (withdrawn, dismissed, resolved per agreement)	10
Pending	3
Findings and Decisions	3
Total Grievances and Appeals filed	24

**Statistical Summary
Grievances and Appeals
Filed by Department**

	Allocations	09/10	08/09	07/08	06/07	05/06
Administrative Office	12	7*	0	0	0	0
Agricultural Commissioner	46	0	0	0	0	0
Animal Services	21	0	0	0	0	0
Assessor	86	1	1	1	0	0
Auditor-Controller	43.25	0	0	0	0	1
Board of Supervisors	12.5	0	0	0	0	0
Child Support Services	43.75	0	0	0	0	0
Clerk-Recorder	23.5	0	0	0	0	0
County Counsel	22.25	0	0	0	0	0
District Attorney	84	0	0	0	0	1
Drug & Alcohol Services	45	0	1	0	0	2
Emergency Services	5.75	0	0	0	0	0
Farm Advisor	5.5	0	0	0	0	0
General Services	201.5	1	2	3	0	2
Grand Jury	0.5	0	0	0	0	0
Health Agency	360.75	5	11	1	5	11
Human Resources	17.5	0	0	0	0	0
Information Technology	83.5	0	0	2	2	0
Library	82	0	1	0	0	1
Organizational Development	2	0	0	0	0	0
Planning and Building	114	1	1	0	0	1
Probation	164.25	3	2	1	2	1
Public Works	199.25	0	2	1	1	3
Risk Management	6	0	0	0	0	0
Sheriff - Coroner	392	4	1	2	1	4
Social Services	433.25	2	0	5	9	6
Treasurer/Tax Collector	30	0	0	0	1	1
Veterans Services	4	0	0	0	0	0
Victim/Witness Assistance	14	0	0	0	0	0
Total Grievances and Appeals		24	22	16	21	34

* = All Seven Grievances filed by one employee

**Statistical Summary
Grievances and Appeals
Filed by Type**



The Commission's rules outline the procedure for resolving employment disputes prior to requesting a hearing.

This fiscal year 20 of 24 grievances and appeals that were filed with Human Resources were resolved without the need for a hearing before the Commission

Commission Meetings

- July 9, 2009 Special Session
- July 22, 2009 Regular Session
- August 26, 2009 Regular Session
- September 23, 2009 Regular Session
- October 28, 2009 Regular Session
- November 10, 2009 Special Session
- November 18, 2009 Regular Session
- November 23, 2009 Special Session
- December 16, 2009 Regular Session
- January 15, 2010 Special Session
- January 21, 2010 Special Session
- January 27, 2010 Regular Session
- February 19, 2010 Special Session
- February 24, 2010 Regular Session
- March 9, 2010 Special Session
- March 24, 2010 Regular Session
- April 26, 2010 Special Session
- April 28, 2010 Regular Session
- May 26, 2010 Regular Session
- June 2, 2010 Special Session
- June 23, 2010 Regular Session



The Civil Service Commission meets in Regular Session each month on the 4th Wednesday unless circumstances necessitate another date. Special meeting dates are reserved by the Commission primarily for hearings of appeals and/or grievances.

Civil Service Commission Staff

- **Tami Douglas-Schatz**
Human Resources Director and Commission Secretary
- **Shannon Matuszewicz**
Deputy County Counsel and Commission Attorney
- **Carol Hill**
Commission Clerk

Commission Action

CLASSIFICATION PLAN

- Approved 26 new/revised job specifications, involving 47 job classes affecting over 160 positions.
- Human Resources Analyst staff completed 22 classification studies during the “open window” period.

SUPERVISORY TRAINING

- Commission members participated in panel discussions as part of the County’s Basic Supervisory Training course. Over 440 supervisory staff completed the training.

HEARINGS

- Presided over multiple evidentiary and procedural hearings related to the demotion of a county Peace Officer.
- Heard testimony in a multiple day hearing related to the suspension of a county employee. The Commission issued findings reducing the terms of the suspension.
- Reviewed written briefs from the parties involved in a dispute regarding the rights of an employee to appeal their rejection while on probation. The Commission’s findings returned the matter to the Human Resources Director for final disposition.
- Presided over a disciplinary hearing regarding the demotion of a county employee, ruling in favor of the appellant.

CSC RULES

- Affirmed the authority of the Human Resources Director to reject an Appeal filed by a probationary employee and approved the requirements of a conforming Appeal filing.
- Reviewed potential layoff scenarios in anticipation of position reductions.
- Received and reviewed the final amendments to the County’s Civil Service Rules as recommended by the rules update committee.
- Approved a contract for the Commission’s rules negotiator to begin the meet and confer process with the various employee associations.

Commission Action — *continued*

OTHER BUSINESS

- Drafted and approved performance evaluation for Commission Counsel and Commission Secretary.
- Presented a letter to the Board of Supervisors supporting the decision to have the Human Resources Director report to the Board.
- Presented outgoing President Bob Bergman a resolution recognizing his many years of service as the Commission's president.
- Elected Art Chapman as President and Jeannie Nix as Vice-President.

The Commissioner's held 21 regular and special Civil Service Meetings during FY2009-10, heard four appeals/grievances and issued three Findings and Decisions.



Job Class Specifications Review Activity

No.	Classification Title
1	Agricultural Inspector/Biologist Trainee, I, II, III
2	Agricultural/Weights & Measures Technician I, II
3	APCD Administrative Assistant Aide, I, II, III
4	APCD Division Manager
5	APCD Systems Administrator I, II, III
6	Assistant Auditor-Controller
7	Auditor-Analyst Trainee, I, II, III
8	Chief Deputy Probation Officer
9	Custodian
10	Deputy Probation Officer III
11	Division Manager – Mental Health Services
12	Division Manager-Auditor Controller
13	Golf Course Superintendent
14	Golf Course Supervisor
15	Greenskeeper Aide I, II, III
16	Oral Health Program Coordinator
17	Park Ranger Aide, I, II, III
18	Park Ranger Specialist
19	Parks Superintendent
20	Principal Auditor-Analyst
21	Secretary I or II
22	Supervising Administrative Clerk II
23	Supervising Custodian
24	Supervising Deputy Probation Officer
25	Supervising Park Ranger
26	Weights and Measures Inspector Trainee, I, II, III

*Approximately
559 job classes
exist in the
County of San
Luis Obispo.*

Summary
26 specifications
47 classifications
161 incumbents

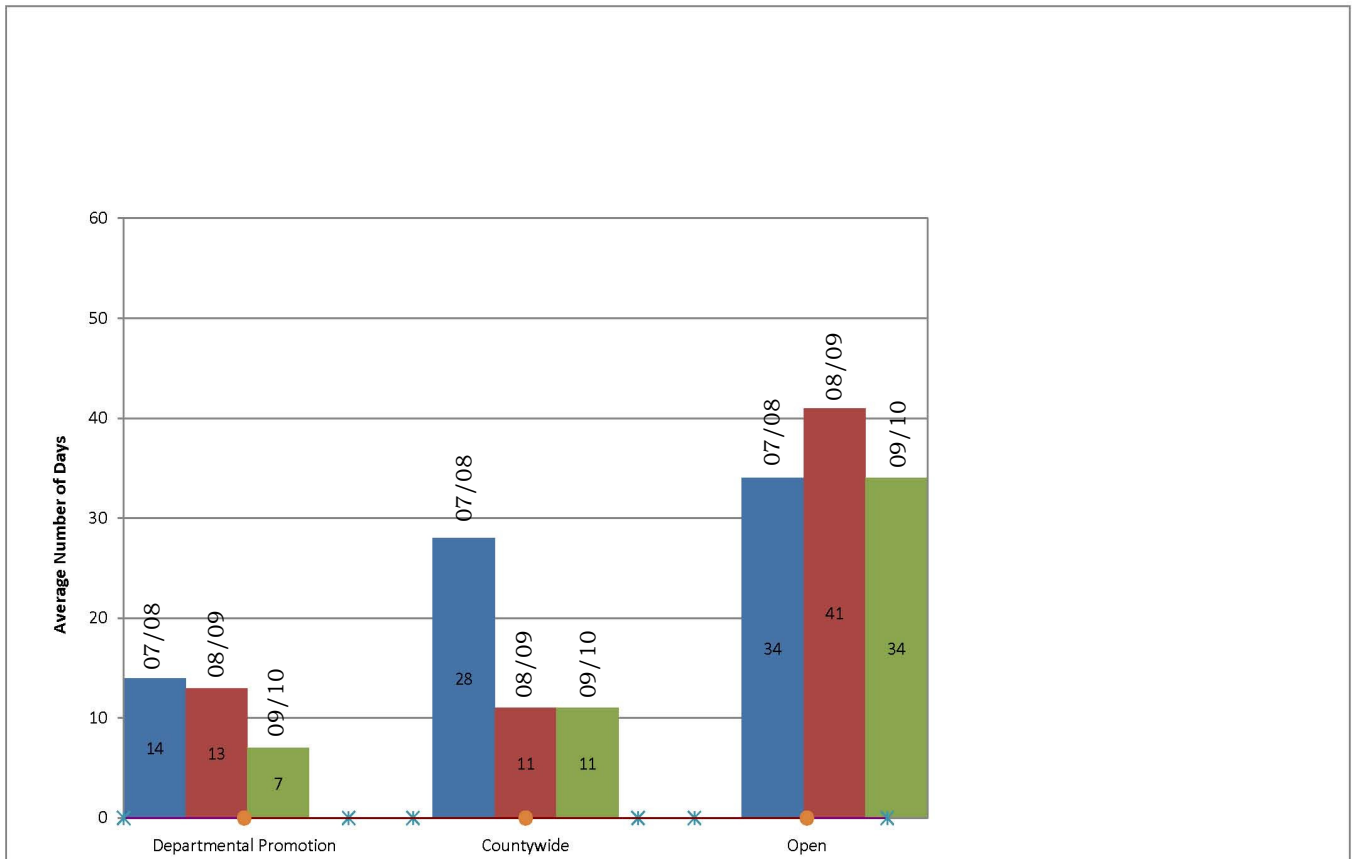
**Summary of
Recruitment Activity**

Summary of Recruitment Activity (Regular Recruitments)				
July 1, 2009 through June 30, 2010				
Application Summary		FY 09/10	FY 08/09	FY 07/08
	Applications	5,548	4,111	4,339
	Requisitions	98	95	129
Requisitions by Category				
	Permanent	84	86	119
	Temporary	8	6	6
	Substitute	6	3	4
Requisitions by Type				
	County Wide Promotional	7	12	4
	Departmental Promotional	29	28	44
	Lateral Transfer	0	0	0
	Open	62	55	81
Hiring Activity				
	Total Hires	268	373	372
	Permanent	111	151	191
	Temporary	157	222	181

The Rules of the Commission that govern the County's recruitment process are in place to ensure that all examinations for employment are fair, impartial and consistent with merit system principles.

Applications for employment with the County increased by 35% over the previous fiscal year.

Average Number of Days to Produce Eligible Lists By Recruitment Type



The Rules of the Commission direct the establishment, certification and duration of the lists of candidates eligible for employment with the County.

On average, County departments were provided certified eligible lists within 17 days from the end of the application period.

**Statistical Summary
County Workforce, US Census and
Applicant Pool Demographics**

Gender	Female	Male	Total						
Workforce (as of July 1, 2010)	57.5%	42.5%	2,295						
Applications (3.1% no response)	54.4%	42.5%	5,548						
US Census Bureau (County of SLO - 2000)	48.6%	51.4%	246,681						
Race	White	Hispanic	Black	Other	Asian/ Pacific Islander	American Indian/Alaskan Native	Filipino	TOTAL	
Workforce (as of July 1, 2010)	87.1%	10.2%	1.1%		1.2%	0.4%		2,295	
Applications (3.0% no response)	68.8%	18.9%	2.5%	1.7%	2.4%	1.2%	1.5%	5,548	
US Census Bureau (County of SLO - 2000)	74.3%	14.3%	1.8%	5.4%	2.6%	0.8%	0.8%	246,681	
Age	Under 20	20-29	30-39	40-49	50-59	60 and Over	TOTAL		
Workforce (as of July 1, 2010)	0.0%	7.8%	17.8%	28.0%	35.8%	10.6%	2,295		
	Under 21	21 - 29	30 - 39	40 - 49	50 - 59	60 and Over	TOTAL		
Applications (1.9% no response)	3.9%	31.7%	23.7%	18.9%	16.8%	3.2%	5,548		
	Under 21	20 - 34	35 - 44	45 - 54	55 - 64	65 and Over	TOTAL		
US Census Bureau (County of SLO - 2000)	26.1%	20.6%	15.6%	14.7%	8.6%	14.5%	246,681		

One of the charges of the Commission is to assure fair and impartial treatment to all employees and applicants

- **57.5% of the County's workforce is female**
- **63.8% of County's workforce is between 40-59 years of age**
- **55.4% of applicants during FY 09/10 were between the ages of 21-39**

COUNTY ORDINANCE
INFORMATION LOCATED ON
www.slocounty.ca.gov/hr

Chapter 2.40 CIVIL SERVICE SYSTEM

- [2.40.010 Adoption.](#)
- [2.40.020 Commission--Creation--Membership.](#)
- [2.40.030 Compensation for commission members.](#)
- [2.40.040 Operating funds.](#)
- [2.40.050 Contracting for examinations.](#)
- [2.40.060 Classified and unclassified service.](#)
- [2.40.070 Duties of commission and personnel director.](#)
- [2.40.080 Commission rules.](#)
- [2.40.090 Vacancies in peculiar positions.](#)
- [2.40.100 Examination requirements.](#)
- [2.40.110 Discrimination prohibited.](#)
- [2.40.120 Reductions, suspensions and dismissals.](#)
- [2.40.130 Employee status.](#)
- [2.40.140 Prerequisites to salary payment.](#)
- [2.40.150 Veteran's preference.](#)

Civil Service Commission on-line at www.slocounty.ca.gov/hr/csc

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San Luis Obispo County
CALIFORNIA

Tuesday, September 14, 2010

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Tami Douglas-Schatz
Director

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Civil Service Commission

Click on a link below to access CSC documentation

- [Overview](#)
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Civil Service Commission 2010

The Commission is comprised of members appointed by the [Board of Supervisors](#). The Commissioners serve four year terms and remain on the Commission until a successor is selected.

 Robert Bergman District 1 Appointee	 Jeannie Nix District 3 Appointee
 Jay Salter District 5 Appointee	 Arthur Chapman President District 2 Appointee
 William Tappan District 4 Appointee	