AGENDA

1. Call to Order / Flag Salute / Roll Call

2. Public Comment Period
   Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.

3. Minutes
   The following draft minutes are submitted for approval:
   a. February 26, 2019
   b. February 27, 2019

4. Request to Approve New Job Specification(s):
   a. Deputy Clerk of the Board


6. Reports
   Commission President
   Commission Counsel
   Commission Outside Counsel
   Commission Secretary

7. Adjournment
Civil Service Commission

Special Session Meeting
Tuesday February 26, 2019
1055 Monterey Street, Suite D-271 San Luis Obispo, CA

Present: President Bergman, Commissioner Ohannesian, Vice President Nix, and Commissioner Nicholson

Staff: Acting Commission Secretary, Jamie Russell
Commission Clerk, Rosa Reyes

Outside Counsel: Steve Simas, Attorney

1. Call to Order / Flag Salute / Roll Call
President Bergman called the meeting to order and led the flag salute. Roll was called. All commissioners were present. (District Three is currently vacant)

2. Public Comment Period
President Bergman asked if there were any members of the public wishing to address the Commission at this time. Seeing none he closed the public comment period.

President Bergman asked that all parties identify themselves for the court reporter before matter went into closed Session. Once parties identified themselves, matter went into Closed Session.

4. Reports:
There were no reports.

5. Adjournment:
President Bergman adjourned the meeting.

* Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.
Civil Service Commission

Regular Meeting
Wednesday, February 27, 2019
1055 Monterey Street, Suite D-271 San Luis Obispo, CA

Present: President Bergman, Commissioner Ohannesian, Commissioner Nix, and Commissioner Nicholson

Staff: Commission Secretary, Tami Douglas-Schatz
Commission Clerk, Rosa Reyes

Counsel: Nina Negrete, County Counsel

Outside Counsel: Steve Simas, Attorney

1. Call to Order / Flag Salute / Roll Call
   President Bergman called the meeting to order and led the flag salute. Roll was called. All commissioners were present. (District Three is currently vacant)

2. Public Comment Period
   President Bergman asked if there were members of the public wishing to address the Commission at this time. Seeing none he closed the public comment period.

3. Minutes
   a. January 23, 2019

   The Commissioners considered the minutes from January 23, 2019. Vice President Nix pointed out a grammatical error on page four, item 9. Vice President Nix moved to approve minutes as amended. Commissioner Ohannesian seconded the motion. Motion passed 4-0-0.

4. Request to Approve New Job Specifications:
   a. Business Systems Analyst

   Mark McKibben, Human Resource Analyst introduced Daniel Milei, Information Technology (IT) Director. Mr. McKibben reminded the Commission in November 2018, the department brought new IT class specifications before the Commission. These new class specifications were a result of a study conducted of IT positions across the County. The Business Systems Analyst position is a result of that same study. Mr. McKibben explained there is a need to have a position that can look at business systems processes and procedures in different departments and apply technology to find efficiencies and solutions to issues departments may be facing. This specification is a more focused position than an IT Project Manager and
Civil Service Commission

the differences between these classifications were discussed. Mr. McKibben and Mr. Milei provided examples of how a Business Systems Analyst's skills could be utilized within a department. Mr. McKibben reported this is a professional level classification.

President Bergman inquired if there was public comment on this agenda item. Seeing none he asked the Commissioners if they had any questions. Commissioners asked clarifying questions regarding supervision and expectations of this position. It was inquired if this position could potentially eliminate classifications. Mr. Milei reported not necessarily with this position but there were positions that would be collapsed into the “general IT family”. Classifications that are identified to be vacated would be brought before the Commission for approval.

President Bergman asked if there was a motion to approve. Commissioner Ohannesian moved to approve and Commissioner Nicholson seconded the motion. Motion passed 4-0-0.


President Bergman asked to move to Item 7 (reports) on the Agenda before going into Closed Session. President Bergman called the meeting into closed session when reports were concluded.


President Bergman reported this item would be considered and matter went into Closed Session.

7. Reports

President Bergman had nothing to report. Nina Negranti advised the Commission she has been permanently assigned as Commission Counsel. Outside Counsel, Steve Simas had nothing to report. Commission Secretary Tami Douglas-Schatz introduced Zachary Lute, Administrative Analyst newly assigned to Human Resources. Mr. Lute promoted from the Veteran’s Services Office.

Mark McKibben confirmed dates for Civil Service Special Hearings. March 6, 2019 was identified for a continuance of Appeal #A18-02 hearing. The following dates were also identified for Special Meetings, March 18th, 19th, April 24th, 25th, May 6th, 7th, 21st, 22nd and June 3rd, 4th, 11th and 12th.
8. Adjournment
   President Bergman adjourned the meeting.

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TO: Civil Service Commission

DATE: March 27, 2019

FROM: Mark Zeltmann, Human Resources Analyst

SUBJECT: New Specification: Deputy Clerk of the Board - Confidential

Department: Administrative Office

Appointing Authority: Wade Horton, County Administrative Officer

RECOMMENDATION:
It is recommended that the Commission approve the proposed Deputy Clerk of the Board – Confidential class specification. The proposed specification would result in a new classification for an existing position currently classified as Clerk-Recorder Assistant IV.

BACKGROUND:
The County’s Clerk of the Board clerical functions are currently performed by two Clerk-Recorder Assistant IV positions under the direction of the elected County Clerk-Recorder who currently serves as the County’s Clerk of the Board. These positions support the Board of Supervisors, Assessment Appeals Board, City Selection Committee, Countywide Oversight Board, San Luis Obispo Financing Authority, and Mobile Home Rent Review Board.

Because the County Administrative Officer (CAO) position works more closely with the Board of Supervisors and is more familiar and involved with its agenda and agenda items, the Clerk of the Board function is transferring from the Clerk-Recorder to the CAO. Along with the
movement of the Clerk of the Board role, the clerical functions of the Clerk of the Board are moving to the Administrative Office.

Clerical functions include but are not limited to receiving and responding to inquiries and requests submitted to the Board of Supervisors; preparing and distributing meeting agendas, agenda addendums, minutes, and accompanying material; coordinating of the appeal process for road improvement fees; planning and coordinating the bid opening and review processes; documenting research for boards, commissions, County Counsel, other County staff, and the public; coordinating and administrating posting, noticing, recording of board and commission vacancies and Statement of Economic Interest (Form 700) filings; and other duties as assigned.

While the Clerk-Recorder’s Office currently provides the primary clerical duties related to the Board of Supervisors’ agenda, the CAO is responsible for setting the agenda and ensuring detailed analysis of agenda items is completed, where appropriate. Further, the CAO has final authority, working with the Chair of the Board of Supervisors, over the agenda's contents and scheduling of agenda items. Therefore, the movement of the previously noted Clerk of the Board functions to the Administrative Office is expected to create efficiencies in the overall processing of the Board of Supervisors agenda.

**DISCUSSION:**

The transfer of the Clerk of the Board duties to the Administrative Office creates the need for a new specification since these duties are currently assigned to the Clerk-Recorder Assistant classification along with duties that are unique to the office of the Clerk-Recorder. Furthermore, incumbents in the new position will have access to information relating to the County’s administration of employer-employee relations. As such they will meet the definition of a Confidential Employee as defined in the Employee Relations Policy (Article I, Section 2, (C)) and therefore must be in a Confidential designated classification.
PROPOSED DEPARTMENT STRUCTURE
The proposed Deputy Clerk of the Board classification will report to the Administrative Services Officer who reports to the Assistant County Administrative Officer.

RESULT
The addition of the proposed Deputy Clerk of the Board – Confidential specification will result in a document that accurately describes the purpose, essential functions, primary duties, and employment standards of the position. As such, the proposed specification will enable effective recruitment, compensation management, performance management, and succession planning. A Confidential designated classification also allows for confidential administration of matters that relating to the County's management of employer-employee relations.

OTHER AGENCY INVOLVEMENT:
The Administrative Office has been involved in creation of the proposed specification and concur with the specification as proposed.

Attachments:
1. Deputy Clerk of the Board Specification - proposed
2. Clerk-Recorder Assistant Class Series Specification - current
3. County Organizational Chart - current
4. Administrative Office Organizational Chart – current
5. Administrative Office Organizational Chart – proposed
HUMAN RESOURCES DEPARTMENT
County of San Luis Obispo

Deputy Clerk of the Board – Confidential

DEFINITION:
Under general supervision, performs specialized clerical and administrative duties in support of the Board of Supervisors, Assessment Appeals Board, and other boards, commissions, or committees; may act as a lead worker.

Employees in this Confidential classification contribute to the development or implementation of the County's employee relations policies and/or in the course of their duties have access to information relating to the County's administration of employer-employee relations. Under State law and the County Employee Relations Policy, Confidential employees have different rights of representation than those of other non-management employees.

DISTINGUISHING CHARACTERISTICS:
The Deputy Clerk of the Board is expected to have specific knowledge of the functions, policies and procedures of all Clerk of the Board related activities. Applies substantial initiative and independent judgment and action in the support of the Clerk of the Board and serves as a technical subject matter expert for other staff. Assists in the development and implementation of policies and procedures, and/or may lead, train, coach, and review the work of clerical staff. Successful performance requires a high degree of initiative, independent judgement, tact and discretion in dealing with elected officials, county staff at all levels, representatives from outside organizations, and the public.

REPRESENTATIVE DUTIES:
(Not in order of importance)
- Performs a variety of complex and sensitive clerical and secretarial duties for the Board of Supervisors, Assessment Appeals Board, and other applicable boards or commissions.
- May perform in a lead capacity over clerical or administrative staff. Lead responsibilities include, assigning, organizing, coordinating and work; setting priorities and following up to
provide direction and ensure completion; training; assisting with hiring and performance evaluation.

- Receives, investigates, and responds to inquiries and requests from County staff, media, public, and other agencies; serves as a liaison between board/commission chairs and other board members/commissioners, County staff, other organizations and agencies, and the public; refers matters to County Counsel and other County staff or outside resources as appropriate; communicates with County management and County Counsel on issues that may require policy or legal direction; facilitates and ensures timely responses.

- Coordinates and may perform the work assigned to receiving and processing claims, complaints, and court-related litigation documents.

- Keeps informed of new legislation and regulations affecting the duties of the Clerk of the Board and recommends procedural changes when necessary to comply with mandated changes. Interprets and applies rules, regulations, policies and procedures related to all functions of the Clerk of the Board and advises the Board of Supervisors, Clerk of the Board, and the public in matters related to policies, systems, procedures, and administrative systems related to associated with the Board of Supervisors and other boards and commissions.

- Prepares, assembles, and distributes meeting agendas, agenda addendums, minutes, and accompanying material that comply with the Brown Act and County policies and procedures; assigns and tracks all ordinance and resolution numbers; reviews board agenda items for accuracy and completeness.

- Prepares and distributes meeting outlines for the Chairperson to help ensure that meetings follow procedures and protocols; meets with the Chairperson and their Legislative Assistance as needed to review procedures and protocols.

- Coordinates and may perform the work assigned to the review and preparation of legal notices for Board/Commissions to comply with legal requirements and timing restrictions.

- Sets up and tests computer, audio, and video systems prior to meetings; coordinates technical resource as needed; assists public and staff with preparing/uploading presentation materials.

- Attends board or commission meetings as assigned by the Clerk of the Board; prepares accurate action minutes/entries reflecting Board actions for permanent records and required publication; records and publishes minutes and audio/video livestream for applicable Boards.
and Commissions; provides administrative and technical assistance to staff and/or the public during the meetings.

- Archives meeting minutes, documents, materials, audio, and video in the appropriate systems according to protocol.
- Maintains County Code of Ordinances as adopted by the Board of Supervisors; ensures maintenance process complies with law.
- Coordinates the bid process, including preparing and publishing bid opening legal notices, scheduling bid submittals and openings, receiving and announcing bids, coordinating completion of contract documents; ensures that the bid process follows public bidding requirements.
- Coordinates and administers responses to requests for records pursuant to the Public Records Request Act. Prepares and compiles administrative records upon request for legal actions against a Board or Commission pursuant to applicable laws and regulations.
- In conjunction with County IT staff and systems, configures and updates board and commission related systems; coordinates maintenance and performs testing; monitors changes in regulations and technology that may affect operations; documents systems instructions and provides training and support to the public and County staff.
- Coordinates the maintenance of records of board and commission members, referred to as Maddy Book, including vacancy postings and appointments according to policy and protocol; prepares and administers oaths of office.
- Coordinates and administers Statement of Economic Interest (Form 700) filings and Biennial Conflict of Interest Codes process; ensures that staff are provided timely notification and instructions; updates associated systems as needed.
- Administers and coordinates the work assigned to proper maintenance and recording of records including resolutions, contracts, agreements, maps, appointments to boards and commissions and committees, surety releases, and other related documents; ensures proper distribution of Board actions and completed business to the public, media, agencies and county staff.
- Coordinates and may perform the work assigned to scheduling, preparing, and distributing correspondence regarding a Board related item or action, including assembling of necessary materials for attachment to Board items.
• Coordinates and may perform the work assigned to maintaining the Assessment Appeals databases and application acceptance processes.
• Establishes and maintains a variety of complex files and records.
• Performs other related duties as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Applicable Federal, State, and local laws, rules, regulations, ordinances, and policies and procedures relevant to assigned areas of responsibility, including but not limited to the Public Records Request Act, the Brown Act, and Fair Political Practices Commission
- Services, programs, and functions of appointed and elected commissions and boards
- The functions, timetables, workload, and priority of the commissioners or board members served
- Organization and procedures of County government
- Legal terminology, forms, procedures, and rules governing the operation of public commissions and boards and public meetings
- Clerking procedures and standards
- Short-hand or speed writing
- Work practices to develop reference materials, procedures, and guidelines
- Professional standards for verbal and written communication
- Interpersonal skills using tact, patience, and courtesy
- General office procedures, practices, equipment and filing systems
- Basic mathematics including fractions and percentages
- Basic personal computer usage and common software, including word processing, spreadsheet, calendar, and email

Ability to:

- Plan, coordinate, and facilitate public events
- Prepare minutes of public commission or board meetings that summarize motions presented and actions taken that comply with the Brown Act
• Coordinate the submittal of a variety of information such as resolutions and reports to be heard by a commission, board, or the Board of Supervisors
• Advise commissioners or board members on County routines, procedures, or practices and on compliance with public meeting laws
• Select, understand, and apply regulations, rules, procedures, related to a variety of administrative support and operational work functions as they relate to independent commission or board operations and activities
• Answer procedural, factual, and semi-technical questions related to programs or functions
• Navigate politically sensitive topics and emotionally charged matters
• Exercise discretion and good judgment in coordinating and performing work assigned
• Initiate and prioritize projects and duties; perform a variety of work under pressure due to competing demands with time constraints
• Initiate and maintain vendor relations and monitor vendors
• Screen and prioritize requests received and refer matters to County or outside resources where appropriate
• Communicate effectively both verbally and in writing in a manner that is appropriate for the audience
• Develop and maintain effective working relationships with members of commissions or boards, public officials, County staff, media, representatives of community agencies, and the public
• Safeguard sensitive and controversial materials or contents of closed or sealed meetings
• Prepare staff reports for Board approval of minutes and items set for destruction
• Plan, direct, manage and oversee the work of staff
• Perform a variety of complex administrative assistance assignments related to the Clerk of the Board functions
• Organize, prioritize and schedule workloads to meet strict deadlines
• Layout and format documents and correspondence
• Analyze problems, identify alternative solutions and implement recommendations in support of goals upon review and approval of the Clerk of the Board
• Maintain various computer logs/software for Board adopted documents
EDUCATION AND EXPERIENCE:
A combination of education, training and experience which could provide the required knowledge and abilities listed. This may include:

Four (4) years increasingly responsible clerical and administrative experience, including two years of experience organizing meetings and recording and processing meeting minutes, resolutions and ordinances, interacting with the public, and working with representatives of various levels from other agencies or organizations.

LICENSES AND CERTIFICATES:
Certified Clerk of the Board (CCB) or Certified City Clerk (CCC) certification is desirable.

Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be maintained throughout employment.

SPECIAL SUBCLASS RECRUITMENT:
This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 00-00-00
HUMAN RESOURCES DEPARTMENT
San Luis Obispo County

CLERK-RECORDER ASSISTANT IV

DEFINITION:
Under direction of the division manager, acts as a lead worker in the Clerk-Recorder Assistant series and performs the more complex, difficult work of the division requiring analytical skills, initiative and independent work skills; assists in supervising and directing a section of the Clerk-Recorder's Office; acts for the division manager in his or her absence; does other related work as required.

REPRESENTATIVE DUTIES:
(Not in order of importance)

ELECTIONS DIVISION: Responsible for the coordination and training of poll workers for each election; coordination of and review of the annual conflict of interest filing for all officers; coordinates voter outreach program; prepares statistical reports for Secretary of State; assists in researching and developing computer programs relating to tracking poll workers and filings; researches regulations and laws; assists in developing and writing procedures and manuals; assists in testing new mainframe programs and trains elections staff on use of mainframe and PC programs; may assist in the preparation of employee evaluations; assists in directing and/or coordinating the work of Clerk-Recorder Assistants and temporary election staff; act for the Chief Deputy Registrar of Voters in his/her absence.

CHIEF DEPUTY CLERK OF THE BOARD: Attends meetings of the Board of Supervisors and other official boards, takes minutes on all discussion and motion; advises board on hearing dates; prepares and maintains resolutions and ordinances, legal notices of hearings for publications and forwards them to newspapers and other media; distributes required copies of board proceedings to County Departments, newspapers and other applicable governmental agencies, assists with County Clerk duties, answers inquiries from the public; researches regulations and laws; assists in developing and writing procedures and manuals; assists in testing new programs and trains staff on use of mainframe and PC programs; may assist in the preparation of employee evaluations; assists in directing and/or coordinating the work of Clerk-Recorder Assistants; acts for the Chief Deputy Clerk of the Board in his/her absence.

RECORDER DIVISION: Acts as the lead document examiner; performs the more complex processing of legal documents and records relating to land and vital statistics including the review, receipt and index creation and maintenance, provides assistance and answers questions regarding the completion and processing of property documents and vital statistics information, responds to public inquiries, assist with public access to County Recorder records, assists in work coordination and monitoring, acts as a resource to other staff members regarding documentation and/or procedural issues, as an information source for inquiries not requiring the division manager=s attention, assists in training of staff regarding document examination and indexing standards, prepares correspondence and supporting documentation; assists in the evaluation of section procedures; recommends and implements improvements; assists in development and maintenance of procedure manuals; assists in researching and developing computer programs relating to recording and imaging recordable documents; researches regulations and laws; assists in developing and writing procedure manuals; assists in testing new mainframe programs and trains Recorder staff on use of mainframe and PC programs; may assist in the preparation of employee evaluations; assists in directing and/or coordinating the work of Clerk-Recorder Assistants; acts for the Chief Deputy Recorder in his/her absence.

EMPLOYMENT STANDARDS:
**Knowledge of:**

**APPLICABLE TO ALL DIVISIONS:** State laws pertaining to the County Clerk-Recorder’s Office; techniques and practices of effective supervision and office management; governmental accounting; automated office equipment and word processing software programs.

**DIVISION SPECIFIC:**

**ELECTIONS:** State election laws and laws pertaining to conflict of interest filings.

**CLERK OF THE BOARD:** State Codes, County ordinances and regulations governing the function and operation of the Chief Deputy Clerk of the Board; clerking procedures and standards; and shorthand or speed-writing.

**RECORDER:** State Codes, County ordinances and regulations governing the function and operation of the Recorder division.

**Ability to:**

**APPLICABLE TO ALL DIVISIONS:** Plan, organize and direct the work of staff; prepare proper and concise correspondence and reports; learn to operate automated office equipment and job specific software; type accurately; conduct system analysis for new software programs; establish and maintain cooperative working relationships with other officials, employees and the public; understand and apply government codes and laws; work independently.

**DIVISION SPECIFIC:**

**ELECTIONS:** Recruit, train and maintain a pool of efficient election workers.

**CHIEF DEPUTY CLERK OF THE BOARD:** Follow Board proceedings and keep accurate minutes.

**EDUCATION AND EXPERIENCE:**

**EITHER A:** Three years of increasingly responsible clerical experience, including the specialized experience according to the Division in which the vacancy exists as follows:

**ELECTIONS:** Two years of the experience must have involved the processing of elections materials.

**CHIEF DEPUTY CLERK OF THE BOARD:** Two years of the experience must have involved the responsibility for recording and processing minutes of official boards or commissions.

**RECORDER:** Two years of the experience must have involved recordation of documents.

**Or B:** One year of experience as a Clerk-Recorder Assistant III or equivalent classification.

Possession of a Certificate of Proficiency in Secretarial or Clerical Studies or its equivalent or a Certificate of Paralegal Studies from an accredited institution may be substituted for one year of the non-divisional specific experience.

**OTHER CONDITIONS OF EMPLOYMENT:**
This classification requires that incumbents may work irregular hours when clerking for Board meetings, during elections or assisting in other divisions of the office.

**SPECIAL SUBCLASS RECRUITMENT:**

P:\2_HR_Services\Classification\Specs\ANALYST WORKING DOCUMENTS\A-C\Clerk of the Board\docs for CSC\attachment 2 - CLERK-RECORDER ASSISTANT IV spec_current.doc
This class specification generally describes the duties and responsibilities characteristic of the positions(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 03-24-99