AGENDA

Mailing Address:  
Civil Service Commission Clerk  
1055 Monterey St. Suite D-250  
San Luis Obispo, CA 93408

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. May 26, 2021  
   b. August 4, 2021

4. Resolution Recognizing Commissioner Erwin Ohannesian

5. Request to Approve CSC Regular Meeting Schedule for 2022

6. Receive and File: Annual Report Fiscal Year 20/21
7. Request to Approve New Job Specification(s):
   a. Library Maintenance Worker
   b. Custodial Operation Manager

8. Request to Approve Revised Job Specification(s):
   a. Building Maintenance Manager
   b. Supervising Custodian
   c. Sheriff's Forensic Specialist
   d. Sheriff's Forensic Laboratory Specialist

9. Reports
   Commission President
   Commission Counsel
   Commission Outside Counsel
   Commission Secretary

10. Public Comment on Closed Session Items
    Members of the public wishing to address the Civil Service Commission on Closed Session matters agendized here may do so when recognized by the President. Presentations are limited to three minutes per individual.


12. Closed Session: CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION
    (Government Code Section 54956.9(a)) – Formally initiated: Luther v. County of San Luis Obispo Civil Service Commission, San Luis Obispo Superior Court Case Numbers 19CV-0713 and 20CV-0524.

13. Adjournment
1. **Call to Order/Flag Salute/Roll Call**

   Commissioner Nicholson called the meeting to order at 9:01 a.m. and led the flag salute. Roll was called.

   President Nix – Absent  
   Vice President Nicholson – Present  
   Commissioner Bergman – Present  
   Commissioner Baltodano – Present  
   Commissioner Ohannesian - Absent

2. **Public Comment Period**

   Commissioner Nicholson asked if there were any members of the public wishing to address the commission on matters not on the agenda. There was no public comment.

3. **Minutes**

   No Quorum of commissioners present to approve the minutes from the 4/28/2021 meeting. This will be tabled and presented at the next meeting.
4. **Request to Approve New Job Specification(s):**
   a. Deputy Director-Information Technology

   Mark Zeltmann, Principal HR Analyst, introduced Daniel Milei, Director of Information Technology. Recommendation to approve two new classifications for the I.T. Department and revising the existing I.T. Manager classification. Mr. Zeltmann pointed out a correction on page 4a.007 – line 57 – it is redundant as language in line 60 addresses the issue. This job Specification is designed to help the I.T. Director run the department, execute its mission and be responsible to resolve complex issues, research and develop strategies, planning, resource allocation and budgeting. This position is expected to improve operations, increase speed of delivery, increase technical changes and better secure technology assets. The I.T. Department does not currently have Assistant Director or Deputy Director positions in its organizational structure. Mr. Milei introduced himself to the commission and explained the structure of the I.T. Department is behind the times and should be updated to keep up with changing times and technological challenges. Mark McKibben, Principal HR Analyst, spoke to give perspective that the Information Technology Department was created when it was broken away from the General Services Agency and created as its own entity in 2014. Commissioner Bergman asked about the org chart showing three Deputy Directors. Mr. Milei explained that the managers of five departments currently report to him. Commissioner Bergman referred to page 4a.009, line 95, requesting the word “may” be changed to “shall.” Commissioner Baltodano asked if Mr. Milei sees a problem with changing the language. Mr. Milei answered that there is a probation cycle and if there are issues, the probation cycle will address this. At this level, it will most likely be an executive with significant experience. Commissioner Baltodano referred to an upcoming agenda item, Information Technology Manager, page 5a.007, line 63 which states: “Work effectively and maintain positive working relationships with others, including those of diverse perspectives and possess strong interpersonal skills such as listening, speaking, advisory, mediation, reconciliation, and consensus building.” Since this position is dealing with supervision at higher levels, she asked if this language would be helpful in the current position we are looking at now (item 4a)? Mr. Milei replied it is helpful and agreed it is a great recommendation. Mr. Zeltmann stated he will move that bullet point to page 4a.001 line 85-86. Commissioner Baltodano said that will be the same recommendation for upcoming item 4b as well. There were no further questions.

   Public comments were from Ms. Schultz, SLOCEA, who stated this was an example of a top-heavy structure, and there are too many directors. No further public comments. Mr. McKibben stated the I.T. department is made up of many unrepresented professional positions. Commissioner Nicholson asked how many personnel are in the union versus not. Mr. Milei replied about 20 of the 86 employees are not represented, and that they are not hiring new people, just putting people in the right spot. Mr. McKibben pointed out the organizational structure of the department is up to the Board of Supervisors. Commissioner Bergman
Civil Service Commission

Motioned to approve the Job Specification as amended, changing the word “may” to “shall”, Commissioner Baltodano confirmed the new bullet point will be added, once confirmed, seconded the motion, Commissioner Nicholson called for the vote, motion carried 3-0-2.

b. Chief Information Security Officer

Mr. Zeltmann spoke on the request to approve the second Job Classification of Chief Information Security Officer. This position will be responsible for managing the county’s information security program, including the development and management of administrative controls and the acquisition and implementation of technical controls that impact all county departments. Mr. Zeltmann illustrated that the county is increasingly at risk of hackers and other bad actors. The addition of this class will enable the I.T. Department to attract and retain employees capable of developing and maintaining systems & programs to protect the county’s systems and assets. Mr. Milei spoke about the need for security and integrity in our systems, interacting with other agencies such as the FBI. Commissioner Baltodano asked about 4b.001, line 22, indicating the verbiage should be: “...Board of Supervisors, and...”. Mr. Zeltmann said he will make that change. Commissioner Baltodano also suggested 4b.003 line 62 should read: “...negative findings, the information security...” and on page 4b.005 line 143 if changing the word “may” to “shall” will Commissioner Bergman be comfortable with that. Mr. Milei suggested the word “shall” should be placed in the verbiage for consistency. sword “and”. Commissioner Bergman recommended to change the word “may” to “shall” on line 143. Mr. Milei clarified they are eliminating one position to create this one, not adding more positions, it is really a change in job title. Commissioner Baltodano made a motion to approve the new job specification with the above-mentioned amendments, Commissioner Bergman seconded the motion, Commissioner Nicholson called for a vote, the motion carried 3-0-2.

5. Request to Approve Revised Job Specification(s):

a. Information Technology Manager

Mr. Zeltmann discussed the existing job specification has become out of date since it was introduced in 2002 and revised in 2007. The proposed revisions updating the Distinguishing characteristics reflect the introduction of the new Deputy Director positions. Mr. Milei expressed the changes in the work requirements over the past years in this field. Commissioner Baltodano asked for clarification in the Distinguishing Characteristics. Commissioner Bergman referred to page 5a.003 line 79 and asked if there was any problem with changing the word “may” to “shall” in this specification. Mr. Milei expressed this one would be better left with the word “may” left as is. Commissioner Nicholson asked if there were any
Civil Service Commission

public comments, none were made. Commissioner Bergman made a motion to accept the job specification with the amendment to correct the few typographical errors, Commissioner Baltodano seconded the motion, Commissioner Nicholson called for a vote, the motion carried 3-0-2.

6. Reports

Commission President – Vice President Nicholson – nothing to report.
Commission Counsel – nothing to report.
Commission Outside Counsel – nothing to report.
Commission Secretary – Acting Secretary Mr. McKibben reported on grievances and appeals. Two are working through the process within the HR department and staff are confident those will be resolved without the need for a hearing before the Commission. Mr. McKibben brought up the Rule Update Committee, there is a sub-committee that HR works with as we go through the negotiations with union representatives. The timeline is to bring the final rule updates to the commission in December to have tentative agreements before going back into negotiations with SLOCEA in January. It was confirmed that the commission had appointed Commissioners Nix and Baltodano to the sub-committee.

7. Public Comment on Closed Session Items

Members of the public wishing to address the Civil Service Commission on Closed Session matters agendized here may do so when recognized by the President. Presentations are limited to three minutes per individual.

8. Closed Session

CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION (Government Code Section 54956.9(a)) – Formally initiated: Luther v. County of San Luis Obispo Civil Service Commission, San Luis Obispo Superior Court Case Number 20CV-0524. Nothing to report.

9. Adjournment

Commissioner Nicholson 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.
1. Call to Order/Flag Salute/Roll Call

President Nix called the meeting to order at 10:00 a.m. and led the flag salute. Roll was called. Commission Vice President Jed Nicholson and Commissioner Erwin Ohannesian were absent.

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. There were no public comments.

3. Minutes

The following draft minutes are submitted for approval:

a. April 28, 2021
Civil Service Commission

The minutes for April 28, 2021, were considered. Commissioner Baltodano suggested a few grammatical changes. Commissioner Baltodano made a motion to approve the minutes with changes to item #3, Commissioner Bergman seconded the motion. Motion carried 3-0-2.

b. May 26, 2021

The minutes for May 26, 2021, were considered. It was agreed that these minutes will be continued to the next meeting when Commissioner Nicholson is present for approval.

c. June 23, 2021

The minutes for June 23, 2021, were considered. It was agreed that the minutes for June 23, 2021, and July 28, 2021, would be received and filed without vote. Hearing no objection, the minutes for June 23, 2021, and July 28, 2021, were accepted for filing.

d. July 28, 2021

The minutes for July 28, 2021, were accepted and filed as stated in item #3c above.

4. Request to Approve New Job Specification(s):

a. Auditor Controller, Treasurer, Tax Collector Deputies

Teresa McCarthy White, Human Resources Analyst introduced James Hamilton, Auditor-Controller-Treasurer-Tax Collector-Public Administrator. The recommendation is to approve the new classification specification for the Deputy Director as proposed. There were no public comments on this item. After discussion, Commissioner Bergman motioned to approve the New Job Specifications with minor changes to the language as suggested by Commissioner Baltodano, Commissioner Baltodano seconded the motion, motion carried 3-0-2.

5. Request to Approve Revised Job Specification(s):

a. Correctional Technician I/II/III

Teresa McCarthy White, Human Resources Analyst introduced Undersheriff James Voge, and Taj D'Entremont, Human Resources Analyst. The recommendation is to approve the updates as proposed to allow for a broader applicant pool for this position. There were no public comments on this item. After discussion, Commissioner Baltodano motioned to accept the recommendations as amended with changes as discussed, Commissioner Bergman seconded the motion, motion carried 3-0-2.
6. Reports

Commission President: No report
Commission Counsel: No report
Commission Outside Counsel: No report – not in attendance

Commission Secretary: Commission Secretary, Tami Douglas-Schatz, Human Resources Director, introduced Chrystal Pope, who is replacing Chip Spence. Chip started in a different department and will be missed. Tami brought to the commission that there will need to be a hearing item scheduled in November, the meeting date to be determined in the near future.

7. Adjournment

President Nix adjourned the meeting at 10:46 a.m.

*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.*
Regular monthly meetings are held on the 4th Wednesday of the month at 9:00 A.M. at 1055 Monterey Street, Suite D-271 San Luis Obispo, CA

January 26, 2022
February 23, 2022
March 23, 2022
April 27, 2022
May 25, 2022
June 22, 2022
July 27, 2022
August 24, 2022
September 28, 2022
October 26, 2022
*November 16, 2022
*December 21, 2022

*Adjusted due to holiday

Note: If extenuating circumstances arise, following prior authorization from the Commission President and with compliance to the Brown Act, the meeting date/time/location may change.
INTRODUCTION

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 and advise the Commission upon civil service matters.

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.

COUNTY CODE: TITLE 2 – ADMINISTRATION AND PERSONNEL
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. Click through the chapter sections below to view the County Code.

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.
GRIEVANCES, APPEALS AND LITIGATION

The Commission’s rules outline the procedure for resolving employment disputes prior to requesting a hearing. Four hearings from FY 19/20 were carried over into FY 20/21. *Indicates departmental/divisional reorganization

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GRIEVANCES, APPEALS AND LITIGATION

GRIEVANCES AND APPEALS FILED BY TYPE

GRIEVANCES AND APPEALS FILED BY FISCAL YEAR

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PENDING LITIGATION

There is one litigation matter pending.
COMMISSION MEETINGS

SCHEDULED MEETINGS
The Civil Service Commission held a total of ten (10) meetings during FY20/21. Eight (8) of those meetings were Regular Session and two (2) were Special Session. Of the ten (10) meetings held, six (6) included closed sessions. The closed sessions were to discuss/deliberate or hear grievance/appeal matters.

- July 13, 2020 Special Session
- July 14, 2020 Special Session
- July 22, 2020 Regular Session
- August 26, 2020 Regular Session
- September 23, 2020 Regular Session Cancelled
- October 28, 2020 Regular Session
- November 19, 2020 Regular Session Cancelled
- November 20, 2020, Special Session Cancelled
- December 16, 2020 Regular Session Cancelled
- January 27, 2021 Regular Session*
- February 24, 2021 Regular Session Cancelled
- March 24, 2021 Regular Session
- April 28, 2020 Regular Session
- May 26, 2021 Regular Session
- June 23, 2021 Regular Session

*adjourned meeting until February 10, 2021

COMMISSION HIGHLIGHTS

- Jeannie Nix, District Four, was elected President on January 27, 2021.
- John E. D. Nicholson, District One, was elected Vice President on January 27, 2021.
- The Civil Service Commission successfully adapted to unprecedented times, hosting meetings virtually for a portion of the FY20-21 through the COVID-19 pandemic.
- The Commission approved 10 new job specifications and 18 revised job specifications.
- The Commission additionally approved the revision of 26 job classes related to Assembly Bill 846 for Peace Officers.
CLASS SPECIFICATION ACTIVITY

CLASS SPECIFICATIONS

Classification specifications are the foundation of the County's job classification and compensation systems. There were sixty-five and one-half (65.50) FTE existing positions impacted by classification revisions in FY20/21. There was one (1.0) FTE temporarily revised.

REVISED SPECIFICATIONS

- AGRICULTURAL INSPECTOR/BIOLOGIST I
- AGRICULTURAL INSPECTOR/BIOLOGIST II
- DEPUTY CLERK OF THE BOARD
- DEPUTY DIRECTOR – HEALTH AGENCY
- DISTRICT ATTORNEY INVESTIGATOR I
- DISTRICT ATTORNEY INVESTIGATOR II
- DISTRICT ATTORNEY INVESTIGATOR III
- SUPERVISING DISTRICT ATTORNEY INVESTIGATOR
- CHIEF DISTRICT ATTORNEY INVESTIGATOR
- INFORMATION TECHNOLOGY MANAGER
- LABORATORY ASSISTANT I
- LABORATORY ASSISTANT II
- VICTIM ADVOCATE I
- VICTIM ADVOCATE II
- VICTIM ADVOCATE III
- VICTIM WITNESS SUPERVISOR
- WEIGHTS & MEASURES INSPECTOR I
- WEIGHTS & MEASURES INSPECTOR II
- WEIGHTS & MEASURES INSPECTOR III

NEW SPECIFICATIONS

- ASSISTANT DEPUTY CLERK OF THE BOARD
- CHIEF INFORMATION SECURITY OFFICER
- DEPUTY DIRECTOR – INFORMATION TECHNOLOGY
- DEPARTMENTAL INFORMATION TECHNOLOGY MANAGER
- FORENSIC AUTOPSY TECHNICIAN
- PUBLIC INFORMATION SPECIALIST I
- PUBLIC INFORMATION SPECIALIST II
- PUBLIC INFORMATION SPECIALIST III
- WITNESS COORDINATOR
- SUPERVISING AGRICULTURAL/WEIGHTS & MEASURES INSPECTOR

TEMPORARILY REVISED SPECIFICATIONS

- PUBLIC HEALTH LAB MANAGER

ASSEMBLY BILL 846

MANDATED PEACE OFFICER CLASS SPECIFICATION UPDATE

The Human Resources Department identified and updated 26 job classes that were subject to the mandated change per Assembly Bill 846. The Assembly Bill requires that language in peace officer job specifications be updated to deemphasize references to paramilitary-type descriptions, include language that is more supportive of community interactions and a requirement of POST (Police Officer Standards and Training) pre-employment psychological evaluation testing. Rather than follow the typical class specification update process, HR proposed that the CSC authorize staff to update the class specifications through the administrative process as presented on March 24, 2021.
RECRUITMENT ACTIVITY

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.

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<tr>
<th>Application Summary</th>
<th>FY 20/21</th>
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<tr>
<td>Applications</td>
<td>10,631</td>
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<td>Recruits</td>
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**Recruits by Category**

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<th>Category</th>
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**Recruits by Type**

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**Hiring Activity**

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<td>313</td>
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<tr>
<td>Temporary, Students, Seasonals &amp; Others</td>
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<td>212</td>
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**Notable Changes Over Prior Year**

- Total Recruits: +17.17%
- Open Recruits: +10.38%
- Total Hires: -7.24%
RECRUITMENT ACTIVITY CONTINUED

The opened number of requisitions (requests to fill vacant positions) has increased 68% from FY 17-18 to FY 20-21.
While not a legal mandate, the County collects data on race and gender to identify groups which may be underrepresented in County employment as part of the Equal Opportunity plan.

### RACE

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<th>AMER INDIAN OR ALASKAN NATIVE</th>
<th>ASIAN</th>
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<tr>
<td><strong>County Workforce</strong></td>
<td>FY 19-20</td>
<td>70.00%</td>
<td>19.22%</td>
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1. EEO Category combined Asian and Native Hawaiian/Pacific Islander

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6a.009
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STAFF TO THE CIVIL SERVICE COMMISSION
Tami Douglas-Schatz, Human Resources Director, Commission Secretary
Nina Negranti, Assistant County Counsel, Commission Counsel
Steve Simas, Outside Counsel
Rosa Reyes, Commission Clerk
Michael Milby, Commission Clerk

John E.D. Nicholson, Vice President
District One

Erwin Ohannesian, Commissioner
District Two

Erica Flores Baltodano, Commissioner
District Three

Jeannie Nix, President
District Four

Robert Bergan, Commissioner
District Five
TO: Civil Service Commission

DATE: November 17, 2021

FROM: Teresa McCarthy White, Human Resources Analyst

SUBJECT: New Classification: Library Maintenance Worker

Department: San Luis Obispo Public Libraries

Appointing Authority: Christopher Barnickel, Library Director

RECOMMENDATION

It is recommended that the Commission approve the new Library Maintenance Worker classification and specification as proposed. The proposed specification will allow for proper classification of the Library’s current incumbent performing maintenance duties.

BACKGROUND

The County of San Luis Obispo Public Libraries mission is to connect the community to knowledge, culture, and creativity through exceptional service. The Library offers circulation of books, magazines, newspapers, government and special publications, and downloadable media of all types. There are branches in fourteen locations throughout the County, with a service area that extends over three thousand square miles.
The existing Facilities Maintenance Mechanic (FMM) I/II/III classification is currently utilized by the internal services division of the Department of Public Works for employees who perform a broad variety of carpentry, electrical, plumbing, and mechanical work in the maintenance and repair of County buildings. Additionally, there is a separate classification for Airports Maintenance Workers (AMW) who perform a wide variety of unskilled and semi-skilled duties in facilities and grounds maintenance at the County Airport. This separate classification was created at the same time as the FMM classification in 2000 and distinguished from the FMMs as AMWs are required to perform Federal Aviation Administration Part 139 airside inspections and unlike FMMs, are not required to perform skilled trades work such as electrical or plumbing.

**DISCUSSION**

Generally, when something needs to be repaired in a County facility, the department submits a work order to Public Works, and they assign the project to the FMMs. Once the repairs or work is completed, the department is billed by Public Works for the service. However, due to the frequent use by members of the public, the Library requires a higher-than-average amount of repairs and installations. For this reason, as well as the number of locations in a vast service area, the Library has had a department employee assigned to perform the minor maintenance work and contracts out the larger and more complex projects to Public Works.

The primary responsibilities for the new Library Maintenance Worker position include general maintenance work such as installing displays, fixing end panels, and installing and removing shelving for the fourteen branches. Other duties include assembling and repairing Library equipment, mounting fixtures, coordinating with vendors, and maintaining the department’s storage facility and inventory supply of shelving, furniture, and moving equipment. Projects that are more complex or require additional manpower will continue to be contracted out by the Library department to the Facility Maintenance Mechanics in the Public Works Department. This includes electrical and plumbing work or large paint projects, which the position will submit the
work orders for and coordinate with the Public Works Department on. This position will also coordinate with other internal and external vendors including movers and furniture installation companies.

**RESULT**

The proposed Library Maintenance Worker specification will accurately describe the duties and requirements of the position to potential applicants thus enabling the County to better attract candidates who are qualified. In addition, expectations for current employees will be clarified, and the specification will be used as a basis for classification, compensation, and performance management.

**OTHER AGENCY INVOLVEMENT**

The Library and SLOCEA were involved in the development of the proposed classification and concur with the specification as proposed.

**Attachments:**

1. Proposed Library Maintenance Worker Classification Specification
2. Organization Chart
LIBRARY MAINTENANCE WORKER

DEFINITION:
Under general supervision, performs unskilled and semi-skilled building, grounds, and equipment maintenance and repairs for the County of San Luis Obispo Library branches.

DISTINGUISHING CHARACTERISTICS:
This class is distinguished from the Facility Maintenance Mechanic classification series in that the Maintenance Mechanics perform work that requires knowledge of a major skilled area, such as electrical, HVAC, or plumbing.

REPRESENTATIVE DUTIES:
(Not in order of importance)
• Performs basic maintenance and repair of the Library buildings and grounds.
• Transports, assembles, maintains, and repairs library equipment such as furniture, shelving, and book carts.
• Uses a variety of hand and power tools in the performance of work.
• Hangs bulletin boards, clocks, pictures, and fixtures.
• Assists branches with special facilities projects as needed.
• Contacts vendors and acts as intermediary as needed to obtain estimates and/or oversees work being performed, as directed.
• Maintains surplus inventory and storage.
• Prepares surfaces for painting and applies flat and finishing coats of paints.
• Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:
• Proper use of tools and equipment used for minor maintenance and repairs
• Basic safety practices commonly used in maintenance work
• Proper telephone and interpersonal etiquette
• Current computer applications and office equipment
• Time management principals

Ability to:
• Follow verbal and written directions
• Perform general maintenance work efficiently and safely
• Follow basic safety policies and procedures
• Accurately complete simple report forms
• Perform basic arithmetic calculations
• Drive various motorized equipment safely
• Communicate effectively verbally and in writing
• Maintain focus while working individually

EDUCATION AND EXPERIENCE:
A combination of education, training and experience which could provide the required knowledge and abilities listed. This may include:

Graduation from high school or a GED equivalent,

AND;

One year of paid work experience performing building and grounds maintenance services.

LICENSES AND CERTIFICATES:
A valid driver license is required at the time of application. A valid CALIFORNIA driver license is required at the time of appointment and must be maintained throughout employment.
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 employment standards, duties, or working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 00-00-00
BOS Approved: 00-00-00
Revised: 00-00-00
Library Facilities

Proposed Organizational Chart

Library Director

Facilities & Fleet Manager
(Program Manager II)

(New)
Library Maintenance Worker
TO: Civil Service Commission

DATE: November 17, 2021

FROM: Teresa McCarthy White, Human Resources Analyst

SUBJECT: New Classification: Custodial Operations Manager

Revised Classifications: Building Maintenance Superintendent

Department: Public Works

Appointing Authority: John Diodati, Public Works Director

RECOMMENDATION

It is recommended that the Commission approve the new Custodial Operations Manager classification and specification as proposed as well as the revisions to the existing Building Maintenance Superintendent and Supervising Custodian specifications. The proposed new specification will allow for proper classification of the position responsible for the County's custodial operations.

BACKGROUND

The Facilities Management Divisions of Public Works are responsible for providing cost effective, functional, and safe facilities for the County's workforce and community members accessing services. The division is comprised of five units; Administrative and Fiscal, Custodial, Maintenance, Utilities, and Planning/Architectural services. The Custodial Unit is comprised of 27 employees responsible for ensuring the cleanliness of roughly 980,00 square feet across 71 facilities throughout the County. The Maintenance Unit is comprised of 21 employees who perform a broad variety of carpentry, electrical, plumbing, and mechanical work in the maintenance and repair of 258 County facilities, spanning 1.7 million square feet.

DISCUSSION
The County currently utilizes the Building Maintenance Superintendent classification for two positions; the position responsible for organizing and directing the operations and activities related to the maintenance and repair of County buildings, facilities, and equipment and the position who performs similar duties related to the cleanliness of County buildings. Successful performance in the position related facility maintenance requires specific experience in skilled building trades work to ensure compliant, proper, and safe protocol and product. It is recommended the minimum qualifications for the classification be updated to allow for a combination of education, training, and relevant experience that could provide the required knowledge and abilities. The recommendation also removes references to supervising custodial staff as qualifying experience, as this will not adequately prepare an individual for the position.

Because the employment standards and necessary qualifications for successful performance in the management of custodial operations are significantly different from the maintenance position, it is recommended a new classification be created to encompass this position. In addition to representing the duties related to ensuring the cleanliness of County buildings, the proposed specification for the Custodial Operations Manager will reflect additional duties such as ensuring compliance with certain countywide mandates. Examples of this includes managing a vendor to ensure compliance with Stormwater Pollution Prevention for municipal separate storm sewer system permits at County parking lots and ensuring County facilities are compliant with California Senate Bill 1383 legislation requiring three stream waste bins. Additionally, there are specific critical duties included in the Building Maintenance Superintendent specification that are not applicable to the Custodial Operations Manager position, including responding to emergency situations impacting facilities such as natural disasters, gas leaks, power outages, and bomb threats or active shooters.

The existing Supervising Custodian was last updated in 2010 and the Building Maintenance Superintendent specification was last updated in 2004. General clean up was also necessary for these specifications, including removing references to the General Services Agency following its dissolution and transfer of the Facilities Division to Public Works in 2015. It is also recommended that the maintenance classification be retitled to Building Maintenance Manager for internal and external titling consistency. Additional revisions were made to the Supervising Custodian specifications to better distinguish the duties between that classification and the new Custodial Operations Manager.
RESULT

The proposed Custodial Operations Manager specification will accurately describe the duties and requirements of the position to potential applicants thus enabling the County to better attract candidates who are qualified for the position. In addition, expectations for current employees will be clarified, and the specification will be used as a basis for classification, compensation, and performance management. The revisions made to the Building Maintenance Manager specification will ensure that future incumbents have the necessary qualifications to successfully perform the role.

OTHER AGENCY INVOLVEMENT

The Department of Public Works was involved in the development of the proposed new classification and revisions to the retitled Building Maintenance Manager specification and concur with the specification as proposed. The department and the representing union, San Luis Obispo County Employees Association (SLOCEA), were involved in the modifications to the Supervising Custodian classification and concur with the specification as proposed.

Attachments:

1. Proposed Custodial Operations Manager Classification Specification
2. Building Maintenance Superintendent Classification Specification – Revisions Redlined
3. Building Maintenance Manager Classification Specification – Revisions Accepted
4. Supervising Custodian Classification Specification – Revisions Redlined
5. Supervising Custodian Classification Specification – Revisions Accepted
6. Organizational Chart
CUSTODIAL OPERATIONS MANAGER

DEFINITION:
Under general direction, organizes and directs operations and activities involved in the cleaning of County buildings and facilities; coordinates staff, communications, and information to meet County needs and ensure smooth and efficient activities; trains and evaluates the performance of assigned staff.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Interviews and selects employees and recommends appointments, transfers, reassignments, terminations, and disciplinary actions; establishes work schedules.
- Monitors and ensures adequate levels of custodial equipment and supplies; coordinates the purchase of equipment and supplies as appropriate.
- Ensures that the quality of custodial services meets established service level agreements by inspecting the work and directing corrective measures when necessary to meet those agreements.
- Oversees vendor contracts.
- Interacts with department leadership across the County to obtain feedback on services and special needs; troubleshoots potential problems and concerns.
- Identifies and recommends opportunities for improved custodial services.
- Assists in the development and preparations of the annual budget for custodial functions.
- Prepares and maintains a variety of reports, records, and files related to work orders, projects, financial activity, inventory, inspections, personnel, attendance, accidents, and assigned duties.
- Reviews subordinate time sheets and accident reports to ensure accuracy and completeness.
- Performs related duties as required.

EMPLOYMENT STANDARDS:

Knowledge of:
• Modern methods, supplies, and equipment used in cleaning and maintaining office and other complex building areas
• Safe working methods and procedures
• Inventory management principles and practices
• Accepted practices of employee supervision and evaluation
• Training and certification requirements for custodial work
• Productivity, quality, and safety standards for custodians

**Ability to:**

• Organize and direct the work of others to ensure effective results
• Interpret technical and safety documentation as it relates to the use of chemicals, equipment, and tools.
• Work effectively and maintain positive working relationships with others, including those of diverse perspectives using interpersonal skills such as listening, speaking, advisory, meditation, reconciliation, and consensus building
• Maintain reports and records; analyze operations and assign work
• Accurately estimate time and materials for custodial operations
• Communicate effectively both verbally and in writing
• Foster a spirit of teamwork and support when interacting with staff and others
• Operate a computer and assigned office equipment and computer applications
• Supervise, train, and evaluate the performance of assigned staff

**EDUCATION/EXPERIENCE:**

A combination of education, training, and experience that provides the required knowledge and abilities listed. This may include:

Graduation from High School or GED.

**AND:**

Five years of experience in custodial work in multi-office public-use buildings, including three years in a supervisory position for a crew of custodial staff.
**LICENSES AND CERTIFICATES:**
A valid driver license is required at the time of application. A valid CALIFORNIA driver license is required at the time of appointment and must be maintained throughout employment.

**OTHER CONDITIONS OF EMPLOYMENT:**
Employees in this classification may be required to work holidays, weekends, and irregular hours.

Must successfully pass a comprehensive law enforcement background investigation.

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 duties of a particular position (whether 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:

Revised:

BOS Approved:
Proposed Organizational Chart

Public Works - Facilities
BUILDING MAINTENANCE SUPERINTENDENT MANAGER

DEFINITION:
Under the general direction of the Building Facilities Manager, organizes and directs operations and activities involved in the cleaning, maintenance and repair of County buildings, facilities, and equipment; coordinates personnel, communications, and information to meet County needs and assure smooth and efficient activities; trains and evaluates the performance of assigned personnel; and do other related work as required.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Responds to facility maintenance emergencies during and outside of business hours; directs and delegates the duties of personnel in emergency response dealing with facility maintenance emergencies vital to public safety.
- Organizes and directs operations and activities involved in the cleaning, maintenance and repair of County buildings, facilities, and equipment; assists in assuring related functions comply with established laws, codes, rules, regulations, policies, and procedures.
- Coordinates personnel, communications, and information to meet County needs and assure smooth and efficient activities; confers with County staff regarding custodial and maintenance needs, projects, and work order status; assures proper and timely resolution of custodial and maintenance issues.
- Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions; assigns employee duties and reviews work to assure compliance with established guidelines and procedures.
- Monitors progress of custodial, maintenance and repair projects; inspects completed projects for accuracy, completeness, and compliance with established work orders and specifications; reviews reports and work orders to determine material, labor, equipment and time requirements.
• Coordinates activities to assure County facilities are cleaned and maintained in a safe and orderly condition; receives, processes, and prioritizes work orders; oversees preventative maintenance functions; coordinates response to emergency custodial and maintenance needs.

• Participates in the development and implementation of major custodial and maintenance projects; coordinates projects with vendors and outside contractors; reviews work of outside contractors to assure compliance with established standards, contracts, and specifications.

• Prepares and distributes a variety of correspondence in the coordination of custodial and maintenance activities; assists with the preparation of contract specifications as requested; reviews, interprets, and recommends changes to project plans, blueprints, and specifications.

• Serves as a technical resource to County personnel staff concerning cleaning, maintenance and repair operations, projects, and activities; responds to inquiries and provides detailed and technical information regarding related laws, codes, regulations, policies, and procedures.

• Prepares and maintains a variety of reports, records, and files related to work orders, projects, financial activity, inventory, inspections, personnel, attendance, accidents, and assigned duties; reviews subordinate time sheets and accident reports to assure accuracy and completeness.

• Assist in the development and preparation of the annual preliminary budget for custodial and maintenance functions; reviews and evaluates budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

• Communicates with County personnel staff, outside organizations, and the public to exchange information, coordinate activities, and resolve issues or concerns.

• Operates a variety of equipment, including a copier, office equipment, two-way radio, computer and assigned software, including a computerized maintenance management system (CMMS); drives a vehicle to conduct work; operates the computerized energy management control system according to established procedures.

• Monitors and assures adequate levels of maintenance and custodial equipment and supplies; coordinates the purchase of equipment and supplies as appropriate; prepares purchase requisitions and process invoices.

• Attends and conducts a variety of meetings as assigned.

• Performs related duties as required.

EMPLOYMENT STANDARDS:
Knowledge of:

- Organization and direction of operations and activities involved in the cleaning, maintenance and repair of County buildings, facilities, and equipment.
- Proper methods, techniques, materials, tools, and equipment used in modern custodial work and building maintenance trades.
- Requirements of maintaining buildings, facilities, and equipment in good repair.
- Applicable building codes, ordinances, requirements, regulations, and safety precautions.
- Inventory practices and procedures.
- Requirements of maintaining buildings in a safe, clean, and orderly condition.
- Policies and objectives of assigned programs and activities.
- Basic budget preparation and control.
- Oral, Verbal and written communication skills.
- Principles and practices of supervision and training.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.
- Technical aspects of field of specialty.
- Legally mandated safety programs.

Ability to:

- Organize and direct operations and activities involved in the cleaning, maintenance and repair of County buildings, facilities and equipment.
- Coordinate personnel, communications, and information to meet County needs and assure smooth and efficient activities.
- Train and evaluate the performance of assigned personnel.
- Inspect projects for accuracy, completeness, and compliance with established specifications.
- Estimate material, labor, equipment, and time requirements.
- Monitor and assure adequate levels of maintenance and custodial equipment and supplies.
- Communicate effectively both orally and in writing.
- Use various radio equipment to communicate to facility maintenance personnel.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
• Establish and maintain cooperative and effective working relationships with others. Work effectively and maintain positive working relationships with others, including those of diverse perspectives using interpersonal skills such as listening, speaking, advisory, mediation, reconciliation, and consensus building.

• Operate a computer and assigned office equipment and computer applications.

• Determine appropriate action within clearly defined guidelines.

• Meet schedules and timelines.

• Work independently with little direction.

• Plan and organize work.

• Prepare records and reports related to assigned activities.

• Plan, implement, and monitor State and federally mandated safety programs.

EDUCATION AND EXPERIENCE:

A combination of education, training, and experience that provides the required knowledge and abilities listed. This may include:

Graduation from an accredited four-year college or university with a bachelor’s degree in business administration or a closely related field. (Job-related experience may substitute for the required education on a year-for-year basis.) In addition, one year of experience. Six years of skilled maintenance experience in a variety of building trades, three years of which must have been in a supervisory position for a crew of building maintenance/custodial personnel staff.

Graduation from an accredited four-year college or university with a Bachelor’s Degree in facilities management, construction management, or a closely related field may substitute for up to two years of the required skilled maintenance experience.

LICENSES AND CERTIFICATES:

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

Employees in this classification may be required to work holidays, weekends, and irregular hours.

Must pass the County physical exam required for this position.

Must successfully pass a comprehensive law enforcement security background check investigation.

SPECIAL SUBCLASS RECRUITMENT:

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: 12-19-01
Revised: 02-25-04
BUILDING MAINTENANCE MANAGER

DEFINITION:
Under general direction, organizes and directs operations and activities involved in the maintenance and repair of County buildings, facilities, and equipment; coordinates staff, communications, and information to meet County needs and assure smooth and efficient activities; trains and evaluates the performance of assigned staff.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Responds to facility maintenance emergencies during and outside of business hours; directs and delegates the duties of staff in emergency response dealing with facility maintenance emergencies vital to public safety.
- Organizes and directs operations and activities involved in the maintenance and repair of County buildings, facilities, and equipment; assists in assuring related functions comply with established laws, codes, rules, regulations, policies, and procedures.
- Coordinate staff, communications, and information to meet County needs and assure smooth and efficient activities; confers with County staff regarding maintenance needs, projects, and work order status; assures proper and timely resolution of maintenance issues.
- Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions; assigns employee duties and reviews work to assure compliance with established guidelines and procedures.
- Monitors progress of maintenance and repair projects; inspects completed projects for accuracy, completeness, and compliance with established work orders and specifications; reviews reports and work orders to determine material, labor, equipment, and time requirements.
- Coordinates activities to assure County facilities are maintained in a safe and orderly condition; receives, processes, and prioritizes work orders; oversees preventative maintenance functions; coordinates response to emergency maintenance needs.
• Participates in the development and implementation of major maintenance projects; coordinates projects with vendors and outside contractors; reviews work of outside contractors to assure compliance with established standards, contracts, and specifications.

• Prepares and distributes a variety of correspondence in the coordination of maintenance activities; assists with the preparation of contract specifications as requested; reviews, interprets, and recommends changes to project plans, blueprints, and specifications.

• Serves as a technical resource to County staff concerning maintenance and repair operations, projects, and activities; responds to inquiries and provides detailed and technical information regarding related laws, codes, regulations, policies, and procedures.

• Prepares and maintains a variety of reports, records, and files related to work orders, projects, financial activity, inventory, inspections, personnel, attendance, accidents, and assigned duties; reviews subordinate time sheets and accident reports to assure accuracy and completeness.

• Develops and prepares the annual preliminary budget for maintenance functions; reviews and evaluates budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

• Communicates with County staff, outside organizations, and the public to exchange information, coordinate activities, and resolve issues or concerns.

• Operates a variety of equipment, including office equipment, two-way radio, and assigned Software, including a computerized maintenance management system (CMMS); drives a vehicle to conduct work; operates the computerized energy management control system according to established procedures.

• Monitors and ensures adequate levels of maintenance equipment and supplies; coordinates the purchase of equipment and supplies as appropriate; prepares purchase requisitions and process invoices.

• Attends and conducts a variety of meetings as assigned.

• Performs related duties as required.

EMPLOYMENT STANDARDS:

Knowledge of:
• Organization and direction of operations and activities involved in the maintenance and repair of County buildings, facilities, and equipment
• Proper methods, techniques, materials, tools, and equipment used in modern building maintenance trades
• Requirements of maintaining buildings, facilities, and equipment in good repair
• Applicable building codes, ordinances, requirements, regulations, and safety precautions
• Inventory practices and procedures
• Requirements of maintaining buildings in a safe, clean, and orderly condition
• Policies and objectives of assigned programs and activities
• Basic budget preparation and control
• Verbal and written communication skills
• Principles and practices of supervision and training
• Technical aspects of field of specialty
• Legally mandated safety programs

**Ability to:**

• Coordinate staff, communications, and information to meet County needs and assure smooth and efficient activities
• Train and evaluate the performance of assigned staff
• Inspect projects for accuracy, completeness, and compliance with established specifications
• Estimate material, labor, equipment, and time requirements
• Monitor and assure adequate levels of maintenance equipment and supplies
• Communicate effectively both verbally and in writing
• Use various radio equipment to communicate to facility maintenance personnel
• Interpret, apply, and explain rules, regulations, policies, and procedures
• Work effectively and maintain positive working relationships with others, including those of diverse perspectives using interpersonal skills such as listening, speaking, advisory, mediation, reconciliation, and consensus building.
• Operate a computer and assigned office equipment
• Determine appropriate action within clearly defined guidelines
• Meet schedules and timelines
• Work independently with little direction
• Plan and organize work
• Prepare records and reports related to assigned activities
• Plan, implement, and monitor State and federally mandated safety programs

EDUCATION AND EXPERIENCE:
A combination of education, training, and experience that provides the required knowledge and abilities listed. This may include:

Six years of skilled maintenance experience in a variety of building trades, three years of which must have been in a supervisory position for a crew of building maintenance staff.

Graduation from an accredited four-year college or university with a Bachelor’s Degree in facilities management, construction management, or a closely related field may substitute for up to two years of the required skilled maintenance experience.

LICENSES AND CERTIFICATES:
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.

OTHER CONDITIONS OF EMPLOYMENT:
Employees in this classification may be required to work holidays, weekends, and irregular hours.

Must successfully pass a comprehensive law enforcement background investigation.

SPECIAL SUBCLASS RECRUITMENT:
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: 12-19-01
Revised: 02-25-04
SUPERVISING CUSTODIAN

DEFINITION:
Under general direction, supervises and directs custodial staff assigned to the Facility Services Custodial unit of the Facility Services Division within the General Services Agency Public Works Department; may be required to perform custodial work and other related duties as assigned.

REPRESENTATIVE DUTIES:
(Not in order of importance)

• Organizes and directs assigned custodial staff assigned to County facilities and other clients.
• Oversees daily operations of the work group.
• Determines cleaning supply requirements and ensures distribution.
• Facilitates the custodial training program for all new custodial employees; provides ongoing training as needed.
• Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends appointments, transfers, reassignments, terminations, and disciplinary actions; establishes work schedules; assigns employee duties and reviews work to ensure accuracy, completeness, and compliance with established, standards, requirements, and procedures.
• Assigns County vehicles, custodial equipment, and related supplies to custodial staff.
• Creates reports and maintains records of custodial service activities.
• Responds to work orders and inspects the work of custodial staff to ensure compliance with established standards.
• Drives County vehicles to service facilities and pick-up or deliver supplies.
• May act for supervisor in his or her absence as directed.
• Performs related duties as required.

EMPLOYMENT STANDARDS:

Knowledge of:
• Modern methods, supplies, and equipment used in cleaning and maintaining office and other complex building areas
• Safe working methods and procedures
• Accepted practices of employee supervision and evaluation
• Training and certification requirements for custodial work
• Productivity, quality, and safety standards for custodians
• Interpersonal skills using tact, patience, and courtesy

Ability to:
• Organize and direct the work of others to ensure effective results
• Establish and maintain effective working relationships with those contacted in the course of work
• Maintain reports and records; analyze operations and assign work
• Accurately estimate time and materials for custodial operations
• Communicate effectively both orally verbally and in writing
• Foster a spirit of teamwork and support when interacting with staff and others
• Operate a computer and/or assigned office equipment and computer applications
• Maintain a safe and orderly work area
• Supervise, train, and evaluate the performance of assigned personnel

EDUCATION/EXPERIENCE:
A combination of education, training, and experience that provides the required knowledge and abilities listed. This may include:

Graduation from High School or GED... In addition,
Three years of responsible experience in custodial work in multi-office public-use buildings.

Successful completion of a basic Supervisory training course is required within six months of appointment.

LICENSES AND CERTIFICATES:
A valid driver license is required at the time of application. A valid CALIFORNIA driver license is required at the time of appointment and must be maintained throughout employment.

OTHER CONDITIONS OF EMPLOYMENT:
Employees in this classification may be required to work holidays, weekends, and irregular hours. Must pass a background and law enforcement security check for this position.

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 duties of a particular position (whether 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: 1-22-97
Revised: 6-28-00
Revised: 11-18-09 (Replaces Supervising Custodial Leadworker)
BOS Approved: 1-26-10
SUPERVISING CUSTODIAN

DEFINITION:
Under general direction, supervises and directs custodial staff assigned to the Custodial Division within the Public Works Department; may be required to perform custodial work.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Organizes and directs assigned custodial staff to County facilities and other clients.
- Oversees daily operations of the work group
- Determines cleaning supply requirements and ensures distribution.
- Facilitates the custodial training program for all new custodial employees; provides ongoing training as needed.
- Supervises and evaluates the performance of assigned staff; establishes work schedules; assigns employee duties and reviews work to ensure accuracy, completeness, and compliance with established standards, requirements, and procedures.
- Assigns County vehicles, custodial equipment, and related supplies to custodial staff.
- Creates reports and maintains records of custodial service activities.
- Responds to work orders and inspects the work of custodial staff to ensure compliance with established standards. Drives County vehicles to service facilities and pick-up or deliver supplies.
- May act for supervisor in his or her absence as directed.
- Performs related duties as required.

EMPLOYMENT STANDARDS:

Knowledge of:
- Modern methods, supplies, and equipment used in cleaning and maintaining office and other complex building areas
• Safe working methods and procedures
• Accepted practices of employee supervision and evaluation
• Training and certification requirements for custodial work
• Productivity, quality, and safety standards for custodians
• Interpersonal skills using tact, patience, and courtesy

**Ability to:**
• Organize and direct the work of others to ensure effective results
• Establish and maintain effective working relationships with those contacted in the course of work
• Maintain reports and records; analyze operations and assign work
• Accurately estimate time and materials for custodial operations
• Communicate effectively both verbally and in writing
• Foster a spirit of teamwork and support when interacting with staff and others
• Operate a computer and assigned office equipment and computer applications
• Maintain a safe and orderly work area
• Supervise, train, and evaluate the performance of assigned staff

**EDUCATION/EXPERIENCE:**
A combination of education, training, and experience that provides the required knowledge and abilities listed. This may include:

Graduation from High School or GED.

**AND:**

Three years of responsible experience in custodial work in multi-office public-use buildings.

**LICENSES AND CERTIFICATES:**
A valid driver license is required at the time of application. A valid CALIFORNIA driver license is required at the time of appointment and must be maintained throughout employment.
**OTHER CONDITIONS OF EMPLOYMENT:**

Employees in this classification may be required to work holidays, weekends, and irregular hours. Must pass a background and law enforcement security check for this position.

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 duties of a particular position (whether 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: 1-22-97
Revised: 6-28-00
Revised: 11-18-09 *(Replaces Supervising Custodial Leadworker)*
BOS Approved: 1-26-10
TO: Civil Service Commission

DATE: November 17, 2021

FROM: Taj D'Entremont, Human Resources Analyst

SUBJECT: Revised Class Specifications:

Sheriff's Forensic Specialist
Sheriff's Forensic Laboratory Specialist

Department: Sheriff's Office

Appointing Authority: Ian Parkinson, Sheriff-Coroner

RECOMMENDATION:
It is recommended that the Commission approve the updated class specifications as proposed.

DISCUSSION:
Recently it came to the attention of the Human Resources Office that both the Sheriff's Forensic Specialist and Sheriff's Forensic Laboratory Specialist contain language that should not be included in a civilian classification specification. To correct these errors, the Human Resources Department is proposing revisions to the class specifications as follows:

- **Sheriff's Forensic Specialist**
  - Remove language related to minimum age, Citizenship, and Physical/Psychological exam.

- **Sheriff's Forensic Laboratory Specialist**
  - Remove language related to Citizenship, and Physical/Psychological exam.

We recommend these statements be removed for the following reasons:

- Citizenship: Penal Code Section 830 requires citizenship for all sworn peace officer classifications. All other classifications only require that potential employees have the ability to meet eligibility requirements as outlined on the I-9 form under Federal Law.
- Physical/Psychological Exam: The Commission on Peace Officer Standards and Training (POST) outlines requirements for physical and psychological exams for
sworn peace officer positions and dispatchers. These do not apply to other civilian positions in the Sheriff's Office.

- **Minimum Age:** Minimum age requirements are also outlined by POST for sworn positions, but do not apply to civilian positions. The County complies with all minimum age requirements for employment as set forth in Federal and State law, however, we do not routinely include this language in classification specifications or job postings.

**OTHER AGENCY INVOLVEMENT:**
The Sheriff's Office has been involved in the revisions of these specifications and concurs with the specifications as proposed. In addition, SLOCEA has also reviewed changes and concurs with the proposed specifications.

**Attachments:**
Sheriff's Forensic Specialist – Strikeout Version
Sheriff's Forensic Specialist – Final Version
Sheriff's Forensic Laboratory Specialist – Strikeout Version
Sheriff's Forensic Laboratory Specialist – Final Version
HUMAN RESOURCES DEPARTMENT
San Luis Obispo County

SHERIFF’S FORENSIC SPECIALIST

DEFINITION:
Under general supervision, performs specialized investigative assignments in the collection, preservation, and analysis of evidence, and does other related work as required.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Perform forensic tasks including crime scene protection, crime scene digital photography, evidence and portrait photography; develop and print black and white and color film in roll or sheet format.
- Collect evidence; proper preservation of evidence and examination of impression evidence, record papillary ridge structure; examine and evaluate other types of evidence.
- Recover latent fingerprints using a variety of powders, chemicals and light sources, comparison and identification of latent images; classify and file fingerprint cards; conduct automated latent fingerprint images searches; operate a state-wide automated fingerprint identification system (Cal-ID)
- Testify in State and Federal courts on evidence-related issues as an expert witness.

EMPLOYMENT STANDARDS:

Knowledge of:
- Current methods of recovering fingerprints using powders, chemicals, and lighting
- Laws governing the collection of evidence and admissibility into a court of law
- Collection and examination techniques for a wide variety of evidence, including footwear, tire tracks, blood spatter, body fluids, gunshot residue, tool and bite impressions, trace evidence and crime scene management techniques
Ability to:

- Conduct thorough and complete crime scene investigations
- Document crime scenes through photography, sketches and diagrams and written reports
- Prepare written documentation of investigation and conclusions in a clear and concise manner
- Maintain workload statistical data
- Interact with superiors and other employees in a professional manner
- Testify as an expert witness in a court of law relating to evidence issues
- Interact with sworn and non-sworn personnel in a professional manner
- Learn new techniques and skills associated with evidence collection, examination and testimony
- Compare and identify impression evidence including shoe and tire tracks
- Compare and identify fingerprints
- Work long and unusual hours under a variety of conditions
- Assist in the identification of deceased persons
- Collect identification and property from deceased disaster victims
- Drive a vehicle with limited rear visibility

EDUCATION AND EXPERIENCE:

Graduation from high school or possession of a G.E.D. and three years of experience with a government-operated law enforcement agency performing crime scene investigations, photographic duties, collection of evidence, fingerprint recovery and fingerprint identification.

LICENSES/CERTIFICATES:

A valid driver’s license is required at the time of application. A valid CALIFORNIA driver’s license is required at the time of appointment and must be maintained throughout employment.

OTHER CONDITIONS OF EMPLOYMENT:

Age:

Proof of minimum age requirement may be required.
Character:
Good moral character as determined by a thorough background investigation including a fingerprint and records check. No conviction by any State, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or State prison.

Citizenship:
All applicants must be a United States citizen or permanent residence alien who are eligible for and have applied for citizenship at least one year before application for employment. Written proof of the foregoing is required.

PHYSICAL/PSYCHOLOGICAL EXAM:
Candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the performance of the duties of this position.

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 Personnel Department at (805) 781-5959.

Adopted: 05-26-04
BOS Approved: 06-22-04
Revised: XX-XX-XX
SHERIFF’S FORENSIC SPECIALIST

DEFINITION:
Under general supervision, performs specialized investigative assignments in the collection, preservation, and analysis of evidence, and does other related work as required.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Perform forensic tasks including crime scene protection, crime scene digital photography, evidence and portrait photography; develop and print black and white and color film in roll or sheet format.
- Collect evidence; proper preservation of evidence and examination of impression evidence, record papillary ridge structure; examine and evaluate other types of evidence.
- Recover latent fingerprints using a variety of powders, chemicals and light sources, comparison and identification of latent images; classify and file fingerprint cards; conduct automated latent fingerprint images searches; operate a state-wide automated fingerprint identification system (Cal-ID)
- Testify in State and Federal courts on evidence-related issues as an expert witness.

EMPLOYMENT STANDARDS:

Knowledge of:
- Current methods of recovering fingerprints using powders, chemicals, and lighting
- Laws governing the collection of evidence and admissibility into a court of law
- Collection and examination techniques for a wide variety of evidence, including footwear, tire tracks, blood spatter, body fluids, gunshot residue, tool and bite impressions, trace evidence and crime scene management techniques
Ability to:

- Conduct thorough and complete crime scene investigations
- Document crime scenes through photography, sketches and diagrams and written reports
- Prepare written documentation of investigation and conclusions in a clear and concise manner
- Maintain workload statistical data
- Interact with superiors and other employees in a professional manner
- Testify as an expert witness in a court of law relating to evidence issues
- Interact with sworn and non-sworn personnel in a professional manner
- Learn new techniques and skills associated with evidence collection, examination and testimony
- Compare and identify impression evidence including shoe and tire tracks
- Compare and identify fingerprints
- Work long and unusual hours under a variety of conditions
- Assist in the identification of deceased persons
- Collect identification and property from deceased disaster victims
- Drive a vehicle with limited rear visibility

EDUCATION AND EXPERIENCE:

Graduation from high school or possession of a G.E.D. and three years of experience with a government-operated law enforcement agency performing crime scene investigations, photographic duties, collection of evidence, fingerprint recovery and fingerprint identification.

LICENSES/CERTIFICATES:

A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment.

OTHER CONDITIONS OF EMPLOYMENT:

Good moral character as determined by a thorough background investigation including a fingerprint and records check. No conviction by any State, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or State prison.
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 Personnel Department at (805) 781-5959.

Adopted: 05-26-04
BOS Approved: 06-22-04
Revised: XX-XX-XX
HUMAN RESOURCES DEPARTMENT
San Luis Obispo County

SHERIFF’S FORENSIC LABORATORY SPECIALIST

DEFINITION:
Under direction, oversees the operations of the Sheriff's forensic laboratory and performs forensic toxicology and chemical analyses of controlled substances; documents testing methods and prepares written reports; presents findings in court; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:
This position is distinguished from the Sheriff's Forensic Specialist position in that the latter collects and preserves crime scene evidence whereas this position conducts chemical analysis of fluids and controlled substances and reports on the findings.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Performs chemical analysis of physical evidence in the area of controlled substances and forensic toxicology;
- Develops applications involving comparing, analyzing, and/or identifying controlled substances and toxicology;
- Prepares chemical reagents for use in scientific analysis; disposes of samples in accordance with legal requirements;
- Operates, calibrates, troubleshoots, and performs repairs on laboratory instruments, including, but not limited to, chromatographs and spectrometers, solid phase extraction devices, and nitrogen generators;
- Maintains current inventory of laboratory equipment and supplies; provides input regarding anticipated expenditures on supplies and equipment needed by the lab;
- Studies new techniques in forensics; conducts research into the development of new techniques, methods, and equipment for solution of complex problems;
• Maintains files and receipts to preserve the chain of custody and the integrity of examinations performed;
• May develop, prepare, analyze and review program budgets, grant proposals, quarterly and annual reports as required;
• May supervise, train, and evaluate the performance of assigned staff; interview and select employees and recommend appointments, transfers, reassignments and promotions; assign employee duties and review work to ensure accuracy, completeness and compliance with established standards, requirements and procedures; develop, implement and conduct training programs as required; take immediate action to resolve and correct discipline problems and recommend suspension, demotion and termination when deemed appropriate.

EMPLOYMENT STANDARDS:

Knowledge of:
• Common types of controlled substances;
• Principles of organic and inorganic chemistry and biochemistry;
• Operation, care, and use of laboratory instruments and equipment;
• Laboratory testing procedures and methods;
• Research, analysis, and statistical evaluation techniques;
• Principles and practices of administration, supervision and training;
• Current computer applications and office equipment.

Ability to:
• Supervise, train, and evaluate the performance of assigned staff;
• Testify clearly and effectively in court;
• Prepare clear, complete, and concise reports and maintain accurate records;
• Develop, encourage and maintain positive working relationships;
• Communicate and work effectively with others;
• Apply policies, rules, and regulations governing a forensic laboratory;
• Develop and apply operation methods and procedures of forensic laboratory equipment;
• Operate a computer, software, and assigned office equipment;
• Maintain a safe and productive work environment.
EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a bachelor’s degree in chemistry, physical science or a related field, including 4 quarter units (or equivalent semester units) of quantitative analysis and 8 quarter units (or equivalent semester units) of general chemistry.

In addition, one year of full-time experience in a clinical, chemical, or forensic laboratory is required.

LICENSES/CERTIFICATES:

A valid driver’s license is required at the time of application. A valid CALIFORNIA driver’s license is required at the time of appointment and must be maintained throughout employment.

Ability to maintain a Drug Enforcement Administration Analytical Laboratory License is required.

OTHER CONDITIONS OF EMPLOYMENT:

Incumbents may be required to work varying and/or rotating shifts, weekends, and holidays.

Character:

Good moral character as determined by a thorough background investigation including a fingerprint and records check. No conviction by any State, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or State prison.

Citizenship:

All applicants must be a United States citizen or permanent residence alien who are eligible for and have applied for citizenship at least one year before application for employment. Written proof of the foregoing is required.

PHYSICAL/PSYCHOLOGICAL EXAM:

Candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the performance of the duties of this position.
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 is 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: 02-22-12
BOS Approved: 03-27-12
Revised: XX-XX-XX
HUMAN RESOURCES DEPARTMENT
San Luis Obispo County

SHERIFF’S FORENSIC LABORATORY SPECIALIST

DEFINITION:
Under direction, oversees the operations of the Sheriff’s forensic laboratory and performs forensic toxicology and chemical analyses of controlled substances; documents testing methods and prepares written reports; presents findings in court; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:
This position is distinguished from the Sheriff’s Forensic Specialist position in that the latter collects and preserves crime scene evidence whereas this position conducts chemical analysis of fluids and controlled substances and reports on the findings.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Performs chemical analysis of physical evidence in the area of controlled substances and forensic toxicology;
- Develops applications involving comparing, analyzing, and/or identifying controlled substances and toxicology;
- Prepares chemical reagents for use in scientific analysis; disposes of samples in accordance with legal requirements;
- Operates, calibrates, troubleshoots, and performs repairs on laboratory instruments, including, but not limited to, chromatographs and spectrometers, solid phase extraction devices, and nitrogen generators;
- Maintains current inventory of laboratory equipment and supplies; provides input regarding anticipated expenditures on supplies and equipment needed by the lab;
- Studies new techniques in forensics; conducts research into the development of new techniques, methods, and equipment for solution of complex problems;
• Maintains files and receipts to preserve the chain of custody and the integrity of examinations performed;
• May develop, prepare, analyze and review program budgets, grant proposals, quarterly and annual reports as required;
• May supervise, train, and evaluate the performance of assigned staff; interview and select employees and recommend appointments, transfers, reassignments and promotions; assign employee duties and review work to ensure accuracy, completeness and compliance with established standards, requirements and procedures; develop, implement and conduct training programs as required; take immediate action to resolve and correct discipline problems and recommend suspension, demotion and termination when deemed appropriate.

EMPLOYMENT STANDARDS:

Knowledge of:
• Common types of controlled substances;
• Principles of organic and inorganic chemistry and biochemistry;
• Operation, care, and use of laboratory instruments and equipment;
• Laboratory testing procedures and methods;
• Research, analysis, and statistical evaluation techniques;
• Principles and practices of administration, supervision and training;
• Current computer applications and office equipment.

Ability to:
• Supervise, train, and evaluate the performance of assigned staff;
• Testify clearly and effectively in court;
• Prepare clear, complete, and concise reports and maintain accurate records;
• Develop, encourage and maintain positive working relationships;
• Communicate and work effectively with others;
• Apply policies, rules, and regulations governing a forensic laboratory;
• Develop and apply operation methods and procedures of forensic laboratory equipment;
• Operate a computer, software, and assigned office equipment;
• Maintain a safe and productive work environment.
EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a bachelor's degree in chemistry, physical science or a related field, including 4 quarter units (or equivalent semester units) of quantitative analysis and 8 quarter units (or equivalent semester units) of general chemistry.

In addition, one year of full-time experience in a clinical, chemical, or forensic laboratory is required.

LICENSES/CERTIFICATES:

A valid driver’s license is required at the time of application. A valid CALIFORNIA driver’s license is required at the time of appointment and must be maintained throughout employment.

Ability to maintain a Drug Enforcement Administration Analytical Laboratory License is required.

OTHER CONDITIONS OF EMPLOYMENT:

Incumbents may be required to work varying and/or rotating shifts, weekends, and holidays.

Good moral character as determined by a thorough background investigation including a fingerprint and records check. No conviction by any State, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or State prison.

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 is 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: 02-22-12
BOS Approved: 03-27-12
Revised: XX-XX-XX