Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday February 27, 2013 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA

MINUTES

Present: President Robert Bergman, Vice President Arthur Chapman, Commissioner Wayne Caruthers, Commissioner Betsey Nash, Commissioner Bill Tappan

Staff: Commission Secretary Tami Douglas-Schatz, Commission Clerk Robin Mason

Counsel: Commission Counsel Tim McNulty

1. Call to Order/ Flag Salute/ Roll Call
Commissioner Bergman called the meeting to order at 9:05 A.M. and led the flag salute.

2. Public Comment Period
President Bergman addressed the audience asking for anyone wishing to speak to the Commission during the Public Comment Period on any matter that is not listed on today's agenda. Being none, President Bergman closed the Public Comment Period.

3. Minutes
January 23, 2013
Commissioner Chapman moved to approve the January 23, 2013 regular meeting minutes as written; the motion carried 5-0-0.

4. Reports
   a. Commission President
      President Bergman: no report.

   b. Commission Counsel
      Tim McNulty: no report.

   c. Commission Secretary
      Commission Calendar
      Tami Douglas-Schatz: stated that the hearing calendared for March was settled and no further dates were needed.

      Job Class Specification Process
      Tami Douglas-Schatz: introduced Personnel Analysts Ken Tasseff and Mark McKibben presented a training session for the Commissioners as well as the general public.

      There were many questions and comments during the presentation, which lasted approximately 20 minutes. The official recording is posted and the presentation can be viewed online by using this link: http://www.slocounty.ca.gov/Assets/PE/CSC/CSC+Supporting+Docs/2-27-2013+Classification+Orientation.pdf
President Bergman: Thanked Mark McKibben and Ken Tasseff for a good presentation and confirmed with Ms. Douglas-Schatz that Secretary’s time was concluded.

5. **Job Class Specification – Revised**
   **Buyer I and II**
Mark McKibben introduced Cody Van Dorn from General Services Agency Purchasing Department and explained the need for the revision to the job specification. After much discussion among HR, the Commission and SLOCEA General Manager Kimm Daniels, the Commission directed staff to maintain the core concepts as recommended and submit revisions for review next month. The Commission also requested a report regarding a training plan for the new duties expected of existing staff.

6. **Job Class Specification – New**
   **Senior Buyer**
Personnel Analyst Mark McKibben presented a new specification to the Commission and after discussion, Commissioner Caruthers made a motion to approve the specification as amended; Commissioner Tappan seconded; the motion carried 5-0-0.

7. **Adjournment**
Being no further business, President Bergman adjourned the meeting at 10:21 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.*