



SAN LUIS OBISPO COUNTY CIVIL SERVICE COMMISSION ANNUAL REPORT



2024 ANNUAL REPORT



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

As a trusted strategic partner, we attract, develop, and support a high performing County workforce by cultivating talent through continuous learning, advancing human resources best practices, and prioritizing health and well-being.

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.

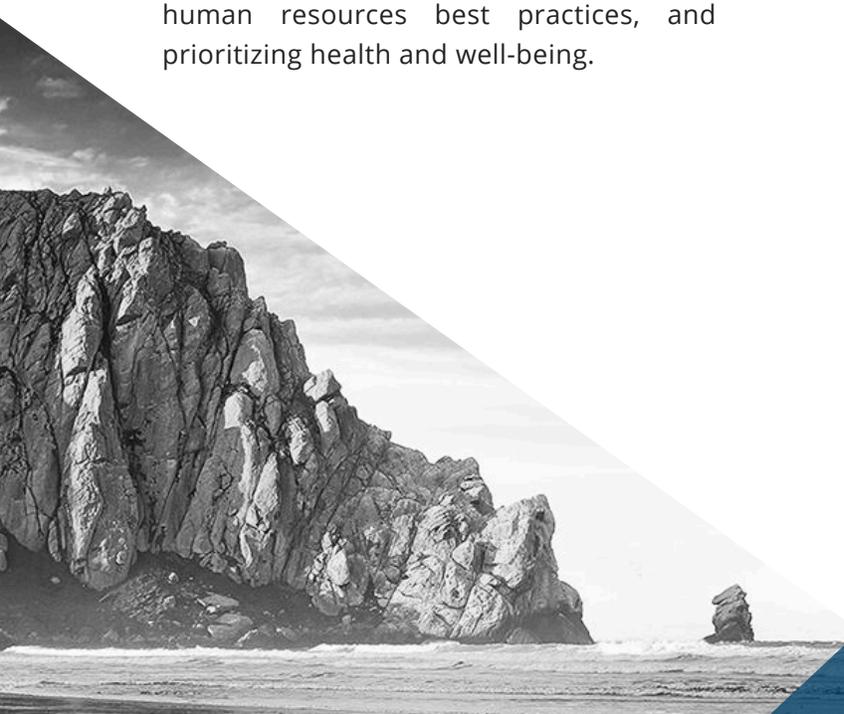
2.40.110 - Discrimination prohibited.

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.

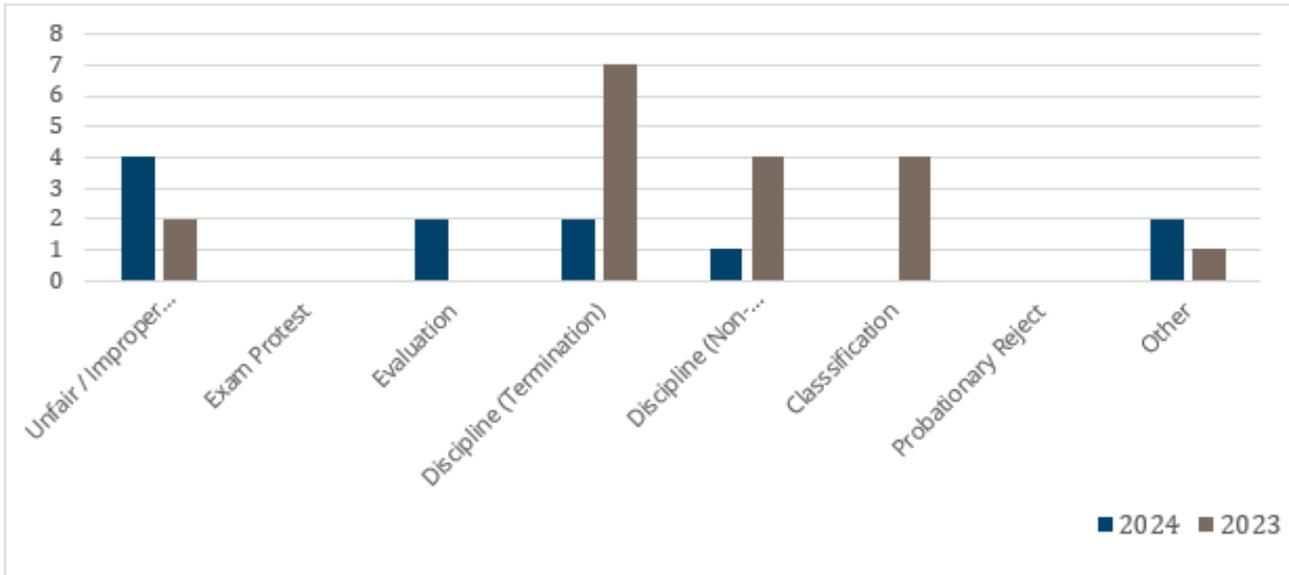
GRIEVANCES AND APPEALS FILED BY DEPARTMENT

DEPARTMENT	2024	2023	2022	2021	2020
ADMINISTRATIVE OFFICE					
AIRPORTS		1			
AGRICULTURAL COMMISSIONER					
ASSESSOR					
AUDITOR-CONTROLLER/TREAS TAX				2	
CENTRAL SERVICES				1	
CHILD SUPPORT SERVICES	1				1
CLERK-RECORDER	1				
COUNTY COUNSEL					3
DISTRICT ATTORNEY	1	2			
HEALTH AGENCY	2	4	2	2	2
HUMAN RESOURCES					
INFORMATION TECHNOLOGY					
LIBRARY	1	1	1		
PARKS AND RECREATION	1			1	
PLANNING AND BUILDING		1	1		1
PROBATION	1	1			
PUBLIC WORKS		3		2	2
SHERIFF-CORONER	3	5	2	3	1
SOCIAL SERVICES	1				1
VETERANS SERVICES					
TOTAL	12	18	6	11	11



GRIEVANCES, APPEALS AND LITIGATION

GRIEVANCES AND APPEALS FILED BY TYPE



GRIEVANCES AND APPEALS FILED BY CALENDAR YEAR

	2024	2023
Filed	12	18
Resolved prior to Commission hearing (Resolved, Withdrawn, Dismissed)	9	17
Heard before the Commission	3	1
Pending Appeals and Grievances	2	2

PENDING LITIGATION

In Calendar Year 2024, there were 7 new litigation matters opened.



COMMISSION MEETINGS

SCHEDULED MEETINGS

The Civil Service Commission held a total of thirteen (13) meetings during Calendar Year 2024. Five (5) of those meetings were Regular Session and eight (8) were Special Session. Eleven (11) of the meetings held included closed sessions, and seven (7) meetings were cancelled. The closed sessions were to discuss/deliberate rule updates or hear grievance/appeal matters.

- January 19, 2024, Special Session*
- January 24, 2024, Regular Session
- February 28, 2024, Regular Session Cancelled
- March 27, 2024, Regular Session*
- April 23, 2024, Special Session*
- April 24, 2024, Regular Session*
- May 6, 2024, Special Session*
- May 7, 2024, Special Session*
- May 22, 2024, Regular Session*
- June 26, 2024, Regular Session Cancelled
- July 24, 2024, Regular Session*
- August 28, 2024, Regular Session Cancelled
- September 25, 2024, Regular Session Cancelled
- October 23, 2024, Regular Session Cancelled
- November 14, 2024, Special Session*
- November 15, 2024, Special Session*
- November 20, 2024, Special Session*
- November 20, 2024, Regular Session Cancelled
- December 09, 2024, Special Session*
- December 18, 2024, Regular Session Cancelled

*Indicates meetings with closed session

COMMISSION HIGHLIGHTS

- Jamie Russell was selected as Human Resources Director and became the Commission Secretary.
- The Commission approved widespread changes to the minimum qualification language for job specs with required licenses and certificates.
- The Commission issued a finding and result in three termination appeals.
- The Commission issued a finding and result in one Letter of Reprimand appeal.



CLASS SPECIFICATION ACTIVITY

CLASS SPECIFICATIONS

Classification specifications are the foundation of the County's job classification and compensation systems. There were fifty-four (54) FTE existing positions impacted by classification revisions in CY 2024.

REVISED SPECIFICATIONS

- ENGINEER I, II, III
- SUPERVISING ENGINEER
- PARALEGAL

NEW SPECIFICATIONS

- SENIOR PARALEGAL
- SHERIFF'S DEPUTY DIRECTOR – SUPPORT SERVICES BUREAU

The following highlight demonstrates how changes to classification specifications can improve recruitment and retention. In January 2024, when the Engineering classification series was revised, there were 12 vacancies between Engineers and Supervising Engineers with a turnover rate of 53%.

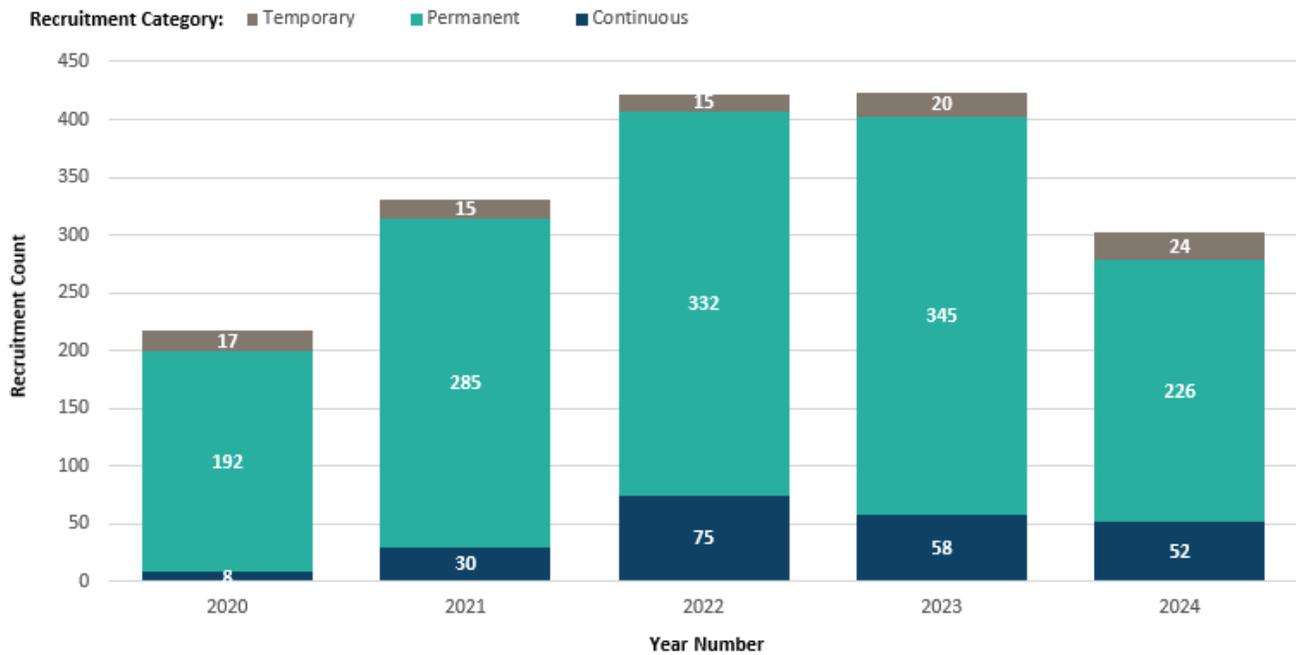
One year after these changes were implemented, which included updating licensing requirements and combining the series, the turnover rate decreased significantly to 7.5%, and the number of vacancies was reduced to just 4.



RECRUITMENT ACTIVITY

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

RECRUITMENTS YEAR OVER YEAR BY TYPE

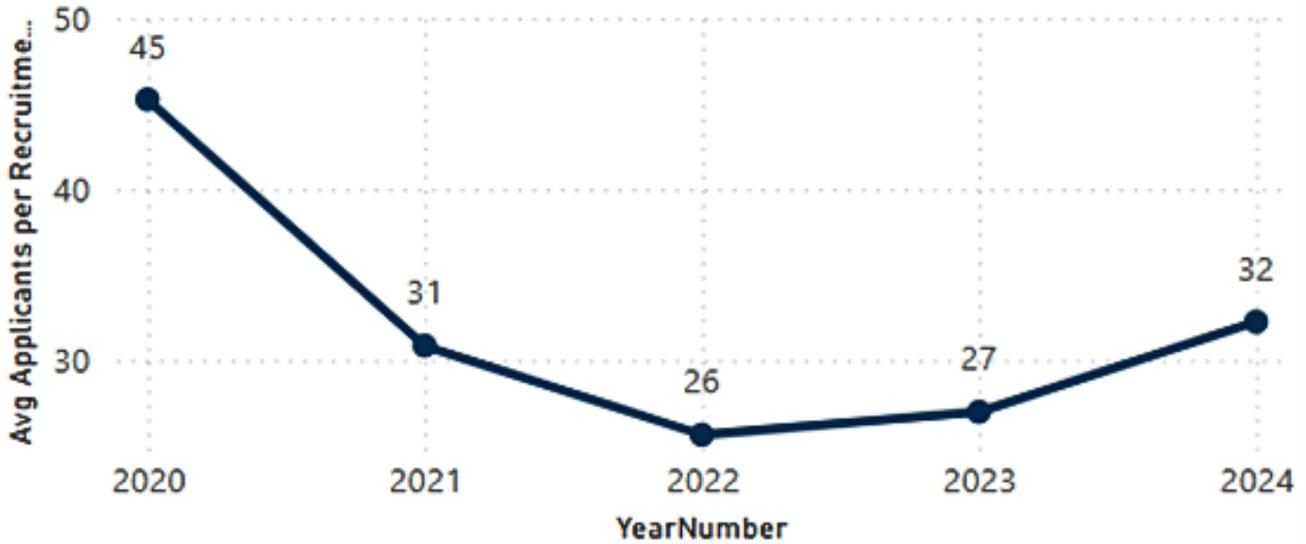


Recruitments, or job postings, are classified into three main categories for reporting: permanent, temporary, and continuous. The Administrative Office implemented a hiring chill in January 2024 as part of a budget rebalancing initiative. With the hiring chill in place, we saw a significant decrease in recruitments in 2024.

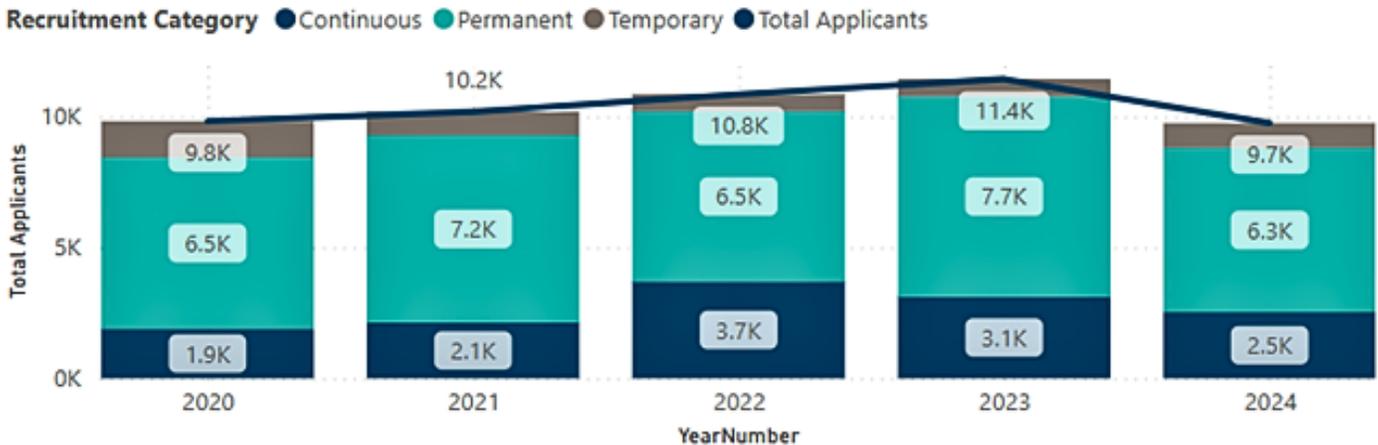


RECRUITMENT ACTIVITY

AVERAGE APPLICANTS PER RECRUITMENT



TOTAL APPLICANTS BY RECRUITMENT TYPE

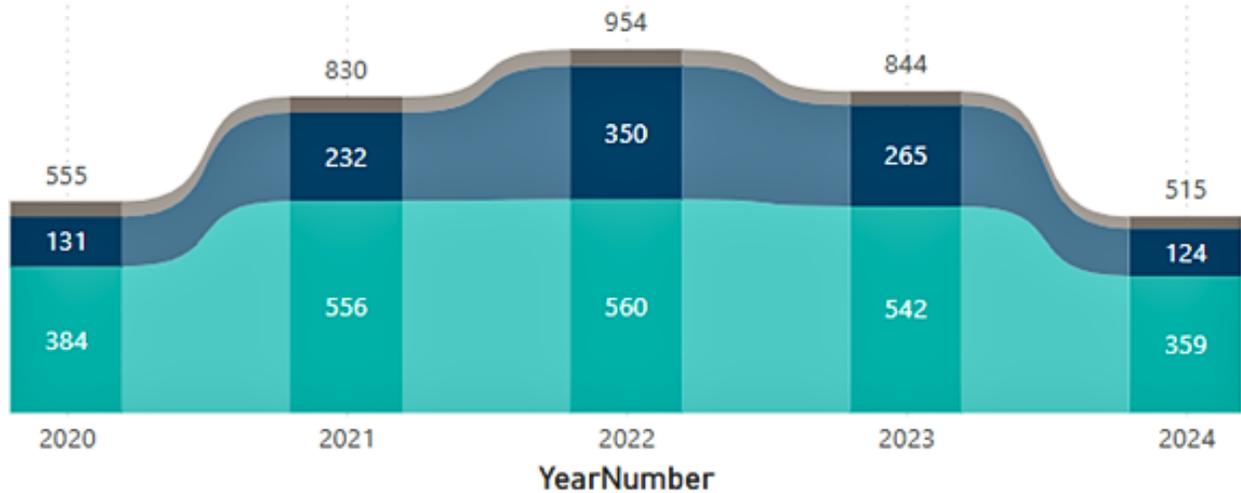


During the pandemic we saw a significant decrease in applicants per recruitment through 2022. In 2023 we saw a slight increase in applicants per recruitment and this upward trend has continued. The second chart illustrates total applicants per year, showing a decline in 2024, likely due to the hiring chill and a decrease in overall recruitments.

RECRUITMENT ACTIVITY

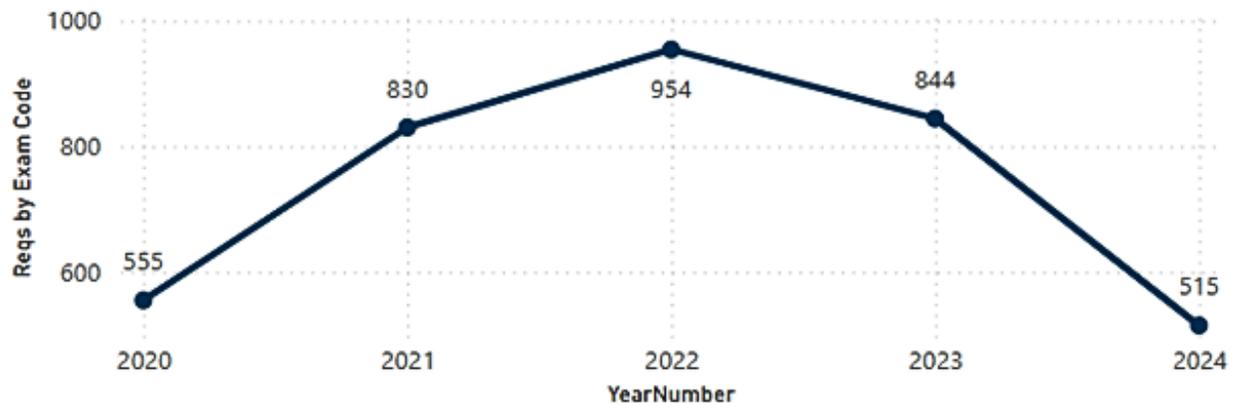
REQUISITIONS YEAR OVER YEAR BY TYPE

Recruitment Category ● Continuous ● Permanent ● Temporary



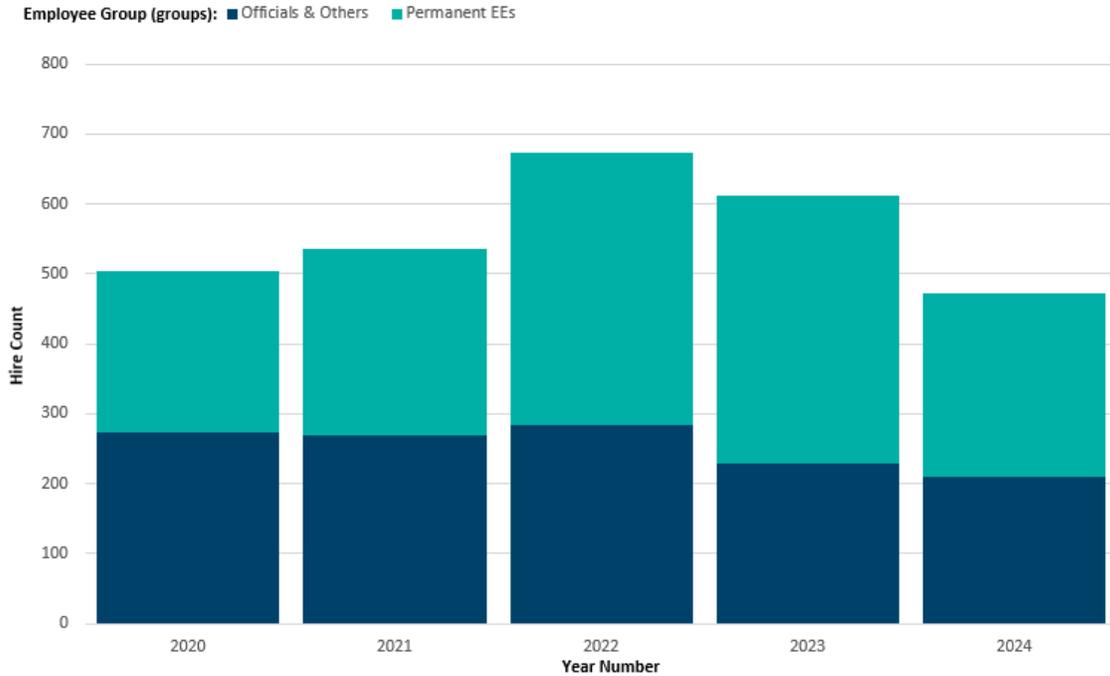
Requisitions, or requests to fill positions, are categorized into three main types for reporting: permanent, temporary, and continuous. Recruitment peaked in 2022 due to the post-pandemic hiring surge. In 2023, hiring requests stabilized. However, 2024 began with a hiring chill, leading to a further decline in requisitions.

Requisitions Opened



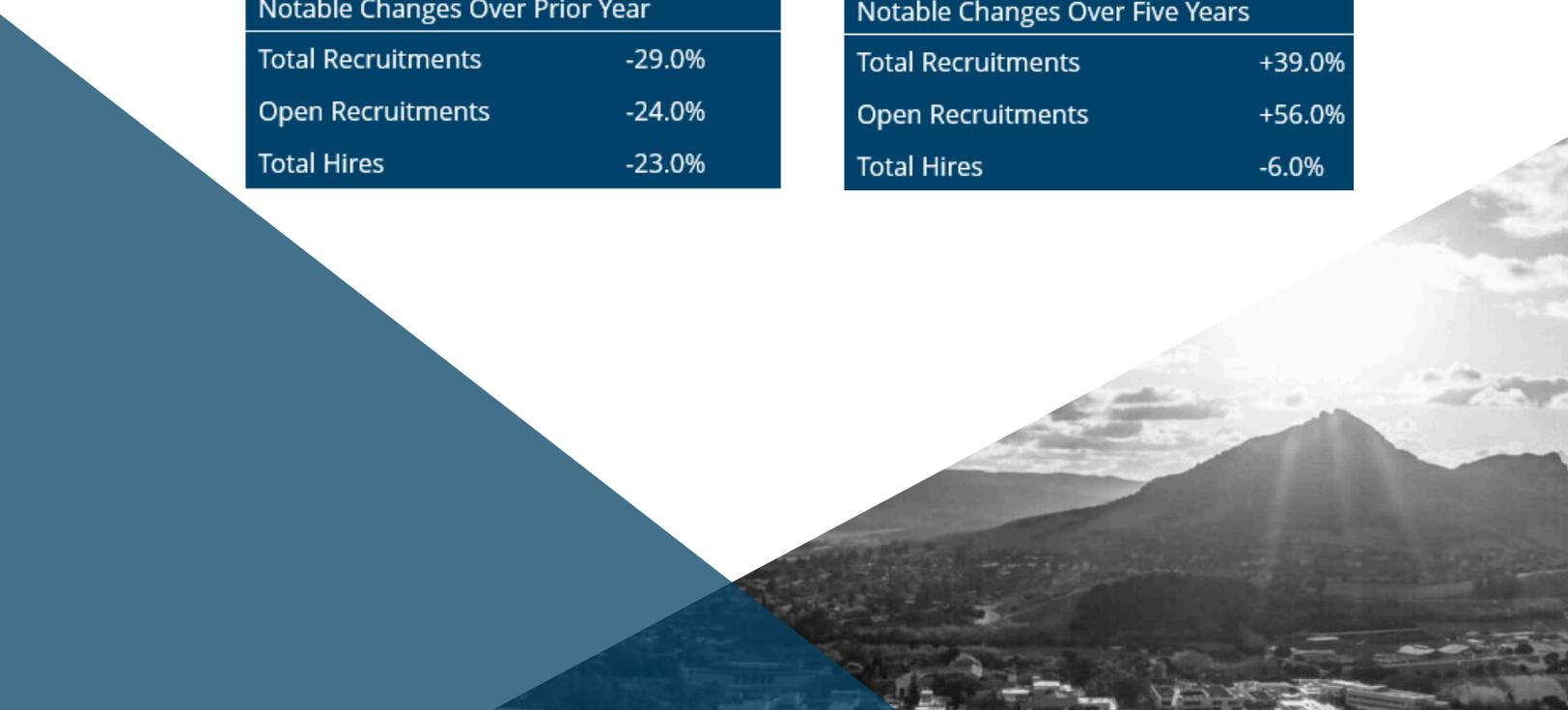
RECRUITMENT ACTIVITY

NEW HIRES BY CALENDAR YEAR



Similar to the decline in requisitions, the County has seen a slight decrease in new hires over the past two years. In 2024, there were 473 new hires, down from 611 in 2023.

Notable Changes Over Prior Year		Notable Changes Over Five Years	
Total Recruitments	-29.0%	Total Recruitments	+39.0%
Open Recruitments	-24.0%	Open Recruitments	+56.0%
Total Hires	-23.0%	Total Hires	-6.0%



EQUAL EMPLOYMENT OPPORTUNITY

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 Employment Opportunity plan.

RACE

		WHITE	HISPANIC	BLACK	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMER INDIAN OR ALASKAN NATIVE	ASIAN	TWO OR MORE RACES	OTHER/ BLANK	TOTAL
County Workforce	2023	63.44%	25.89%	4.09%	0.07%	0.64%	1.42%	4.46%	0.00%	3,150
	2024	63.29%	25.84%	1.72%	0.20%	0.68%	3.81%	4.39%	0.07%	3,073
New Hires	2023	59.74%	29.79%	1.31%	0.38%	0.76%	4.48%	3.44%	0.00%	611
	2024	63.64%	24.74%	1.48%	0.63%	1.48%	3.17%	4.86%	0.00%	473
Applications	2023	52.99%	31.32%	4.48%	0.00%	0.98%	7.99%	0.00%	2.48%	11,429
	2024	53.58%	30.44%	3.56%	0.00%	1.32%	8.18%	0.00%	2.92%	9,745
US Census Bureau (County of SLO 2020)		64.96%	24.05%	1.53%	0.12%	0.40%	3.54%	4.82%	0.57%	282,424

GENDER

		FEMALE	MALE	NON-BINARY	UNKNOWN	TOTAL
County Workforce	2023	56.01%	43.89%	0.10%	0.00%	3,150
	2024	56.04%	43.83%	0.13%	0.00%	3,073
New Hires	2023	55.16%	44.52%	0.33%	0.00%	611
	2024	53.07%	46.30%	0.63%	0.00%	473
Applications	2023	54.83%	43.51%	0.40%	1.26%	11,429
	2024	48.28%	49.40%	0.73%	1.59%	9,745
US Census Bureau (County of SLO 2020)		49.40%	50.60%	No Data	0.00%	283,111



EQUAL EMPLOYMENT OPPORTUNITY

Data continued.

AGE

		UNDER 30	30-39	40-49	50-59	60 AND OVER	UNKNOWN	TOTAL
County Workforce	2023	12.69%	28.94%	27.97%	20.67%	9.73%	0.00%	3,150
	2024	15.68%	26.52%	26.59%	19.07%	12.14%	0.00%	3,073
New Hires	2023	39.61%	27.66%	16.53%	8.35%	7.86%	0.00%	611
	2024	42.49%	25.16%	15.43%	8.46%	8.46%	0.00%	473
Applications	2023	32.96%	28.31%	20.18%	11.86%	2.48%	2.20%	11,429
	2024	36.86%	27.27%	17.43%	12.03%	3.46%	2.96%	9,745
US Census Bureau (County of SLO 2020)		39.90%	10.70%	12.70%	15.10%	21.50%	0.00%	283,111



CIVIL SERVICE COMMISSION CONTACT INFORMATION

STAFF TO THE CIVIL SERVICE COMMISSION

Jamie Russell, Human Resources Director, Commission Secretary
Jon Ansolabehere, Assistant County Counsel, Commission Counsel
Steve Simas, Outside Counsel
Shaley Salsbury, Commission Clerk
Steven Guevara, Commission Clerk



John E.D. Nicholson, President
District One



Lesley Santos, Commissioner
District Two



Erica Flores Baltodano, Vice President
District Three



David Warren, Commissioner
District Four



Robert Bergman, Commissioner
District Five