



# SAN LUIS OBISPO COUNTY CIVIL SERVICE COMMISSION ANNUAL REPORT

FY 2017-2018

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# INTRODUCTION

## 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.

### 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.

### 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.

# GRIEVANCES, APPEALS AND LITIGATION

## Grievances, Appeals and Litigation

The Commission's rules outline the procedure for resolving employment disputes prior to requesting a hearing. Three appeals were brought to the Commission in FY 2017-2018.

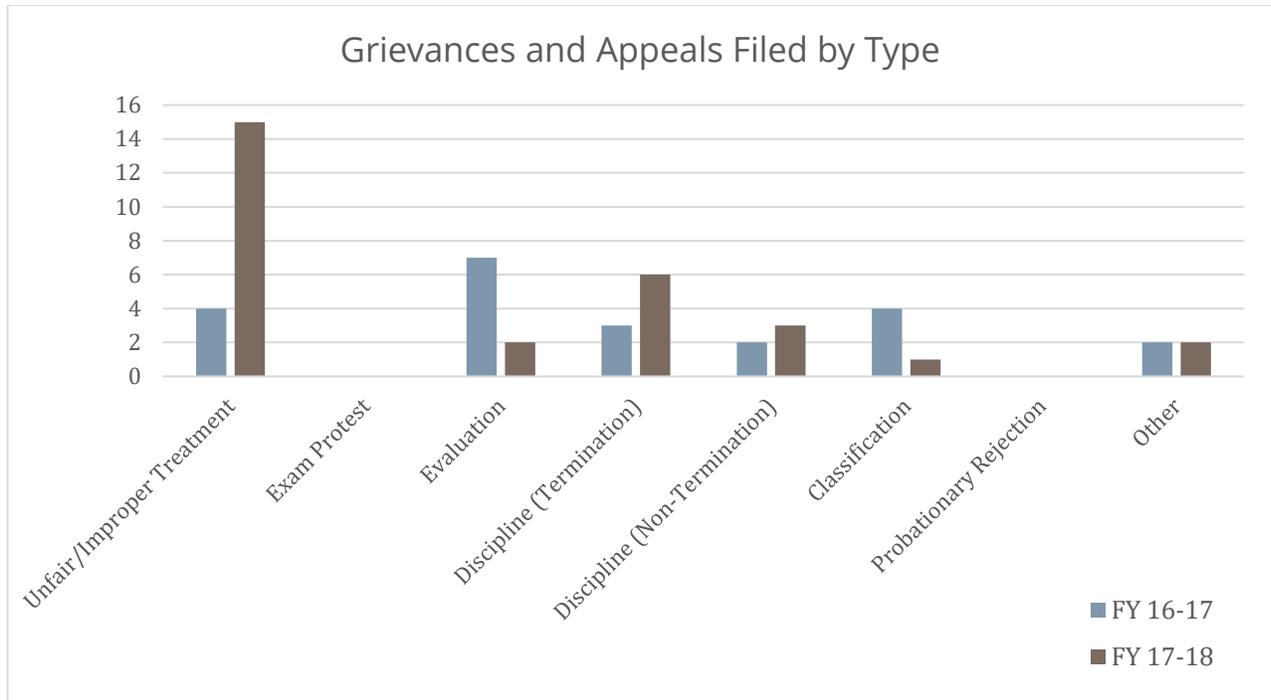
*\*Indicates departmental/divisional reorganization*

### STATISTICAL SUMMARY

#### GRIEVANCES AND APPEALS FILED BY DEPARTMENT

DEPARTMENT	17/18	16/17	15/16	14/15	13/14
ADMINISTRATIVE OFFICE					
AGRICULTURAL COMMISSIONER					
ASSESSOR					3
AUDITOR-CONTROLLER/TREAS TAX					
AUDITOR-CONTROLLER	1				
TREASURER/TAX COLLECTOR					
CENTRAL SERVICES				3	1
CHILD SUPPORT SERVICES					
CLERK-RECORDER					
COUNTY COUNSEL					
DISTRICT ATTORNEY	3	1		1	2
FARM ADVISOR					
HEALTH AGENCY			7	3	
DRUG & ALCOHOL SERVICES		1			1
MENTAL HEALTH	6	5			4
PUBLIC HEALTH	2	1			1
HUMAN RESOURCES		3			
INFORMATION TECHNOLOGY	1				
LIBRARY					
PARKS AND RECREATION	1		1		
PLANNING AND BUILDING	6	1	2	2	
PROBATION	2		1		
PUBLIC WORKS		3	1	1	2
SHERIFF-CORONER	4	3		1	1
SOCIAL SERVICES	3	3	2	2	7
VETERANS SERVICES		1			
<b>TOTAL</b>	<b>29</b>	<b>22</b>	<b>14</b>	<b>13</b>	<b>22</b>

# GRIEVANCES, APPEALS AND LITIGATION



	FY 17-18	FY 16-17
Filed	29	22
Carried forward from previous fiscal year	1	4
Resolved prior to Commission hearing (Resolved, Withdrawn, Dismissed)	24	22
Hearings before the Commission	3	3
Pending Appeals and Grievances	3	1

## Litigation Filed

No active litigation

# COMMISSION MEETINGS

## Commission Meetings

### SCHEDULED MEETINGS

The Civil Service Commission held a total of nineteen (19) meetings for the 17/18 FY year. Ten (10) of those meetings were Regular Session and nine (9) were Special Session Meetings. Of the nineteen (19) meetings held, eleven (11) included closed sessions. Ten (10) of the closed sessions were to discuss/deliberate or hear grievance/appeal matters and one (1) closed session was to discuss Civil Service Commission Rule update.

• July 20, 2017 Special Session	• February 28, 2018 Regular Session
• July 26, 2017 Regular Session	• March 28, 2018 Regular Session
• August 23, 2017 Regular Session	• April 02, 2018 Special Session
• September 27, 2017 Regular Session	• April 20, 2018 Special Session
• October 25, 2017 Regular Session	• April 25, 2018 Cancelled
• November 6, 2017 Special Session	• May 09, 2018 Special Session
• November 7, 2017 Special Session	• May 10, 2018 Special Session
• November 15, 2017 Regular Session	• May 23, 2018 Regular Session
• November 29, 2017 Special Session	• May 31, 2018 Special Session
• December 20, 2017 Regular Session	• June 27, 2018 Regular Session
• January 24, 2018 Cancelled	

### COMMISSION BUSINESS HIGHLIGHTS

- The Commission approved 5 new and 16 revised classification specifications.
- 3 grievances/appeals were heard by the Commission during FY 17/18.
- Fiscal Year 16-17 Civil Service Annual Report was presented to the Commission on December 20, 2017.

# CLASS SPECIFICATION ACTIVITY

## Class Specification Activity

### CLASSIFICATION SPECIFICATIONS

Classification specifications are the foundation of the County's job classification and compensation systems. There were three hundred eight and a three-quarters (308.75) FTE positions impacted by classification additions/revisions in FY 17-18, summarized as follows.

### NEW CLASSIFICATIONS

- SUPERVISING CORRECTIONAL TECHNICIAN (2)
- BEHAVIORAL HEALTH WORKER I/II/III (13.5)
- BEHAVIORAL HEALTH SPECIALIST I/II/III (43)
- BEHAVIORAL HEALTH CLINICIAN I/II/III (117.75)
- DIVISION MANAGER – BEHAVIOR HEALTH (5)

### REVISED CLASSIFICATIONS

- ANIMAL CARE TECHNICIAN (2.5)
- SUPERVISING AUDITOR/APPRaiser (1)
- ASSESSMENT ANALYST TRAINEE I/II/III (8)
- CORRECTIONAL TECHNICIAN I/II/III (26)
- WATER SYSTEMS WORKER TRAINEE I/II/III (15)
- SUPERVISING WATER SYSTEMS WORKER (3)
- WASTEWATER SYSTEMS WORKER TRAINEE I/II/III (7)
- SUPERVISING WASTEWATER SYSTEMS WORKER (2)
- PROJECT MANAGER I/II/III (10)
- ASSISTANT AIRPORTS MANAGER (1)
- BEHAVIOR HEALTH PROGRAM SUPERVISOR (19)
- SHERIFF'S DISPATCHER I/II/III (23)
- SHERIFF DISPATCH SUPERVISOR (2)
- SHERIFF'S DISPATCH MANAGER (1)
- ENVIRONMENTAL SPECIALIST I/II/III (5)
- DEPUTY DIRECTOR- PLANNING AND BUILDING (1)
- BUILDING DIVISION MANAGER (1)

# RECRUITMENT ACTIVITY

## 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.

<b>Application Summary</b>	<b>FY 17/18</b>	<b>FY 16/17</b>	<b>FY 15/16</b>
Applications	14,172	14,279	13,691
Recruitments	243	280	249
<b>Recruitments by Category</b>			
Permanent	210	225	191
Temporary	20	6	7
Continuous	13	49	51
<b>Recruitments by Type</b>			
County Wide Promotional	18	8	9
Departmental Promotional	56	63	51
Lateral Transfer	0	0	0
Open	169	209	189
<b>Hiring Activity</b>			
Total Hires	506	507	497
Permanent	292	289	276
Temporary, Students, Seasonals & Others	214	218	221

### Notable Increases Over Prior Year

Due to a hiring chill put into effect during FY 17/18, there were no notable increases over the prior year.

# EQUAL EMPLOYMENT OPPORTUNITY

## 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 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
<b>County Workforce</b>	FY 16-17	74.13%	14.42%	1.40%	0.07%	0.24%	1.70%	8.04%	0.00%	2,626
	FY 17-18	72.57%	15.68%	1.54%	0.20%	0.23%	2.56%	7.22%	0.00%	3,051
<b>New Hires</b>	FY 16-17	70.61%	19.53%	1.58%	0.20%	0.39%	3.35%	4.34%	0.00%	507
	FY 17-18	65.81%	20.75%	2.96%	1.19%	0.79%	5.53%	2.96%	0.00%	506
<b>Applications</b>	FY 16-17	57.34%	26.23%	4.25%	0.04%	0.99%	6.18%	0.00%	4.98%	14,279
	FY 17-18	57.35%	27.00%	4.27%	0.01%	1.54%	7.10%	0.00%	2.74%	14,172
<b>US Census Bureau (County of SLO 2010)</b>		71.10%	20.80%	2.10%	No Data <sup>1</sup>	No Data <sup>1</sup>	4.20%	No Data <sup>1</sup>	3.80%	269,637

GENDER						
			FEMALE	MALE	UNKNOWN	TOTAL
<b>County Workforce</b>	FY 16-17		58.61%	41.39%	0.00%	2,626
	FY 17-18		59.42%	40.58%	0.00%	3,051
<b>New Hires</b>	FY 16-17		62.33%	37.67%	0.00%	507
	FY 17-18		57.51%	42.49%	0.00%	506
<b>Applications</b>	FY 16-17		53.98%	42.53%	3.49%	14,279
	FY 17-18		52.55%	46.18%	1.26%	14,172
<b>US Census Bureau (County of SLO 2010)</b>			48.70%	51.30%	0.00%	269,637

<sup>1</sup> New category since 2010 census. Next census to be held 2020.

# EQUAL EMPLOYMENT OPPORTUNITY

AGE			UNDER 30	30-39	40-49	50-59	60 AND OVER	UNKNOWN	TOTAL
<b>County Workforce</b>	FY 16-17	10.13%	26.22%	23.74%	27.44%	12.46%	0.00%	2,626	
	FY 17-18	13.83%	26.06%	22.09%	24.06%	13.96%	0.00%	3,051	
<b>New Hires</b>	FY 16-17	39.64%	27.61%	14.40%	12.82%	5.52%	0.00%	507	
	FY 17-18	41.50%	28.66%	11.66%	11.86%	6.32%	0.00%	506	
<b>Applications</b>	FY 16-17	34.66%	28.31%	16.30%	12.38%	3.50%	4.85%	14,279	
	FY 17-18	36.12%	27.62%	16.74%	12.94%	4.00%	2.58%	14,172	
<b>US Census Bureau (County of SLO 2010)</b>		39.90%	10.70%	12.70%	15.10%	21.50%	0.00%	269,637	

# CONTACT INFORMATION

## Contact Information

### COMMISSION MEMBERS

The Commission is comprised of members appointed by the Board of Supervisors. The Commissioners serve four (4) year terms and remain on the Commission until a successor is selected.



**John E.D. Nicholson, Commissioner  
District One**



**Erwin Ohannesian, Vice President  
District Two**



**Erica A. Stewart, Commissioner  
District Three**



**Jeannie Nix, Commissioner  
District Four**



**Robert Bergman, President  
District Five**

### STAFF TO THE CIVIL SERVICE COMMISSION

Tami Douglas-Schatz, Human Resources Director, Commission Secretary

Timothy McNulty, Assistant County Counsel, Commission Counsel

Steve Simas, Outside Counsel

Alisa Scantlin, Commission Clerk

Virginia Quinde, Commission Clerk

Rosa Reyes, Commission Clerk

### ADDRESS – PHONE – WEBSITE

County of San Luis Obispo Civil Service Commission

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