



# SAN LUIS OBISPO COUNTY CIVIL SERVICE COMMISSION ANNUAL REPORT

FY 2016-2017

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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 2016-2017.

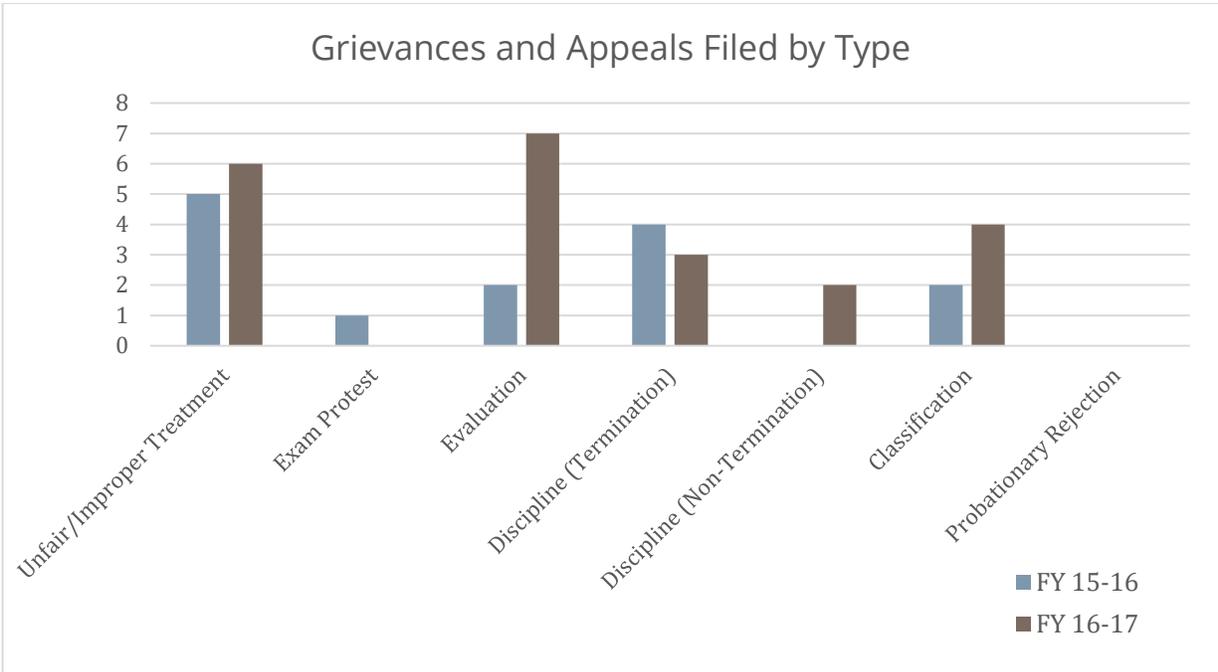
*\*Indicates departmental/divisional reorganization*

### STATISTICAL SUMMARY

#### GRIEVANCES AND APPEALS FILED BY DEPARTMENT

DEPARTMENT	16/17	15/16	14/15	13/14	12/13
ADMINISTRATIVE OFFICE					
AGRICULTURAL COMMISSIONER					
ASSESSOR				3	1
AUDITOR-CONTROLLER/TREAS TAX					
AUDITOR-CONTROLLER					
TREASURER/TAX COLLECTOR					
CENTRAL SERVICES			3	1	1
CHILD SUPPORT SERVICES					
CLERK-RECORDER					
COUNTY COUNSEL					
DISTRICT ATTORNEY	1		1	2	
FARM ADVISOR					
HEALTH AGENCY		7	3		4
DRUG & ALCOHOL SERVICES	1			1	
MENTAL HEALTH	5			4	
PUBLIC HEALTH	1			1	
HUMAN RESOURCES	3				
INFORMATION TECHNOLOGY					
LIBRARY					
PARKS AND RECREATION		1			
PLANNING AND BUILDING	1	2	2		1
PROBATION		1			1
PUBLIC WORKS	3	1	1	2	
SHERIFF-CORONER	3		1	1	
SOCIAL SERVICES	3	2	2	7	2
VETERANS SERVICES	1				
<b>TOTAL</b>	<b>22</b>	<b>14</b>	<b>13</b>	<b>22</b>	<b>10</b>

# GRIEVANCES, APPEALS AND LITIGATION



	FY 16-17	FY 15-16
Filed	22	14
Carried forward from previous fiscal year	4	6
Resolved prior to Commission hearing (Resolved, Withdrawn, Dismissed)	22	17
Hearings before the Commission	3	0
Pending Appeals and Grievances	1	3

Litigation Filed

No active litigation

# COMMISSION MEETINGS

## Commission Meetings

### SCHEDULED MEETINGS

The Civil Service Commission held eight (8) regular session meetings, six (6) of which included closed session, and eight (8) special meetings for grievance/appeal were held.

• July 27, 2016 Regular Session	• March 22, 2017 Regular Session
• August 24, 2016 Regular Session	• April 18, 2017 Special Session
• September 28, 2016 Regular Session	• April 26, 2017 Cancelled
• October 26, 2016 Regular Session	• April 27, 2017 Special Session
• November 16, 2016 Cancelled	• April 28, 2017 Special Session
• December 21, 2016 Cancelled	• May 10, 2017 Special Session
• January 25, 2017 Regular Session	• May 11, 2017 Special Session
• February 22, 2017 Regular Session	• May 24, 2017 Cancelled
• February 23, 2017 Special Session	• June 01, 2017 Special Session
• March 07, 2017 Special Session	• June 28, 2017 Regular Session

### COMMISSION BUSINESS HIGHLIGHTS

- Newly appointed Commissioners: Jeannie Nix for District Four on January 10, 2017; and John E.D. Nicholson for District One on January 24, 2017.
- The Commission approved 5 new and 16 revised classification specifications.
- 3 grievances/appeals were heard by the Commission during FY 16-17.
- Fiscal Year 15-16 Civil Service Annual Report was presented to the Commission on October 26, 2016.

# CLASS SPECIFICATION ACTIVITY

## Class Specification Activity

### CLASSIFICATION SPECIFICATIONS

Classification specifications are the foundation of the County's job classification and compensation systems. There were one hundred forty five and a quarter (495) FTE positions impacted by classification additions/revisions in FY 16-17, summarized as follows.

### NEW CLASSIFICATIONS

- FORENSIC PATHOLOGIST (1)
- ASSISTANT AGRICULTURAL COMMISSIONER AND SEALER (1)
- SHERIFF'S DISPATCH MANAGER (1)
- STAFF PHYSICIAN (1)
- DIVISION MANAGER – PUBLIC WORKS (7)

### REVISED CLASSIFICATIONS

- DIRECTOR OF SOCIAL SERVICES (1)
- ENVIRONMENTAL HEALTH SPECIALIST AIDE I/II/III (15)
- DEPUTY PROBATION OFFICER I/II (51)
- DEPUTY PROBATION OFFICER III (11)
- TELEPHONE SYSTEMS COORDINATOR (1)
- SHERIFF'S CORRECTIONAL CAPTAIN (1)
- SHERIFF'S CORRECTIONAL LIEUTENANT (2)
- SHERIFF'S CORRECTIONAL DEPUTY/SENIOR CORRECTIONAL DEPUTY/CORRECTIONAL SERGEANT (141)
- SHERIFF'S CHIEF DEPUTY (2)
- SHERIFF'S COMMANDER (7)
- SHERIFF'S SERGEANT (16)
- SHERIFF'S SENIOR DEPUTY (30)
- DEPUTY SHERIFF (110)
- SHERIFF'S PROPERTY OFFICER (2)
- SOCIAL WORKER I/II/III/IV (93)
- SHERIFF'S DISPATCH 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 16/17</b>	<b>FY 15/16</b>	<b>FY 14/15</b>
Applications	14,279	13,691	11,899
Recruitments	280	249	268
<b>Recruitments by Category</b>			
Permanent	225	191	141
Temporary	6	7	13
Continuous	49	51	0
<b>Recruitments by Type</b>			
County Wide Promotional	8	9	0
Departmental Promotional	63	51	44
Lateral Transfer	0	0	0
Open	209	189	224
<b>Hiring Activity</b>			
Total Hires	507	497	457
Permanent	289	276	248
Temporary, Students, Seasonals & Others	218	221	209

### Notable Increases Over Prior Year

Permanent Recruitments	17.80%
Departmental Promotional Recruitments	23.53%
Permanent Hires	4.71%

# 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>	74.13%	14.42%	1.40%	0.07%	0.24%	1.70%	8.04%	0.00%	2,626
<b>New Hires</b>	70.61%	19.53%	1.58%	0.20%	0.39%	3.35%	4.34%	0.00%	507
<b>Applications</b>	57.34%	26.23%	4.25%	0.04%	0.99%	6.18%	0.00%	4.98%	14,279
<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>	58.61%	41.39%	0.00%	2,626
<b>New Hires</b>	62.33%	37.67%	0.00%	507
<b>Applications</b>	53.98%	42.53%	3.49%	14,279
<b>US Census Bureau (County of SLO 2010)</b>	48.70%	51.30%	0.00%	269,637

### AGE

	UNDER 30	30-39	40-49	50-59	60 AND OVER	UNKNOWN	TOTAL
<b>County Workforce</b>	10.13%	26.22%	23.74%	27.44%	12.46%	0.00%	2,626
<b>New Hires</b>	39.64%	27.61%	14.40%	12.82%	5.52%	0.00%	507
<b>Applications</b>	34.66%	28.31%	16.30%	12.38%	3.50%	4.85%	14,279
<b>US Census Bureau (County of SLO 2010)</b>	39.90%	10.70%	12.70%	15.10%	21.50%	0.00%	269,637

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

# 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

### ADDRESS – PHONE – WEBSITE

County of San Luis Obispo Civil Service Commission

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[www.slocounty.ca.gov/hr/csc](http://www.slocounty.ca.gov/hr/csc)