



SAN LUIS OBISPO COUNTY CIVIL SERVICE COMMISSION ANNUAL REPORT

FISCAL YEAR 2020-2021



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.

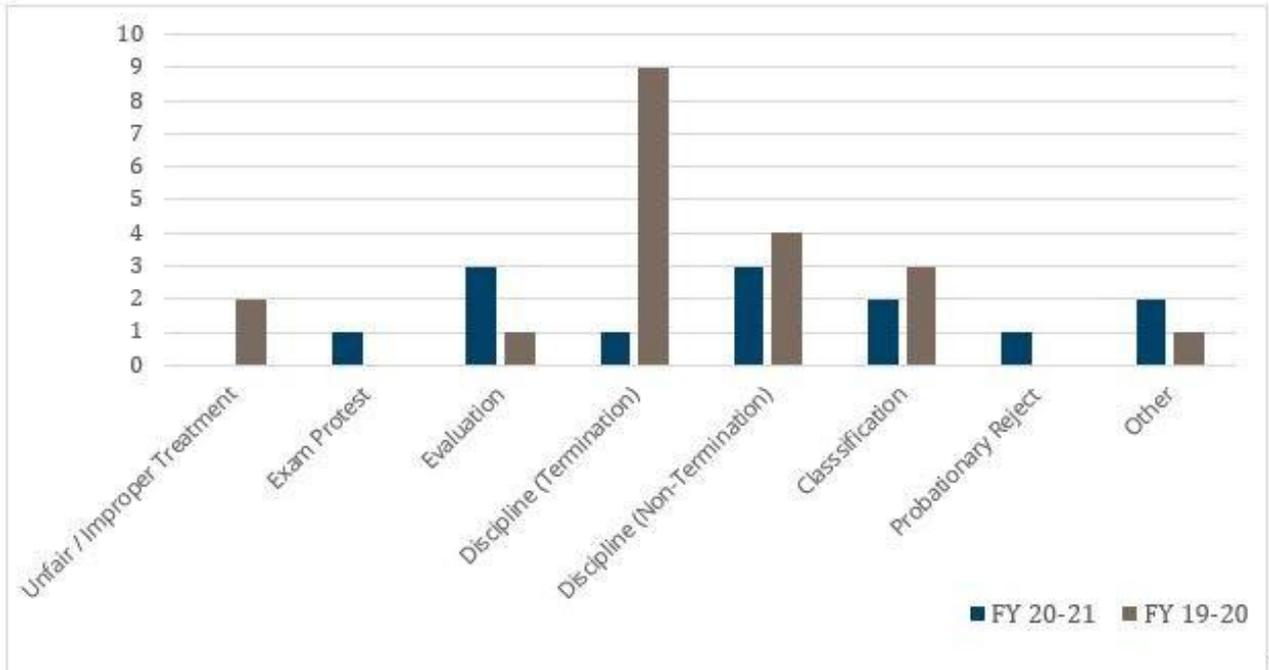
**Indicates departmental/divisional reorganization*

| GRIEVANCES AND APPEALS FILED BY DEPARTMENT | | | | | |
|--|-----------|-----------|-----------|-----------|-----------|
| DEPARTMENT | 20/21 | 19/20 | 18/19 | 17/18 | 16/17 |
| ADMINISTRATIVE OFFICE | | | | | |
| AGRICULTURAL COMMISSIONER | | | | | |
| ASSESSOR | | | | | |
| AUDITOR-CONTROLLER/TREAS TAX | 2 | | | | |
| AUDITOR-CONTROLLER | | | | 1 | |
| TREASURER/TAX COLLECTOR | | | | | |
| CENTRAL SERVICES | | 1 | | | |
| CHILD SUPPORT SERVICES | 2 | | 2 | | |
| CLERK-RECORDER | | | | | |
| COUNTY COUNSEL | | 3 | | | |
| DISTRICT ATTORNEY | | 2 | 1 | 3 | 1 |
| FARM ADVISOR | | | | | |
| HEALTH AGENCY | | | | | |
| DRUG & ALCOHOL SERVICES | 1 | | | | 1 |
| MENTAL/BEHAVIORAL HEALTH* | 1 | 4 | 4 | 6 | 5 |
| PUBLIC HEALTH | | 1 | | 2 | 1 |
| HUMAN RESOURCES | | | 6 | | 3 |
| INFORMATION TECHNOLOGY | | | | 1 | |
| LIBRARY | | | | | |
| PARKS AND RECREATION | 1 | | | 1 | |
| PLANNING AND BUILDING | 1 | 1 | 2 | 6 | 1 |
| PROBATION | | | | 2 | |
| PUBLIC WORKS | 2 | 2 | 2 | | 3 |
| SHERIFF-CORONER | 3 | 4 | 7 | 4 | 3 |
| SOCIAL SERVICES | | 3 | 7 | 3 | 3 |
| VETERANS SERVICES | | | | | 1 |
| TOTAL | 13 | 21 | 31 | 29 | 22 |



GRIEVANCES, APPEALS AND LITIGATION

GRIEVANCES AND APPEALS FILED BY TYPE



GRIEVANCES AND APPEALS FILED BY FISCAL YEAR

| | FY 20-21 | FY 19-20 |
|---|----------|----------|
| Filed | 13 | 21 |
| Carried forward from previous fiscal year | 4 | 7 |
| Resolved prior to Commission hearing (Resolved, Withdrawn, Dismissed) | 10 | 19 |
| Heard before the Commission | 0 | 5 |
| Pending Appeals and Grievances | 3 | 4 |

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
- AGRICULTURAL INSPECTOR/BIOLOGIST III
- 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

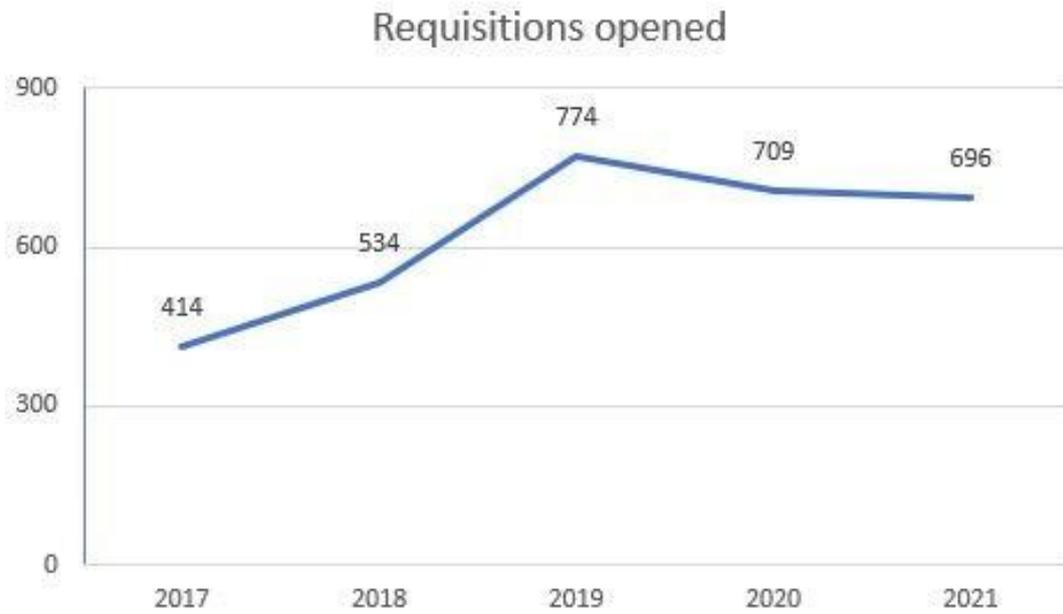
The Rules of the Commission that govern the County's recruitment process are in place to ensure that all examinations for employment are fair, impartial, and consistent with merit system principles.

| Application Summary | FY 20/21 | FY 19/20 |
|--|----------|----------|
| Applications | 10,631 | 11,190 |
| Recruitments | 273 | 233 |
| Recruitments by Category | | |
| Permanent | 249 | 204 |
| Temporary | 13 | 17 |
| Continuous | 11 | 12 |
| Recruitments by Type | | |
| County Wide Promotional | 17 | 11 |
| Departmental Promotional | 54 | 39 |
| Lateral Transfer | 0 | 0 |
| Open | 202 | 183 |
| Hiring Activity | | |
| Total Hires | 487 | 525 |
| Permanent | 292 | 313 |
| Temporary, Students, Seasonals & Others | 195 | 212 |

| Notable Changes Over Prior Year | |
|---------------------------------|---------|
| Total Recruitments | +17.17% |
| Open Recruitments | +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.



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 |
|--|----------|--------|----------|-------|---|---|-------|----------------------------|-----------------|---------|
| County Workforce | FY 19-20 | 70.00% | 19.22% | 1.44% | 0.15% | 0.33% | 2.85% | 6.00% | 0.00% | 2,700 |
| | FY 20-21 | 67.80% | 21.70% | 1.90% | 0.10% | 0.80% | 3.40% | 4.30% | 0.00% | 2,819 |
| New Hires | FY 19-20 | 64.95% | 26.86% | 2.29% | 0.19% | 0.95% | 3.62% | 1.14% | 0.00% | 525 |
| | FY 20-21 | 64.00% | 25.00% | 3.00% | 0.00% ¹ | 1.00% | 3.00% | 2.00% | 1.00% | 487 |
| Applications | FY 19-20 | 58.34% | 27.26% | 4.83% | 0.00% | 1.13% | 5.77% | 0.00% | 2.66% | 11,190 |
| | FY 20-21 | 55.00% | 25.00% | 4.00% | 0.00% ¹ | 1.00% | 7.00% | 0.00% | 4.00% | 11,115 |
| US Census Bureau (County of SLO 2020) | | 88.80% | 22.90% | 2.00% | 0.20% | 1.40% | 4.00% | 3.6% | N/A | 283,111 |

1- EEO Category combined Asian and Native Hawaiian/Pacific Islander

GENDER

| | | FEMALE | MALE | NON-BINARY | UNKNOWN | TOTAL |
|--|----------|--------|--------|------------|---------|---------|
| County Workforce | FY 19-20 | 58.78% | 41.22% | 0.00% | 0.00% | 2,700 |
| | FY 20-21 | 57.8% | 42.2% | 0.00% | 0.00% | 2,819 |
| New Hires | FY 19-20 | 57.71% | 42.10% | 0.19% | 0.00% | 525 |
| | FY 20-21 | 56.67% | 43.33% | 0.00% | 0.00% | 487 |
| Applications | FY 19-20 | 54.17% | 44.38% | 0.23% | 1.22% | 11,190 |
| | FY 20-21 | 56.00% | 41.00% | 0.00% | 3.00% | 11,115 |
| 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 | FY 19-20 | 10.85% | 29.63% | 24.41% | 25.93% | 9.19% | 0.00% | 2,700 |
| | FY 20-21 | 15.79% | 29.83% | 25.89% | 28.52% | 10.81% | 0.00% | 2,819 |
| New Hires | FY 19-20 | 39.81% | 27.05% | 14.86% | 12.57% | 5.71% | 0.00% | 525 |
| | FY 20-21 | 37.58% | 25.67% | 14.17% | 10.68% | 11.91% | 0.00% | 487 |
| Applications | FY 19-20 | 33.26% | 28.07% | 17.85% | 12.72% | 5.71% | 2.39% | 11,190 |
| | FY 20-21 | 34.00% | 27.00% | 18.00% | 12.00% | 5.00% | 4.00% | 11,115 |
| 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

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**