



SAN LUIS OBISPO COUNTY CIVIL SERVICE COMMISSION ANNUAL REPORT

FISCAL YEAR 2021-2022





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. One hearing from FY 20/21 was carried over into FY 21/22.

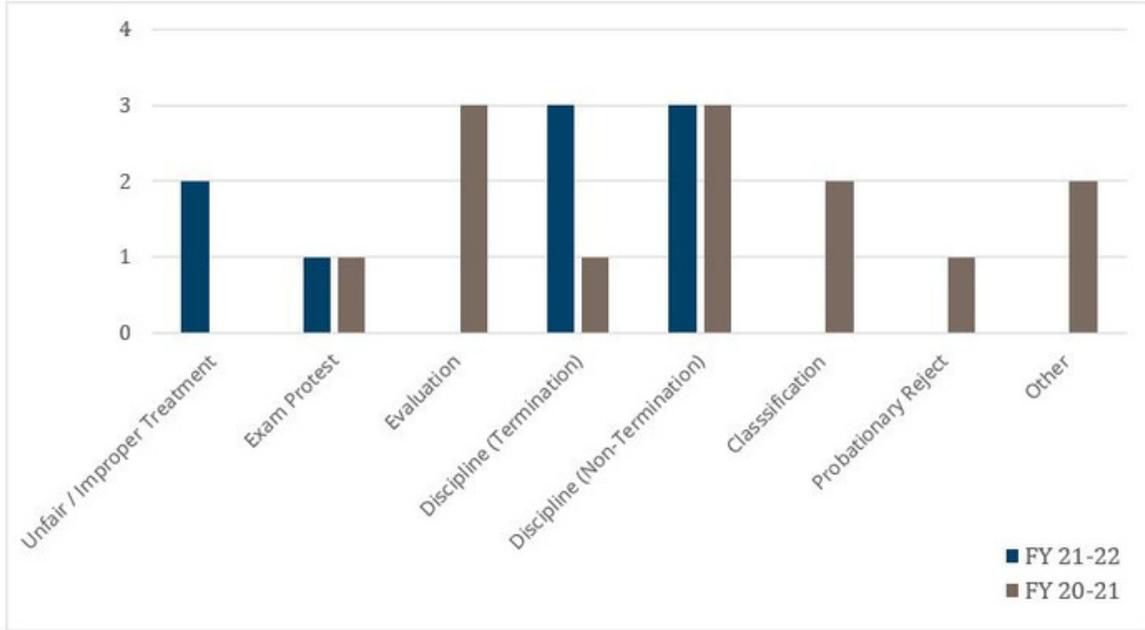
**Indicates one appeal and one grievance filed by one appellant.*

GRIEVANCES AND APPEALS FILED BY DEPARTMENT					
DEPARTMENT	21/22	20/21	19/20	18/19	17/18
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
FARM ADVISOR					
HEALTH AGENCY	1				
DRUG & ALCOHOL SERVICES	2*	1			
MENTAL/BEHAVIORAL HEALTH		1	4	4	6
PUBLIC HEALTH			1		2
HUMAN RESOURCES				6	
INFORMATION TECHNOLOGY					1
LIBRARY	1				
PARKS AND RECREATION		1			1
PLANNING AND BUILDING	1	1	1	2	6
PROBATION					2
PUBLIC WORKS	2	2	2	2	
SHERIFF-CORONER	2*	3	4	7	4
SOCIAL SERVICES			3	7	3
VETERANS SERVICES					
TOTAL	9	13	21	31	29



GRIEVANCES, APPEALS AND LITIGATION

GRIEVANCES AND APPEALS FILED BY TYPE

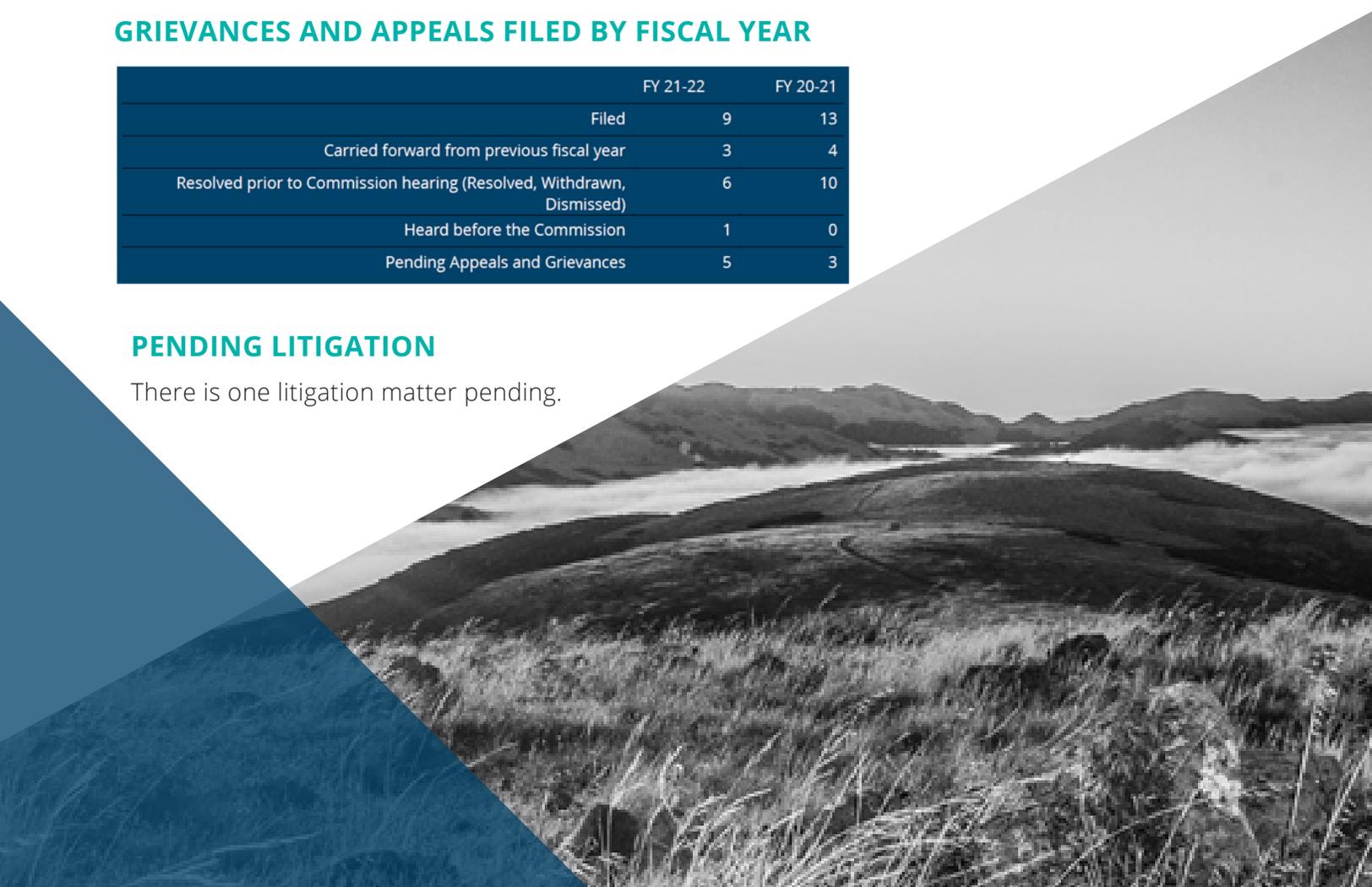


GRIEVANCES AND APPEALS FILED BY FISCAL YEAR

	FY 21-22	FY 20-21
Filed	9	13
Carried forward from previous fiscal year	3	4
Resolved prior to Commission hearing (Resolved, Withdrawn, Dismissed)	6	10
Heard before the Commission	1	0
Pending Appeals and Grievances	5	3

PENDING LITIGATION

There is one litigation matter pending.



COMMISSION MEETINGS

SCHEDULED MEETINGS

The Civil Service Commission held a total of nine (9) meetings during FY21/22. Eight (8) of those meetings were Regular Session and one (1) was a Special Session. Of the nine (9) meetings held, two (2) included closed sessions. The closed sessions were to discuss/deliberate or hear grievance/appeal matters.

- July 28, 2021 Regular Session*
- August 4, 2021 Regular Session
- September 22, 2021 Regular Session **Cancelled**
- October 27, 2021 Regular Session **Cancelled**
- November 17, 2021 Regular Session
- December 15, 2021 Regular Session
- January 26, 2022 Special Session
- February 23, 2022 Regular Session
- March 23, 2022 Regular Session**
- April 27, 2022 Regular Session**
- May 25, 2022 Regular Session **Cancelled**
- June 22, 2022 Regular Session

**adjourned meeting until August 4, 2021*

***Indicates meetings with closed session*

COMMISSION HIGHLIGHTS

- The Commission issued a finding and result in one appeal.
- The Commission presented and adopted a resolution recognizing Commissioner Erwin Ohannesian for his years of service.
- On March 15, 2022, the Board of Supervisors approved Lesley Santos as the Commissioner to represent District 2.
- The Commission approved five (5) new job specifications and nine (9) revised job specifications.
- A subcommittee comprising Commissioners, Labor Representatives, and County Staff was established to review, amend, and update the Civil Service Rules.
- State of the Workforce and Commissioner Introduction presentations were brought before the Commission.
- The Commission congratulated Nina Negranti on her retirement from County Counsel and welcomed Jon Ansolabehere as the new Assistant County Counsel.



CLASS SPECIFICATION ACTIVITY

CLASS SPECIFICATIONS

Classification specifications are the foundation of the County's job classification and compensation systems. There were sixty-three (63.00) FTE existing positions impacted by classification revisions in FY21/22.

NEW SPECIFICATIONS

- DEPUTY DIRECTOR - AUDITOR-CONTROLLER-TREASURER-TAX COLLECTOR-PUBLIC ADMINISTRATOR
- LIBRARY MAINTENANCE WORKER
- CUSTODIAL OPERATIONS MANAGER
- ENVIRONMENTAL HEALTH TECHNICIAN
- SUSTAINABILITY MANAGER

REVISED SPECIFICATIONS

- CORRECTIONAL TECHNICIAN I/II/III
- BUILDING MAINTENANCE MANAGER
- SUPERVISING CUSTODIAN
- SHERIFF'S FORENSIC SPECIALIST
- SHERIFF'S FORENSIC LABORATORY SPECIALIST
- ENVIRONMENTAL HEALTH SPEC AIDE I/II/III
- PROPERTY MANAGER
- REGIONAL LIBRARIAN
- UTILITY COORDINATOR



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.

Application Summary	FY 21/22	FY 20/21	FY 19/20	FY 18/19	FY 17/18
Applications	10,847	10,412*	11,190	13,794	14,172
Recruitments	385	273	233	286	243
Average Applicants per Recruitment	28	38	48	48	58
Recruitments by Category					
Permanent	313	249	204	255	210
Temporary	18	13	17	17	20
Continuous	54	11	12	14	13
Recruitments by Type					
County Wide Promotional	74	17	11	17	18
Departmental Promotional	86	54	39	61	56
Lateral Transfer	2	0	0	1	0
Open	223	202	183	207	169
Hiring Activity					
Total Hires	665	487	525	536	506
Permanent	348	292	313	285	292
Temporary, Students, Seasonals & Others	317	195	212	251	214

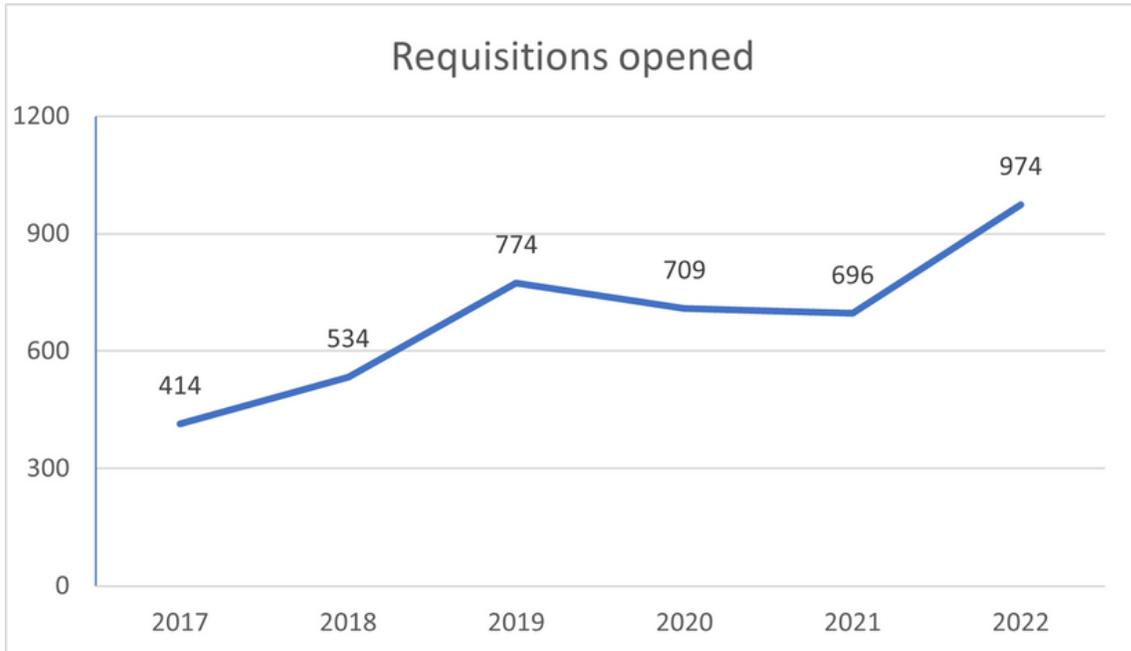
Notable Changes Over Prior Year	
Total Recruitments	+41.0%
Open Recruitments	+10.4%
Total Hires	+36.6%

Notable Changes Over Five Years	
Total Recruitments	+58.0%
Open Recruitments	+32.0%
Total Hires	+31.4%

*Prior CSC report indicated 10,631 was total applicant number. This has been amended to reflect the correct number of applicants in FY 20-21.

RECRUITMENT ACTIVITY CONTINUED

The number of opened requisitions (requests to fill vacant positions) has increased 39% from FY 20-21 to FY 21-22 and 135% from FY 17-18.



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.

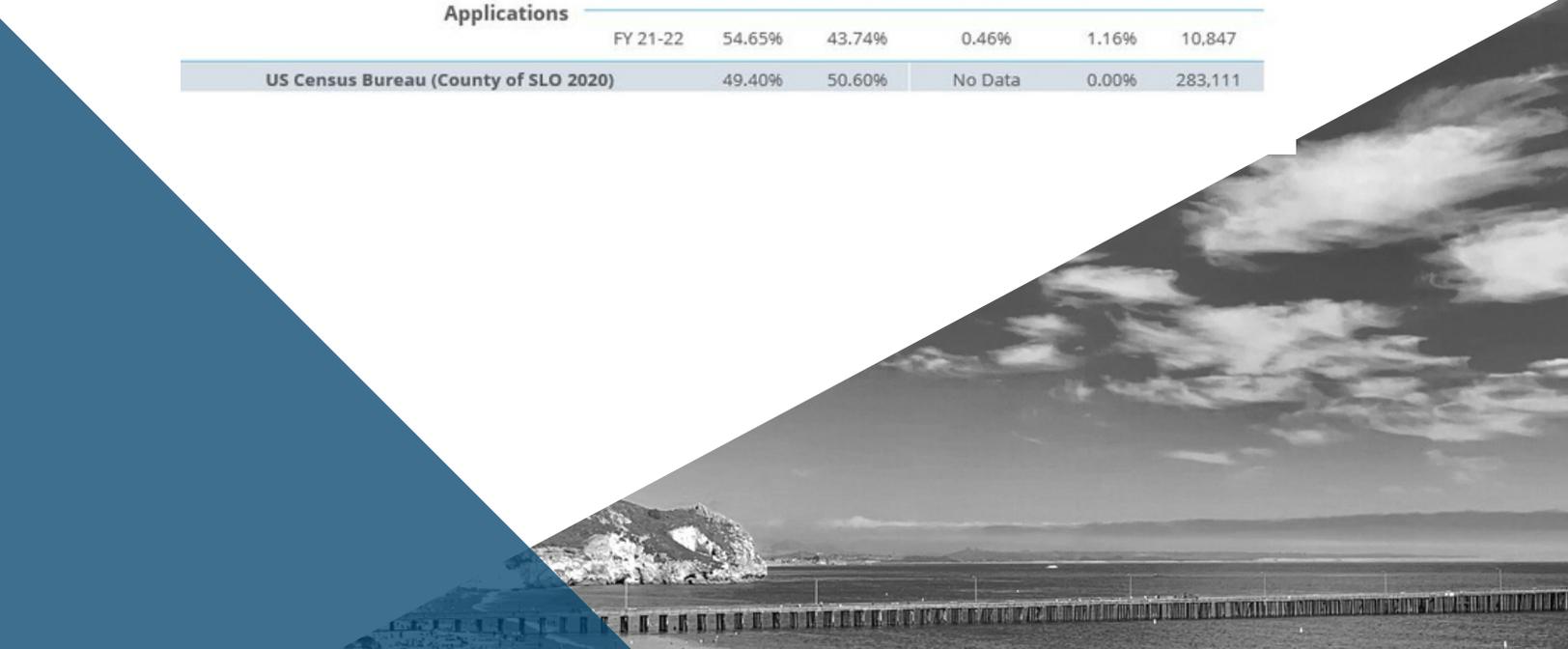
RACE

		WHITE	HISPANIC	BLACK	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMER INDIAN OR ALASKAN NATIVE	ASIAN	TWO OR MORE RACES	OTHER/ BLANK	TOTAL
County Workforce	FY 20-21	67.80%	21.70%	1.90%	0.10%	0.80%	3.40%	4.30%	0.00%	2,819
	FY 21-22	66.30%	22.90%	1.82%	0.13%	0.64%	3.70%	4.30%	0.00%	3,131
New Hires	FY 20-21	64.00%	25.00%	3.00%	0.00% ¹	1.00%	3.00%	2.00%	1.00%	487
	FY 21-22	62.26%	25.71%	1.95%	0.15%	0.60%	4.81%	3.61%	0.90%	665
Applications	FY 20-21	55.24%	30.44%	4.44%	0.00% ¹	0.95%	7.14%	0.00%	1.80%	10,412
	FY 21-22	53.69%	32.12%	4.46%	0.00%	1.22%	6.32%	0.00%	2.26%	10,847
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 20-21	57.8%	42.2%	0.00%	0.00%	2,819
	FY 21-22	57.7%	42.3%	0.00%	0.00%	3,131
New Hires	FY 20-21	56.67%	43.33%	0.00%	0.00%	487
	FY 21-22	58.65%	41.05%	0.30%	0.00%	665
Applications	FY 20-21	57.12%	41.64%	0.26%	0.98%	10,412
	FY 21-22	54.65%	43.74%	0.46%	1.16%	10,847
US Census Bureau (County of SLO 2020)		49.40%	50.60%	No Data	0.00%	283,111



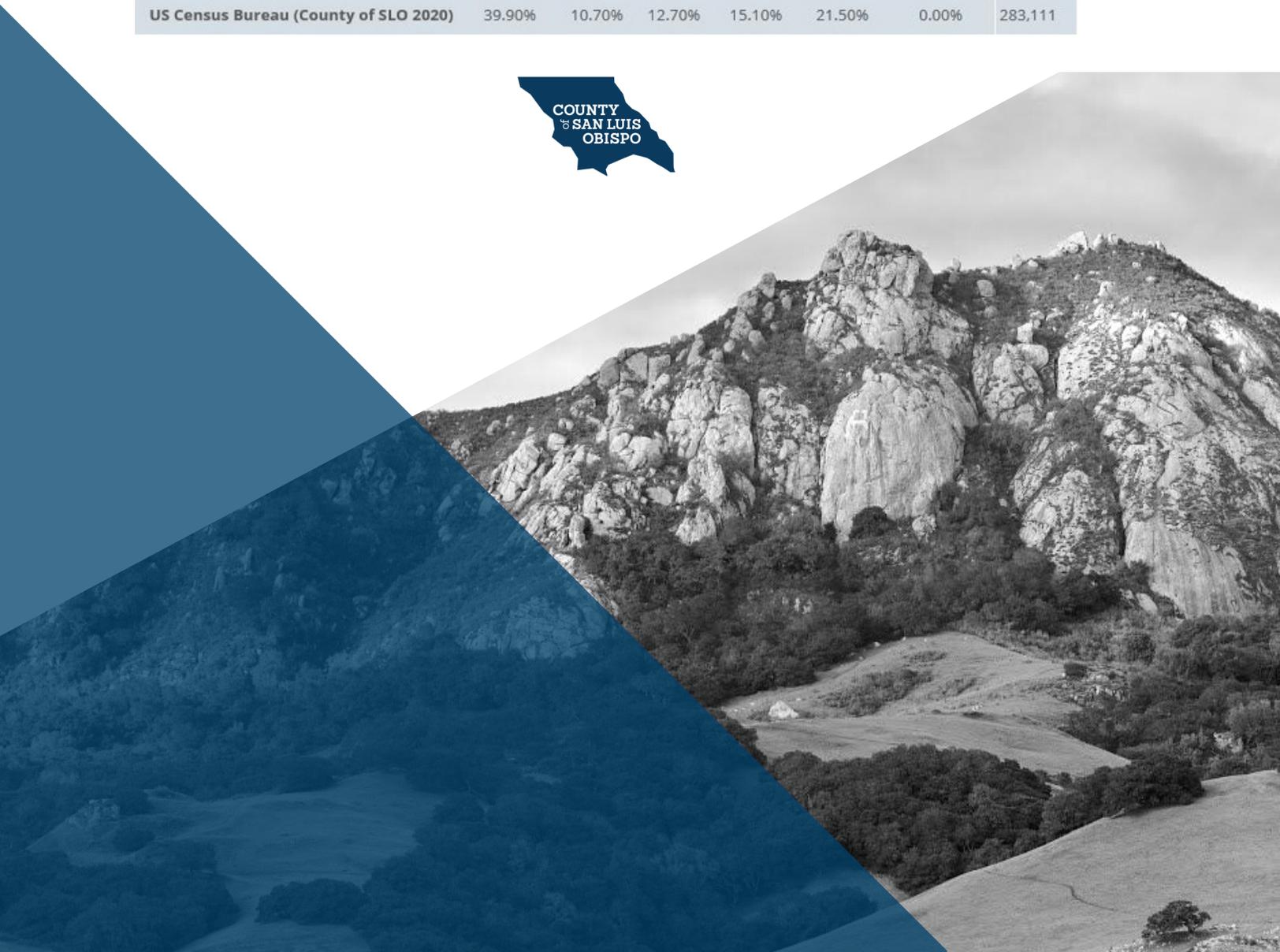


EQUAL EMPLOYMENT OPPORTUNITY

Data continued.

AGE

		UNDER 30	30-39	40-49	50-59	60 AND OVER	UNKNOWN	TOTAL
County Workforce	FY 20-21	15.79%	29.83%	25.89%	28.52%	10.81%	0.00%	2,819
	FY 21-22	14.5%	26.3%	24.4%	24.7%	10.10%	0.00%	3,131
New Hires	FY 20-21	37.58%	25.67%	14.17%	10.68%	11.91%	0.00%	487
	FY 21-22	39.40%	23.01%	15.94%	12.78%	8.87%	0.00%	665
Applications	FY 20-21	33.11%	28.13%	19.45%	12.44%	4.92%	1.96%	10,412
	FY 21-22	32.90%	27.35%	19.32%	12.60%	5.45%	2.38%	10,847
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
Jon Ansolabehere, Assistant County Counsel, Commission Counsel
Steve Simas, Outside Counsel
Michael Milby, Commission Clerk
Shaley Gunther, Commission Clerk



John E.D. Nicholson, Vice President
District One



Lesley Santos, Commissioner
District Two



Erica Flores Baltodano, Commissioner
District Three



Jeannie Nix, President
District Four



Robert Bergman, Commissioner
District Five