

Civil Service Commission

Regular Session Meeting

Wednesday June 22, 2022

1055 Monterey Street, Suite D-271 San Luis Obispo, CA



MEMBERS OF THE COMMISSION

President Jeannie Nix
Vice President Jed Nicholson
Robert Bergman
Erica Flores Baltodano
Lesley Santos

Present: President Nix
Commissioner Bergman
Commissioner Santos

Staff: Commission Secretary Tami Douglas-Schatz
Commission Clerk Shaley Gunther

**County
Counsel:** Jon Ansolabehere

**Outside
Counsel:** Steve Simas

1. Call to Order/Flag Salute/Roll Call

President Nix called the meeting to order at 9:00 a.m. and led the flag salute. Roll was called. Commissioners Baltodano and Vice President Nicholson were absent.

2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual. There were no public comments.

3. Minutes

The following draft minutes are submitted for approval:

- a. April 27, 2022

The minutes for April 27, 2022, were considered. Commissioner Bergman motioned to approve the minutes as written. Commissioner Santos seconded the motion. The motion carried 3-0-2.

Civil Service Commission

4. Request to Approve New Job Specification(s):

- a. Sustainability Manager

Lynsey Bond, Human Resources Analyst, introduced John Diodati, Department Head of Public Works, and Human Resources Analyst for Public Works, Miranda Wall. It was recommended that the commission approve the new job specification of Sustainability Manager.

President Nix requested that the spec is amended to add “communicate effectively verbally and in writing” to the “Ability to” section of the spec, consistent with other specifications. Human Resources Analyst Lynsey Bond confirmed that this language will be added.

Commissioner Bergman motioned to approve the new Sustainability Manager specification as amended to include the ability to “communicate effectively verbally and in writing.” Commissioner Santos seconded the motion. The motion carried 3-0-2.

5. Request to Approve Revised Job Specification(s):

- a. Utility Coordinator

Lynsey Bond, Human Resources Analyst, presented the proposed update to the Utility Coordinator job specification.

Commissioner Bergman asked for inclusion of language in representative duties relating to recycled water. Mr. Diodati suggested including a representative duty related to the efficient operations of county and regional wastewater treatment. Ms. Bond notes that this job specification was intended for use by both the Public Works and Planning and Building Departments, and language related to representative duties must be applicable to individuals working in either department.

Commissioner Santos motioned to approve the revised Utility Coordinator specification as amended to include reference to efficient operation of wastewater treatment as a representative duty. Commissioner Bergman seconded the motion. The motion carried 3-0-2.

6. State of the Workforce Presentation

- a. Presentation by Commission Secretary Tami Douglas-Schatz

Commission Secretary Tami Douglas-Schatz presented information regarding the state of the workforce and challenges impacting recruitment and retention.

Civil Service Commission

7. Reports

Commission President - none
Commission Counsel – none
Commission Outside Counsel – none
Commission Secretary – none.

Mark McKibben, Principal Human Resource Analyst, reminded the commission that a hearing was on track to be presented at the July meeting, and gave updates regarding prehearing status.

8. Public Comment on Closed Session Item

President Nix asked for public comment regarding the Closed Session items. Seeing none, President Nix moved to Closed Session.

9. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION

(Government Code Section 54956.9(a)) – Formally initiated: Luther v. County of San Luis Obispo Civil Service Commission, San Luis Obispo Superior Court Case Numbers 19CV-0713 and 20CV-0524

10. CLOSED SESSION: Conference with County Labor Negotiator regarding Civil Service Rule

Update. (Gov Code Section 54957.6): Agency designated representative: Tami Douglas-Schatz, or designee

11. Adjournment

President Nix reported no action was taken in Closed Session and adjourned the meeting.

**** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.***