

Civil Service Commission

Regular Session Meeting

Wednesday July 27, 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
Vice President Nicholson
Commissioner Bergman
Commissioner Santos

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

**County
Counsel:** Nicholas Quincey

**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. Commissioner Baltodano was absent.

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.

2. Minutes

The following draft minutes are submitted for approval:

- a. June 22, 2022

The minutes for June 22, 2022, were considered. Commissioner Bergman motioned to approve the minutes as written. Commissioner Santos seconded the motion. Vice President Nicholson abstained from vote as he was not present at the June meeting. The motion carried 3-0-2.

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3. 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 by written brief was on track to be presented at the August meeting, noting that the Commission would hear an oral closing argument from both the appellant's and county's representatives, and would have the opportunity to ask questions. Mr. McKibben reported the appellant's representative had requested to appear remotely; President Nix confirmed that this would be allowed, but that the commission would prefer that representation appear in person whenever possible. Mr. McKibben provided an update on prehearing meetings and received confirmation that the Commission would be available for a hearing scheduled for Tuesday October 25, 2022, and Wednesday October 26, 2022.

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

- a. Executive Assistant to the Board of Supervisors

Lynsey Bond, Human Resources Analyst, with Lisa Howe, Administrative Analyst, presented the new job specification.

Ms. Bond noted that there were three slight grammatical errors which would be amended for clarity.

Ms. Bond noted that this specification provides clarification of job duties which are currently performed by the incumbent in the role. Commissioner Bergman requested clarification regarding the Board of Supervisors involvement in the hiring process related to the role. Commissioner Nicholson requested clarification regarding the change to the organization chart. Ms. Bond confirmed that this new role would replace the current Secretary Confidential position which has been serving the Board.

Commission President Nix requested clarification on how it was discovered that the incumbent was working out of class and inquired if it would be appropriate to expand the Secretary classification to include the responsibilities. Ms. Bond noted that the unique responsibilities differentiating this role from other Secretary roles include the higher level of responsibility, and public facing nature of this position.

Human Resources Director Tami Douglas-Schatz provided clarity regarding the term "confidential" as relating to labor negotiations. She further noted that this proposed role was

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unique because this individual would be handling confidential information, serve in a public facing role, and be serving 5 supervisors rather than a single department head.

Commissioner Santos requested clarification on the requirement in the specification stating the candidate must “use good judgment,” and questioned if there are any requirements for ethics training. Deputy Director of Human Resources, Jamie Russell, noted that performance expectations and a performance management system are used to clarify any expectations beyond what is detailed in the job specification, and to coach and train employees.

Commission Vice President Nicholson moved to approve the new specification as amended to include the grammatical changes referenced by Ms. Bond. Commissioner Bergman seconded the motion. The motion carried 4-0-1.

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

a. Behavioral Health Clinician I/II/III Class Series

Lynsey Bond, Human Resources Analyst, presented the proposed update to the Behavioral Health Clinician career series along with Frank Stapleton, Principal Human Resources Analyst, and Anne Robin, Behavioral Health Administrator. Ms. Bond summarized that the proposed changes would allow incumbents to progress through the class series with their gained experience.

President Nix requested amendment of line 10 on page 6a.009 to state, “AND two (2) years of full-time experience after obtaining a master’s degree...”

Commissioner Santos motioned to approve the revised specification as amended. Vice President Nicholson seconded the motion. The motion carried 4-0-1.

6. 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.

7. 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

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- 8. 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.

- 9. Adjournment**

President Nix reported no action was taken in Closed Session and adjourned the meeting at 10:50.

**** 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.***