



SAN LUIS OBISPO COUNTY CIVIL SERVICE COMMISSION ANNUAL REPORT

2023 ANNUAL REPORT



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

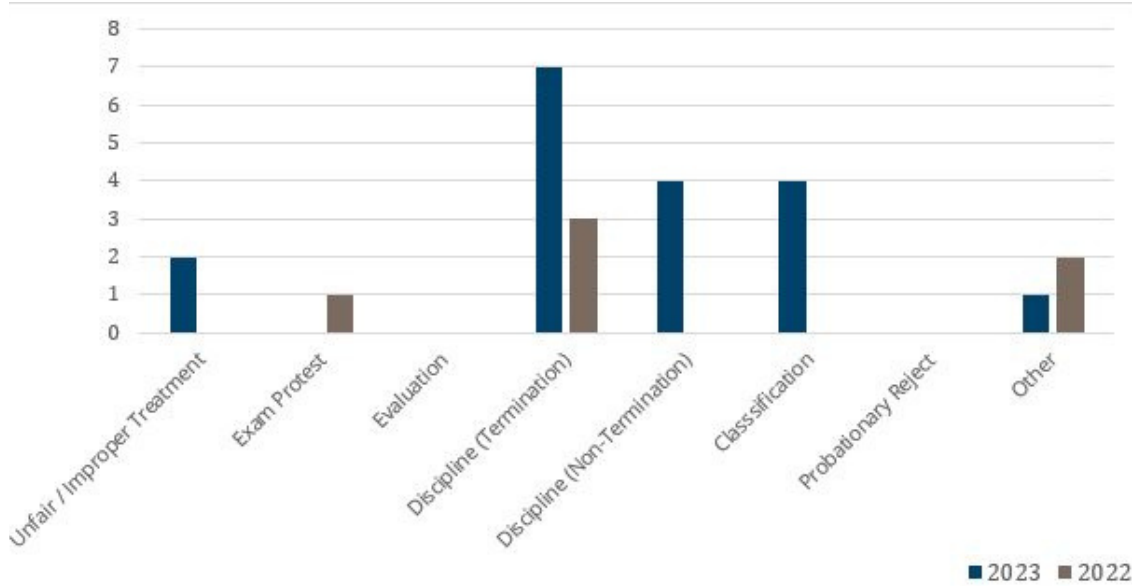
The Commission's rules outline the procedure for resolving employment disputes prior to requesting a hearing.

GRIEVANCES AND APPEALS FILED BY DEPARTMENT				
DEPARTMENT	2023	2022	2021	2020
ADMINISTRATIVE OFFICE				
AIRPORTS	1			
AGRICULTURAL COMMISSIONER				
ASSESSOR				
AUDITOR-CONTROLLER/TREAS TAX			2	
CENTRAL SERVICES			1	
CHILD SUPPORT SERVICES				1
CLERK-RECORDER				
COUNTY COUNSEL				3
DISTRICT ATTORNEY	2			
HEALTH AGENCY	4	2	2	2
HUMAN RESOURCES				
INFORMATION TECHNOLOGY				
LIBRARY	1	1		
PARKS AND RECREATION			1	
PLANNING AND BUILDING	1	1		1
PROBATION	1			
PUBLIC WORKS	3		2	2
SHERIFF-CORONER	5	2	3	1
SOCIAL SERVICES				1
VETERANS SERVICES				
TOTAL	18	6	11	11



GRIEVANCES, APPEALS AND LITIGATION

GRIEVANCES AND APPEALS FILED BY TYPE



GRIEVANCES AND APPEALS FILED BY CALENDAR YEAR

	2023	2022
Filed	18	6
Resolved prior to Commission hearing (Resolved, Withdrawn, Dismissed)	17	5
Heard before the Commission	1	1
Pending Appeals and Grievances	2	5

PENDING LITIGATION

As of the end of Calendar Year 2023, there are four litigation matters pending.

COMMISSION MEETINGS

SCHEDULED MEETINGS

The Civil Service Commission held a total of fourteen (14) meetings during Calendar Year 2023. Eleven (11) of those meetings were Regular Session and three (3) were Special Session. All fourteen (14) meetings held included closed sessions. Only one (1) meeting was cancelled. The closed sessions were to discuss/deliberate rule updates or hear grievance/appeal matters.

- January 25, 2023, Regular Session*
- February 22, 2023, Regular Session **Cancelled**
- March 22, 2023, Regular Session*
- April 6, 2023, Special Session*
- April 26, 2023, Regular Session*
- May 24, 2023, Regular Session*
- June 28, 2023, Regular Session*
- July 26, 2023, Regular Session*
- August 23, 2023, Regular Session*
- September 27, 2023, Regular Session*
- October 25, 2023, Regular Session*
- November 29, 2023, Regular Session*
- December 11, 2023, Special Session*
- December 12, 2023, Special Session*
- December 13, 2023, Regular Session*

**Indicates meetings with closed session*

COMMISSION HIGHLIGHTS

- Commission Counsel Steve Simas presented “Introduction to Appeals, Process, and Hearings” to the Commission and Human Resources staff.
- The Commission heard a presentation from Human Resources on recruitment and retention.
- The Commission approved widespread changes to the minimum qualification language for job specs for increased flexibility.
- Commissioner Dave Warren was appointed as Commissioner for District Four.
- Commissioner Robert Bergman was recognized for thirty years of continuous service on the Civil Service Commission.
- The Commission issued a finding and result in one appeal.



CLASS SPECIFICATION ACTIVITY

CLASS SPECIFICATIONS

Classification specifications are the foundation of the County's job classification and compensation systems. There were 368.50 (three hundred and sixty eight and a half) FTE existing positions impacted by classification revisions in CY 2023.

REVISED SPECIFICATIONS

- GROUNDS RESTORATION SPECIALIST
- SHERIFF'S DISPATCH MANAGER
- JUVENILE SERVICES OFFICER I/II/III
- DEPUTY PROBATION OFFICER I/II
- DEPUTY PROBATION OFFICER III
- SUPERVISING DEPUTY PROBATION OFFICER
- PROBATION ASSISTANT
- SHERIFF'S CORRECTIONAL DEPUTY
- SHERIFF'S SR. CORRECTIONAL DEPUTY
- SHERIFF'S CORRECTIONAL SERGEANT
- CHIEF DEPUTY PROBATION OFFICER
- M.H. MEDICAL RECORDS SUPERVISOR
- LEGAL CLERK I/II/III
- LEGAL CLERK - CONFIDENTIAL I/II/III
- SUPERVISING LEGAL CLERK
- ASSESSMENT TECHNICIAN I/II/III/IV

NEW SPECIFICATIONS

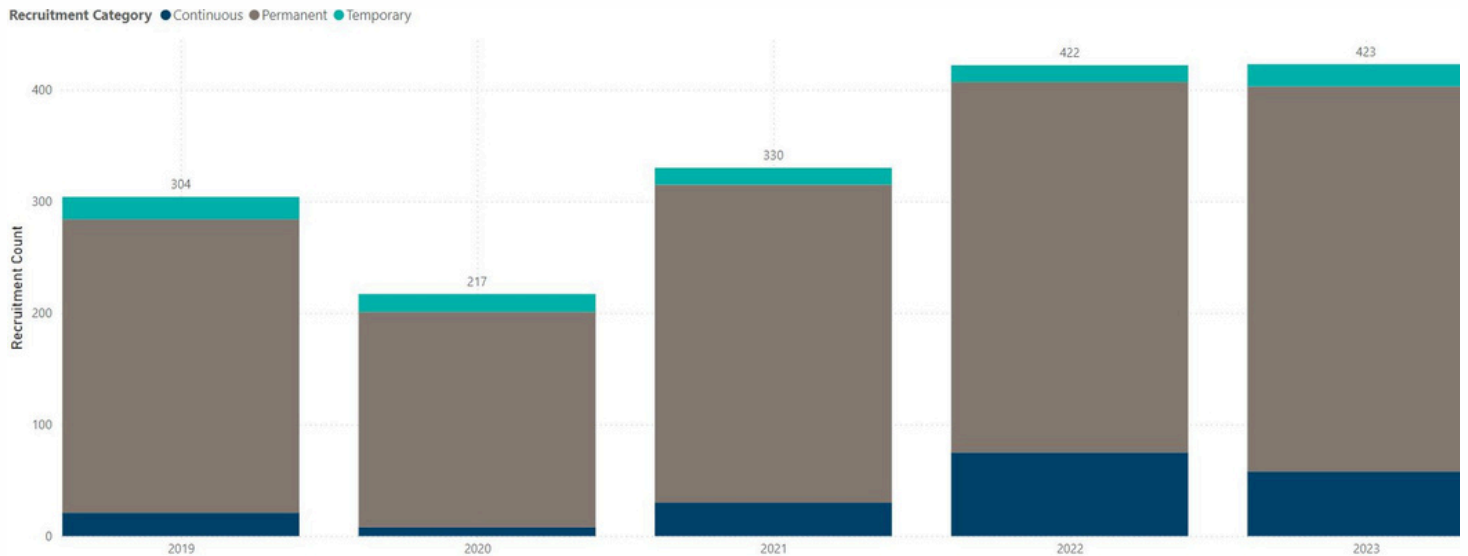
- PAYROLL TECHNICIAN - CONFIDENTIAL
- DEPUTY DIRECTOR - BEHAVIORAL HEALTH
- ASSISTANT CHIEF DEPUTY PROBATION OFFICER
- ENTERPRISE ARCHITECT



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.

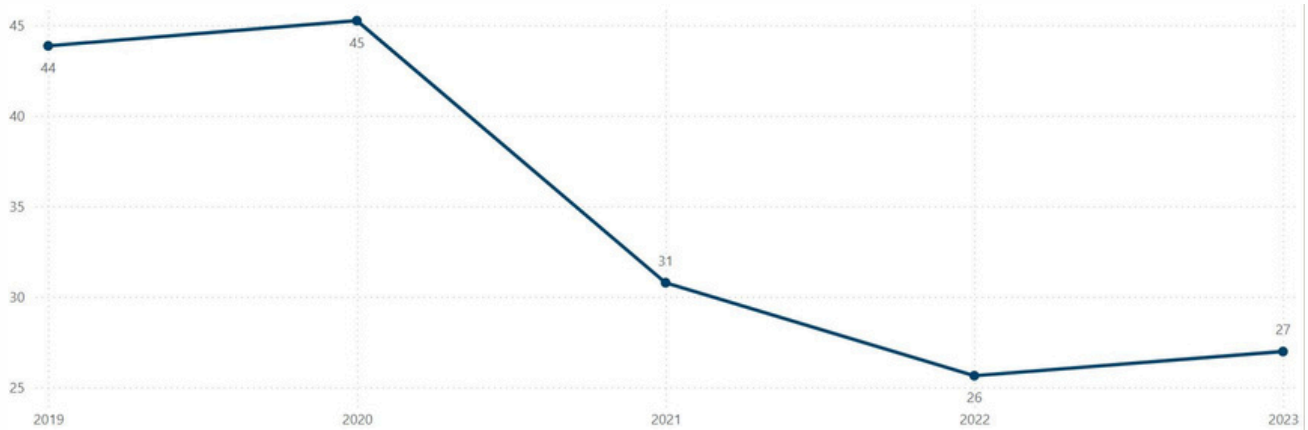
Recruitments Year over Year by Type



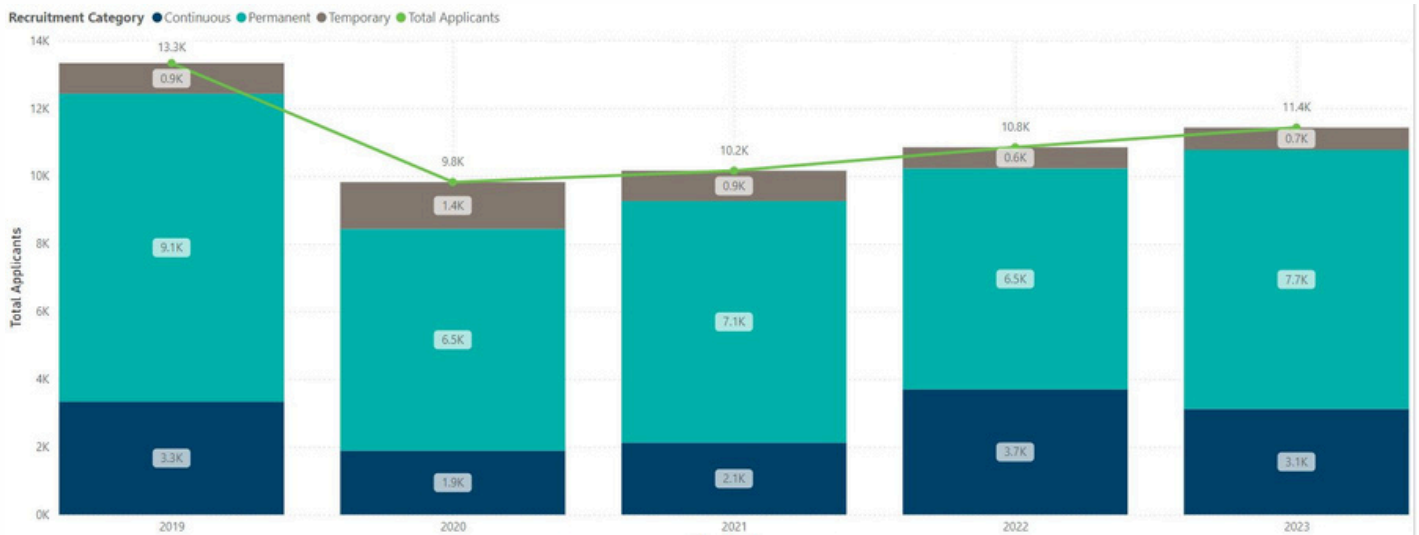
Recruitments, or job postings, are classified into three main categories for reporting: permanent, temporary, and continuous. Year over year the County has seen an increase in promotional recruitments. The total number of recruitments was nearly identical between 2022 and 2023.

RECRUITMENT ACTIVITY

Average Applicants per Recruitment



Average Applicants by Recruitment Type

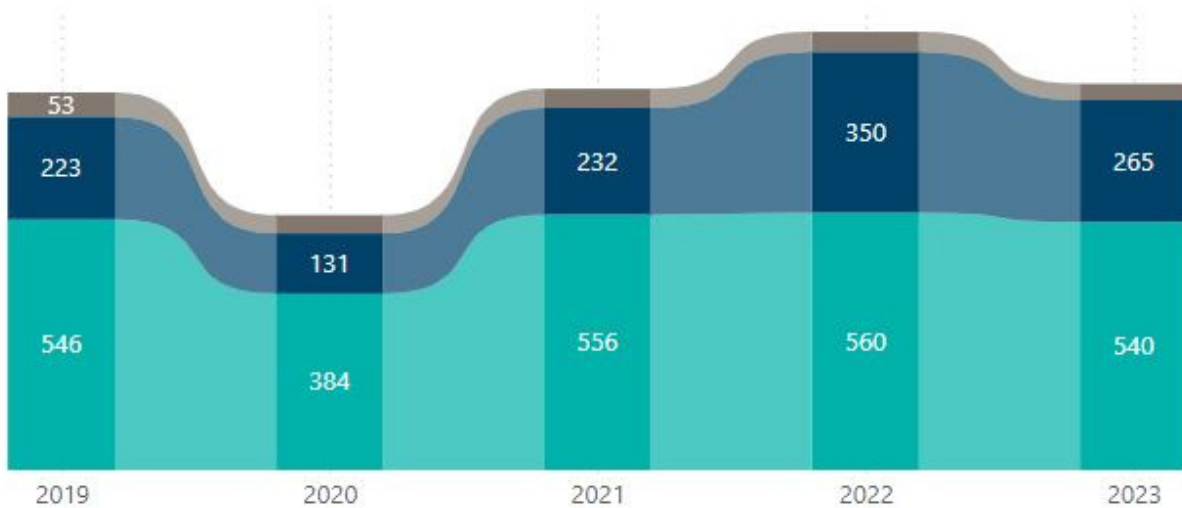


As seen in the first graph, the average number of applicants per recruitment was at a record high in 2019, with a decrease during the pandemic. As displayed in the second graph, the number of total applicants has steadily increased from 2020, with roughly a 16% increase in the past three years. There was a 5% increase in applicants from 2022 to 2023.

RECRUITMENT ACTIVITY CONTINUED

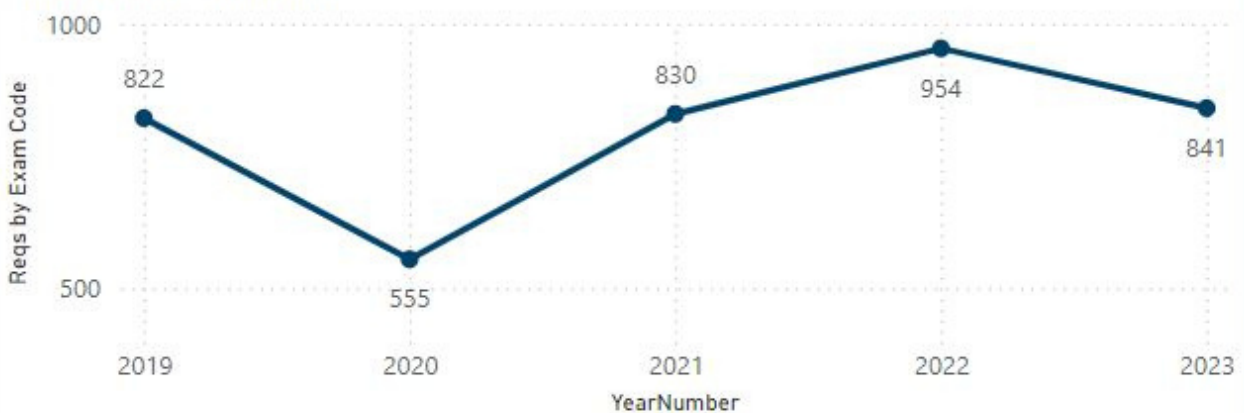
Requisitions Year over Year by Type

Recruitment Type ● Continuous ● Permanent ● Temporary



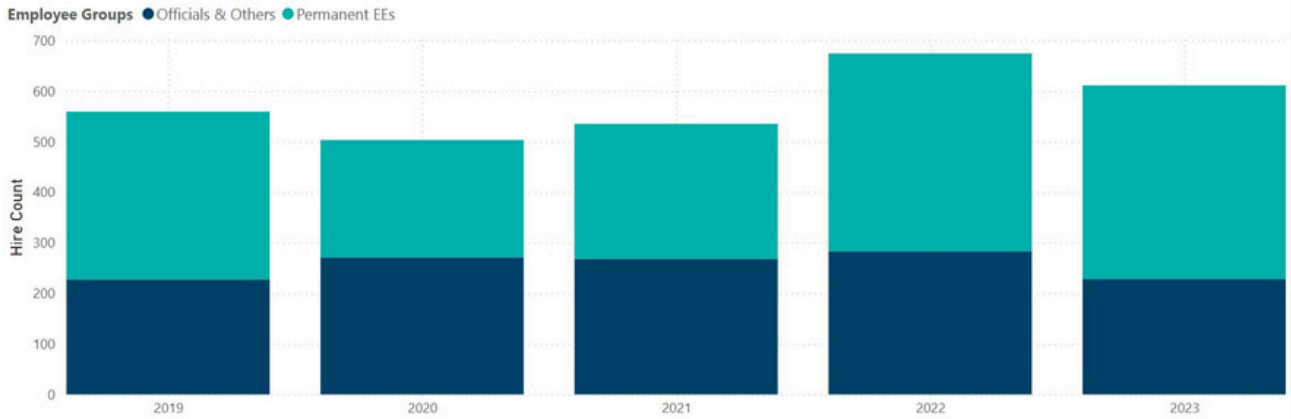
Requisitions, or requests to fill positions, are classified into three main categories for reporting: permanent, temporary, and continuous. In the past three years, there has been an increase, with 2022 as the highest year of recruiting ever, due to increased turnover. The County's State of the Workforce presentation highlighted the factors driving the post-pandemic increase in recruiting.

Requisitions Opened



RECRUITMENT ACTIVITY CONTINUED

New Hires by Calendar Year



The County saw a slight decrease in new hires for calendar year 2023 with a total of 611 new hires. In 2022, the County had 674 new hires.

Notable Changes Over Prior Year	
Total Recruitments	+0.23%
Open Recruitments	+3.84%
Total Hires	-9.0%

Notable Changes Over Five Years	
Total Recruitments	+32.0%
Open Recruitments	+26.9%
Total Hires	+9.0%

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	FY21-22	66.30%	22.90%	1.82%	0.13%	0.64%	3.70%	4.30%	0.00%	3,131
	2023	63.44%	25.89%	4.09%	0.07%	0.64%	1.42%	4.46%	0.00%	3,150
New Hires	FY21-22	62.26%	25.71%	1.95%	0.15%	0.60%	4.81%	3.61%	0.90%	674
	2023	59.74%	29.79%	1.31%	0.38%	0.76%	4.48%	3.44%	0.00%	611
Applications	FY21-22	53.69%	32.12%	4.46%	0.00%	1.22%	6.32%	0.00%	2.26%	10,847
	2023	52.99%	31.32%	4.48%	0.00%	0.98%	7.99%	0.00%	2.48%	11,429
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

GENDER

		FEMALE	MALE	NON-BINARY	UNKNOWN	TOTAL
County Workforce	FY21-22	57.7%	42.3%	0.00%	0.00%	3,131
	2023	56.01%	43.89%	0.10%	0.00%	3,150
New Hires	FY21-22	58.65%	41.05%	0.30%	0.00%	674
	2023	55.16%	44.52%	0.33%	0.00%	611
Applications	FY21-22	54.65%	43.74%	0.46%	1.16%	10,847
	2023	54.83%	43.51%	0.40%	1.26%	11,429
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	FY21-22	14.5%	26.3%	24.4%	24.70%	10.10%	0.00%	3,131
	2023	12.69%	28.94%	27.97%	20.67%	9.73%	0.00%	3,150
New Hires	FY21-22	39.40%	23.01%	15.94%	12.78%	8.87%	0.00%	674
	2023	39.61%	27.66%	16.53%	8.35%	7.86%	0.00%	611
Applications	FY21-22	32.90%	27.35%	19.32%	12.60%	5.45%	2.38%	10,847
	2023	32.96%	28.31%	20.18%	11.86%	2.48%	2.20%	11,429
US Census Bureau (County of SLO 2020)		39.90%	10.70%	12.70%	15.10%	21.50%	0.00%	283,111

COUNTY
of SAN LUIS
OBISPO

CIVIL SERVICE COMMISSION CONTACT INFORMATION

STAFF TO THE CIVIL SERVICE COMMISSION

Jamie Russell, Human Resources Director, Commission Secretary
Jon Ansolabehere, Assistant County Counsel, Commission Counsel
Steve Simas, Outside Counsel
Shaley Salsbury, Commission Clerk



John E.D. Nicholson, President
District One



Lesley Santos, Commissioner
District Two



Erica Flores Baltodano, Vice President
District Three



David Warren, Commissioner
District Four



Robert Bergman, Commissioner
District Five