



SAN LUIS OBISPO COUNTY CIVIL SERVICE COMMISSION ANNUAL REPORT

FY 2015-2016

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INTRODUCTION

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.

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.

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.

GRIEVANCES, APPEALS AND LITIGATION

Grievances, Appeals and Litigation

The Commission's rules outline the procedure for resolving employment disputes prior to requesting a hearing. No appeals were brought to the Commission in FY 2015-2016.

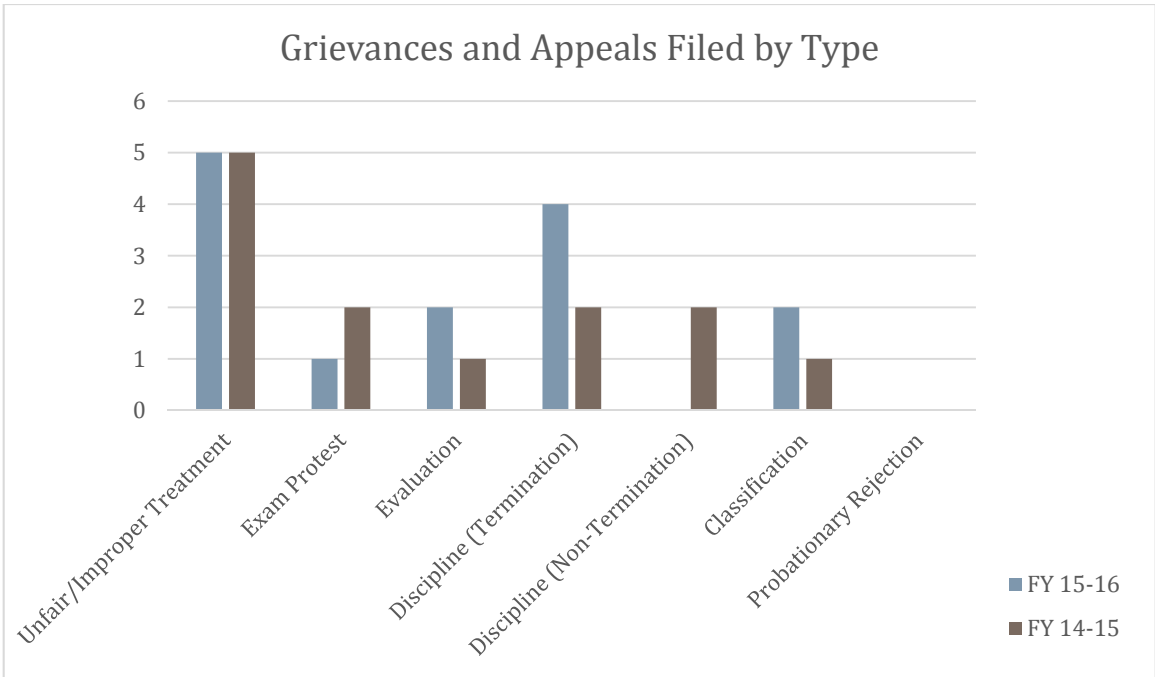
**Indicates departmental/divisional reorganization*

STATISTICAL SUMMARY

GRIEVANCES AND APPEALS FILED BY DEPARTMENT

DEPARTMENT	15/16	14/15	13/14	12/13	11/12
ADMINISTRATIVE OFFICE					
AGRICULTURAL COMMISSIONER					
ASSESSOR			3	1	1
AUDITOR-CONTROLLER/TREAS TAX*					
AUDITOR-CONTROLLER					
TREASURER/TAX COLLECTOR					
CENTRAL SERVICES		3	1	1	1
CHILD SUPPORT SERVICES					
CLERK-RECORDER					
COUNTY COUNSEL					
DISTRICT ATTORNEY		1	2		
FARM ADVISOR					
HEALTH AGENCY*	7	3		4	
DRUG & ALCOHOL SERVICES			1		
MENTAL HEALTH			4		
PUBLIC HEALTH			1		
HUMAN RESOURCES					
INFORMATION TECHNOLOGY					1
LIBRARY					
PARKS AND RECREATION	1				
PLANNING AND BUILDING	2	2		1	
PROBATION	1			1	1
PUBLIC WORKS	1	1	2		
SHERIFF-CORONER		1	1		
SOCIAL SERVICES	2	2	7	2	1
VETERANS SERVICES					
TOTAL	14	13	22	10	5

GRIEVANCES, APPEALS AND LITIGATION



	FY 15-16	FY 14-15
Filed	14	13
Carried forward from previous fiscal year	6	0
Resolved prior to Commission hearing (Resolved, Withdrawn, Dismissed)	17	7
Hearings before the Commission	0	1
Pending Appeals and Grievances	3	5

Litigation Filed 7/7/14 – Status is Pending

CV 120308 (Sanchez v. The County of SLO & SLO County Civil Service Commission)

COMMISSION MEETINGS

Commission Meetings

SCHEDULED MEETINGS

The Civil Service Commission held nine (7) regular session meetings, four (2) of which included closed session, and five (1) special meetings for grievance/appeal were held.

• July 22, 2015 Cancelled	• January 27, 2016 Cancelled
• August 26, 2015 Regular Session	• February 24, 2016 Regular Session
• September 23, 2015 Cancelled	• March 23, 2016 Regular Session
• October 28, 2015 Regular Session	• April 27, 2017 Regular Session
• November 18, 2015 Regular Session	• May 25, 2016 Regular Session
• November 18, 2015 Special Session	• June 22, 2016 Cancelled
• December 16, 2015 Cancelled	

COMMISSION BUSINESS HIGHLIGHTS

- Newly appointed Commissioner: Erica Stewart for District 3 on January 26, 2016.
- Commissioner Bergman was appointed Commission President, and Commissioner Ohannesian was appointed Commission Vice President.
- The Commission approved 15 new and 7 revised classification specifications.
- Fiscal Year 14-15 Civil Service Annual Report was presented to the Commission.
- Civil Service Commission implemented a routine rule change process.
- Of the 17 appeals/grievances for FY15-16 (14 newly filed and 6 carried over from FY14-15), all but 3 were resolved prior to hearing. The remaining 3 are pending and will be carried over to FY16-17.
- Of our 13,691 applicants, 6,500 or 47.5% of those are from outside our County.
- Recruitment efforts have resulted in increased diversity in new hires. Specifically, we experienced a notable increase of 6.5% in hiring from Hispanic populations.

CLASS SPECIFICATION ACTIVITY

Class Specification Activity

CLASSIFICATION SPECIFICATIONS

Classification specifications are the foundation of the County's job classification and compensation systems. There were one hundred forty five and a quarter (147.25) FTE positions impacted by classification additions/revisions in FY 15-16, summarized as follows.

NEW CLASSIFICATIONS

- DIVISION MANAGER – ADMINISTRATIVE OFFICE (2)
- SAFETY COORDINATOR – PUBLIC WORKS (1)
- SOCIAL WORKER AIDE I,II,III SERIES (16)
- BEHAVIORAL HEALTH PROGRAM SUPERVISOR (1)
- LICENSED PSYCHIATRIC TECHNICIAN/ LICENSED VOCATIONAL NURSE I,II,III (.75)
- LIBRARY ASSOCIATE I,II,III (33)
- LIBRARIAN (2)
- COORDINATING LIBRARIAN (5)
- SENIOR LIBRARY ASSOCIATE (9)
- LIBRARY BRANCH MANAGER (3)
- WASTE WATER SYSTEMS SUPERINTENDENT (1)
- ASSISTANT DIRECTOR OF PARKS & RECREATION (1)
- PURCHASING MANAGER (1)
- COMMUNITY HEALTH NURSE I,II (27.5)
- PUBLIC HEALTH NURSE I,II, SENIOR (27.5)

REVISED CLASSIFICATIONS

- CHIEF DEPUTY PROBATION OFFICER (4)
- SUPERVISING DEPUTY PROBATION OFFICER (14)
- WATER SYSTEMS SUPERINTENDENT (1)
- WATER SYSTEMS WORKER CLASS SERIES (17)
- PARKS SUPERINTENDENT (2)
- AIRPORT OPERATIONS SPECIALIST (2)
- AIRPORT MAINTENANCE WORKER (4)

RECRUITMENT ACTIVITY

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 15/16	FY 14/15	FY 13/14
Applications	13691	11899	10021
Recruitments	249	268	218
Recruitments by Category			
Permanent	191	141	199
Temporary	7	13	18
Continuous ¹	51	0	1
Recruitments by Type			
County Wide Promotional	9	0	2
Departmental Promotional	51	44	38
Lateral Transfer	0	0	0
Open	189	224	178
Hiring Activity			
Total Hires	497	457	457
Permanent	276	248	235
Temporary, Students, Seasonals & Others	221	209	222

Notable Increases Over Prior Year

Permanent Recruitments	35%
Applications	15%
Hires	9%

¹ Replaced substitutes with continuous, which is currently tracked in new system. Substitutes are no longer tracked due to insignificant numbers.

EQUAL EMPLOYMENT OPPORTUNITY

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	AMER INDIAN OR ALASKAN NATIVE	ASIAN	TWO OR MORE RACES	OTHER/ BLANK	TOTAL
County Workforce	72.90%	13.47%	1.32%	0.19%	1.94%	8.67%	1.51%	2,583
New Hires	58.19%	20.21%	1.05%	0.35%	2.44%	17.42%	0.35%	497
Applications	59.21%	24.52%	4.31%	0.94%	5.54%	0.90%	4.58%	13,691
US Census Bureau (County of SLO 2010)	71.10%	20.80%	2.10%	No Data ²	4.20%	No Data ²	3.80%	269,637

GENDER

	FEMALE	MALE	UNKNOWN	TOTAL
County Workforce	58.85%	41.15%	0.00%	2,583
New Hires	62.72%	37.28%	0.00%	497
Applications	51.99%	44.90%	3.11%	13,691
US Census Bureau (County of SLO 2010)	48.70%	51.30%	0.00%	269,637

AGE

	UNDER 30	30-39	40-49	50-59	60 AND OVER	UNKNOWN	TOTAL
County Workforce	9.18%	26.05%	23.31%	31.44%	10.03%	0.00%	2,583
New Hires	31.01%	36.93%	17.42%	11.50%	3.14%	0.00%	497
Applications	37.36%	26.32%	15.59%	12.51%	3.46%	4.76%	13,691
US Census Bureau (County of SLO 2010)	39.90%	10.70%	12.70%	15.10%	21.50%	0.00%	269,637

² New category since 2010 census. Next census to be held 2020.

CONTACT INFORMATION

Contact Information

COMMISSION MEMBERS

The Commission is comprised of members appointed by the Board of Supervisors. The Commissioners serve four (4) year terms and remain on the Commission until a successor is selected.



**Wayne Caruthers, Commissioner
District One**



**Erwin Ohannesian, Commissioner
District Two**



**Erica A. Stewart, Commissioner
District Three**



**William Tappan, Commissioner
District Four**



**Robert Bergman, Commissioner
District Five**

STAFF TO THE CIVIL SERVICE COMMISSION

Tami Douglas-Schatz, Human Resources Director, Commission Secretary
Timothy McNulty, Assistant County Counsel, Commission Counsel
Steve Simas, Outside Counsel
Lacey Gabriel, Commission Clerk (FY 15-16), Sarah Kidd, Commission Clerk

ADDRESS – PHONE – WEBSITE

County of San Luis Obispo Civil Service Commission
1055 Monterey Street, Suite D-250, San Luis Obispo, CA 93408
805.781.5959
www.slocounty.ca.gov/hr/csc