

Civil Service Commission

1055 MONTEREY STREET, SUITE D-250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday August 23, 2017 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA



MEMBERS OF THE COMMISSION
President Robert Bergman
Vice President Erwin Ohannesian
Erica A. Stewart
Jeannie Nix
Jed Nicholson

Present: President Bergman, Vice President Ohannesian, Commissioner Stewart, Commissioner Nix, Commissioner Nicholson

Staff: Acting Commission Secretary Natalie Walter, Commission Clerk Alisa Scantlin,

Counsel: County Counsel Tim McNulty

Absent: Commission Outside Counsel Steve Simas

1. Call to Order / Flag Salute / Roll Call

President Bergman called the meeting to order at 9:00 AM and led the flag salute. Roll was called.

2. Public Comment Period

President Bergman asked for public comment. Seeing none, he closed the public comment period.

3. Minutes

a. President Bergman asked for any amendments to the July 26, 2017 meeting minutes. Seeing none, he asked for a motion to approve. Vice President Ohannesian made the motion to approve. Commissioner Stewart seconded the motion. Motion passed. 5-0-0

4. Specification – Revised

a. Supervising Auditor/Appraiser–Human Resources Analyst, Taj D’Entremont, with Assessment Manager, Lesa Gofourth, presented the revised classification. President Bergman asked for public comment on the item. Seeing none, he asked the Commission for questions. The Commission requested an amendment. President Bergman requested a motion to approve as amended. The motion was made by Commissioner Stewart, and seconded by Commissioner Nix. The motion passed. 5-0-0.

b. Assessment Analyst Trainee/I/II/III–Human Resources Analyst Taj D’Entremont with Assessment Manager, Lesa Gofourth, presented the revisions to this classification. Commissioners presented questions. The addition of a requirement for a high school diploma was requested. A suggestion was also made not to eliminate specific degree types in the position requirements, but rather list them as preferable. A typo in this revision will also be corrected. President Bergman requested public comment on this item. Seeing none, a motion to approve as amended was requested. The motion was made by Commissioner Nix, and seconded by Commissioner Nicholson. The motion passed 5-0-0.

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The Commission requested that the Appointing Authority be added to Cover Sheets for New and Revised specifications, and that the classification being addressed be highlighted on the department organization chart presented.

5. Specification – New

- a. Supervising Correctional Technician- Human Resources Analyst, Taj D'Entremont, with Undersheriff Tim Olivas, presented the new specification. President Bergman requested public comment. Seeing none, the Commissioners presented their questions. President Bergman asked for a motion to approve. A motion was made by Commissioner Stewart, and seconded by Commissioner Nix. The motion carried 5-0-0.

6. Specification – Revised

- a. Correctional Technician- Human Resources Analyst, Taj D'Entremont, with Undersheriff Tim Olivas, presented the revisions. President Bergman requested public comment. Seeing none, Commissioners presented their questions. President Bergman asked for a motion to approve. Commissioner Nix made the motion to approve, seconded by Vice President Ohannesian. The motion passed 5-0-0.

7. Recommendation to Change Civil Service Rule 11.03 to increase the probationary period for the Correctional Technician classification from six months to one year.

Human Resources Analyst, Taj D'Entremont, and Undersheriff Tim Olivas, presented a rule change request to Rule 11.03, to increase the probationary period for the Correctional Tech classification from six months to one year. President Bergman requested public comment, and seeing none, the Commission presented questions. After a recess, County Counsel, Tim McNulty, reported on the notice process for rule changes, and provided guidance on creating a contingency related to County Code, if the rule change is approved. Theresa Schultz, SLOCEA, offered public comment following Mr. McNulty's report, to notify the Commission that SLOCEA does support the rule change. Seeing no further public comment, President Bergman asked for a motion to approve, with the contingency advised by County Counsel. Commissioner Nicholson made the motion to approve, seconded by Commissioner Stewart. Roll was called. The motion passed 5-0-0.

8. Specifications - Revised

- a. Water Systems Worker Trainee/I/II/III- Human Resources Analyst, Frank Stapleton, with Mark Hutchinson, Deputy Director of Public Works, and Mark Chiaramonte, presented the revisions. President Bergman asked for public comment, and seeing none, the Commissioners presented questions. President Bergman requested a motion to approve. The motion was made by Vice President Ohannesian, and seconded by Commissioner Nix. The motion passed 5-0-0.
- b. Water Systems Worker IV- Human Resources Analyst, Frank Stapleton, with Mark Hutchinson, Deputy Director of Public Works, and Mark Chiaramonte, presented the revisions. Seeing no public comment, the Commission presented their questions. A suggestion was made to change the title of this specification that identifies it as Supervisory position. After discussion, Commission Secretary Tami Douglas-Schatz suggested that the Commission approve the specifications as presented in today's meeting, and bring the topic of a title change to Water Systems Worker IV back to a later Commission meeting for discussion. President Bergman stated that he did want the title change discussion to be brought back to the Commission for consideration. President Bergman asked for public

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comment. Human Resources Analyst, Mark Zeltmann, and SLOCEA representative, Theresa Schultz offered public comment. President Bergman requested a motion to approve the revisions to this specification, without a title change at this point. A motion was made by Vice President Ohannesian, and seconded by Commissioner Stewart. The motion passed 5-0-0.

- c. Wastewater Systems Worker Trainee/I/II/III- Human Resources Analyst, Frank Stapleton, with Deputy Director of Public Works, Mark Hutchinson, and Chief Water Treatment Plant Operator, Mark Chiamonte, presented the revisions. President Bergman requested public comment, and seeing none, opened questioning to Commissioners. President Bergman requested a motion to approve. The motion was made by Commissioner Nicholson, and seconded by Commissioner Nix. The motion passed 5-0-0.
- d. Wastewater Systems Worker IV- Human Resources Analyst Frank Stapleton, with Deputy Director of Public Works, Mark Hutchinson, and Chief Water Treatment Plant Operator, Mark Chiamonte, presented the revisions. President Bergman requested public comment, and seeing none, opened questioning to Commissioners. The same request was made that the topic of a title change for this specification be brought back to the Commission for consideration. President Bergman requested a motion to approve the revised specification. The motion was made by Vice President Ohannesian, and seconded by Commissioner Stewart. The motion passed 5-0-0.

9. Reports

Commission President – No report.

Commission Counsel – No report.

Commission Outside Counsel – absent.

Commission Secretary – Tami Douglas-Schatz provided an update on the meeting location for a Fair Hearing Presentation that will be given by Steve Simas, Outside Counsel. Ms. Douglas-Schatz also notified the Commission of the need to coordinate additional dates for potential hearings, based on a change in outside Counsel's availability.

Commissioner Stewart requested that the Fair Hearing Presentation be recorded, so that people who cannot attend the meeting at which it is scheduled, can review it later. The request will be forwarded to Mr. Simas, and be dependent on his approval. Ms. Stewart also requested that the presentation of future new, and revised, specifications include a brief description of the department. President Bergman clarified that an overview in the Analyst presentation would be helpful, and the information is not necessary as part of the staff report. A final request was made to include comparisons to other Counties, for reference to best practices, where applicable, when presenting specifications.

10. Adjournment

President Bergman 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.*