

# 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, February 28, 2018 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



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

**Present:** President Bergman, Vice President Ohannesian, Commissioner Nix

**Staff:** Acting Commission Secretary, Natalie Walter; Back-Up Commission Clerk, Virginia Quinde

**Counsel:** County Counsel, Tim McNulty

**Absent:** Commissioner Stewart, Commissioner Nicholson

## 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. Election of Officers

President Bergman invited the Commission to nominate Commission Officers for 2018. Vice President Ohannesian nominated President Bergman. Commissioner Nix seconded the motion. The motion passed 3-0-2. President Bergman requested a nomination for Vice President. Commissioner Nix nominated Commissioner Stewart as Vice President and Vice President Ohannesian seconded. The motion passed 3-0-2.

## 3. Public Comment Period

President Bergman asked for public comment. Seeing none, he closed the public comment period. He stated to the audience that although only 3 Commissioners were present the Commission could conduct business because they had a quorum. He clarified that for voting purposes the votes must be all yes to pass.

## 4. Minutes

President Bergman asked for any amendments to the December 20, 2017 meeting minutes. Seeing none, he asked for a motion to approve. Commissioner Nix made the motion to approve. Vice President Ohannesian seconded the motion. Motion passed 3-0-2.

## 5. Revised Specifications

a) Department Administrator

Mark Zeltman, Human Resources Analyst Class & Comp and Frank Stapleton, Human Resources Analyst presented the title change from Department Administrator to Division Manager, Finance and Administration as well as the revised specification. Mark Zeltman also pointed out an error on page 5a.8, line 15 where reference was made to the old title rather than the proposed title. He indicated this would be corrected. President Bergman requested public comment. Seeing no public comment President Bergman opened for questions from Commissioners. Vice President Ohannesian opened with comments from the Commission. After lengthy discussion and concerns

# Civil Service Commission

raised by the Commissioners, Acting Commission Secretary Natalie Walter proposed that the specification be withdrawn and re-worked to address the Commission's concerns and to ensure the needs of all departments that may utilize the classification are met. President Bergman commented that he would like to agendaize an item on minimum qualifications and recruitment trends and activity associated with minimum qualifications in the future.

## b) Environmental Resource Specialist

Mark Zeltman, Human Resources Analyst Class & Comp, Mark Hutchinson, Deputy Director, Public Works, and Kate Ballantyne, Environmental Division Manager, Public Works, presented the proposal to revise an existing classification and change the title from Environmental Resource Specialist to Environmental Specialist I/II/III. President Bergman requested public comments. Seeing no public comment, he opened to comments from Commissioners. Vice President Ohannesian opened with questions and suggestions on rephrasing some sections of the specification. President Bergman asked if the changes were noted and Mark Zeltman indicated they were. President Bergman opened to questions and suggestions from Commissioner Nix. President Bergman requested a motion to approve as amended and requested that the revised specification be brought back to the Commission in March. Vice President Ohannesian made the motion. Commissioner Nix seconded. Motion passed 3-0-2.

## 6. Reports

Commission President: President Bergman addressed Commission mail and stated that it should be distributed to Commissioners unopened. He requested that the mail policy be distributed to the Commission for review so that all are aware. Vice President Ohanessian and Commissioner Nix requested information regarding an Ethics class they were interested in.

Commission Counsel had nothing to report.

Acting Commission Secretary, Natalie Walter, requested dates for upcoming Grievance/Appeals hearings. The Commissioners who were present provided dates that they were unavailable; absent Commissioners would be contacted for availability.

## 7. 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.*