

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, September 26, 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 Stewart, Commissioner Nicholson, Commissioner Nix

Staff: Commission Secretary, Tami Douglas-Schatz
Commission Clerk, Rosa Reyes

Counsel: Commission Counsel Nina Negranti

Absent: Commissioner Ohannesian

1. Call to Order / Flag Salute / Roll Call

President Bergman called the meeting to order at and led the flag salute. Roll was called. Commissioner Ohannesian was absent.

2. Public Comment Period

President Bergman asked if there were any members of the public wishing to address the Commission. Seeing none he closed the public comment period.

3. Minutes

President Bergman asked for any amendments or corrections to the June 27, 2018 meeting minutes. None were reported. Vice President Stewart made a motion to approve. Commissioner Nix seconded the motion. Matter went to vote. Motion passed 4-0-1.

4. Specifications- New

a. Emergency Services Manager

Mark Zeltman introduced Jamie Russell, Principal Analyst with the Human Resources Department and Ron Alsop. Mr. Alsop's official title is Principal Analyst; however, his working title is Emergency Services Manager. He will be retiring, and this has resulted in an opportunity to create a new classification for Emergency Services Manager.

There was discussion by the Commission regarding the Minimum Qualifications for this proposed job specification, including, adding years of experience and timelines by which required certifications needed to be completed. Commissioners put forth amendments to the proposed job specification. President Bergman asked if there was a motion to approve the job specification as amended. Commissioner Nicholson moved to make the motion to approve as amended. Commissioner Nix seconded the motion. Matter went to vote. Motion passed 4-0-1.

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5. Specifications- Revised

- a. Property Transfer Technician (PTT) series
- b. Property Transfer Technician (PTT) Supervisor

Mark Zeltman introduced Taj D' Entremont, Analyst with the Human Resources Department and Barbara Edginton, Assessor Manager with the Assessor's Department. Mr. Zeltman proposed adding additional Minimum Qualifications to the Property Transfer Technician (PTT) series and the Property Transfer Technician Supervisor positions.

The Commission first addressed the PTT series. The Commission put forth amendments including modifying certain language and removing a requirement regarding essential functions for the position thought to be there in error. Commissioners further identified what would be eliminated from the job specification. President Bergman asked if there was a motion to approve the job specification as is. Vice President Stewart moved to make the motion to approve. Commissioner Nicholson seconded the motion. Matter went to vote. Motion passed 4-0-1.

Analyst Taj D' Entremont advised the Commission that the requirement in this series that was removed earlier that stated, "Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single class) will be identified and used by medical examiners and hiring authorities in the selection process" should remain in the job specification. She explained essential functions are used by medical examiners when potential employees go to pre-employment physicals to determine whether the person is physically able to do a function job. She believes this is a standard statement in all job specifications. Commission Counsel, Nina Negranti, advised the Commissioners this item needed to be brought back with another vote. Matter was brought back after a vote on the Property Transfer Technician (PTT) Supervisor. The requirement was put back into the specification. With this addition, President Bergman asked if there was a motion to approve the job specification as amended. Vice President Stewart made the motion to approve. Commissioner Nix seconded the motion. Matter went to vote. Motion passed 4-0-1.

The Commission then addressed the PTT Supervisor job specification. There were no recommendations for amendment. President Bergman asked if there was a motion to approve the job specification as written. Vice President Stewart made the motion to approve. Commissioner Nix seconded the motion. Matter went to vote. Motion passed 4-0-1.

6. Minimum Qualifications

Commission Secretary Tami Douglas- Schatz began the presentation with a couple of clerical adjustments and advised members of the audience the Commissioners had additional information for the presentation. These were available to review in a binder or electronically. The Human Resources Analysts who presented were Mark McKibben, Stephanie Price, Mark Zeltman and Jamie Russell.

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For background purposes it was noted last October, Mark Zeltman brought forward a Minimum Qualification (MQ) presentation to the Commission for a discussion of legal considerations and approach. In subsequent specification presentations to the Commission it was realized there was a continued need for discussion regarding Minimum Qualifications and its role in the selection process. Within the presentation, staff provided examples of how candidates moved through a robust selection process, supported by industry best practice, to identify those who were most qualified for the job. The results showed a more diverse and larger group of candidates who would be eligible to interview with the hiring authority. The presentation concluded with staff's recommendation to modify the County's approach to applying minimum qualifications. The Commissioners identified their areas of concern which included, questioning if the bar was being lowered when broadening the Minimum Qualifications language, ensuring applicants know how to qualify for positions, and establishing performance expectations in the class specifications.

Analysts discussed allowing flexibility in wording that would allow candidates to meet the Minimum Qualifications in a variety of ways. This best practice, adopted by the majority of counties, and recommended by professional organizations, would allow candidates to compete in additional selection processes beyond the Minimum Qualifications to identify the best candidates. The screening process was explained, and examples were provided. There was no vote on this item and the Commission asked that the matter be brought back as an action item.

7. Reports

Tami Douglas-Schatz, Commission Secretary asked the Commission to identify dates for future hearings. There were no further reports.

8. 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.*