

Civil Service Commission

Regular Meeting

Wednesday, November 14, 2018.

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, Commission Ohannesian, Commissioner Nix, and Commissioner Nicholson

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

Counsel: Timothy McNulty

1. Call to Order / Flag Salute / Roll Call

President Bergman called the meeting to order and led the flag salute. Roll was called. All commissioners were present.

2. Public Comment Period

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

3. Minutes

- a. September 26, 2018
- b. October 26, 2018
- c. October 29, 2018

The Commissioners first addressed the Meeting Minutes for September 26, 2018. The Commission requested adjustments to the minutes that would add language to provide more detail about the minimum qualification discussion and to specify what the requirement was in the Property Transfer Technician (PTT) series, that was taken out in error, and then put back into the job specification during the Commission meeting. It was also requested the Emergency Services Manager job specification with amendments and track changes be agendized. The vote to approve these minutes was postponed.

The Minutes for Special Meetings on October 26, 2018 and October 29, 2018 were reviewed by the Commission. There were no amendments proposed. Commissioner Nix made a motion to approve these minutes and Commissioner Ohannesian seconded the motion. Vice President Stewart abstained because she was not present at these meetings. Motion passed 4-0-1.

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4. Request to Approve CSC Regular Meeting Schedule for 2019

The Commissioners considered the proposed Civil Service Commission Regular Meeting schedule for 2019. There were no amendments made. Commissioner Nicholson made a motion to approve the schedule and Vice President Stewart seconded the motion. Motion passed 5-0-0.

5. Request to Approve Minimum Qualifications Language

Mark Zeltman and Mark McKibben, Human Resource Analyst presented this item. Stephanie Price, Human Resource Analyst and Jamie Russell, Principal Analyst were acknowledged as co-presenters of the Minimum Qualification (MQ) Presentation at the September CSC Regular Meeting. Mr. McKibben recapped the highlights of the presentation and reiterated the research in the MQ presentation supported the recommendation to add an introductory phrase to the job specifications as a best practice. The introductory phrase would state, "A combination of education, training, and experience which would likely provide the required knowledge and abilities listed. Normally, this would include." This phrase would be inserted before the standardized Minimum Qualifications language already approved by the Commission. Mr. McKibben restated adding this phrase would broaden the applicant pool, allowing more applicants to compete and would establish more comprehensive and diverse lists of eligible candidates to meet the needs of multiple county departments.

Commissioner Ohannesian noted he was not at the meeting on September 26, 2018 to hear the presentation but had the materials and listened to the entire meeting. He inquired of the different benefits and incentives the County offers to attract applicants. Commissioner Nix discussed ensuring objectivity in the application process. Commissioners asked how this new language would be introduced to the Commission. Human Resource staff advised there were about 600 job specifications that may need the proposed Minimum Qualifications language added. Human Resource Department staff proposed to provide the Commission a summary of job specifications. President Bergman stated that there were certain job specifications that the Commission would not want this new minimum qualification language added to and the other Commissioners agreed. He provided the Emergency Services Manager job specification that was recently brought before the Commission as a specific example. Tami Douglas-Schatz, Commission Secretary suggested to pilot different ways to bring these job specifications to the Commission including in summary format and summary format with a link. The Commission proposed modifying the introductory phrase to read, "A combination of education, training, and experience which could provide the required knowledge and abilities listed. This may include."

It was concluded that a list of pilot positions would be brought before the Commissions to which this language could be applied. President Bergman asked if there was a motion to approve the new Minimum Qualifications introductory phrase with the pilot program as amended. Vice President Stewart made the Motion and Commissioner Nicholson seconded

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the motion. Motion passed 5-0-0.

6. Request to Approve New Job Specifications:

- a. Registered Dental Hygienist
- b. Information Technology Technician
- c. Information Technology Specialist I, II
- d. Senior Information Technology Specialist

Mark Zeltman, Human Resource Analyst introduced Dr. Penny Borentstein, Public Health Director and Barbara Morrow, Oral Health Program Manager. It was proposed that the Commission approve a new Registered Dental Hygienist classification. The Oral Health Program is a function of the Public Health Department and Mr. Zeltman provided a brief description of the program. He advised the Commission, this would create a classification specific to this role and would allow proper classification, proper Human Resource Management and compensation management. Commissioner Ohannesian moved to make a Motion to approve this job specification as written. Vice Present Stewart seconded the motion. Motion approved 5-0-0.

Mark McKibben Human Resource Analyst introduced Daniel Milei, Director of Information Technology (IT) and Dan MacKirdy, Information and Technology Manager. Mr. McKibben referred to the staff report that explained the background and recommendation for new specifications of Information Technology Technician, Information Technology Specialist I, II and Senior Information Technology Specialist. Mr. Milei provided a brief synopsis of the current IT industry and stated why these positions were necessary.

Commissioners asked clarifying questions and proposed amendments. Commissioner Nix inquired of the other Commissioners whether it would be appropriate to add the newly approved Minimum Qualifications language which would read, "A combination of education, training, and experience which could provide the required knowledge and abilities listed. This may include," to the new specifications. This language would be included in the Information Technology Technician and the Information Technology Specialist I, II. There were other amendments made by the Commissioners. Commissioner Nicholson made a motion to approve Items 6b and 6c as amended. Commissioner Nix seconded the motion. Motion passed 5-0-0.

The Commissioners proposed adding the newly approved Minimum Qualifications language to item 6d- Senior Information Specialist. Mr. Milei provided his feedback to proposal. Commissioner Nix made a motion to approve this specification as amended. Vice President Stewart seconded the Motion. Motion passed 5-0-0.

7. Findings and Conclusion Regarding Appeal #A17-13.

President Bergman advised this matter would not be addressed.

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8. Reports:

President Bergman announced the resignation of Vice President Stewart at the end of the month on the Commission Board. There were many acknowledgments of Vice President Stewart's contribution as a Commissioner. Vice President Stewart thanked the Human Resource Department team for all the hard work done by the department and acknowledged others who had worked with her during her tenure as a Commissioner.

Timothy McNulty, Assistant County Counsel also announced his retirement at the end of the month.

Tami Douglas- Schatz, Commission Secretary reconfirmed hearing dates that had already been previously set. She also provided a brief update of current Grievance and Appeal matters.

9. 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.*