

Civil Service Commission

Regular Meeting

Wednesday, January 23, 2019

1055 Monterey Street, Suite D-271 San Luis Obispo, CA



MEMBERS OF THE COMMISSION
President Robert Bergman
Vice President Jeannie Nix
Erwin Ohannesian
Jed Nicholson

Present: President Bergman, Commission Ohannesian, Commissioner Nix, and Commissioner Nicholson

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

Counsel: Rita L. Neal, County Counsel

Outside

Counsel: Steve Simas, Attorney

1. Call to Order / Flag Salute / Roll Call

President Bergman called the meeting to order at 9:05 a.m. and led the flag salute. Roll was called. All commissioners were present. (District Three is currently vacant)

2. Election of Officers

Commissioner Ohannesian nominated President Bergman to continue in his role as Commission President. President Bergman accepted the nomination and Commissioner Nix seconded the motion. Roll was called, Commissioner Ohannesian-Yes, Commissioner Nix-Yes, Commissioner Nicholson-Yes, and President Bergman-Yes.

President Bergman then called for a nomination for vice president. Commissioner Ohannesian nominated Commissioner Nix. Commissioner Nicholson seconded the motion. Roll was called. Commissioner Ohannesian- Yes, Commissioner Nix-Yes, Commissioner Nicholson-Yes and President Bergman-Yes.

3. 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.

4. Minutes

a. December 19, 2018

The Commissioners considered the minutes from December 19, 2019. Commissioner Ohannesian asked to correct the spelling of his name in item 5. Vice President Nix moved to approve the minutes as corrected. Commissioner Nicholson seconded the motion. Motion passed 4-0-0.

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5. Request to Approve Revised Job Specifications: a. Human Resource (HR) Analyst Aide

Mark Zeltman, Human Resource Analyst introduced Jamie Russell, Principal Human Resource Analyst. Mr. Zeltman provided a synopsis of the duties performed in this job class. He reported the primary reasons for bringing this job specification forward is to properly reflect the duties of this position and to update the title. The title would be changed from a Human Resource (HR) Analyst Aide to Human Resource Technician I/II. A distinguishing characteristics section was included because levels within the class series were added. The format, content and employment standards were updated. HR Analyst Aide is the paraprofessional level class in the department.

The Commissioners made minor corrections. Vice President Nix asked for examples of what type of substitutions could be used instead of the 30 semester units. Ms. Russell provided the Commission with examples. Commissioner Ohannesian moved to approve this job specification with the noted corrections. Vice President Nix seconded the motion. Motion passed 4-0-0.

b. Personnel Analyst

Mark Zeltman introduced this job specification and noted there were less significant changes, except for updating the job title from Personnel Analyst to Human Resources Analyst.

The Commissioners made minor corrections. Commissioner Nix inquired about the education field requirements. There was discussion regarding the benefits of keeping certain educational fields to the education requirement. Vice President Nix made a motion to approve as amended. Commissioner Nicholson seconded the motion. Motion passed 4-0-0.

c. Principal Human Resources Analyst

Mark Zeltman introduced this job specification and indicated there was a distinction between the duties required or expected of each Principal Analyst regardless of their position and specialization. Revisions were also made to education and experience and knowledge and abilities sections.

The Commissioners made minor corrections. Commissioner Nicholson made a motion to approve as amended. Vice President Nix seconded the motion. Motion passed 4-0-0.

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d. Deputy Director

Mark Zeltman introduced this job specification. Mr. Zeltman pointed out the requirements that would remain the same and the proposed changes. Vice President Nix asked for examples of what type of substitutions could be used in lieu of a four-year degree or 5-years of increased responsibility in the public sector. There was also discussion regarding the educational requirement and could an applicant be competitive without a degree. The Commissioners also added additional years of experience.

Commissioner Nicholson made a motion to approve with the modifications proposed. Vice President Nix seconded the motion. Motion passed 4-0-0.

6. Request to Approve New Job Specification(s):

a. Child Support Services Attorney

Stephanie Price, Human Resources Analyst introduced this job specification and Natalie Walter, recently appointed Director of Child Support Services. Past practice was to have the Director of the Department also be the attorney for the department. The exit of the previous Director provided the opportunity to examine whether this was the most effective model. Separating these positions would allow the Director to spend 100% of their time managing and leading the department. This would also allow the attorney to allocate their time as the legal expert for the department and litigate the child support cases. Santa Barbara County has provided legal support in the interim in addition to County Counsel; however, it was noted this was not a sustainable solution and there is a need for this position.

The class levels and need for them were discussed. Ms. Walter advised at this time a three level attorney would be hired. The current position is part-time. The class levels would allow the flexibility, if in the future the legal team grew. A four-level attorney would be responsible for training and overseeing the work of lower level attorneys. This four level class series is also consistent with the County wide series in the District Attorney and County Counsel's Office.

Commissioner Nicholson made a motion to approve and Commissioner Ohannesian seconded the motion. Motion passed 4-0-0.

7. Request to Approve Annual Report

Taj D'Entremont, Human Resources Analyst presented the Annual Report. Per the Commission's direction from last year, prior fiscal years were included to provide comparison from year to year. There were no significant increases or decreases in any areas. Commissioner Ohannesian made a motion to approve as written and Commissioner Nicholson seconded the motion. Motion passed 4-0-0.

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8. Closed Session (per Government Code section 54957) Prehearing conference and deliberations with Legal Counsel regarding Appeal #A18-04

President Bergman advised he would go on to Item 9 (Reports) and bypass Item 8 (Closed Session) for the moment. When Item 9 Reports were concluded, President Bergman advised the Commission would go into closed session per Government Code Section 54957.

After the Item 9 Reports were concluded President Bergman advised the Commission would go onto Closed Session per Government Code 54957 for a prehearing conference and deliberations with Legal Counsel regarding Appeal #A18-04.

President Bergman brought the Commission back into Open Session and reported the Commission had considered Item 8 on the agenda Government Code section 54957 Prehearing conference and deliberations with Legal Counsel regarding Appeal #A18-04. President Bergman reported there has been a request made to the Commission to postpone the date of the hearing. The Commission has agreed to that and has directed their counsel to send correspondence to the Appellant to advise the date.

9. Reports:

President Bergman asked Tami Douglas-Schatz, Human Resource Director to consider changing or adjusting the Rules to restrict Letters of Reprimand from coming to the Civil Service Commission. Ms. Douglas-Schatz reported this is a mandatory subject of bargaining. President Bergman requested that HR place this subject on the next Rule update bargaining session.

Commission Counsel Rita L. Neal advised the Commission due to staffing issues in the department there has not been a new County Counsel assigned permanently to the Civil Service Commission. Ms. Neal's preference is to have the attorney who advises the Commission hold a management position; in part, so there would be no conflict created during meet and confer process with the unions. She reported she should be getting back to the Commission in the next few weeks as to a permanent assignment.

Commission Secretary Tami Douglas-Schatz announced the appointment of Natalie Walter to Director of Child Support Services. Ms. Douglas-Schatz expressed her appreciation of Ms. Walter's skills as a manager. Ms. Douglas-Schatz introduced Mark McKibben who would address calendaring for Special Hearings. Mr. McKibben confirmed hearing dates for February 26th & 27th, March 18th and 19th and April 24th and 25th. There was a request for a continuance of the hearing currently set on February 6th. Mr. Simas, outside counsel discussed a pre-hearing date he is scheduling for January 30th.

10. Adjournment

President Bergman adjourned the meeting.

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** 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.*