

# Civil Service Commission

## Regular Meeting

Wednesday, February 27, 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, Commissioner Ohannesian, Commissioner Nix, and Commissioner Nicholson

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

**Counsel:** Nina Negrete, County Counsel

### Outside

**Counsel:** Steve Simas, Attorney

### 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. (District Three is currently vacant)

### 2. Public Comment Period

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

### 3. Minutes

#### a. January 23, 2019

The Commissioners considered the minutes from January 23, 2019. Vice President Nix pointed out a grammatical error on page four, item 9. Vice President Nix moved to approve minutes as amended. Commissioner Ohannesian seconded the motion. Motion passed 4-0-0.

### 4. Request to Approve New Job Specifications:

#### a. Business Systems Analyst

Mark McKibben, Human Resource Analyst introduced Daniel Milei, Information Technology (IT) Director. Mr. McKibben reminded the Commission in November 2018, the department brought new IT class specifications before the Commission. These new class specifications were a result of a study conducted of IT positions across the County. The Business Systems Analyst position is a result of that same study. Mr. McKibben explained there is a need to have a position that can look at business systems processes and procedures in different departments and apply technology to find efficiencies and solutions to issues departments may be facing. This specification is a more focused position than an IT Project Manager and

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the differences between these classifications were discussed. Mr. McKibben and Mr. Milei provided examples of how a Business Systems Analyst's skills could be utilized within a department. Mr. McKibben reported this is a professional level classification.

President Bergman inquired if there was public comment on this agenda item. Seeing none he asked the Commissioners if they had any questions. Commissioners asked clarifying questions regarding supervision and expectations of this position. It was inquired if this position could potentially eliminate classifications. Mr. Milei reported not necessarily with this position but there were positions that would be collapsed into the "general IT family". Classifications that are identified to be vacated would be brought before the Commission for approval.

President Bergman asked if there was a motion to approve. Commissioner Ohannesian moved to approve and Commissioner Nicholson seconded the motion. Motion passed 4-0-0.

**5. Closed Session (per Government Code section 54957) Prehearing conference and deliberations with Legal Counsel regarding Appeals #A18-06, #A18-07, #A18-11 and Grievances #G18-01 and #G18-04.**

President Bergman asked to move to Item 7 (reports) on the Agenda before going into Closed Session. President Bergman called the meeting into closed session when reports were concluded.

**6. Closed Session (per Government Code section 54957): Hearing and deliberations regarding Appeal #A18-02.**

President Bergman reported this item would be considered and matter went into Closed Session.

**7. Reports**

President Bergman had nothing to report. Nina Negranti advised the Commission she has been permanently assigned as Commission Counsel. Outside Counsel, Steve Simas had nothing to report. Commission Secretary Tami Douglas-Schatz introduced Zachary Lute, Administrative Analyst newly assigned to Human Resources. Mr. Lute promoted from the Veteran's Services Office.

Mark McKibben confirmed dates for Civil Service Special Hearings. March 6, 2019 was identified for a continuance of Appeal #A18-02 hearing. The following dates were also identified for Special Meetings, March 18<sup>th</sup>, 19<sup>th</sup>, April 24<sup>th</sup>, 25<sup>th</sup>, May 6<sup>th</sup>, 7<sup>th</sup>, 21<sup>st</sup>, 22<sup>nd</sup> and June 3<sup>rd</sup>, 4<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup>.

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## **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.*