

Civil Service Commission

Regular Session Meeting

Wednesday March 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 and Vice President Nix

Staff: Acting Commission Secretary, Jamie Russell
Commission Clerk, Rosa Reyes

Counsel: Nina Negranti, 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. Commissioner Nicholson was absent. (District Three is currently vacant)

2. Public Comment Period

President Bergman asked if there were any members of the public wishing to address the Commission at this time.

Lee Collins, retired former Director of Department of Social Services addressed the Commission. Mr. Collins expressed concerns over the County's interpretation of Rules concerning probationary employees. He specifically brought forward Rule 2.43 and Rule 11.05.

There were no other members of the public wishing to address the Commission. President Bergman moved to item 3.

3. Minutes

- a. February 26, 2019
- b. February 27, 2019

Vice President Nix moved to approve the minutes as presented. Commissioner Ohannesian seconded the motion. Motion passed 3-0-1.

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

a. Deputy Clerk of the Board

Mark Zeltman, Human Resource Analyst and Guy Savage, Assistant County Administrator presented the new job specification of Deputy Clerk of the Board-Confidential. This position is currently allocated in the Clerk-Recorder's Office, with the Clerk-Recorder serving as Clerk of the Board. This job function provides several services to the public and to the Board of Supervisors. Mr. Zeltman provided a synopsis of the significant duties of the Clerk of the Board. Because the County Administrative Officer (CAO) works more closely with the Board of Supervisors and is familiar with their agendas, this job function is being moved to the CAO's office. This move is expected to create efficiencies in the overall management of the agenda and to better serve the Board of Supervisors. The moving of this position to the CAO's office is consistent with the organizational structure of other surveyed counties. The clerical functions associated with the Clerk of the Board will also transition from the Clerk-Recorder's office to the CAO's office. Mr. Zeltman provided a summary of those duties and reported those duties are currently a part of the Clerk-Recorder Assistant class series. Clerk of the Board duties were apportioned out of this series. This class will remain, and a revised version of this spec will be brought before the Commission at a later date. For these reasons, the proposal for a new job specification of Deputy Clerk of the Board was brought before the Commission.

Mr. Savage expanded on the reasoning for this transition. He reported elections are handled differently these days compared to years ago. Subsequently, the focus of the Clerk-Recorder's office has shifted. Administrative Analysts at the CAO's office already work with departments to develop their specific Board of Supervisors agenda items. This transition would help ensure that everyone involved in the agenda process are better aligned. This would also free up the Clerk-Recorder's Office to focus on elections, which has become more of their core function.

President Bergman asked staff from Clerk Recorders Office to come forward. Annette Ramirez, was present and spoke before the Commission. Ms. Ramirez spoke in support of this transition. There was also discussion about why this position historically has been separated from the CAO's office in this county. This is not the first time there have been discussions to move this position to the CAO's office. Mr. Savage assured the Commission, Tommy Gong, County Clerk-Recorder is in support of this transition.

Before the Commissioners asked their own questions, President Bergman inquired if there was anyone from the public wishing to address the Commission regarding this item. Theresa Schultz, Senior Labor Representative with SLOCEA came forward. She expressed her concerns regarding the impact of this transition on the incumbents. Mr. Savage spoke to those concerns.

Commissioners asked questions to clarify why the job specification was so detailed. Mr. Zeltman explained the intent was to be comprehensive in identifying all of the specific tasks of this position. There will also be an ongoing evaluation within the CAO's office on how to distribute the tasks and having an inventory of these tasks will be helpful. Mr. Savage further explained

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because there were functions being taken away from the Clerk-Recorder's Office, the intent was to be clear about what functions were moving and which ones weren't. Nina Negranti, with County Counsel's office advised the Commission statutorily there are certain duties that have to remain with the Clerk of the Board vs. the Clerk-Recorder's office. This has contributed to the extended list.

The Commission suggested minor amendments. President Bergman asked if there was a motion to approve this job specification as amended. Commissioner Ohannesian made this motion and Vice President Nix seconded the motion. Roll was called for a vote. Commissioner Ohannesian- Yes, Vice President Nix-Yes and President Bergman- Yes. Motion passed 3-0-1.

5. Closed Session (per Government Code Section 54957): Hearing and deliberations regarding Appeal #A18-02.

President Bergman moved to Item 6 (reports) on the Agenda before going into Closed Session. President Bergman called the meeting into closed session when reports were concluded. There were no members of the public wishing to address the Commission on this Closed Session matter.

President Bergman moved the meeting into Open Session and reported the Commission had nothing to report out; however, have given their counsel direction.

6. Reports:

President Bergman, Commission Counsel and Commission Outside Counsel had no reports. Acting Commission Secretary Jamie Russell stated she had no reports but Mark McKibben (Human Resource Analyst) would be discussing calendaring.

Mr. McKibben reported there were two matters previously on the Commissioners' calendars that have been resolved. The Special hearing dates of April 24, 25 and May 21, 22 were removed, with the CSC Regular Meetings on April 24 and May 22 remaining on calendar. The Special Hearing dates of May 6,7, June 11,12 and July 23,24 were confirmed. Mr. McKibben requested the Regular Meeting on June 26 be cancelled and rescheduled to June 25. This would be so a Special Hearing could be scheduled on June 24,25. Mr. Simas and counsel for the Appellant are available on those days. These dates were not confirmed but noted because Commissioner Nicholson would need to be consulted.

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.*