

Civil Service Commission

Regular Session Meeting

Wednesday April 24, 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, Vice President Nix and Commissioner Nicholson

Staff: Acting Commission Secretary, Frank Stapleton
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. All Commissioners were present. (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. Seeing none, he moved to item 3 on the Agenda.

3. Minutes

- a. March 06, 2019
- b. March 27, 2019

The Commission first addressed the minutes from the Special Hearing on March 06, 2019. Vice President Nix moved to approve the minutes as presented. Commissioner Ohannesian seconded the motion. Motion passed 4-0-0.

The Commission next considered the minutes from the Regular Meeting on March 27, 2019. Commissioner Ohannesian moved to approve the minutes as presented and Vice President Nix seconded the motion. Motion passed 3-0-1. Commissioner Nicholson abstained because he was absent for the Regular Meeting.

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

a. Family Support Officer (FSO)

Stephanie Price, Human Resource Analyst introduced Natalie Walter, Director of Child Support Services. The Family Support Officer (FSO) is the paraprofessional role within Child Support Services. Ms. Price provided a synopsis of the duties and roles of an FSO. Ms. Price stated the corrections to the job specification were mostly changing inadvertent statements in the current job specification, modernizing the language in the format of the spec and proposing a name change. It was requested FSO be changed to Child Support Specialist (CSS). This name change aligns more with the County's naming convention of "Specialist" within these types of roles. The staff of Child Support Services is also in support of this name change.

There were also updates to the Minimum Qualifications section. The job duties for this position are similar to that of other county positions, including, Employment Resource Specialist (ERS) at the Department of Social Services (DSS) and Veteran Services Representative. It was the intent to have the Minimum Qualifications match with these types of positions.

President Bergman asked if there was any public comment on this revised job specification. Seeing none, he opened the matter up for the Commissioners to comment or ask questions. There were noted concerns that some of the descriptive language implied that an FSO was analyzing or interpreting the law, which is the responsibility of an attorney. It was made clear by Ms. Walter, that the department attorney is the one who interprets and analyzes the law as applied to child support cases. Ms. Price and Ms. Walter discussed language changes that would more adequately reflect the FSO's case management of their caseload.

It was asked that this job specification be brought back before the Commission at the next Regular Meeting with the recommended changes.

b. Supervising Family Support Officer

Next, Ms. Price brought forward the Supervising Family Support Officer job specification. She reported the proposed changes were similar to the changes recommended in the FSO specification, including updating the language and template, changing the name of the position to remain consistent, and changes to the Minimum Qualifications. Ms. Price explained that the Department of Child Support Services recently went through a reorganization. Two new positions were added to focus on training and quality assurance within the department. These positions fall between a CSS and Supervisor. The intent was to make clear to staff that this position was a good way to acquire the knowledge, skills and abilities to be a competent supervisor.

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President Bergman asked if there was any public comment on this revised job spec. Seeing none, he opened the matter up for the Commissioners to comment or ask questions. Ms. Price provided insight as to why certain years of experience are required from a Program Review Specialist and a CSS III. The Program Review Specialist is an elevated position and the employees in this position would be working in a lead capacity. It is likely that someone in this position would have already worked their way up through the levels of Child Support Specialist.

The Commission brought forth concerns that wording in the specification also implied the Supervising CSS would be interpreting and applying laws, codes and ordinances. This is the job of the department attorney. Ms. Walter explained this wording applied to case management and not legal interpretation; however, taking the concerns presented into consideration the wording would be changed so the expectations were clearer.

President Bergman advised the Commission would vote on Item 4b. Commissioner Nicholson made to motion to approve the job specification as revised. Vice President Nix seconded the motion. Motion passed 4-0-0.

5. Closed Session (per Government Code Section 54957): Hearing and deliberations regarding Appeals #A18-06, #A18-07, #A18-08, #A18-11 and Grievances #G18-01 and #G18-04.

President Bergman moved to Item 7 (reports) on the Agenda before going into Closed Session. After reports were concluded President Bergman reported the Commission would take a 10-minute break and reconvene into closed session after the break. There were no members of the public wishing to address the Commission on both Closed Session items.

President Bergman moved the meeting into Open Session. He reported the Commission discussed these matters and have given direction to their counsel.

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

President Bergman read the Commission's decision. Based on the Findings of Fact, Conclusions of Law and weighing all the evidence and circumstances in this matter, the Commission concludes that the appropriate discipline is termination and Respondent's Final Order of Medical Separation. Commissioner Nicholson moved to have the President sign the Order. Vice President Nix seconded the motion. Roll was called. Commissioner Ohannesian-Yes, Vice President Nix- Yes, Commissioner Nicholson- Yes and President Bergman-Yes. Motion passed 4-0-0.

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7. Reports:

President Bergman had nothing to report but stated he would have Commissioner Ohannesian give a report. Commissioner Ohannesian reported on April 9 the Board reappointed him to this position. He further stated he enjoys this position and took the oath and was duly sworn in on April 22. Commission Counsel and Commission Outside Counsel had no reports. Acting Commission Secretary Frank Stapleton deferred to Mark McKibben (Human Resources Analyst) to discuss potential calendaring dates reserved for upcoming hearings.

Mr. McKibben reconfirmed the Special Hearing Meetings dates on May 6/7 and June 24/25. The Regular Hearing now scheduled on Wednesday, June 26 would be moved to one of the Special Hearing dates in June. Special Hearing dates on July 23/24 were also confirmed. There were concerns discussed regarding the hearing on July 23/24. Mr. McKibben asked the Commission to remove the Special Hearing dates previously scheduled on June 11/12 from their calendars.

It was requested that moving the Regular Meeting in June to a different date be put on the agenda in May, so the Commission can take formal action.

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.*