

Civil Service Commission

Regular Session Meeting

Wednesday May 22, 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, Jamie Russell
Commission Clerk, Rosa Reyes

Counsel: Rita Neal, 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. April 24, 2019

The Commission considered the minutes from the Regular Meeting on April 24, 2019. Vice President Nix moved to approve the minutes as written. Commissioner Nicholson seconded the motion. Motion passed 4-0-0.

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

a. Family Support Officer

Stephanie Price, Human Resources Analyst presented this job specification. Natalie Walter, Director of Child Support Services was not in attendance; however, had reviewed the changes and is in support of them. This job specification was presented at the last Civil Service Commission meeting; however, concerns were brought forth from the Commission regarding how some of the job duties were written. Those concerns were noted, and changes were made.

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President Bergman asked if there was any public comment regarding this job specification. Seeing none, he opened the matter up for the Commissioners to comment or ask questions. Appreciation was expressed for the changes that were made. There were no other changes requested or put forth.

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

5. Request to Approve New Job Specification(s): **a. Terminal Services Worker**

Chip Spence, Human Resources Analyst introduced Craig Piper, Deputy Director of Airports. Mr. Piper oversees the operational side of the airport which this job specification addresses. Mr. Spence noted there was an inconsistency in the title of the proposed job specification and requested to make a change. He recommended changing the title from Terminal Services Worker to Airport Terminal Services Worker. This job title is consistent with other positions at the Airport.

The Airport has experienced unprecedented growth over the past few years and the Airport Director intends to get more air service. With this there will be more growth. In 2018, San Luis Obispo Airport was ranked the 7th fastest growing in North America in terms of increase in passenger volume. In addition, the first quarter in 2019 has been the airport's best quarter ever for passengers flying in and out of the airport. Although passenger and terminal size have increased, the staffing levels have mostly remained the same. Not only is there a need for additional staff but the staffing needs from a classification perspective have also changed. Mr. Spence discussed the responsibilities of the Airport Terminal Services Worker and summarized how this position could be a pathway to be competitive for an Airport Maintenance Worker position.

President Bergman inquired if there were any members of the public wishing to address this item. Seeing none, he opened the matter up for the Commissioners to comment or ask questions. The Commissioners asked a few clarifying questions, which Mr. Spence and Mr. Piper spoke to.

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

6. Request to Reschedule June 26, 2019 Civil Service Commission Regular Meeting to Tuesday, June 25, 2019

Mark McKibben, Human Resources Analyst first confirmed dates for Special Hearings. It is being requested the Regular Meeting in June (June 26) be moved to June 25. The Special Hearing Meeting dates of July 24/25 were also confirmed.

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Mr. McKibben also proposed dates in August that would coincide with the Regular Hearing date, if there is no resolution in a matter set for pre-hearing on May 28th. The dates proposed were August 27/28 or August 28/29. These dates will work for the Commission. Mr. McKibben will get back to the Commission to confirm these dates.

Vice President Nix made a motion to change the Regular Meeting date in June from Wednesday June 26th to Tuesday June 25th. Commissioner Nicholson seconded the motion. Motion passed 4-0-0.

7. 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 8 (reports) on the Agenda before going into Closed Session.

President Bergman moved the meeting into Open Session. He reported the Commission has given direction to their counsel, met and discussed and are going to order a Pre-hearing Conference set for June 24th and order the parties to attend. This is the Commission's report out of Closed Session.

8. Reports:

President Bergman, Commission Counsel, Commission Outside Counsel and Acting Commission Secretary Jamie Russell had no reports.

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.*