

Civil Service Commission

Regular Session Meeting

Wednesday January 27, 2021 adjourned to
Wednesday February 03, 2021 adjourned to
Wednesday February 10, 2021

3433 S. Higuera St., Room 101, San Luis Obispo, CA 93401



MEMBERS OF THE COMMISSION

President Jeannie Nix
Vice President Jed Nicholson
Bob Bergman
Erwin Ohannesian
Erica Flores Baltodano

Present: President Bergman, Vice President Nix, Commissioner Nicholson and Commissioner Baltodano

Staff: Commission Secretary Jamie Russell
Commission Clerk Rosa Reyes

County Counsel: Nina Negranti, Assistant County Counsel

Outside Counsel: Steve Simas, Attorney

1. Call to Order/Flag Salute/Roll Call

President Bergman called the meeting to order at 9:00 a.m. and led the flag salute. Roll was called. Commissioner Ohannesian was absent. Commissioner Nicholson and Commissioner Baltodano were present via ZOOM.

2. Election of Officers

President Bergman nominated Mr. Nicholson for Vice President and Vice President Nix seconded the motion. Motion carried 4-0-1.

Next, President Bergman called for the election of President of the Commissioner and nominated Ms. Nix for President. Vice President Nicholson seconded the motion. Motion carried 4-0-1.

3. Public Comment Period

President Nix asked if there were any members of the public wishing to address the Commission on matters not on the agenda. Seeing none, she moved to the next item on the agenda.

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4. Minutes

- a. October 28, 2020

The minutes from October 28, 2020 were considered. Commissioner Baltodano made a correction to a typo. There were no other changes. Commissioner Baltodano made a motion to approve the minutes with the correction and Commissioner Bergman seconded the motion. Motion carried 4-0-1.

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

- a. Victim Witness Coordinator Aide I-II
- b. Senior Victim Witness Coordinator

Teresa McCarthy White, Human Resources Analyst introduced Tim Murphy, Victim Witness Division Manager. Dan Dow, District Attorney and Taj D'Entremont, Human Resources Analyst attended via Zoom. The two job specifications requested for revision were created in 1978 and 1989 and last updated in 1998. The primary purpose of these classifications is to provide comprehensive assistance to victims and witnesses of crime. The proposal before the Commission is to update the job title(s), job and employment standards of the specifications. These revisions and title changes are justified based on the current roles and responsibilities that are currently in place for these specifications.

Commissioner Baltodano wanted clarification regarding some of the wording throughout the specification and made suggestions. These suggestions were noted. Both Mark McKibben, Principal Human Resources Analyst and Ms. McCarthy White provided clarification. Commissioner Bergman brought forward his concerns regarding the wording in the Education and Experience section that states "this may include". He would like there to be some minimum qualifications noted and not left so broad. Ms. McCarthy White pointed out there are experience requirements already outlined for each of the levels. Commissioner Bergman suggested the wording be changed to "this shall include either or." President Nix asked additional questions to clarify specific qualifications in the Education and Experience section. Ms. McCarthy White addressed these questions.

Mr. McKibben brought the discussion back to Commissioner Bergman's suggestion to change line 214 to use the language "this shall include." Mr. McKibben reiterated that the intent to use the more broad wording is to increase the pool of applicants that can compete in the process. Mr. McKibben made the suggestion to use the wording "this may include a combination of either A or B." Commissioner Bergman agreed to using "shall have a combination of either." President Nix was also in agreement of this.

President Nix asked if there was anyone from the public wanting to address this item. Theresa Shultz, Senior Labor Representative with SLOCEA wanted clarification regarding the language change. Dan Dow, District Attorney thanked the Commission for their additional modifications and the Human Resources Department for their hard work and collaboration. President Nix brought the item back to the Commission for a motion. Commissioner Bergman made a motion to approve Victim Advocate I-II-

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Ill as amended and Vice President Nicholson and Commissioner Baltodano seconded the motion. Motion carried 4-0-1.

The Commission next considered the Victim Witness Supervisor. Commissioner Baltodano noted that the language stating “under general direction” may need to be clearer to specify who employees get general direction from. This is so there will not be confusion if an employee receives conflicting instructions or assignments from different people in authority. Mr. Murphy requested that the language be left as is. This is because specifying by title eliminates flexibility. Mr. Murphy used this last year during COVID as an example because employees have had to report to other persons. Commissioner Baltodano brought the conversation back to the language in the Education and Experience section. She believes it is critical that a level of flexibility is retained. This is a way to become and be more inclusive in the hiring process. She is in support of language that has some base-line requirements but also remains flexible. Vice President Nicholson had a suggestion for different wording that was confusing. This change was noted. Commissioner Bergman wanted the “shall include a combination” language included in this specification as well. President Nix also made suggestions that will be added.

President Nix asked if there were anyone from the public wanting to make comments on this item. Seeing none she brought the matter back to the Commission for a motion. Commissioner Bergman made a motion to approve as amended and Commissioner Baltodano seconded the motion. Motion passed 4-0-1.

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

- a. Witness Coordinator

Vice President Nicholson made wording suggestions, and this will be updated. Commissioner Bergman also wants the “shall include” language added identical to the changes being made to specs noted above. President Nix also made suggestions and wanted clarification. Mr. Murphy provided clarification.

President Nix asked if there were anyone from the public wanting to make comments on this item. Seeing none she brought the matter back to the Commission for a motion. Commissioner Bergman made a motion to approve as amended and Vice President Nicholson seconded the motion. Motion passed 4-0-1.

7. Reports

President Nix would like a list of job classifications. Jamie Russell, Commission Secretary indicated the Commission could be provided with the Job Class Salary list that includes all the current classifications in the county and the salary steps.

President Nix wants to revisit Commission attendance at meetings. Nina Negranti, Commission Counsel suggested agendizing this discussion for the next meeting. Ms. Negranti provided a brief update about remote meetings under the governor’s executive order. She further stated it would not be recommended to attempt to require in-person participation during a pandemic and while the

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governor's executive order is in place. President Nix asked Ms. Russell to agendaize for the next meeting for the Commission to discuss how they want to continue meetings in regard to ZOOM.

Commission Counsel had nothing to report. Commission outside counsel wanted to clarify the discussion to be agendaized at the next meeting to include Commission attendance for hearings vs. regular commission meetings. Ms. Russell wanted to address a request that the commission made at the October 28, 2020 meeting regarding rule changes. Ms. Russell reported Human Resources has several staff dedicated to assisting with the pandemic response, staff out on leave and a position being held vacant due to the budget. This has resulted in a staffing shortage in Human Resources. She requested delaying the rule changes until staff are available. Mr. McKibben requested dates in May for a potential hearing. Mr. McKibben discussed the appellant's counsel's availability and suggested moving the May regular meeting to coincide with the hearing dates. The Commissioners agreed to hearing dates of May 11, 2021 and May 12, 2021. Mr. McKibben provided notice of an item he will be bringing before the Commission in March related to updating Peace Officer job specifications. Assembly Bill 846 was passed by the California Legislature late last year. This bill requires entities employing peace officers to update their job description specifications for peace officers. This update includes removing references to paramilitary type actions or equipment, emphasize community policing and evidence-based investigations. At the next Regular meeting, Mr. McKibben will be requesting Human Resources be allowed to make these changes administratively without bringing each job specification before the Commission in a formal presentation. There are about thirty (30) job specifications, with multiple unions and from multiple departments. To prepare, Human Resources is collecting standard language that both management and the union associations can agree on. This agreed upon language would be presented to the Commission with a list of the job classes for an overall approval.

8. Public Comment on Closed Session Item

President Nix asked if there any members of the public wishing to address the Commission on the Closed Session items on the agenda. Seeing none she moved to closed session at approximately 10:12 a.m.

9. Closed Session: CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION (Government Code Section 54956.9(a)) – Formally initiated: *Luther v. County of San Luis Obispo Civil Service Commission*, San Luis Obispo Superior Court Case Number 19CV-0713.

President Nix brought the meeting back into Open Session at 10:37 a.m. She advised there is no reportable action.

10. Closed Session: CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION (Government Code Section 54956.9(a)) – Formally initiated: *Luther v. County of San Luis Obispo Civil Service Commission*, San Luis Obispo Superior Court Case Number 20CV-0524.

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11. Adjournment

President Nix 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.***