

# Civil Service Commission

## Regular Session Meeting

Wednesday April 28, 2021

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



MEMBERS OF THE COMMISSION  
President Robert Bergman  
Vice President Jeannie Nix  
Erwin Ohannesian  
Jed Nicholson  
Erica Flores Baltodano

**Present:** President Nix, Commissioner Bergman and Commissioner Baltodano

**Staff:** Commission Secretary Mark McKibben  
Commission Clerk Rosa Reyes

### County

**Counsel:** Nina Negranti, Assistant County Counsel

### 1. Call to Order/Flag Salute/Roll Call

President Nix called the meeting to order at 9:01 a.m. and led the flag salute. Roll was called. Commissioner Ohannesian and Vice President Nicholson were absent.

### 2. 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. President Nix recognized Mark McKibben, Principal Analyst and Commission Secretary for this meeting. Mr. McKibben introduced Mike Milby who will be the new Commission Clerk, filling behind Rosa Reyes. President Nix asked if there was anyone else wanting to make public comment. Seeing none, she asked Commission Clerk Ms. Reyes if there was public comment received by mail or email. The Clerk reported no public comment was received, and President Nix moved to the next item on the agenda.

### 3. Minutes

a. March 24, 2021

The minutes from March 24, 2021 were considered. President Nix proposed amending the minutes to include her comments of support for the discussion on page 3a.007 under item 12 (Reports). President Nix had complemented the Human Resources Department on the 2020 Annual report on the improved accomplishments with respect to diversity. She indicated we are always trying to do better but also recognized progress has been made.

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There were no other additions or amendments to the minutes. Commissioner Bergman made a motion to approve the minutes as amended and Commissioner Baltodano seconded the motion. Motion carried 3-0-2.

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

### **a. Lab Assistant I/II**

Teresa McCarthy White, Human Resources Analyst introduced Dr. Borenstein, County Health Officer via Zoom, Chief Deputy Taylor with the Sheriff Department via Zoom, Taj D'Entremont, Human Resources Analyst assigned to the Sheriff Department via Zoom and Frank Stapleton, Human Resources Analyst, assigned to the Health Agency. The recommendation is to update and retitle the Laboratory Assistant I/II classification that is utilized in the Public Health lab and the Sheriff Department crime lab. The primary purpose of the classification is to perform analysis on a variety of specimen and assist with lab operations. This specification was last revised in 1992 and was specifically written for lower-level assistant work performed in the public health laboratory. Today the classification is utilized in The Sheriff Department. Additional duties for both departments have been added that elevate the complexity and scope of the work being performed by the incumbents. The proposal is to add references to the Sheriff Department assignment as well as update and retitle the classification. After conversation with the SLOCEA, the representing union, management, and market research it was concluded the title change and other revisions are justified based on the current roles and responsibilities that are in place for this classification. Ms. McCarthy White turned it over to the Commission for questions.

Commissioner Baltodano asked for clarification regarding the term "urine drugs of abuse screens". This is on page 4a.013, under the bullet points in Sheriff Office assignments section, line 73-75. Ms. McCarthy White clarified this was a technical term.

President Nix asked for educational purposes what the term "media" meant in context on page 4a.011, line 19. Dr. Borenstein explained it was the substance upon which an infectious disease organism is grown in a laboratory. President Nix reflected that there has been discussion in the past whether to replace "oral" with "verbal": this is on page 4a.014, line 114, in the bullet point "Accurately remember and apply oral and written procedural instructions." Ms. McCarthy White will update that language. Commissioner Bergman had no questions or proposed amendments.

President Nix asked if there were any persons who had public comment on this position. Seeing none, she asked Commission Clerk Ms. Reyes if there was public comment received by mail or email. Ms. Reyes reported none were received.

Commissioner Baltodano made a motion to approve the specification with the amendments and Commissioner Bergman seconded the motion. Motion carried 3-0-2.

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

### **a. Agricultural Inspector/Biologist Trainee I/II/III (Eliminate Trainee Level & Update Spec)**

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Teresa McCarthy White, Human Resources Analyst corrected the agenda to reflect the correct title for the specification as Agricultural Inspector/ Biologist Trainee I/II/III. Ms. McCarthy White introduced Marc Lea, Assistant Agricultural Commissioner/Sealer via Zoom and Frank Stapleton, Human Resources Analyst. Ms. McCarthy White presented updates to this existing specification, the corresponding Weights/Measures Inspector Trainee I/II/III (Item 6) and a new specification, Supervising Agricultural/Weights & Measures Inspector (Item 7). The current specifications with the four levels were created in 1971 and last revised in 2010. The first proposal is to eliminate the trainee level to the two existing specs. The department currently utilizes the AG Weights and Measures Technician I/II classification to train individuals interested in moving into either one of the Inspector series. This makes the Trainee level unnecessary. Additional updates distinguish the representative duties and employment standards between the three levels.

The last proposal established the new Supervising Agricultural/Weights & Measures Inspector classification to assist Deputy Ag Commission Sealers with the supervision of staff and programs in their respective divisions. This classification will add a supervisory level in the organization to enable the Deputy Ag Commissioner Sealers to focus on management activities. After conversations with SLOCEA the representative union, the department and market research it was concluded the revisions and the creation of a new specification are justified based on the current roles and responsibilities in place. Ms. McCarthy White turned it over to the Commission for questions.

President Nix asked if there were any persons who had public comment on these specifications. Seeing none, she asked Commission Clerk Ms. Reyes if there was public comment received by mail or email. Ms. Reyes reported none were received.

Commissioner Bergman had no comments, questions, or amendments on this specification. Commissioner Baltodano had no substantive changes and complimented Human Resources on the preparation of these specifications. She only proposed additional wording to a sentence on page 5a.016 on line 25 and added a comma to a sentence. President Nix had no changes.

Commissioner Bergman made a motion to approve the specification with the amendments and Commissioner Baltodano seconded the motion. Motion carried 3-0-2.

## **6. Request to Approve Revised Job Specification(s):**

- a. Weights/Measures Inspector Trainee I/II/III (Eliminate Trainee Level & update spec)

President Nix asked if there were any persons who had public comment on this position. Seeing none, she asked Commission Clerk Ms. Reyes if there was public comment. Ms. Reyes reported none were received.

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President Nix brought the matter back to the Commission for comments on this specification. Commissioner Baltodano pointed out there may be extra words in a couple of sentences. President Nix had no comments.

Commissioner Baltodano made a motion to approve the specification with the amendments and Commissioner Bergman seconded the motion. Motion carried 3-0-2.

## **7. Request to Approve New Job Specification(s):**

- a. Supervising Agricultural/Weights & Measures Inspector

Commissioner Bergman and Commissioner Baltodano had no comments on this specification. President Nix had no comments on the specifications but complimented the thoroughness of the report.

President Nix asked if there were any persons who had public comment. Seeing none, she asked Commission Clerk Ms. Reyes if there was public comment received. Ms. Reyes reported none were received.

Commissioner Bergman made a motion to adopt the specification and Commissioner Baltodano seconded the motion. Motion carried 3-0-2.

## **8. Request to Abolish Obsolete Job Classifications**

Mark McKibben, Principal Human Resources Analyst represented Human Resources in this matter. The request is to abolish 15 job classifications from the classification plan. Mr. McKibben reported Human Resources periodically reviews the classification plan to identify positions that may be deemed obsolete. These positions may become obsolete due to not being allocated over the last 5 years, being replaced by other classifications and reorganizations within departments. This was last brought before the Commission in 2016 and at that time there were 58 identified classifications that were obsolete. The last page of the agenda, 8.002, listed the 15 identified classifications and the reasons these positions are obsolete.

Civil Service Rules Rule 5.01 authorizes the Commission to establish/revise and abolish classifications. Mr. McKibben addressed a question from Commissioner Baltodano, clarifying the term "Legacy/Retired". Commissioner Bergman had no questions or comments. President Nix had a question about the Cal Id Coordinator position, specific classification in the Sheriff Department, which Mr. McKibben answered.

President Nix asked if there were any persons who had public comment on this item. Seeing none, she asked Commission Clerk Ms. Reyes if there was public comment received. Ms. Reyes reported none were received.

Commissioner Baltodano made a motion to adopt the specification and Commissioner Bergman seconded the motion. Motion carried 3-0-2.

## **9. Reports**

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President Nix reported she believed some of the candid discussions over several months between the Commission and Human Resources has brought clarity. She also wanted to compliment the HR staff and director on the whole process and the consciences effort. Commission Counsel had nothing to report. Mr. McKibben provided an update on the current Grievances and Appeals Human Resources is working through. Commissioner Bergman requested the Rules Changes move forward. Mr. McKibben updated the Commission on Human Resources staffing limitations due to leaves and HR 's continued involvement in COVID19.

## 10. Adjournment

President Nix adjourned the meeting at 9:34 a.m.

***\* 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.***