

# Civil Service Commission

## Regular Session Meeting

Wednesday May 26, 2021

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  
Erica Flores Baltodano

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

**Staff:** Commission Secretary Mark McKibben  
Commission Clerk Mike Milby

**County Counsel:** Nina Negranti

**Outside Counsel:** Steve Simas

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

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

President Nix – Absent  
Vice President Nicholson – Present  
Commissioner Bergman – Present  
Commissioner Baltodano – Present  
Commissioner Ohannesian – Absent

### 2. Public Comment Period

Vice President Nicholson asked if there were any members of the public wishing to address the commission on matters not on the agenda. There was no public comment.

### 3. Minutes

No Quorum of commissioners present to approve the minutes from the 4/28/2021 meeting. This will be tabled and presented at the next meeting.

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

### a. Deputy Director-Information Technology

Mark Zeltmann, Principal HR Analyst, introduced Daniel Milei, Director of Information Technology. Recommendation was to approve two new classifications for the I.T. Department and revising the existing I.T. Manager classification. Mr. Zeltmann pointed out a correction on page 4a.007 – line 57 – it is redundant as language in line 60 addresses the issue. This job Specification is designed to help the I.T. Director run the department and execute its mission and be responsible to resolve complex issues, researching and developing strategies, planning, resource allocation and budgeting. This position is expected to improve operations, increase speed of delivery, increase technical changes and better secure technology assets. This is the only department that has no Assistant Director or Deputy Director. Mr. Milei introduced himself to the commission and explained the structure of the I.T. Department is behind the times and should be updated to keep up with changing times and technological challenges. Mark McKibben, SLO County Human Resources Analyst, spoke to give perspective that the Information Technology Department was created when it was broken away from the General Services Department and created as its own entity in 2014. Commissioner Bergman asked about the org chart showing three Deputy Directors. Mr. Milei explained that the managers of five departments currently report to him. Commissioner Bergman asked about any increase in costs to the county. Mr. Zeltmann replied S & B increase would be an estimate of just over \$100k. There has been funding earmarked for this position and will take this to the Board of Supervisors again in July. Mr. Milei also explained that the county has challenges with recruitment and retention. Commissioner Bergman referred to page 4a.009, line 95, requesting the word “May” be changed to “shall.” Commissioner Baltodano asked if Mr. Milei sees a problem with changing the language. Mr. Milei answered that there is a probation cycle and if there are issues, the probation cycle will address this. At this level, it will most likely be an executive with much experience. Commissioner Baltodano also referred to an upcoming agenda item, Information Technology Manager, page 5a.007, line 63 which states: “Work effectively and maintain positive working relationships with others, including those of diverse perspectives and possess strong interpersonal skills such as listening, speaking, advisory, mediation, reconciliation, and consensus building” which are soft skills that no degree can teach, either you have them or you do not. Since this position is dealing with supervision at higher levels, is this language helpful in the current position we are looking at now (item 4a)? Mr. Milei replied it is helpful and agreed it is a great recommendation. Mr. Zeltmann stated he will move that bullet point to page 4a.001 line 85-86. Commissioner Baltodano said that will be the same recommendation for upcoming item 4b as well. There were no further questions.

Public comments were from Ms. Schultz, SLOCEA, who stated this was an example of a top-heavy structure, and there are too many directors. No further public comments. Mr. McKibben stated the I.T. department is made up of many unrepresented professional positions. Commissioner Nicholson asked how many personnel are in the union versus not. Mr. Milei replied about 20 of the 86 employees are not represented, and that they are not hiring new people, just putting people in the

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right spot. Mr. McKibben pointed out the organizational structure of the department is up to the Board of Supervisors. Commissioner Baltodano asked for confirmation that the proposed structure is consistent with other I.T. Departments to which the reply from Mr. McKibben confirmed that to be true. Commissioner Bergman Motioned to approve the Job Specification as amended, changing the word "may" to "shall", Commissioner Baltodano confirmed the new bullet point will be added, once confirmed, seconded the motion, Commissioner Nicholson called for the vote, motion carried 3-0-2.

## b. Chief Information Security Officer

Mr. Zeltmann spoke on the request to approve the second Job Classification of Chief Information Security Officer. This position will be responsible for managing the county's information security program, including the development and management of administrative controls and the acquisition and implementation of technical controls that impact all county departments. Mr. Zeltmann illustrated that the county is increasingly at risk of hackers and other bad actors. The addition of this class will enable the I.T. Department to attract and retain employees capable of developing and maintaining systems & programs to protect the county's systems and assets. Mr. Milei spoke about the need for security and integrity in our systems, interacting with other agencies such as the FBI. Commissioner Baltodano asked about 4b.001, line 22, indicating the verbiage should be: "...Board of Supervisors, and...". Mr. Zeltmann said he will make that change. Commissioner Baltodano also suggested 4b.003 line 62 should read: "...negative findings, the information security..." and on page 4b.005 line 143 She asked if Commissioner Bergman was going to propose changing the word "may" to "shall" would Mr. Milei be comfortable with that. Mr. Milei suggested the word "shall" should be placed in the verbiage for consistency. Commissioner Bergman recommended to change the word "may" to "shall" on line 143. Mr. Milei clarified they are eliminating one position to create this one, not adding more positions, it is really a change in job title. Commissioner Baltodano made a motion to approve the new job specification with the above-mentioned amendments, Commissioner Bergman seconded the motion, Commissioner Nicholson called for a vote, the motion carried 3-0-2.

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

### a. Information Technology Manager

Mr. Zeltmann explained the existing job specification has changed since it was introduced in 2002 and revised in 2007. The proposed revisions to update distinguishing characteristics particularly because of the introduction of the new Deputy Director positions. Mr. Milei expressed the changes in the work requirements over the past years in this field. Commissioner Baltodano asked for clarification in the Distinguishing Characteristics, Mr. McKibben addressed the question regarding the language referring to the I.T. Manager, the language will be replaced with the job classification. Commissioner Baltodano appreciated the HR Department incorporating the first bullet point, addressing interpersonal skills. Commissioner Bergman referred to page 5a.003 line 79 and asked if there was any problem with changing the "may" to "shall" in this specification. Mr. Milei expressed

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this one would be better with the word “may” left as is. Commissioner Nicholson asked if there were any public comments, none were made. Commissioner Bergman made a motion to accept the job specification with the amendment to current the few typographical errors, Commissioner Baltodano seconded the motion, Commissioner Nicholson called for a vote, the motion carried 3-0-2.

## 6. Reports

**Commission President** – President Nix not present – no report.

**Commission Counsel** – nothing to report.

**Commission Outside Counsel** – nothing to report.

**Commission Secretary** – Acting Secretary Mr. McKibben reported grievances and appeals: two are working through the process within the HR department and are confident those will be resolved without the need for a hearing with this commission. Mr. McKibben brought up the Rule Update Committee, there is a sub-committee that HR works with as we go through the negotiations with union representatives. The timeline is to bring the final rule updates to the commission in December to have tentative agreements before going back into negotiations with SLOCEA in January. It was confirmed that the commission had appointed Commissioners Nix and Baltodano.

## 7. Public Comment on Closed Session Items

Members of the public wishing to address the Civil Service Commission on Closed Session matters agendaized here may do so when recognized by the President. Presentations are limited to three minutes per individual.

## 8. 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. Nothing to report.

## 9. Adjournment

Vice President Nicholson 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.**