

Civil Service Commission

Regular Session Meeting Minutes

Wednesday August 24, 2022

1055 Monterey Street, Suite D-271 San Luis Obispo, CA



MEMBERS OF THE COMMISSION

President Jeannie Nix
Vice President Jed Nicholson
Robert Bergman
Erica Flores Baltodano
Lesley Santos

Present: President Nix
Vice President Nicholson
Commissioner Bergman
Commissioner Baltodano
Commissioner Santos

Staff: Commission Secretary Tami Douglas-Schatz
Commission Clerk Shaley Gunther

**County
Counsel:** Jon Ansolabehere

**Outside
Counsel:** Steve Simas

1. Call to Order/Flag Salute/Roll Call

President Nix called the meeting to order at 9:00 a.m. and led the flag salute. Roll was called. All Commissioners were present.

2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual. There were no public comments.

3. Minutes

The following draft minutes are submitted for approval:

- a. July 27, 2022

The minutes for July 27, 2022, were considered. Commissioner Bergman motioned to approve the minutes as written. Commissioner Santos seconded the motion. Commissioner Baltodano abstained from voting as she was not present at the July meeting. The motion to approve carried 4-0-1.

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4. Reports

Commission President – none

Commission Counsel – Jon Ansolabehere gave a factfinding meeting update regarding a delay in scheduling.

Commission Outside Counsel – none

Commission Secretary – Tami Douglas-Schatz introduced Administrative Services Officer, Mike Mesker.

Mark McKibben, Principal Human Resource Analyst, updated the Commission on prehearing meetings, and confirmed that the Commission would be available for a hearing scheduled for Tuesday October 25, 2022, and Wednesday October 26, 2022.

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

a. Homeless Services Division Manager

Mark McKibben, Principal Human Resources Analyst, presented the proposed new specification along with Devin Drake, Department of Social Services Director. Mr. McKibben reported that the Homeless Services Division was approved by the Board of Supervisors earlier in the month of August and the new specification was planned for approval by the Board of Supervisors in September 2022.

Mr. McKibben noted that there is an existing job specification for Division Manager of Social Services (provided in the agenda packet for reference,) but due to the specificity of the language and lack of flexibility in the minimum qualifications, altering the existing specification to include the scope of duties of the new Homeless Services Division Manager position would be impractical.

Commissioner Baltodano asked for clarification regarding the simplification of the language overall in comparison to the Division Manager – Social Services specification and acknowledged that the last revision to that specification was in 2004. Mr. McKibben confirmed that standardization of language since 2004 has led to some simplification of language, and that the proposed new spec was consistent with current language.

Commissioner Baltodano requested amendment to line 16 of page 5a.004, from “directs programs unique to a Social Services Department,” to “directs traditional Social Services programs such as...” Commissioner Baltodano requested a reference to supervisory involvement in overseeing training is included in line 46 of page 5a.005 to read, “supervises, trains and evaluates.” Commissioner Baltodano requested amendment to page 5a.006, line 65,

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to change “accepted practices” to “best practices.” Mr. McKibben reported that this change could be made in this specification and in the template language moving forward.

Commissioner Bergman expressed disagreement with “1 for 1” substitution of experience for education in minimum qualifications of high-level leadership roles, and inquired if it would be appropriate to change the substitution rate of experience for education from 1:1 to 2:1. Mr. McKibben restated that educational requirements are an artificial barrier to underrepresented populations and that the language provided in the new proposed specification has been used consistently across specifications throughout the department and the County.

Commission President Nix asked if there was Commission support regarding increasing the required 3 years of progressive experience. Not finding a majority in support, President Nix asked for public comment. Seeing none, President Nix stated that she would entertain a motion.

Commissioner Baltodano moved to approve the new specification as amended. Commissioner Santos seconded the motion. The motion carried 4-1-0.

6. Public Comment on Closed Session Item

President Nix asked for public comment regarding the Closed Session items. Seeing none, President Nix moved to Closed Session.

7. 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 Numbers 19CV-0713 and 20CV-0524

8. CLOSED SESSION: Conference with County Labor Negotiator regarding Civil Service Rule Update. (Gov Code Section 54957.6): Agency designated representative: Tami Douglas-Schatz, or designee.

9. Closed Session - Public Employee Discipline (per Government Code Section 54957(b)): Hearing and deliberations regarding Appeal #A21-01

10. Adjournment

President Nix reported no action was taken in Closed Session and adjourned the meeting.

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**** 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.***