

Civil Service Commission

Regular Session Meeting Minutes

Wednesday November 16, 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
Commissioner Bergman
Commissioner Flores Baltodano
Commissioner Santos

Staff: Commission Secretary Jamie Russell
Commission Clerk Shaley Salsbury

**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. Commission Vice President Nicholson was absent.

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. September 28, 2022

The minutes for September 28, 2022, were considered. Commissioner Baltodano motioned to approve the minutes as presented. Commissioner Santos seconded the motion. The motion to approve carried 4-0-1.

Civil Service Commission

4. Reports

Commission President – Commission President Nix stated that a letter from SLOCEA was received by the Commission before the meeting. President Nix noted that discussion of the letter was not agendaized and therefore would not be included in the meeting.

Commission Counsel – Jon Ansolabehere gave an update on Factfinding. Mr. Ansolabehere confirmed that January 17, 18, and 19, 2023 are still tentative dates.

Commission Outside Counsel – none

Commission Secretary – Acting Commission Secretary Jamie Russell reported that the presentation requested by the Commission is on track for the January 2023 meeting.

5. Request to Approve CSC Regular Meeting Schedule for 2023

The proposed regular session meeting dates were reviewed. Commissioner Bergman motioned to approve the meeting dates as proposed. Commissioner Baltodano seconded. The motion to approve carried 4-0-1.

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

- a. Health Information Tech I/II/III Career Series

Principal Human Resources Analyst Frank Stapleton, along with Behavioral Health Director Anne Robin, presented the revised specification. Mr. Stapleton noted that the changes requested were minor but could allow for appropriate career advancement through the series.

Commissioner Santos requested clarification on the visually hierarchical organization of the series as represented by the organizational chart on page 6a.014, with HIT I listed above HIT III. Mr. Stapleton verbalized agreement. Commissioner Santos requested clarification of the term “lead worker duties” on page 6a.009. Mr. Stapleton clarified that the term typically refers to career series positions which do not supervise other employees but may act as a lead worker, to provide training and support.

Commissioner Baltodano requested clarification regarding HIT III not having supervisory duties but having the ability to act on behalf of the supervisor. Ms. Robin clarified that the level III employee would have more expertise than the level II. Ms. Robin also mentioned that by removing the certification previously required to promote to level III, otherwise qualified individuals would not need to take time off to obtain a certification which would not be applicable.

Commission President Nix inquired who has been performing HIT III duties while the position has been vacant. Ms. Robin stated that employees in the HIT II position have been able to complete these duties under supervision or with the assistance of a supervisor. Mr. Stapleton

Civil Service Commission

stated that a few of these employees would be promoted into the HIT III position following revision.

Commissioner Baltodano motioned to approve the revised specification as proposed. Commissioner Santos seconded. The motion to approve carried 4-0-1.

7. 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.

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. Adjournment

President Nix reported no action was taken in closed session and adjourned the meeting at 9:50 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.***