

Civil Service Commission



Jed Nicholson *Commission President, District 1*

Lesley Santos *District 2*

Erica Flores Baltodano *Commission Vice President, District 3*

David Warren *District 4*

Robert Bergman *District 5*

Tami Douglas-Schatz *Commission Secretary*

Minutes

County of San Luis Obispo Civil Service Commission

Regular Session Meeting

Wednesday, September 27, 2023 @ 9:00 a.m.

1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

Present: Commissioners: Vice President Baltodano, Commissioner Bergman, Commissioner Santos, Commissioner Warren

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

County Counsel: Jon Ansolabehere

Absent: Commissioners: President Nicholson
Outside Counsel: Steve Simas

1. Call to Order / Flag Salute / Roll Call

Commission Vice President Baltodano called the meeting to order at 9:00am and led the flag salute. Roll was called. Commission 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 Vice 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. August 23, 2023

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The minutes for August 23, 2023, were considered. Commission Clerk Shaley Salsbury requested to amend the minutes to correct the spelling of "Theresa Schultz," Senior Labor Representative for SLOCEA. Vice President Baltodano invited public comment; there was none. Commissioner Bergman motioned to approve the minutes as amended. Commissioner Warren seconded the motion. The motion to approve the minutes as amended carried 4-0-1.

4. Reports

Commission Vice President – None

Commission Counsel – None

Commission Secretary – Ms. Douglas-Schatz reported no scheduling changes.

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

- a. Legal Clerk, Legal Clerk – Confidential, and Supervising Legal Clerk

Principal Human Resources Analyst Michael Hobbs introduced the revised specifications, noting the changes included the addition of the entry level position in the series, and transition of Supervising Legal Clerk I to Legal Clerk III to create the career series. Mr. Hobbs noted that the proposed language update was initiated after a request for DSS specific classifications from the Department of Social Services. While the study did not result in department specific classifications, the review did lead Human Resources to update the classification while retaining the broad class across multiple departments.

County Counsel, Jon Ansolabehere, noted that per Rule 5 of the Civil Service Commission Rule Book, the Commission has the purview to review classifications, but not underlying recruitments, therefore department specific notices presented during a recruitment were not subject to review by the Commission.

Commissioner Santos noted that lines 53, 55, and 56 of page 5a.031 seemed redundant, and questioned why the word "modern" was included in line 70, and "fundamental" on line 76 of page 5a.023.

Vice President Baltodano invited public comment.

Comments were given by department representatives and current Legal Clerks including: Devin Drake, Social Services Director; Rita Neal, County Counsel; Robert Reyes, Chief Probation Officer; Christine Malone, Assistant Director Child Support Services; Victoria O'Keeffe, Sheriff-Coroner Administrative Services Manager; Tiffani Johansing, District Attorney Department Administrator; Taj D'Entremont, Human Resources Analyst; Theresa Schultz, SLOCEA Senior Labor Representative; Mark Zeltmann, Deputy Director of Human Resources; Michelle Read, Legal Clerk for DSS; Cassidy Dolin, Legal Clerk for DSS; Melody Hanshew, Legal Clerk for DSS; Christopher Rico, Legal Clerk for DSS, and Sandra Krijakin, Supervising Legal Clerk for DSS. Due to the nature of the comments and discussion during this portion of the meeting, other public comments may have been made without introduction by name and title and therefore may not

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be included in this record; a digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.

Commission Counsel Jon Ansolabehere advised that per Civil Service Commission Rule 5.03 the Commission could agendaize an item for a future meeting to order Human Resources to conduct a position study.

Commission Vice President Baltodano motioned to approve the changes to the Legal Clerk, Legal Clerk – Confidential, and Supervising Legal Clerk specifications as presented. Commissioner Santos seconded the motion. The motion to approve the specifications as presented carried 4-0-1.

Commission Vice President Baltodano motioned to agendaize an item for the next Civil Service Commission meeting to discuss directing the Human Resources Director to prepare a position study. The motion was seconded by Commissioner Warren. The motion to agendaize this item carried 4-0-1.

7. Public Comment on Closed Session Item

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

Hearing no public comment, Vice President Baltodano 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

Vice President Baltodano stated that there was no reportable action in Closed Session.

9. Adjournment

Vice President Baltodano adjourned the meeting at 11:30 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.***