

Civil Service Commission



Jed Nicholson *Commission President, District 1*
Lesley Santos *District 2*
Erica 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, January 24, 2024 @ 9:00 a.m.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

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

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

County Counsel: Jon Ansolabehere
Outside Counsel: Steve Simas

Absent: None

1. Call to Order / Flag Salute / Roll Call

Commission President Nicholson called the meeting to order at 9:02am and led the flag salute. Roll was called. All Commissioners were present.

2. Election of Officers

Commissioner Santos nominated Commissioner Baltodano for Vice President. Commissioner Bergman seconded. The motion to elect Commissioner Baltodano as Commission Vice President passed 4-0-1, with Commissioner Baltodano abstaining.

Commission Vice President Baltodano nominated Commissioner Nicholson for Commission President. Commissioner Bergman seconded the motion. The motion to elect Commissioner Nicholson as Commission President carried 4-0-1, with Commissioner Nicholson abstaining.

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3. 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 was no public comment.

4. Minutes

The following draft minutes are submitted for approval:

- a. November 29, 2023

Commissioner Warren motioned to approve the minutes as presented. Commission Vice President Baltodano seconded the motion. The motion to approve as presented passed 5-0-0.

- b. December 11, 2023
- c. December 12, 2023
- d. December 13, 2023

Commission President Nicholson suggested review and approval of the December meetings jointly. Commission Vice President Baltodano motioned to approve the minutes as presented. Commissioner Bergman seconded the motion. The motion to approve the minutes from December 11, 2023, December 12, 2023, and December 13, 2023, passed 5-0-0.

5. Reports

Commission President - None

Commission Counsel - None

Commission Outside Counsel - Commission Counsel recognized Commission Clerk Shaley Salsbury for her work supporting the Commission throughout the last Commission hearing.

Commission Secretary - Tami Douglas-Schatz introduced Emily Landis, Executive Director of SLOCEA.

Principal Human Resources Analyst Frank Stapleton requested the Commission hold hearing dates for termination hearing July 16, 17, and 18, 2024, a termination hearing May 6, 7, and 8, 2024, and confirmed an upcoming hearing for a letter of reprimand on April 23 and 24, 2024. Mr. Stapleton asked the Commission to hold June 10, 11, and 12, 2024 for future scheduling.

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

- a. Engineer I-IV

Principal Human Resources Analyst Michael Hobbs presented the proposed revisions to the Engineer series specification along with Public Works Department Head, John Diodati, and Human Resources Analyst Miranda Wall. Before starting Mr. Hobbs requested corrections for the Engineer I/II/III job specification. These corrections included the minimum qualifications

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90 section. Mr. Hobbs explained what these corrections were and provided reasons as to why
91 the changes were necessary.

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93 Mr. Hobbs provided clean copies of the proposed specification including these revisions to the
94 Commission for consideration. President Nicholson requested the Commission review and
95 consider the newly distributed documents.

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97 Mr. Hobbs explained the revisions for Engineer I/II/III/IV job specifications were primarily to
98 revise the minimum qualifications related to the Professional Engineer or Land Surveyor
99 registration but also needed updates to clearly distinguish the characteristics of the duties of
100 each class. Engineer IV is a true Supervisor specification and is also in the Supervising
101 Bargaining unit and is not part of the career series. Moving it to its own document and retitling
102 the specification will help clarify that and minimize confusion with incumbents or applicants.
103 The Commission requested the following amendments to the proposed Engineer I-II-III
104 specification: page 2 line 38 to change from "Checks maps and plans," to, "Checks maps and
105 plans submitted by third parties," and page 2 line 44 to change "Reviews plans and construction
106 for compliance with standards and specifications," to, "Reviews plans and construction
107 documents prepared by the County for compliance with standards and specifications."

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109 Commission President Nicholson invited public comment. SLOCEA Executive Director Emily
110 Landis commented that SLOCEA was in support of the specification changes.

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112 Commissioner Bergman motioned to approve the revised specification as amended.
113 Commission Warren seconded the motion. The motion to approve the revised specification as
114 amended passed 5-0-0.

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116 The Commission moved on to the review of Supervising Engineer. Mr. Hobbs reported most of
117 the revisions were to more clearly distinguish the supervisory responsibilities and discussed
118 the other proposed changes.

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120 Commissioner Santos proposed amendment to page 6a.027 line 31 to change "Prepares
121 reports and recommendations outlining cost and benefits of alternative project proposals," to,
122 "Prepares or oversees preparation of reports and recommendations outlining costs and
123 benefits of alternative project proposals," The Commission requested amendment to page
124 6a.027 line 27 to change "Checks maps and plans," to, "Checks maps and plans submitted by
125 third parties."

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128 President Nicholson requested amendment to page 6a.027 line 34 to change "Reviews plans
129 and construction for compliance with standards and specifications," to, "Reviews plans and
130 construction documents prepared by the County for compliance with standards and
131 specifications."

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134 Vice President Baltodano requested amendment to page 6a.027 lines 34-35 to change “Acts as
135 engineering representative for the Department before official boards, commissions, and the
136 general public,” to, “May represent the Department before official boards, commissions, and
137 the general public.”
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139 President Nicholson invited public comment on the proposed amendment to the Supervising
140 Engineer specification. There was none.
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142 Vice President Baltodano motioned to approve the specification as amended. Commissioner
143 Santos seconded the motion. The motion to approve the revised specification as amended
144 passed 5-0-0.
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146 Following review and approval of the Supervising Engineer specification, Commissioner
147 Bergman motioned to reconsider the Engineering I-II-III specification. Commissioner Warren
148 seconded the motion to reconsider. The motion to reconsider the Engineer I-II-III specification
149 passed 5-0-0.
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151 President Nicholson invited public comment. There was none.
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154 The amendment proposed included changing from, “May represent the Department before
155 official boards, commissions, and the general public” (page 6a.021, line 46) to “Acts as
156 engineering representative and represents the Department before official boards,
157 commissions, and the general public.” Commissioner Santos motioned to approve the revised
158 Engineer I/II/III specification as further amended.
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160 Commissioner Warren seconded the motion. The motion to approve the specification as
161 amended passed 5-0-0.
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164 **7. Public Comment on Closed Session Item**

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166 Members of the public wishing to address the Civil Service Commission on Closed Session
167 matters agendized here may do so when recognized by the President. Presentations are limited
168 to three minutes per individual. Hearing no public comment, President Nicholson moved to
169 Closed Session.
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171 **8. CLOSED SESSION: Conference with County Labor Negotiator regarding Civil Service Rule** 172 **Update. (Gov Code Section 54957.6):** Agency designated representative: Tami Douglas- 173 Schatz, or designee 174

175 President Nicholson stated that there was no reportable action in Closed Session.
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9. Closed Session –Public Employee Discipline (per Government Code Section 54957(b)):

Hearing and deliberations regarding Appeal # A22-04

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

10. Adjournment

President Nicholson adjourned the meeting at 10:52am.

**** 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.***