

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*

Jamie Russell *Commission Secretary*

Minutes

County of San Luis Obispo Civil Service Commission Regular Session Meeting

Wednesday, July 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 Santos, Commissioner Warren, Commissioner
Bergman

Staff: Commission Secretary Taj D'Entremont
Acting Commission Clerk Rosa Reyes

Outside Counsel: Steve Simas

Absent: Commissioners: None

County Counsel: Jon Ansolabehere

1. Call to Order / Flag Salute / Roll Call

Commission President Nicholson called the meeting to order at 9:00 am 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 was no public comment.

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3. Minutes

The following draft minutes are submitted for approval:

- a. January 19, 2024
- b. January 24, 2024
- c. March 27, 2024
- d. April 23, 2024
- e. April 24, 2024
- f. May 6, 2024
- g. May 7, 2024
- h. May 22, 2024

The minutes were voted on separately. President Nicholson inquired if there was any public comment on the specific minutes dates when the minutes were presented. There was no public comment on any of the minutes presented.

- a. January 19, 2024 – There were no amendments. Commissioner Bergman moved to approved the minutes and Commissioner Warren seconded the motion. Motion passed 5-0-0.
- b. January 24, 2024 – Vice President Baltodano had questions on page 3d. 004 around line 159. The minutes do not specify what amendments were proposed and voted on. Miranda Wall, Human Resources Analyst confirmed that there were nuances in the language and that the Commission preferred some of the language clarified in the distinguishing duties and characteristics of Supervising Engineer. That language was applied to Engineering I/II/III when it was re-opened. Vice President Baltodano thought the minutes should reflect the amendments. The Commission requested that these minutes be brought back at the next meeting and include the amendments that they made.
- c. March 27, 2024 – There were no amendments. Commissioner Bergman moved to approve the minutes and Vice President Baltodano seconded the motion. Motion passed 5-0-0.
- d. April 23, 2024 – There were no amendments. Commissioner Warren moved to approve the minutes and Vice President Baltodano seconded the motion, with Commissioner Bergman abstaining. Motion passed 4-0-1.
- e. April 24, 2024 – There were no amendments. Vice President Baltodano moved to approve the minutes and Commissioner Warren seconded the motion with Commissioner Bergman abstaining. Motion passed 4-0-1.
- f. May 6, 2024 – There were no amendments. Commissioner Warren moved to approve the minutes and Vice President Baltodano seconded the motion, with Commissioner Bergman abstaining. Motion passed 4-0-1.
- g. May 7, 2024 – There were no amendments. Commissioner Warren moved to approve the minutes and Vice President Baltodano seconded the motion, with Commissioner Bergman and Commissioner Santos abstaining. Motion passed 3-0-2.
- h. May 22, 2024 - There were no amendments. Commissioner Bergman moved to approve the minutes and Commissioner Santos seconded the motion. Motion passed 5-0-0.

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4. Reports

Commission President – Nothing to report.

Commission Counsel – Nothing to report.

Commission Outside Counsel – Nothing to report.

Commission Secretary – Jaime Russell, Human Resources Director, introduced Stephanie Nute, the new Deputy Director of Services and Learning and Development. Frank Stapleton, Principal Human Resources Analyst, brought forth dates for potential Special Hearings. There is termination from the Probation Department with potential hearing dates in November. Currently there is a hearing scheduled at the end of August for a termination out of the Probation Department that will be discussed in closed session. The Commission is holding dates of October 22nd, 23rd and 24th. Mr. Stapleton inquired about the Commissions availability on November 14th and November 15th. Commissioners confirmed their availability. Mr. Stapleton asked that the Commission hold dates of December 17th, 18th and 19th. Commissioners confirmed their availability.

5. Receive and File: Annual Report

a. Annual Report 2023

Miranda Wall, Human Resources Analyst and Natalie Fixler, Human Resources Analyst introduced the 2023 San Luis Obispo County Civil Service Commission Annual report. Notable, is this is the first Annual report that was completed on a calendar year as opposed to a fiscal year. The Analyst discussed the different sections of the report including grievances/appeals, Commission meetings and hearings, highlights, recruitment and retention, equal opportunity data and class spec activity. There were no questions from the Commissioners.

President Nicholson reported the Commission will receive and file the San Luis Obispo Annual report for 2023.

6. Request to Approve by Consent:

a. Request to identify and remove or replace language describing allowed formulaic substitutions with previously approved preamble language to minimum qualifications.

(From CSC Regular Meeting Agenda 07/24/2024:)

6.Request to Approve by Consent:

a. Application of approved preamble language to minimum qualifications and ability to identify and remove or replace language describing allowed formulaic substitutions

Michael Hobbs, Principal Human Resources Analyst presented a follow-up to an item that was approved in January 2023. The department did a presentation to add preamble language to

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136 the minimum qualifications and then in April of that year brought a list of about 70% of job
137 classifications that were appropriate for those changes. Since then, the department has gone
138 back and reviewed the remaining job classifications to see if any further changes were
139 necessary. Attachment A, included remaining classifications that should receive the same
140 revisions of the preamble language to allow flexibility and deletes any formulaic or
141 substitution language. Attachment B is for classifications that have any required licenses. This
142 language was removed from the Education and Experience section and added to the License
143 and Certification section. There were about 78 remaining classifications that should stay as is.
144 This includes department head classifications and others where there were specific education
145 requirements of the job that would not allow for flexibility.

146
147 There was no public comment. President Nicholson asked if there was a motion to approve
148 the request by Human Resources to add the education and experience requirement
149 preamble language. Commissioner Santos moved to approve, and Vice President Baltodano
150 seconded the motion. Motion passed 5-0-0.

151 152 153 154 **7. Request to Approve Revised Job Specification(s) and Approve New Job** 155 **Specification(s):**

- 156 a. Paralegal (Revised)
- 157 b. Senior Paralegal (New)

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159 Kathryn Smith, Human Resources Classification and Compensation Analyst and Chrystal Pope,
160 Human Resources Analyst presented this item. It was recommended the Commission
161 approve revisions to the Paralegal classification and the creation of a Senior Paralegal
162 classification. The paralegal classification was originally adopted by the Civil Service
163 Commission and approved by the Board of Supervisors in June of 2004. Paralegal positions
164 are currently allocated exclusively within the District Attorney's office within the county's
165 organization. To provide adequate support to attorneys, paralegal staff are required to have
166 more advanced knowledge and experience with the more advanced criminal case types such
167 as homicides and human trafficking, in addition to complex civil cases of financial and
168 environmental fraud. The department also has a need for paralegals to perform advanced
169 specialized assignments requiring a high level of independence and responsibility with limited
170 supervision.

171
172 The current paralegal specification does not adequately represent these more advanced job
173 duties and requisite knowledge and abilities essential to successful operations of the
174 department. The classification study also identified a potential need for paralegals to support
175 attorneys in other county departments that primarily handle civil cases, such as County
176 Council. However, the language used in the current paralegal specification limits the use of
177 the classification to be used in departments that primarily handle criminal cases.

178
179 Based on these factors, it was recommended the Commission approve the addition of a single
180 level senior paralegal classification as well as the proposed revisions to the existing paralegal

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181 classification. The creation of this new senior paralegal classification is intended for
182 employees who perform more advanced and specialized paralegal duties and who will
183 function as lead workers over other paralegal staff through training, providing technical
184 oversight for other paralegals or clerical staff within the department and assisting with
185 assignment schedules for the paralegal unit. Within the department there was only a limited
186 number of positions needed to function as the senior paralegal and so the new classification
187 was recommended to be a single level classification instead of a class series. The minimum
188 qualifications for the senior paralegal classification account for the additional experience and
189 more advanced education that typically provides the knowledge, skills and abilities necessary
190 to perform the job effectively. The revisions to the current paralegal specification would
191 modernize the language to accurately describe the permanent job duties and employment
192 standards. New distinguishing characteristics were added to more clearly differentiate the
193 current classification from the new senior paralegal classification and other technical and
194 legal clerical support within the county. The types of casework identified in the specification
195 were also broadened to allow the classification to be utilized by other county departments
196 with attorneys on staff.

197
198 The District Attorney's office and County Council were involved in the development of these
199 changes and concur with the specification changes as proposed. These revisions were also
200 reviewed and supported by the San Luis Obispo County Employees Association (SLOCEA)
201 which represents employees in the paralegal classification.

202
203 Human Resources Analyst Chrystal Pope clarified for the Commission that this role is not a
204 supervisory but a lead position.

205
206 President Nicholson inquired if there was public comment on the revisions for paralegal
207 specification and creating a new specification for senior paralegal. Hearing none, he brought
208 the matter back to the Commission for a vote. President Bergman made a motion to approve,
209 and Commissioner Santos seconded the motion. Motion passed 5-0-0.

210 211 212 **8. Request to Approve New Job Specification(s):**

213 a. Sheriff's Deputy Director – Support Services Bureau

214
215 Kathryn Smith, Human Resources Classification and Compensation Analyst, Ian Parkinson,
216 Sheriff-Coroner and Chrystal Pope, Human Resources Analyst presented this item. It was
217 recommended that the Commission approve the creation of the Sheriff's Deputy Director-
218 Support Services Bureau classification and specification as proposed. The Sheriff's Office
219 provides law enforcement services to more than 120,000 people spread out over 3,000 square
220 miles within our county. The organizational structure of the Sheriff's Office is divided into four
221 major bureaus to provide these services, including the Patrol Operations Bureau,
222 Investigations Bureau, Custody Operations Bureau and Support Services Bureau. The Support
223 Services Bureau includes key support divisions overseeing some of the major non-sworn
224 functional areas within the department, including finance, human Resources, information
225 technology, background investigations and records management. The Information Technology

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226 unit has grown in complexity and largely operates independently from central IT under the
227 direction of an Information Technology Manager position. In addition, the human resources
228 function within the Sheriff's Office has additional complexities unique to law enforcement
229 agencies, including intensive physical and oral examination processes for recruiting sworn
230 positions. These positions include an extensive background check processes that are
231 conducted internally for all department employees and volunteers for the Sheriff's Office. The
232 records and warrants unit is the county's warrant repository and is responsible for entering
233 restraining orders, processing extraditions records for criminal discovery, subpoenas, records
234 requests, business permits and concealed carry permits, along with providing fingerprinting
235 services to the public. The records and warrants unit is also responsible for registering gang,
236 arson and sex offenders.

237
238 The Fiscal Services Division supports all areas of accounting, including developing and
239 monitoring the annual budget, monthly and quarterly financial reporting, grant reporting,
240 payroll, accounts payable and purchasing. Services functions have experienced significant
241 growth, along with increases in staffing, legal mandates, reporting requirements, community
242 services, partnerships and technology needs. There is a need for a more centralized executive
243 leadership position in the department due to the addition of personnel, legal reporting
244 requirements, and the increased fiduciary and technical complexities across the divisions of
245 the Bureau. This classification would create a single senior management position within the
246 Sheriff's Office that would direct strategic planning, operational efficiency and ensure
247 compliance with evolving laws and regulations impacting the non-sworn operations within the
248 Sheriff's Office. This position would report directly to the Undersheriff. For an incumbent to
249 perform at this level, it's necessary that they have knowledge of the principles and practices of
250 a law enforcement agency at the management level or above.

251
252 Ian Parkinson, Sheriff-Coroner spoke of the additional personnel added to the department
253 (approximately 9 positions in fiscal and 5 positions in IT). As these units have expanded it has
254 become problematic to supervise the additional staff. The department is doing a
255 reorganization. With this position there will be more effective span of control for supervision
256 and managers. Ms. Smith added that the creation of this classification will also compliment the
257 current organizational structure of the current executive team within the Sheriff's Office. This
258 consists of two Sheriff's Chief Deputies and a Sheriff's Correctional Captain. This change will
259 help streamline the chain of command and ensure that executive oversight extends to all four
260 major Bureaus from the Sheriff's Office.

261
262 Commissioner Santos inquired if this role was entirely supervisory or if there was another
263 operational function occurring such as new responsibility or program. Sheriff Parkinson
264 pointed out in the two organizational charts there would be responsibilities added to the units.
265 The department took over cannabis for the entire county about 1 year and half ago which
266 included the planning portion. This would be consolidated under this chain of command as
267 opposed to reporting to him or the Undersheriff.

268
269 A requirement of this position is to be involved in contract preparation, review and negotiation.
270 Commission Warren inquired if the nature and extent of the types of contracts and the degree

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271 of authority was outlined somewhere else as it pertained to this responsibility. He went on to
272 say that because this is a new position he did not know if this duty was defined or limited. Ms.
273 Pope stated that this responsibility has been divided between the Undersheriff and
274 Department Administrator. This would consolidate this responsibility into this position. Sheriff
275 Parkinson added that any contract negotiation has two levels, including consulting with County
276 Counsel and his own approval.

277
278 Commissioner Bergman had questions about the recruitment process. Sheriff Parkinson
279 stated his intention to open the recruitment county wide.

280
281 Vice President Baltodano pointed out for consistency purposes on page 8A005, line 33, there
282 should be an "s" for reviews reports. In line 36 it should say "selects employees and
283 recommends (adding an s).

284
285 President Nicholson inquired if there was public comment. Hearing none, he brought the
286 matter back to the Commission for a motion to approve with the grammatical corrections
287 proposed by Vice President Baltodano. Commissioner Bergman made a motion to approve and
288 Commissioner Santos seconded the motion. Motion passed 5-0-0.

289
290 Sheriff Parkinson introduced Chad Nicholson who will be promoting to Undersheriff next
291 month with current Undersheriff Voge's retirement. Commissioner Bergman complimented
292 Undersheriff Voge for his professionalism.

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295 **9. Public Comment on Closed Session Item**
296 Members of the public wishing to address the Civil Service Commission on Closed Session
297 matters agendized here may do so when recognized by the President. Presentations are limited
298 to three minutes per individual.

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300 President Nicholson inquired if there was any public comment. Hearing none, the Commission
301 moved to Closed Session.

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303 **10. Closed Session – Public Employee Discipline (per Government Code Section 54957(b)):**
304 **Hearing and deliberations regarding Appeal #A23-05.**

305
306 President Nicholson reported the Commission has directed their counsel to address the issues
307 with Appeal #A-23-05.

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309 **11. Adjournment**

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311 Meeting adjourned 10:47 a.m.

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313 *** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists**
314 **and will remain as the official, complete record of all proceedings by the Civil Service Commission.**