

Annual Report FY 2010/2011

San Luis Obispo County Civil Service Commission

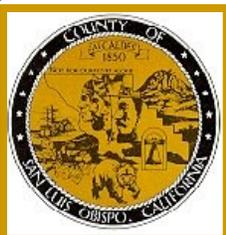


TABLE OF CONTENTS

Rule Update Committee Activity	2
Appeals and Grievances	2
Commission Meetings	5
Commission Action	6
Job Class Specification Activity	7
Summary of Recruitment Activity	8
Average Number of Days to Produce Eligible Lists By Recruitment Type	9
County Workforce, US Census and Applicant Pool Demographics	10
Chapter 2.40 CIVIL SERVICE SYSTEM	11

Submitted by the Human Resources Department

Authority and Purpose

The County Civil Service Commission shall prescribe, amend, repeal and enforce rules for the classified service, which shall have the force and effect of law, shall keep minutes of its proceedings and records of its examinations and shall, as a board or through a single Commissioner, make investigations concerning the enforcement and effect thereof and of the rules and efficiency of the service. It shall make an annual report to the Board of Supervisors.

Additionally, the Human Resources Director, under general supervision of the Commission, shall administer the civil service system pursuant to the rules adopted by the Commission, advise the Commission upon civil service matters.

County Code, Title 2 Administration and Personnel Chapter 2.40 Civil Service System

2.40.010 Adoption. There is established in the County a civil service system to be governed by the provisions set forth in this chapter and in the County Civil Service enabling law.

Human Resources Mission Statement

We attract, select, develop, and retain a talented and diverse workforce through strategic collaboration. We provide high quality and cost effective programs to cultivate a healthy, safe and productive work environment to maximize individual and organizational potential.

- Jeannie Nix, President, Supervisor Adam Hill, District 3
- William Tappan, Vice-President, Supervisor Paul Teixeira District 4
- Robert Bergman, Commissioner, Supervisor Frank R. Mecham, District 1
- Arthur Chapman, Commissioner Supervisor Bruce S. Gibson, District 2
- Jay Salter, Commissioner, Supervisor James Patterson, District 5



CSC Rules Update

The Commission’s rules negotiator led three meet and confer sessions with representatives of the county’s employee associations to finalize the work completed in FY 2009-10 by the Commission’s rules subcommittee.

Meet and Confer sessions were held on:

- December 1, 2010
- December 15, 2010
- April 13, 2011

The completion of the meet and confer sessions this FY allows for the adoption of the new rules in FY 2011-12

Accomplishments Include:

- Received and reviewed input from the employee associations, management representatives and Human Resources staff.
- Completed negotiations with the various employee associations and directed Human Resources staff to prepare final draft rules for adoption in FY 2011-2012. Highlights include:
 - Allowance for the extension of probationary periods
 - Streamlined employee grievance procedure
 - Clarified the circumstances that allow an employee to appeal his/her rejection during probation.

Appeals and Grievances

Rejected by Human Resources (Timeliness, non-appealable or non-grievable issues)	3
Resolved prior to Commission (withdrawn, dismissed, resolved per agreement)	6
Pending	5
Findings and Decisions	3
Total Grievances and Appeals filed	17

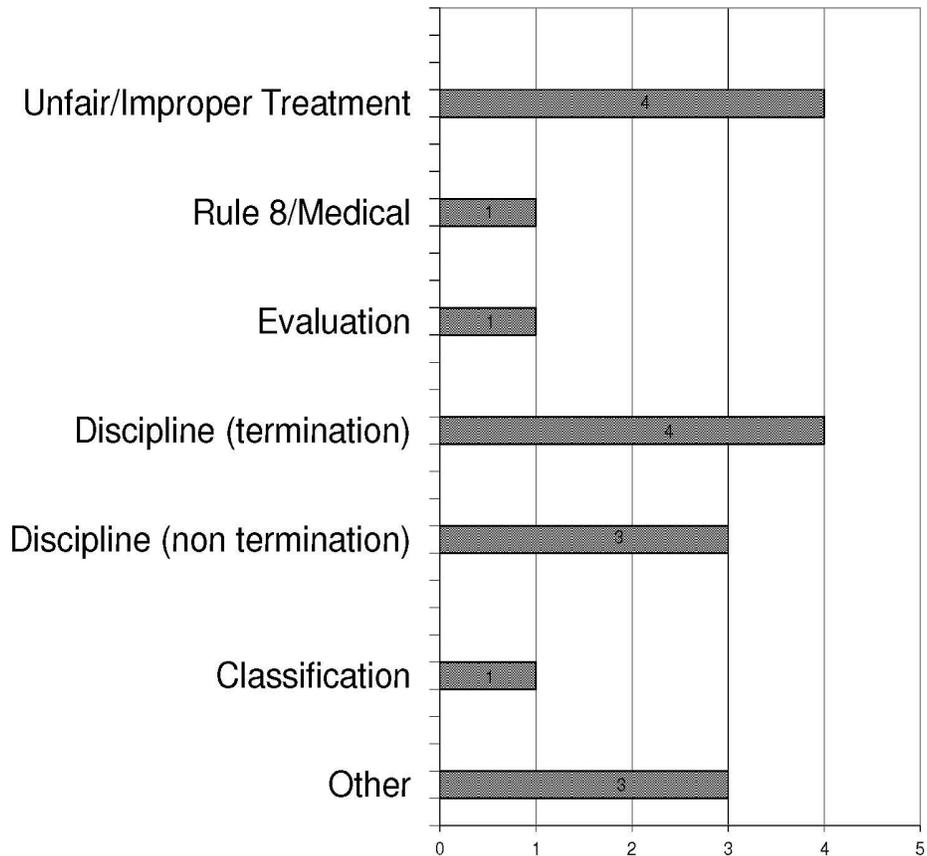
**Statistical Summary
Grievances and Appeals
Filed by Department**

	Allocations	10/11	09/10	08/09	07/08	06/07
Administrative Office	12	0	7*	0	0	0
Agricultural Commissioner	42	0	0	0	0	0
Animal Services	19	0	0	0	0	0
Assessor	80	0	1	1	1	0
Auditor-Controller	39.5	1	0	0	0	0
Board of Supervisors	12.5	0	0	0	0	0
Child Support Services	41.75	0	0	0	0	0
Clerk-Recorder	22.5	0	0	0	0	0
County Counsel	21.25	0	0	0	0	0
District Attorney	95.5	0	0	0	0	0
Drug & Alcohol Services	39.5	0	0	1	0	0
Emergency Services	5.25	0	0	0	0	0
Farm Advisor	5	0	0	0	0	0
General Services	177	1	1	2	3	0
Grand Jury	0.5	0	0	0	0	0
Health Agency	365.5	1	5	11	1	5
Human Resources	22	0	0	0	0	0
Information Technology	76.25	0	0	0	2	2
Library	73.5	2	0	1	0	0
Organizational Development	2	0	0	0	0	0
Planning and Building	90.25	2	1	1	0	0
Probation	145.75	2	3	2	1	2
Public Works	194.25	0	0	2	1	1
Sheriff - Coroner	368	2	4	1	2	1
Social Services	420.75	4	2	0	5	9
Treasurer/Tax Collector	28	1	0	0	0	1
Veterans Services	4	0	0	0	0	0
Other		1				
Total Grievances and Appeals		17	24	22	16	21

* all 7 grievances filed by one employee

The number of grievances and appeals filed with the Human Resources Department in FY 2010-11 dropped significantly from the two previous fiscal years.

**Statistical Summary
Grievances and Appeals
Filed by Type**



The Commission's rules outline the procedure for resolving employment disputes prior to requesting a hearing.

This fiscal year 9 of 17 grievances and appeals that were filed with Human Resources were resolved without the need for a hearing before the Commission.

Commission Meetings

- July 28, 2010 Regular Session
- August 25, 2010 Regular Session
- September 22, 2010 Regular Session
- October 27, 2010 Regular Session
- December 15, 2010 Regular Session
- January 26, 2011 Regular Session
- February 23, 2011 Regular Session
- March 23, 2011 Regular Session
- April 27, 2011 Regular Session
- May 10, 2011 Special Session
- May 11, 2011 Special Session
- May 25, 2011 Regular Session
- June 2, 2011 Special Session
- June 14, 2011 Special Session
- June 28, 2011 Special Session



The Civil Service Commission meets in Regular Session each month on the 4th Wednesday unless circumstances necessitate another date. Special meeting dates are reserved by the Commission primarily for hearings of appeals and/or grievances.

Staff to the Civil Service Commission

- **Tami Douglas-Schatz**
Human Resources Director and Commission Secretary
- **Shannon Matuszewicz, Shane Stark, & Rita Neal**
Commission Attorney
- **Carol Hill & Robin Mason**
Commission Clerk

Commission Action

CLASSIFICATION PLAN

- Approved nine new/revised job specifications, involving fourteen job classes affecting approximately 150 positions.
- Human Resources Analyst staff completed nine position studies during the “open window” period, resulting in three positions being re-classified.

HEARINGS

- Presided over a disciplinary hearing regarding the demotion of a county employee, ruling in favor of the appellant.
- Heard testimony in a multiple day hearing related to the termination of a county employee. The Commission issued a finding that reinstated the employee and issued a suspension.
- Reviewed findings and decisions of a disciplinary appeal which was remanded back to the Commission from Superior Court. The Commission reconsidered the matter and upheld its original determination.
- Presided over a disciplinary hearing regarding the termination of a county employee, ruling in favor of the respondent.
- Heard testimony on pre-hearing matters involving a future hearing regarding a Peace Officer.

CSC RULES

- Received and reviewed the final amendments to the County’s Civil Service Rules as recommended by the rules update committee.
- Completed the meet and confer process with the County’s employee associations.

OTHER BUSINESS

- Drafted and approved performance criteria for the position of Commission Secretary.
- Received updates on the activities of the Employee University.
- Received the results of merit system review conducted by Cooperative Personnel Services.
- Approved Jeannie Nix as President and Bill Tappan as Vice-President.

Job Class Specifications Review Activity

- Sheriff's Correctional Deputy
- Sheriff's Senior Correctional Deputy
- Sheriff's Correctional Sergeant
- Sheriff's Correctional Lieutenant
- Property Transfer Technician I, II, III
- Supervising Property Transfer Technician
- Assessment Technician I, II, III, IV
- Assessment Technician Supervisor
- Nutrition Services Program Manager

*Approximately
560 job classes
exist in the
County of San
Luis Obispo*



Summary
9 specifications
14 classifications
149 positions

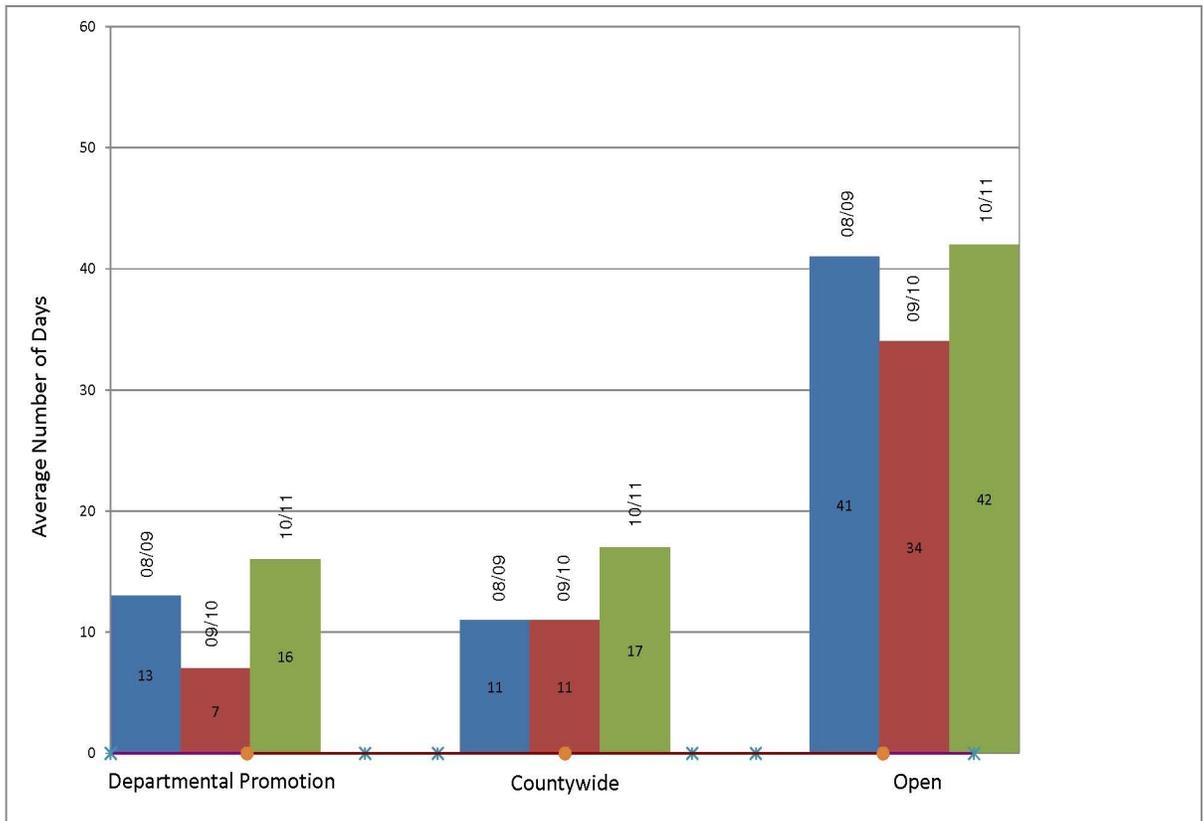
Summary of Recruitment Activity

Summary of Recruitment Activity (Regular Recruitments) July 1, 2010 through June 30, 2011			
Application Summary	FY 10/11	FY 09/10	FY 08/09
Applications	4,661	5,548	4,111
Requisitions	75	98	95
Requisitions by Category			
Permanent	62	84	84
Temporary	9	8	6
Substitute	4	6	3
Requisitions by Type			
County Wide Promotional	2	7	12
Departmental Promotional	22	29	28
Lateral Transfer	2	0	0
Open	49	62	55
Hiring Activity			
Total Hires	273	268	373
Permanent	96	111	151
Temporary	177	157	222

The Rules of the Commission that govern the County's recruitment process are in place to ensure that all examinations for employment are fair, impartial and consistent with merit system principles.

Promotional recruitments accounted for 35% of the total recruitments in FY 2010-11

Average Number of Days to Produce Eligible Lists By Recruitment Type



The Rules of the Commission direct the establishment, certification and duration of the lists of candidates eligible for employment with the County.

On average, County departments were provided certified eligible lists within 25 days from the end of the application period.

**Statistical Summary
County Workforce, US Census and
Applicant Pool Demographics**

Gender		Female	Male	Total					
	Workforce (as of July 1, 2011)	56.60%	43.40%	2,375					
	Applications	55.21%	41.76%	4,661 ¹					
	US Census Bureau (County of SLO - 2010)	48.70%	51.30%	269,637					
Race		White	Hispanic	Black	Other	Asian/ Pacific Islander	American Indian/ Alaskan Native	Filipino	TOTAL
	Workforce (as of July 1, 2011)	84.37%	11.49%	1.61%	0.00%	2.21%	0.32%	0.00%	2,175
	Applications	69.95%	17.92%	2.13%	2.47%	2.87%	0.97%	1.63%	4,661 ³
	US Census Bureau (County of SLO - 2010)	71.10%	20.80%	2.10%	3.8% ²	3.30%	0.90%	0.00%	269,637
Age		Under 20	20-29	30-39	40-49	50-59	60 and Over	TOTAL	
	Workforce (as of July 1, 2011)	0.00%	6.70%	18.16%	27.29%	35.55%	12.30%	2,175	
	Applications	1.77%	25.80%	25.08%	21.25%	19.68%	4.40%	4661 ⁴	
	US Census Bureau (County of SLO - 2000)	23.40%	16.50%	10.70%	12.70%	15.10%	21.50%	269,637	

¹ 3.02% did not respond
² Persons reporting two or more races
³ 2.06% did not respond
⁴ 2.01% did not respond

While not a legal mandate, the County collects data on race and gender to identify groups which may be underrepresented in County employment.

- **56.6% of the County's workforce is female**
- **62.8% of County's workforce is between 40-59 years of age**
- **50.9% of applicants during FY 10/11 were between the ages of 21-39**

Civil Service Commission, 1055 Monterey Street, Suite D-250, San Luis Obispo, CA 93408
805-781-5959, Human Resources Department, www.slocounty.ca.gov/hr

COUNTY ORDINANCE
INFORMATION LOCATED ON
www.slocounty.ca.gov/hr

Chapter 2.40 CIVIL SERVICE SYSTEM

- [2.40.010 Adoption.](#)
- [2.40.020 Commission--Creation--Membership.](#)
- [2.40.030 Compensation for commission members.](#)
- [2.40.040 Operating funds.](#)
- [2.40.050 Contracting for examinations.](#)
- [2.40.060 Classified and unclassified service.](#)
- [2.40.070 Duties of commission and personnel director.](#)
- [2.40.080 Commission rules.](#)
- [2.40.090 Vacancies in peculiar positions.](#)
- [2.40.100 Examination requirements.](#)
- [2.40.110 Discrimination prohibited.](#)
- [2.40.120 Reductions, suspensions and dismissals.](#)
- [2.40.130 Employee status.](#)
- [2.40.140 Prerequisites to salary payment.](#)
- [2.40.150 Veteran's preference.](#)

Civil Service Commission on-line at www.slocounty.ca.gov/hr/csc

The screenshot displays the website for the San Luis Obispo County Civil Service Commission. At the top, there are navigation tabs for Residents and Visitors, Business, Health and Well-Being, Law and Justice, Government, and Emergency. The main header includes the county name and the date Tuesday, September 14, 2010. A search bar is located on the right. The left sidebar lists various Human Resources services under the director Tami Douglas-Schatz. The main content area is titled 'Civil Service Commission' and provides a 'Printer Version' link. Below this, there is a section for 'Civil Service Commission 2010' with a brief description and a grid of member photos and names: Robert Bergman (District 1), Jeannie Nix (District 3), Jay Salter (District 5), Arthur Chapman (President, District 2), and William Tappan (District 4). A list of links for CSC documentation is also provided.