



# SAN LUIS OBISPO COUNTY CIVIL SERVICE COMMISSION ANNUAL REPORT

FY 19/20

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# INTRODUCTION

## Introduction

### 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 and advise the Commission upon civil service matters.

### COUNTY CODE: TITLE 2 – ADMINISTRATION AND PERSONNEL

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. Click through the chapter sections below to view the County Code.

#### **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.

### 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.

# GRIEVANCES, APPEALS AND LITIGATION

## Grievances, Appeals and Litigation

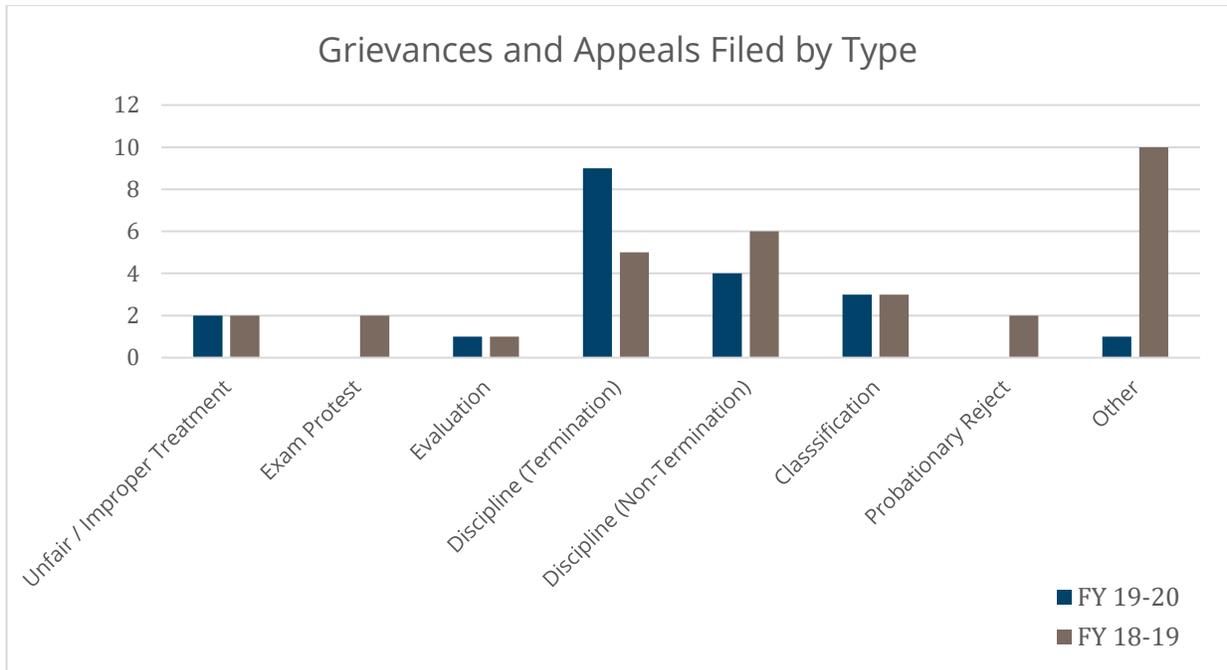
The Commission's rules outline the procedure for resolving employment disputes prior to requesting a hearing. Three appeals filed by one appellant was combined into one hearing and brought before the Commission in FY 19/20. One hearing from FY 18/19 was carried over into FY 19/20.

*\*Indicates departmental/divisional reorganization*

### GRIEVANCES AND APPEALS FILED BY DEPARTMENT

DEPARTMENT	19/20	18/19	17/18	16/17	15/16
ADMINISTRATIVE OFFICE					
AGRICULTURAL COMMISSIONER					
ASSESSOR					
AUDITOR-CONTROLLER/TREAS TAX					
AUDITOR-CONTROLLER			1		
TREASURER/TAX COLLECTOR					
CENTRAL SERVICES	1				
CHILD SUPPORT SERVICES		2			
CLERK-RECORDER					
COUNTY COUNSEL	3				
DISTRICT ATTORNEY	2	1	3	1	
FARM ADVISOR					
HEALTH AGENCY					7
DRUG & ALCOHOL SERVICES				1	
MENTAL/BEHAVIORAL HEALTH*	4	4	6	5	
PUBLIC HEALTH	1		2	1	
HUMAN RESOURCES		6		3	
INFORMATION TECHNOLOGY			1		
LIBRARY					
PARKS AND RECREATION			1		1
PLANNING AND BUILDING	1	2	6	1	2
PROBATION			2		1
PUBLIC WORKS	2	2		3	1
SHERIFF-CORONER	4	7	4	3	
SOCIAL SERVICES	3	7	3	3	2
VETERANS SERVICES				1	
<b>TOTAL</b>	<b>21</b>	<b>31</b>	<b>29</b>	<b>22</b>	<b>14</b>

# GRIEVANCES, APPEALS AND LITIGATION



	FY 19-20	FY 18-19
Filed	21	31
Carried forward from previous fiscal year	7	3
Resolved prior to Commission hearing (Resolved, Withdrawn, Dismissed)	19	24
Heard before the Commission	5	3
Pending Appeals and Grievances	4	7

## Litigation Filed

There is one litigation matter pending.

# COMMISSION MEETINGS

## Commission Meetings

### SCHEDULED MEETINGS

The Civil Service Commission held a total of seventeen (17) meetings during FY19/20. Five (5) of those meetings were Regular Session, ten (10) were Special Session, and two (2) were combined Regular/Special Session Meetings. Of the seventeen (17) meetings held, sixteen (16) included closed sessions. The closed sessions were to discuss/deliberate or hear grievance/appeal matters.

- |   |   |
|---|---|
| • July 15, 2019 Special Session                       | • April 22, 2020 Regular Session <b>Cancelled</b> |
| • July 24, 2019 Regular Session                       | • May 1, 2020 Special Session                     |
| • August 7, 2019 Special Session                      | • May 6, 2020 Special Session                     |
| • August 28, 2019 Regular Session                     | • May 27, 2020 Regular/Special Session            |
| • September 25, 2019 Regular Session <b>Cancelled</b> | • May 28, 2020 Special Session                    |
| • October 23, 2019 Regular Session <b>Cancelled</b>   | • June 10, 2020 Special Session                   |
| • November 20, 2019 Regular Session <b>Cancelled</b>  | • June 18, 2020 Special Session                   |
| • December 18, 2019 Regular Session                   | • June 19, 2020 Special Session                   |
| • January 22, 2020 Regular Session                    | • June 23, 2020 Special Session                   |
| • February 26, 2020 Regular Session                   | • June 24, 2020 Regular/Special Session           |
| • March 25, 2020 Regular Session <b>Cancelled</b>     | • June 25, 2020 Special Session                   |
| • March 26, 2020 Special Session <b>Cancelled</b>     |   |

### COMMISSION BUSINESS HIGHLIGHTS

- Robert Bergman was re-elected as Commission President on January 22, 2020.
- Jeannie Nix was re-elected as Vice President on January 22, 2020.
- Erica Flores Baltodano was appointed as Commissioner for District Three on November 19, 2019
- The Commission approved 2 new job specifications and 90 revised job specifications. 88 of the revised job specifications only included a change in the Driver License (DL) minimum qualifications language.

# CLASS SPECIFICATION ACTIVITY

## Class Specification Activity

### CLASSIFICATION SPECIFICATIONS

Classification specifications are the foundation of the County's job classification and compensation systems. There were fourteen and a three-quarter (14.75) FTE positions impacted by classification additions/revisions in FY19/20 not including those that were revised only to include new driver's license language, summarized as follows.

### NEW CLASSIFICATIONS

- DEPUTY DIRECTOR – CLERK RECORDER
- DEPUTY DIRECTOR – REGISTRAR

### REVISED CLASSIFICATIONS

- HEALTH EDUCATION SPECIALIST I
- HEALTH EDUCATION SPECIALIST II

### REVISED CLASSIFICATIONS TO INCLUDE NEW DRIVERS LICENSE LANGUAGE ONLY

- ADMINISTRATIVE SERVICES OFFICER I & II
- ADMINISTRATIVE SERVICES MANAGER
- AGRICULTURAL INSPECTOR/BIOLOGIST TRAINEE, I, II, III
- AGRICULTURAL RESOURCE SPECIALIST
- AGRICULTURAL/WEIGHTS & MEASURES TECHNICIAN I, II
- ANIMAL CONTROL LEAD OFFICER
- ANIMAL CONTROL SUPERVISING OFFICER
- ANIMAL SERVICES HUMANE EDUCATOR
- AUDITOR-APPRAISER I, II & III
- BUILDING DIVISION SUPERVISOR
- BUILDING INSPECTOR I, II, III & SUPERVISING BUILDING INSPECTOR
- BUILDING MAINTENANCE SUPERINTENDENT
- BUILDING PLANS EXAMINER I, II, III
- BUSINESS SYSTEMS ANALYST I/II/III
- CAL ID PROGRAM COORDINATOR
- CAPITAL PLANNING/FACILITIES MANAGER

# CLASS SPECIFICATION ACTIVITY

- CHIEF DEPUTY COUNTY COUNSEL
- CHIEF DEPUTY – AGRICULTURAL COMMISSIONER
- CHIEF DISTRICT ATTORNEY INVESTIGATOR
- COMMUNICABLE DISEASE INVESTIGATOR
- COMMUNICATIONS AIDE
- COMMUNICATIONS MANAGER
- COMMUNITY HEALTH NURSE I, II
- DEPARTMENT ADMINISTRATOR
- DEPUTY COUNTY HEALTH OFFICER
- DEPUTY DIRECTOR – AIRPORTS
- DISTRICT ATTORNEY INVESTIGATOR I, II, III, SUPERVISING & CHIEF
- DIVISION MANAGER – ADMINISTRATIVE OFFICE
- DIVISION MANAGER – BUILDING
- DIVISION MANAGER – DISTRICT ATTORNEY
- DIVISION MANAGER – DRUG AND ALCOHOL SERVICES
- DIVISION MANAGER – ENVIRONMENTAL HEALTH SERVICES
- DIVISION MANAGER – HEALTH AGENCY
- DIVISION MANAGER – MENTAL HEALTH SERVICES
- DIVISION MANAGER – PLANNING
- DIVISION MANAGER – PUBLIC HEALTH NURSING SERVICES
- DIVISION MANAGER-UTILITIES
- DIVISION MANAGER – WATER RESOURCES
- ENVIRONMENTAL DIVISION MANAGER
- ENVIRONMENTAL HEALTH AIDE ENVIRONMENTAL HEALTH SPECIALIST I/II/III
- ENVIRONMENTAL RESOURCE SPECIALIST
- FINANCIAL ANALYST I, II, III
- FISCAL/ADMINISTRATIVE DIVISION MANAGER
- FLEET MANAGER
- FLEET SERVICE WRITER
- FLEET SHOP SUPERVISOR
- FOOD SERVICE SUPERVISOR - CORRECTIONS
- FORENSIC PATHOLOGIST
- GEOGRAPHIC INFORMATION SYSTEMS PROGRAM MANAGER
- GOLF AIDE I (TEMPORARY) SEASONAL
- GOLF AIDE II (TEMPORARY) SEASONAL

# CLASS SPECIFICATION ACTIVITY

- GOLF COURSE SUPERINTENDENT
- GOLF COURSE SUPERVISOR
- INFORMATION TECHNOLOGY PROJECT MANAGER I, II, III
- LEAD FLEET MECHANIC
- MAINTENANCE PAINTER I & II
- NETWORK ENGINEER I, II, III
- ORAL HEALTH PROGRAM MANAGER
- PARK AIDE I (TEMPORARY) SEASONAL
- PARK AIDE II (TEMPORARY) SEASONAL
- PARK GATE ATTENDANT & SENIOR PARK GATE ATTENDANT
- PARK OPERATIONS COORDINATOR
- PARK RANGER AIDE, I, II & III
- PARK RANGER SPECIALIST
- PARKS SUPERINTENDENT
- PEST DETECTION TRAPPER
- PLANNER I, II, III AND SENIOR (UPDATED)
- PRINCIPAL ADMINISTRATIVE ANALYST
- PRINCIPAL ENVIRONMENTAL SPECIALIST
- PRINCIPAL FINANCIAL ANALYST
- PROBATION ASSISTANT
- PUBLIC HEALTH NUTRITIONIST I AND II
- RESOURCE PROTECTION SPECIALIST I, II, III
- SAFETY COORDINATOR – PUBLIC WORKS
- SOCIAL SERVICES INVESTIGATOR
- SOFTWARE ENGINEER I, II, III
- SOLID WASTE COORDINATOR I, II, III
- SENIOR DIVISION MANAGER – SOCIAL SERVICES
- SENIOR NETWORK ENGINEER
- SENIOR SYSTEMS ADMINISTRATOR
- SUPERVISING WASTEWATER SYSTEMS WORKER
- SUPERVISING CUSTODIAN
- SUPERVISING FACILITY MAINTENANCE MECHANIC
- SUPERVISING PARK RANGER
- SUPERVISING PHYSICAL OR OCCUPATIONAL THERAPIST
- SUPERVISING PLANNER

# CLASS SPECIFICATION ACTIVITY

- SYSTEMS ADMINISTRATOR I, II, III
- WASTEWATER SYSTEMS WORKER TRAINEE, I, II, III

# RECRUITMENT ACTIVITY

## Recruitment Activity

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.

<b>Application Summary</b>	<b>FY 19/20</b>	<b>FY 18/19</b>	<b>FY 17/18</b>
Applications	11,190	13,794	14,172
Recruitments	233	286	243
<b>Recruitments by Category</b>			
Permanent	204	255	210
Temporary	17	17	20
Continuous	12	14	13
<b>Recruitments by Type</b>			
County Wide Promotional	11	17	18
Departmental Promotional	39	61	56
Lateral Transfer	0	1	0
Open	183	207	169
<b>Hiring Activity</b>			
Total Hires	525	536	506
Permanent	313	285	292
Temporary, Students, Seasonals & Others	212	251	214

Notable Changes Over Prior Year	
Total Recruitments	-18.53%
Open Recruitments	-10.63%
Total Hires	-2.05%

# EQUAL EMPLOYMENT OPPORTUNITY

## Equal Employment Opportunity

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

### RACE

		WHITE	HISPANIC	BLACK	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMER INDIAN OR ALASKAN NATIVE	ASIAN	TWO OR MORE RACES	OTHER/ BLANK	TOTAL
<b>County Workforce</b>	FY 18-19	71.85%	17.05%	1.41%	0.15%	0.30%	2.79%	6.44%	0.00%	2,686
	FY 19-20	70.00%	19.22%	1.44%	0.15%	0.33%	2.85%	6.00%	0.00%	2,700
<b>New Hires</b>	FY 18-19	68.84%	20.71%	2.05%	0.93%	0.93%	4.66%	0.75%	1.12%	536
	FY 19-20	64.95%	26.86%	2.29%	0.19%	0.95%	3.62%	1.14%	0.00%	525
<b>Applications</b>	FY 18-19	58.21%	27.55%	4.01%	0.02%	1.30%	6.15%	0.00%	2.75%	13,794
	FY 19-20	58.34%	27.26%	4.83%	0.00%	1.13%	5.77%	0.00%	2.66%	11,190
<b>US Census Bureau (County of SLO 2010)</b>		71.10%	20.80%	2.10%	No Data <sup>1</sup>	No Data <sup>1</sup>	4.20%	No Data <sup>1</sup>	3.80%	269,637

### GENDER

		FEMALE	MALE	NON-BINARY	UNKNOWN	TOTAL
<b>County Workforce</b>	FY 18-19	58.45%	41.55%	0.00%	0.00%	2,686
	FY 19-20	58.78%	41.22%	0.00%	0.00%	2,700
<b>New Hires</b>	FY 18-19	54.85%	44.03%	0.00%	1.12%	536
	FY 19-20	57.71%	42.10%	0.19%	0.00%	525
<b>Applications</b>	FY 18-19	54.23%	44.43%	0.05%	1.28%	13,794
	FY 19-20	54.17%	44.38%	0.23%	1.22%	11,190
<b>US Census Bureau (County of SLO 2010)</b>		48.70%	51.30%	No Data <sup>1</sup>	0.00%	269,637

<sup>1</sup> New category since 2010 census. Next census to be held 2020.

# EQUAL EMPLOYMENT OPPORTUNITY

AGE		UNDER 30	30-39	40-49	50-59	60 AND OVER	UNKNOWN	TOTAL
<b>County Workforce</b>	FY 18-19	10.72%	28.15%	24.27%	27.25%	9.61%	0.00%	2,686
	FY 19-20	10.85%	29.63%	24.41%	25.93%	9.19%	0.00%	2,700
<b>New Hires</b>	FY 18-19	37.69%	25.93%	16.04%	11.57%	7.65%	1.12%	536
	FY 19-20	39.81%	27.05%	14.86%	12.57%	5.71%	0.00%	525
<b>Applications</b>	FY 18-19	34.34%	28.23%	16.94%	12.80%	4.92%	2.77%	13,794
	FY 19-20	33.26%	28.07%	17.85%	12.72%	5.71%	2.39%	11,190
<b>US Census Bureau (County of SLO 2010)</b>		39.90%	10.70%	12.70%	15.10%	21.50%	0.00%	269,637

# CONTACT INFORMATION

## Contact Information

### COMMISSION MEMBERS

The Commission is comprised of members appointed by the Board of Supervisors. The Commissioners serve four (4) year terms and remain on the Commission until a successor is selected.



**John E.D. Nicholson, Commissioner  
District One**



**Erwin Ohannesian, Commissioner  
District Two**



**Erica Flores Baltodano, Commissioner  
District Three**



**Jeannie Nix, Vice President  
District Four**



**Robert Bergman, President  
District Five**

### STAFF TO THE CIVIL SERVICE COMMISSION

Tami Douglas-Schatz, Human Resources Director, Commission Secretary

Nina Negranti, Assistant County Counsel, Commission Counsel

Steve Simas, Outside Counsel

Rosa Reyes, Commission Clerk

### ADDRESS – PHONE – WEBSITE

County of San Luis Obispo Civil Service Commission

1055 Monterey Street, Suite D-250, San Luis Obispo, CA 93408

805.781.5959 | [www.slocounty.ca.gov/hr/csc](http://www.slocounty.ca.gov/hr/csc)