

**MINUTES OF THE SOLANO COUNTY
CIVIL SERVICE COMMISSION**

Regular Meeting
Wednesday, February 8, 2017
Board of Supervisors Chambers
County Administration Center
Fairfield, CA 94533

1.) Call to Order/Roll Call

Commissioner Neal called the meeting to order at 6:30pm. Roll was called, and the following Commissioners were present: Commissioner Neal, Commissioner Burton, Commissioner Booe, Commissioner Riley and Commissioner Petullo. Commission Staff present were Marc Fox, Director of Human Resources and Commission Secretary; JoAnn Parker, Deputy County Counsel; and Susan Vestal, Recording Secretary.

2.) Pledge of Allegiance

3.) Items from the Public

There were no items from the public. No speaker cards.

4.) Approval of Minutes of the Commission

Commissioner Booe requested an amendment to the minutes of January 11, 2017 to include her previous request to include photos of the Commissioners in future versions of the Annual Report of the Civil Service Commission. A motion to approve the amended minutes was made by Commissioner Riley with a second by Commissioner Booe. The motion carried 5/0.

5.) Communications:

There were no communications items this month.

6.) Information Items:

There were no information items this month.

7.) Additions to, or deletions from, the Agenda

There were no additions to or deletions from the agenda.

8.) Approval of the Agenda

A motion was made to approve the agenda by Commissioner Booe with a second by Commissioner Burton. The motion carried 5/0.

SCHEDULED CALENDAR

ITEM CSC 17-0010 Declare the official results of the unit 6 (Health and Social Services Supervisors) decertification election and declare the official results of the unit 16 (Mid-Management) decertification election.

Director of Human Resources Marc Fox reviewed the timeline of the decertification petitions for unit 6 (Health and Social Services Department) and unit 16 (Mid-Management).

Mr. Fox presented the results of the January 30, 2017 ballot counts by State Mediation for both the unit 6 and unit 16 decertification votes.

Mr. Fox requested that the Civil Service Commission declare the results of the elections and certify Solano HSS Association of Professional Employees (SHAPE) as the employee organization for unit 6 (Health and Social Services Supervisors), and certify Association of Mid-Management Professionals at Solano County (AMMPS) as the employee organization for unit 16 (Mid-Management).

A motion was made to certify the results by Commissioner Booe with a second by Commissioner Petullo. The motion carried 5/0.

ITEM CSC 17-0011 Request to amend the Accountant-Auditor class series, which consists of Accountant-Auditor I, Accountant-Auditor II and Accountant-Auditor III.

Mr. Fox presented the request to amend the Accountant-Auditor class series as reflected in the specifications. He relayed that the Union was offered the opportunity to meet and confer however they chose not to do so. Mr. Fox explained that there was one sentence relating to Education and Experience that was omitted in error from the final version of both Accountant-Auditor II and Accountant-Auditor III. This was reviewed with the union by telephone and they accepted the correction without objection.

Commissioner Booe inquired about the language related to the definition of limited work experience and the process by which the Accountant-Auditor I and II can be promoted to the next senior levels. Human Resources Analyst Wendy Williams confirmed that employees in the Accountant-Auditor I classification receive more oversight while the employees in Accountant-Auditor II and Accountant-Auditor III classifications receive less oversight as they become more experienced. She relayed that promotion is based on the appropriate performance of their duties over time. Mr. Fox explained that the employee may be promoted without competitive examination based on their excellence and performance.

Commissioner Booe also expressed concern and requested clarification of the language included in the Accountant-Auditor II class specification that says:

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work including those who have objectives counter to assigned role.

After discussion, HR Analyst Wendy Williams agreed that the language "including those who have objectives counter to assigned role" could be removed.

Commissioner Booe motioned to approve the Accountant-Auditor I, Accountant-Auditor II, and Accountant-Auditor III classifications as amended. Commissioner Burton seconded the motion. Motion carried 5/0.

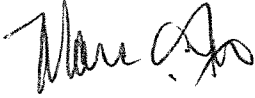
9.) Commission/Staff Comments

No comments.

10.)Adjourn

Commissioner Neal adjourned the meeting at 6:45 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Marc A. Fox". The signature is stylized with a large, looped "M" and a cursive "A. Fox".

Marc A. Fox
Director of Human Resources