

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

Regular Meeting
Wednesday, April 12, 2017
Board of Supervisors Chambers
County Administration Center
Fairfield, CA 94533

1.) Call to Order/Role Call

Commissioner Neal called the meeting to order at 6:30pm. Role was called, and the following Commissioners were present: Commissioner Neal, Commissioner Burton, Commissioner Booe, and Commissioner Petullo. Commissioner Riley was absent. 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

None.

4.) Approval of Minutes of the Commission

A motion to approve the minutes of the February 8, 2017, meeting of the Civil Service Commission was made by Commissioner Booe with a second by Commissioner Petullo. The motion carried 4/0.

5.) Communications:

Director of Human Resources, Marc Fox, confirmed that the Commissioners should have received several briefs related to the upcoming continuation of the hearing.

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 4/0.

SCHEDULED CALENDAR

ITEM CSC 17-0013 Request to amend the Sheriff's Security Officer Classification Specification.

Mr. Fox introduced HR Analyst Bobbi Wallace in attendance and available to answer questions.

Mr. Fox explained that the Commission had previously taken action to amend the timeframe in which the candidates for Sheriff's Security Officer were required to have their Penal Code 832 certificate in order to be able to carry and use a firearm in the course of their duty. The deadline was previously changed from time of application to time of appointment. Human Resources feels they are still disqualifying otherwise viable candidates and request that the Commission approve the amendment of the time required to have their 832 certificate from time of appointment to within 6 months of appointment. HR feels that this amendment will increase the viable applicant pool and will make a better hiring process for the Sheriff.

Commissioner Booe asked why the verbiage that states "the incumbent may be required to carry a firearm" did not instead state "will be required to carry a firearm". Ms. Wallace and Mr. Fox explained that the verbiage allows flexibility in situations such as police services contracted to an organization that may not allow armed personnel. They also clarified that stating a firearm is "required" disallows the option to remain unarmed. Mr. Fox suggested that the Commission could request to set this decision aside until the next meeting when a representative from the sheriff's office can be available to answer the questions that HR is not comfortable to answer. Ms. Wallace also advised that the language of 'may be required' is part of the original language of the classification specification and is not part of the suggested amendment. Commissioner Booe asked for correction of a typographical error in the sentence "distinguishing characteristics of the Deputy Sheriff by the Deputy Sheriff's full peace officer powers ad delineated in the California Penal Code". Ms. Wallace confirmed that the word 'ad' should be corrected to 'as'.

Commissioner Petullo asked what the time frame is for a candidate to receive the training in order to qualify for the 832 certificate. Ms. Wallace answered that this is a 40 hour training process.

Mr. Steve Christie was recognized by President Neal to comment on this topic. Mr. Christie stated that he agrees with the 6 month extension but expressed some concern about the tasks the Sheriff's Security Officer can do while in the waiting period. He also asked for confirmation of the outcome if that person cannot be qualified within the six months. Mr. Christie inquired about what issues occur that result in the applicant not being able to get the 832 qualification between the time of application and time of hire.

President Neal responded that the County is trying to expand the number of people that can qualify for the position and that the six month period gives the applicants time to get qualified. He also confirmed that those who were unable to be qualified in that first six month period after hire would be released from employment during the probationary period.

Mr. Fox added that there is a firearm range component to the training that allows the Sheriff's Office to evaluate the person's use of the firearm. He also commented that the union had an

opportunity to ask questions regarding this requested amendment and that the union confirmed by telephone that they were okay with the change.

A motion was made by Commissioner Booe to approve the amendment to the Sheriff's Security Officer Classification Specification as submitted. The motion was seconded by Commissioner Petullo and carried 4/0.

Mr. Fox advised that the typographical correction will be made with the final classification specification.

ITEM CSC 17-0014 Receive a report on application disqualification appeals.

Mr. Fox stated that the Commission gave authority to allow a person to cure a defect in their application within the five day appeal process. He explained that this report shows the statistics on the kinds of disqualifications that occurred and the outcomes of those. He also said that this report confirms that a large number of those that were disqualified were able to correct the outcomes by submitting the required documents within the five day appeal period.

Commissioner Booe stated her concern at the number of appeals due to documents received late. She inquired if there are other things that can be done to make the requirements more apparent on the applications. Mr. Fox surmised that this may be due to applicants applying for the second or third time and that the applicants are not fully reading the flyer. He informed the Commission that the current application system does not allow documents that have been previously submitted to be held in a repository for HR to retrieve. He stated that it is up to applicants to link their documents with the application. Mr. Fox pointed out that approximately 55-60% of the appeals were related to documents. He stated that it takes less time for the staff to write a letter granting the appeal than to write the letter, which includes an analysis of the application process, when the appeal is denied.

Assistant Director of Human Resources Jeannine Seher stated that HR has taken action to get the applicants to read the requirements and they will continue to try to educate candidates on this. Ms. Seher confirmed that the five day extension has been incredibly helpful.

Commissioner Booe suggested that the work of HR in order to make the process more efficient should be included in the annual report.

ITEM CSC 17-0016 Request to adopt the amended classification specifications of Staff Analyst (Entry), Staff Analyst and Staff Analyst (Senior).

Commissioner Booe asked how an entry position (Staff Analyst – Entry) can be expected to proposed disciplinary action, as noted in the classification specification.

Assistant Director of Human Resources Jeannine Seher advised that the Staff Analyst is a supervisory role and that supervisors are expected to coach, counsel, discipline and evaluate staff. This particular position is an entry level position but in a supervisory role. Ms. Seher also pointed out that this verbiage is consistent with the series.

Commissioner Petullo asked if the portion of the classification specification that reads "distinguishing characteristics" means that this class specification is different than the items

listed. Ms. Seher confirmed that the classification specifications generally include characteristics of higher and lower classes, if there are any, in order to help nuance the differences in the different levels.

Regarding the Staff Analyst – Senior classification specification, Commissioner Booe asked for clarification of the requirement to “interpret political” direction. Ms. Seher explained that this is existing language and that it could be regarding legislative direction given, information on policy related matters, or when a board takes action that affects operations, directions or programs. Commissioner Petullo asked if this is political by definition or is it governmental direction and not politics.

Ms. Seher replied that if it comes from a political board it could be argued that the board is a political body and therefore it is political. She also explained that this is existing language that has not been challenged in the past as to whether or not it belongs. Commissioner Booe asked if any of these classification specifications are directed to look at the political landscape. Ms. Seher said they are involved in looking at policy and at legislative directions and proposals. Mr. Fox replied that some may be tasked with providing staff support or committee structure that has a role in policy-making bodies.

Commissioner Petullo inquired if this is more policy than political.

Mr. Fox stated that this language will be reexamined and evaluated for further action but as it is existing language and nobody, including unions, has asked for change related to it.

President Neal advised to leave it as is for now and take a look at it in future.

Commissioner Booe stated she has the same question on the Staff Analyst – Senior Classification Specification as well.

Commissioner Booe made a motion to approve the Staff Analyst series amendments as proposed and Commissioner Burton seconded the motion. The motion passed 4/0.

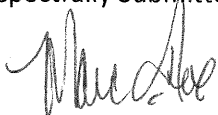
9.) Commission/Staff Comments

Human Resources staff confirmed that the Commissioners had received all of the briefs submitted by attorneys in regards to the special hearing being conducted. Commission Counsel provided advice regarding the hearing process.

10.)Adjourn

Commissioner Neal adjourned the meeting at 7:07 p.m.

Respectfully Submitted,



Marc A. Fox

Director of Human Resources