

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

Regular Meeting  
Wednesday, April 11, 2018  
Board of Supervisors Chambers  
County Administration Center  
Fairfield, CA 94533

1.) Call to Order/Roll Call

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

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

4.) Approval of Minutes of the Commission

A motion to approve the minutes of March 14, 2018 as presented was made by Commissioner Burton with a second by Commissioner Booe. The motion carried 3/0.

5.) Communications:

There were no communications items.

6.) Information Items:

Director of Human Resources Marc Fox introduced two new Human Resources Analysts, Joy Cadiz and Liz Ramos. Mr. Fox shared with the Commission that Ms. Cadiz was promoted within the Human Resources Department.

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 Burton with a second by Commissioner Booe. The motion carried 3/0.

SCHEDULED CALENDAR

**ITEM CSC 18-0010      Amend the classification description of Human Resources Assistant**

Assistant Director of Human Resources Jeannine Seher reviewed two changes that are being requested to the classification description of Human Resources Assistant. Ms. Seher advised that the recommended changes include public sector experience becoming a preference rather than a requirement and the addition of the requirement of a high school diploma or GED.

A motion to amend the classification of Human Resources Assistant as presented was made by Commissioner Booe. Commissioner Burton seconded the motion. The motion was carried 3/0.

**ITEM CSC 18-0011      Adopt the classification description of Public Health Nurse**

Assistant Director of Human Resources Jeannine Seher explained a recent discovery that the currently used version of this classification was either never presented to the Civil Service Commission for approval even though it has been in use since 2006 or that the Department's records are incomplete. The previous version of this specification, dated 1986, had no requirement for a bachelor's degree. The version created in 2006 included the State of California requirement of a bachelor's degree. Ms. Seher clarified that the 2006 version being presented to the Commission is different in format from the original 1986 version but that the requirements are the same, with the exception of the bachelor's degree. Ms. Seher also offered that the Union was contacted and offered to meet and confer regarding this issue. The Union, SEIU 1021, chose to accept the 2006 version without any meetings.

A motion to adopt the classification description of Public Health Nurse as presented was made by Commissioner Burton. Commissioner Booe seconded the motion. The motion was carried 3/0.

**9.) Commission/Staff Comments**

Commissioner Booe requested that an item and a document she will provide be added to the agenda for discussion at the next meeting.

**10.)Adjourn**

Commissioner Neal adjourned the meeting at 6:47 p.m.

Respectfully Submitted,



Marc A. Fox  
Director of Human Resources