

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

Special Meeting  
Wednesday, December 12, 2018  
Board of Supervisors Chambers  
County Administration Center  
Fairfield, CA 94533

1) Call to Order/Roll Call

- 2) President Neal called the meeting to order at 6:31 pm. Roll was called, and the following Commissioners were present: Vice President Booe, Commissioner Burton, Commissioner Petullo, Commissioner Riley and President Neal. Commission Staff present were Marc Fox, Director of Human Resources and Commission Secretary; Dennis Bunting, County Counsel; and Susan Vestal, Recording Secretary.

3) Pledge of Allegiance

4) Approval of Minutes of the Commission

A motion to approve the minutes of November 14, 2018 as presented was made by Commissioner Riley with a second by Commissioner Burton. The motion carried 5/0.

5) Communications:

Director of Human Resources, Marc Fox, stated to the Commission that Commission Counsel JoAnn Parker sent a privileged communication to them via email. Mr. Fox offered that printed copies were available to the Commissioners if needed.

6) Information Items:

There were no information items.

7) Approval of the Agenda

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

**SCHEDULED CALENDAR**

**ITEM CSC 18-0026      Accept the Civil Service Commission regular meeting calendar for 2019.**

Commissioner Burton informed the Commission that he is unable to attend the meeting of September 11, 2019.

A motion to approve the meeting calendar as presented was made by Commissioner Booe with a second by Commissioner Riley. The motion carried 5/0.

**ITEM CSC 18-0027      Request to adopt the amended classification specifications of Building Permits Technician I and Building Permits Technician II.**

Director of Human Resources Marc Fox explained that changes to the Building Permits Technician I modified the minimum qualifications allowing schooling to take the place of some of the experience previously required. Advancement from Building Permits Technician I to Building Permits Technician II requires a certification, which research shows is much more common in this field. Certification comes from the organization that certifies the County's building inspectors.

Commissioner Booe asked for clarification regarding the section titled "Working Conditions" which references the possibility of dealing with disruptive or confrontational people. Commissioner Booe asked if training is provided to employees and how often, if so. Mr. Fox confirmed that there is training on how to deal with difficult folks and it is offered twice per year. Commissioner Booe inquired as to why this needed to be added. Mr. Fox explained that building permits is a regulatory process; however, not all of our customers are happy with those regulations and our enforcement of them.

Commissioner Burton pointed out that there was a typo which Mr. Fox advised would be corrected.

A motion to approve the recommended classification description was made by Commissioner Booe with a second by Commissioner Riley. The motion carried 5/0.

**ITEM CSC 18-0024      Request to establish the Epidemiologist (Senior) classification specification and modify Epidemiologist classification specification.**

Director of Human Resources Marc Fox advised that this position is a new classification in the series of Epidemiologist classification specifications.

A motion to approve the recommended classification description was made by Commissioner Riley with a second by Commissioner Booe. The motion carried 5/0.

**8) Commission/Staff Comments**

None.

9) Adjourn

President Neal recessed the meeting at 6:37 p.m. to reconvene the special hearing that was recessed prior to this meeting.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Marc A. Fox", is positioned above the printed name.

Marc A. Fox

Director of Human Resources