

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

Regular Meeting
Wednesday, May 8, 2019
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 6:30 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; JoAnn Parker, County Counsel; and Susan Vestal, Recording Secretary.

3) Items from the Public

There were no items from the public.

4) Pledge of Allegiance

5) Approval of Minutes of the Commission

A motion to approve the minutes of April 10, 2019 as presented was made by Commissioner Petullo with a second by Commissioner Booe. The motion carried 5/0.

6) Communications:

Commission Secretary Marc Fox reminded the Commissioners that they authorized the use of a hearing officer in regard to the complaint of a probationary employee whose complaint is that she was released on the basis of discrimination. Mr. Fox shared that the employee and County Counsel representing the County have mutually agreed on a hearing officer, Emily Prescott.

7) Information Items:

There were no information items.

8) Approval of the Agenda:

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

SCHEDULED CALENDAR

ITEM CSC 19-0015 Request to establish the Public Health Nutritionist (Entry) classification specification and modify the Public Health Nutritionist classification specification

Jeannine Seher, Assistant Director of Human Resources shared the history of the classification specification for the Public Health Nutritionist Journey position. Ms. Seher explained that the Entry and Journey levels of this classification specification were originally part of a single classification specification, which caused some difficulty in screening candidates for the proper qualifications. Per Ms. Seher, the proposed changes separate the single classification into two, better identifying the qualifications and making the Public Health Nutritionist (Entry) into a solo classification specification. The Union was offered the opportunity to meet and confer which they declined.

Commissioner Booe inquired about the title of the classification specification on the agenda and their actual title. Commissioner Booe pointed out that the title shown in the agenda item reads 'Journey' however it is not shown in the classification specification title. Mr. Fox clarified the use of the 'Entry' and 'Senior' titles, saying that they are included in the titles as a qualifier to the 'Journey' level in which the title does not actually include the word 'Journey'. Commissioner Booe requested that for future agenda items the titles listed are exactly as included in the classification specification.

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

ITEM CSC 19-0016 Request to adopt the amendments to the Civil Service Rules sections referencing Departmental Equal Opportunity (EEO) Representative

Mr. Fox explained that this is a matter of cleaning up the Civil Service Rules to match the amendments to the countywide Equal Employment Opportunity Policy recently amended by the Board of Supervisors. Mr. Fox introduced Charmie Junn, EEO Officer for the County, to answer questions as needed. Upon the inquiry of Commissioner Booe, Ms. Junn explained that the policy changes were due to legislation that addresses the EEO Harassment Discrimination Policy. Ms. Junn added that during the review of that policy they identified the need to clarify that the EEO Representatives are not investigating reports of discrimination; they simply take the information and refer it to the EEO Officer or to their supervisor.

Commissioner Burton pointed out that the Civil Service Rules do not reference anything about the investigation process. In reply Ms. Junn shared that there was unintended confusion in the County EEO Policy regarding the role of the departmental EEO representatives. Ms. Junn also shared that the changes to the Policy were more detailed than those of the Civil Service Rules. By deleting section 2.13 of the Civil Service Rules the implication that the departmental EEO representatives are trained to investigate these complaints is removed.

A motion to approve the amendments to the Civil Service Rules as presented was made by Commissioner Burton with a second by Commissioner Petullo. The motion carried 5/0.

9) Commission/Staff Comments

Mr. Fox announced that Susan Vestal, Recording Secretary, is retiring from the County and therefore this meeting is her last one with the Commission.

10) Adjourn

President Neal recessed the meeting at 6:40 p.m.

Respectfully Submitted,



Marc A. Fox

Director of Human Resources