

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

Regular Meeting
Wednesday, June 12, 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 Antoinette Reyes, 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 May 8, 2019 as presented was made by Commissioner Booe with a second by Commissioner Burton. The motion carried 5/0.

6) Communications:

Commission Secretary Marc Fox informed the Commission that the Hearing Officer selected at a prior meeting should be at the August 2019 Commission meeting with her report for the Commission.

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 Booe with a second by Commissioner Riley. The motion carried 5/0.

SCHEDULED CALENDAR

ITEM CSC 19-0018 Amend the Civil Engineer (Entry) and Civil Engineer – Environmental (Entry) and retitle the classifications to Engineer Assistant and Engineer Assistant - Environmental

Mr. Fox informed the Commission that a new law has passed that does not allow the use of the word “civil” in a job title without a license; therefore, changes to the title of this classification were made. The union was sent notice on this change and a response was not received. Commissioner Petullo asked what “civil” was being replaced with. Mr. Fox responded that it was replaced with “assistant.” Commissioner Riley asked if any other positions in the County would be affected by this new law. Mr. Fox responded no.

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

ITEM CSC 19-0019 Amend the Inventory Coordinator Classification

Mr. Fox explained to the Commission that this amendment began when a department requested to fill a vacancy and a position review was conducted. The classification specification was specific to the General Services Department only. Commissioner Burton asked if language was added. Mr. Fox responded that revisions were made to expand that an Inventory Coordinator could be included in other departments and that supervisory duties were removed. Commissioner Burton asked if drug testing was added. Mr. Fox responded that standard language that is included in all amendments to classifications was added and that includes language on the ability to drug test. Commissioner Burton asked if they were represented. Mr. Fox responded that they are represented by SEIU, SEIU was sent notice of these changes and the union did not respond.

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

9) Commission/Staff Comments

President Neal announced that he would be unavailable for the Commission's July meeting. Mr. Fox noted that there is not a scheduled meeting for July and that the Commission would reconvene in August. Commissioner Burton asked if the hearing officer would be presenting in August. Mr. Fox responded yes. Commissioner Burton informed Mr. Fox that he is not available for the September Commission meeting.

10) Adjourn

President Neal recessed the meeting at 6:38 p.m.

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