

Solano County

*675 Texas Street
Fairfield, California 94533
www.solanocounty.com*



Agenda - Final

Tuesday, October 18, 2016

6:30 PM

Solano County Board of Supervisors Chambers

Civil Service Commission

SOLANO COUNTY CIVIL SERVICE COMMISSION

*Special Meeting
October 18, 2016
Tuesday - 6:30 p.m.
Board of Supervisors Chambers*

TO THE PUBLIC

In compliance with the Americans with Disabilities Act (ADA of 1990), the County will provide accommodations for persons with disabilities who attend public meetings. If you have the need for an accommodation such as interpreters or materials in alternative format, please contact Karen Ritter at 707-784-6180.

If you wish to address the Commission on a matter not listed on the Agenda, you may do so under Items from the Public. The subject matter must be within the jurisdiction of the Commission.

If you wish to address any item listed on the Agenda, please submit a Speaker Card to the Recording Secretary of the Commission before the Commission considers the specific item. Cards are available on the podium in the Board Chambers.

Please limit your comments to five minutes.

For items not listed on the Agenda, please see Item #3, Items from the Public.

1. Call to Order/Roll Call
2. Pledge Of Allegiance
3. Items from the Public

This is your opportunity to address the Commission on a matter not heard on the Agenda, but it must be within the subject matter jurisdiction of the Commission. Please submit a Speaker Card before the first speaker is called and limit your comments to five minutes. Items from the public will be taken under consideration without discussion by the Commission and may be referred to staff.

4. Approval of Minutes of the Commission

[CSC 16-0026](#) CSC Minutes 9-14-16

Attachments: [CSC Minutes 9-14-2016](#)

5. Communications

[CSC 16-0030](#) Registration Amendment Public Employees Union, Local 1

Attachments: [Registration Amendment PEU Local 1](#)

6. Information Items (No Action Required by Commissioners)

7. Additions to, or deletions from, the Agenda
8. Approval of the Agenda

SCHEDULED CALENDAR

(All items under Scheduled Calendar require Commission Action)

- [CSC 16-0029](#) Civil Service Commission hearing on an allegation of workplace discrimination.
- [CSC 16-0025](#) Amend the Class Specification of Library Assistant, Supervising
Attachments: [Library Assistant Supervising Redline](#)
[Library Assistant Supervising Final](#)
- [CSC 16-0027](#) Request to establish the class of Records Coordinator.
Attachments: [Records Coordinator Final](#)
- [CSC 16-0028](#) Request to establish the class of Pharmacy Specialist.
Attachments: [PharmacySpecialist - Final](#)
- [CSC 16-0031](#) Request State Mediation and Conciliation Services to conduct two secret ballot elections regarding decertification petitions
- [CSC 16-0032](#) Receive information regarding statistical data of appeals from applicants or candidates who have been disqualified under Civil Service Rule 4.13.

MISCELLANEOUS ITEMS

9. Commission/Staff Comments

Adjourn

To the Civil Service Commission meeting of November 9, 2016 at 6:30 P.M., Board Chambers, 675 Texas Street, Fairfield, CA



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Agenda Submittal

Agenda #:
Type: CSC-Document
File #: CSC 16-0026
Agenda date: 10/18/2016
Title: CSC Minutes 9-14-16

Status: Agenda Ready
Department: Civil Service Commission
Contact:
Final action:

Governing body:

District:

Attachments: [CSC Minutes 9-14-2016](#)

Date	Ver.	Action By	Action	Result
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**MINUTES OF THE SOLANO COUNTY
CIVIL SERVICE COMMISSION**

Regular Meeting
Wednesday, September 14, 2016
Board of Supervisors Chambers
County Administration Center
Fairfield, CA 94533

1.) Call to Order/Roll Call

Commissioner Neal called the meeting to order at 6:30pm. Roll was called, and the following Commissioners were present: Commissioner Neal, Commissioner Booe, Commissioner Burton, Commissioner Petullo and Commissioner Riley. Commission Staff present were Marc Fox, Director of Human Resources and Commission Secretary; JoAnn Parker, Deputy County Counsel; and Karen Ritter, 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

Commissioner Booe stated that at the May 11 Civil Service Commission meeting there was discussion regarding the breakdown of appeals and when copies of this could be expected. Director of Human Resources Marc Fox stated his recollection was the Commission as a whole did not quite agree to that piece as of yet. The Commission was more interested in what the appeals looked like following the presentation tonight about the potential Civil Service Rule change. Mr. Fox stated he would be happy to discuss with Commission President following the meeting which can be agenda for a future meeting on the Commission's expectation of the breakdown of appeals. At present, Mr. Fox stated, it would be all manual counts of how many appeals and the nature of appeals. Commissioner Booe stated that the majority (3 out of 5) requested the breakdown. Mr. Fox stated he would work with the President on the terms of how that is addressed with the committee. Commissioner Booe requested to be in on that meeting. Mr. Fox replied, okay.

5.) A motion was made to approve the minutes by Commissioner Petullo with a second by Commissioner Burton. Commissioner Booe abstained. The motion carried 4/0/1.

6.) Communications

Mr. Fox stated he had two items for the Commission. The first, there is an appeal as to a discrimination complaint. The commission will be asked on the Oct 12th meeting to schedule the hearing date. Additionally, Mr. Fox wanted to advise the Commission that the same individual's complaint related to a promotion which occurred, or an allegation of a promotion that occurred,

is in violation of the rules. The staff has issued a remedy related to that piece of the individual's complaint.

Also, Mr. Fox stated there was a complaint alleging discrimination and the individual asked for a Civil Service Commission appeal. The County's Counsel Office raised an objection because the employee indicated no loss of a tangible benefit in the complaint; therefore, the employee was advised the complaint was not fully articulated and the complaint did not meet the required elements. Commission Counsel, Joanne Parker stated, the complaint is outside of the subject matter jurisdiction and the Civil Service Commission is so advised.

7.) Information Items (No Action Required by Commissioners)

No items.

8.) Additions to, or deletions from, the Agenda

No items.

9.) Approval of the Agenda

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

Commissioner Neal stated the agenda is provided as proof.

SCHEDULED CALENDAR

ITEM CSC 16-0023 Request to adopt the amended skilled craft and service maintenance classifications of Custodian, Custodian (Lead), Equipment Service Worker, Equipment Mechanic, Groundskeeper, Public Works Trainee, Public Works Maintenance Worker, and Public Works Maintenance Worker (Senior).

Mr. Fox stated Senior Human Resources Analyst Carlise Mickens is prepared with a presentation.

Ms. Mickens stated the majority of the skilled class and maintenance classifications were established and approved over 15 years ago. Since their adoption the majority of these classification specifications have not been revised. The County and Union meet and agreed that in recognition of the changes in the industry and the changes in technology that they needed to be modified and modernized to ensure that the duties that are currently be assigned and performed where appropriately identified. The classes were revised to reflect clear and accurate descriptions of the essential duties and responsibilities of the positions including clarification of the experience requirements. The class specs will be formatted into the standardized consistent with our current template which meant moving and retiring several of the sections. This included adding distinguishing characteristics, physical characteristics and working conditions of the positions. Human Resources worked with General Services, met and conferred with the bargaining unit Local 39, Stationary Engineers, on three separate occasions and discussed all of their concerns. Once the revisions were finalized, Human Resources sent the

Union copies of all the revised class specs and informed them of the intent to present these to the Commission. Ms. Mickens introduced representatives from each of the divisions: Dave Bastian, Fleet Services Manager, Perry Sauro, Facilities Operations Manager, and Charles Bowers, Public Works Operations Manager. Ms. Mickens asked if there were any questions.

Commissioner Booe asked if Ms. Mickens' discussion with the union resulted in agreement with all of those groups and if concerns were addressed. Ms. Mickens stated that all concerns were addressed and stated, the majority of concerns that were discussed, and when appropriate, were included in the class spec revisions. Commissioner Riley asked how many bargaining units are we talking about. Ms. Mickens, responded, one. Commissioner Riley asked if these class spec changes were covered in a meet and confer and, if there were, were documents signed off on. Ms. Mickens stated there were no documents that they signed off on. The class specs were finalized which incorporated a majority of the changes and revisions that they had requested. Mr. Fox responded that had the union signed off, it would be outside of the protocol. Commissioner Riley was concerned whether we are going to have future action coming because these changes maybe were not covered. Ms. Mickens responded that all of the items that were not incorporated were included and were identified. Ms. Mickens stated that she has not received any notice or any concerns regarding any of the class spec changes. Commissioner Booe asked if there were many items or few items that remained unresolved or if everything was resolved. Ms. Mickens responded, all of their concerns where resolved in the meet and confer process. County Counsel Parker asked if there were any speaker cards on this item. Commissioner Neal confirmed there were no speaker cards.

A motion was made to approve the skilled craft and service maintenance classifications of Custodian, Custodian (Lead), Equipment Service Worker, Equipment Mechanic, Groundskeeper, Public Works Trainee, Public Works Maintenance Worker, and Public Works Maintenance Worker (Senior) by Commissioner Booe with a second by Commissioner Petullo. The motion carried 5/0.

ITEM CSC 16-0024 Amend the Civil Service Rules, Sections:
2.4 Rank
3.05 Contracts for Personnel Services
4.01 Advertising of Examinations
4.05 Filing Deadline
4.09 Notice of Action on Application/Right of Appeal
4.13 Disqualification of Applicants or Candidates
5.02 Scheduling of Examination
5.10 Reasonable Minimum for Examination
6.04 Duration of Eligible List
7.01 Certification
7.02 Appointments by Authority
Other Changes: Various Sections

Commissioner Neal recommended to the Commission that each section be approved so any questions on a specific section can be resolved. The Commission agreed. Mr. Fox stated Assistant Director of Human Resources Jeannine Seher will present the change, the impact of the change and the rational for the change in her power point presentation

Ms. Seher stated that there are 12 proposed changes to the Civil Service Rules. Ms. Seher stated in February 2016 Human Resources came to the Commission to discuss the hiring processes. As part of that presentation and Commission item, Ms. Seher explained, we incorporated and included the Merit Systems Audit which was positive, a Grand Jury report which had some recommendations that were adopted by Human Resources. One of the conclusions of the Grand Jury was that the hiring process was lengthy. Human Resources looked at ways to do things better and gain efficiencies. These Rules, as proposed, were shared with our department heads, County Counsel and a notice was provided to all of our collective bargaining units regardless as to whether they have employees that are civil service represented for feedback, questions and address concerns. We provided an opportunity to meet and confer with those employee organizations that had a desire to do so in the months of June and July Human Resources met with SEIU, the Solano Probation Peace Officer Association, Correctional Officers and the Deputy Sheriff's Association.

Section 2.4 Rank

Regarding Section 2.4 Rank, Ms. Seher stated the term is not used anymore. The terms used consistently now are: rating or score. Commissioner Riley and Commissioner Petullo discussed the passing score of 70%. Ms. Seher stated that subject would be addressed later in the presentation but did explain, there are other sections of the rules that talk about whether or not a particular section will be weighted more than another or whether they will be combined and averaged. Sometimes there is a pass/fail section in the exam. An example would be a performance test where candidates are demonstrating how they use a particular piece of equipment. The candidate will have to be able to demonstrate proficiency with the particular equipment. So depending on the exam, we announce in advance how we are going to do that. Commissioner Burton asked a question about rounding and Ms. Seher responded that people generally get a rounded score depending on the rating sheet but most of the scores are averaged, for example, 74 versus 74.2.

A motion was made to approve the Section 2.4 Rank in the Civil Service Rules by Commissioner Booe with a second by Commissioner Petullo. Role was called. The motion carried 5/0.

Section 3.05 Contracts for Personnel Services

Ms. Seher requested this section be deleted. Ms. Seher explained, there is a section of the Government Code that essentially states that the Board of Supervisors may contract with any other County, City or State department or any competent person of an agency conducting competitive exams to ascertain the fitness of applicants for employment or for the performance of any other service connected with personnel selection and administration. The County feels that this particular section is unnecessary.

A motion was made to approve the Section 3.5 Contracts for Personnel Services in the Civil Service Rules by Commissioner Booe with a second by Commissioner Petullo. Role was called. The motion carried 5/0.

Section 4.01 Advertising of Examinations

Ms. Seher stated that this section is being modified to reflect updated automation and technology. Ms. Seher explained our job postings are online, on the County website. The change reflects that we are not doing paper postings. Commissioner Booe requested clarification that there is documentation to show when an application was returned. Ms. Seher responded that within the online application system there are records of when applications are submitted. It is date and time stamped via the computer when it has been submitted. Commissioner Neal asked what the standard advertising period was for a job posting. Ms. Seher stated that typically five days is the minimum but there is another rule change to talk about the five working days. Commissioner Neal asked if there is any notification to applicants when a job might be posted. Mr. Fox responded that there is job interest card capability in jobaps so those applicants interested in a job can so indicate. The applicant is then notified when that particular job opens. In addition, Mr. Fox explained that when a job does open it says on the announcement when it closes and the job posting includes a tentative calendar of the testing elements. Commissioner Burton asked if the old H ("The notice that a minimum exam score of 70% required to pass") and the new G ("The minimum exam score required to successfully pass the exam"), is not going to be 70%, but rather anything? Ms. Seher responded the announcement will state the percentage in advance. Typically it is 70% but there maybe a reason why the minimum score may be lower or why it maybe increased. There is another rule that allows that flexibility so we want to make sure that they are not in conflict with each other. Mr. Fox stated the primary reason for the change is in the Civil Service Rules it says the passing, the minimum score, is 70% and it is announced differently. So there is a conflict between two sections where one section says it is 70% unless you announce it differently, and another one says that it is 70%. Therefore, the element that is most important is that there is a passing score and we tell people what the minimum passing score is. Commissioner Petullo asked what would be an example of why you would change a 70% to either a lower or a higher. Mr. Fox provided an example of when we had a test from Cooperative Personnel Service with a high degree of reliability but the score needed adjusting because there was the appearance of the test having an adverse impact based on gender and/or sex. To resolve potential bias, since the bell curve was skewed to one direction, we needed to adjust the score. Commissioner Riley asked when benchmarks/test scores are set, what has traditionally been 70% to 65 or 80, do you confer with the bargaining unit as far as that or are they out of the loop? Ms. Seher responded that it is not a mandatory subject of bargaining but we do advertise so the candidates know what the pass point is. Commissioner Riley stated he was concerned about the appearance or the argument of subjectivity based on the job. Ms. Seher interjected that the unions did not raise a concern regarding this. Mr. Fox explained that in 25 years of public sector HR that he has never raised the pass point to make it more difficult. Rather he has looked at the difficulty of the test, looked at potential bias within the test and lowered the pass point. Mr. Fox stated that if there was a need to raise the pass point, it would be done in advance and that there is another piece later in the presentation in terms of what we might do such as shortening the application period because of the number of well qualified candidates.

A motion was made to approve the Section 4.01 Advertising of Examinations in the Civil Service Rules by Commissioner Riley with a second by Commissioner Booe. Role was called. The motion carried 5/0.

Section 4.05 Filing Deadline

Ms. Seher explained this change is clarifying the fact that the final filing deadline would be articulated in the announcement with respect to the time. Typically it is 5pm but it needs to be specified clearly as there might be a reason we want to give applicants additional time. Mr. Fox stated that because the job application process is electronic, there really is no difference if it is 8pm or 5pm; however, the current rules state we cannot do 8pm because nobody is looking at the applications. Ms. Seher continued stating the other rule change would allow us to have a shorter recruitment period when we anticipate a high number of applicants. When unemployment is high we may receive 1,000 applicants for a position if we were to keep the position open for 5 days. So in that particular situation we may want to announce in advance that our application final filing period is three days and we may want to limit the application pool to the first 100 applications received. Commissioner Petullo asked if restricting the application is covered within our rules. Ms. Seher responded, the final filing period will be this or when we receive 100 applications, would be acceptable with the rule change. Without it we cannot do either. Commissioner Petullo asked if this rule change would cover that. Ms. Seher replied that her belief and intent is yes, this rule change would cover that. Commissioner Booe asked who would determine high volume. Ms. Seher stated that it would be decided case by case. Mr. Fox clarified that as HR Director he would approve or not approve. Ms. Parker shared an inconsistency between 4.01 where it says that definitively the competitive examination shall be posted on the County's designated website for at least five working days. Then 4.05 it gives you an exception. It creates the same type of discrepancy that was discussed with the prior rule amendment. Ms. Parker recalls there was a meet and confer with regard to 4.05 and there were no objections. Mr. Fox then suggested that if the Commission adopts 4.05, we amend the staff recommendation to include on 4.01 the words "after five working days unless otherwise specified". Ms. Parker agreed with the amendment. Commissioner Neal stated the motion needs to address the fact that paragraph 4.01 will be modified in regards to the five working days or unless otherwise specified with the approval of changes to paragraph 4.05 of the Civil Service rules.

A motion was made to approve the Section 4.05 Final Filing Date, as amended, by Commissioner Booe with a second by Commissioner Riley.

Commissioner Burton asked for clarification in respect to the word "anticipated". He asked, how do you anticipate? Who is going to make that call? Ms. Seher responded that the staff would be recommending to the HR Director. It is within the County's best interest to make sure that we have qualified applicants and that we have a robust recruitment. So the idea to limit the recruitment period would be used on a very limited basis. Ms. Seher continued to explain that staff would look at the job openings we have, the situation we are in, our historical practices of the types of jobs we are recruiting for, the number of job interest cards received and the types of candidates we are looking for to fill the vacancies. She also stated that the staff does have the ability to extend a job opening.

Commissioner Neal stated that there is a motion on the floor. Role was called. The motion carried 5/0.

Section 4.09 Notice of Action on Application/Right of Appeal

Ms. Seher began with a prior matter raised by Commissioner Booe before the Commission by one of our unions about an appeals process. At one of the meetings, we had reported that a large percentage of our appeals are due to an applicant submitting an application and not submitting required documents. The candidate may articulate that they have a degree, for example, but if the minimum requirements of the job require they need to have nine units of Accounting classes and it is delineated, the only way we know if they have those nine units of Accounting classes is if they give us transcripts. Applicants are told in advance to submit their documents – transcripts, certificates, licenses, for example. They may say they have it but then they do not submit it. Right now if an applicant does not submit required documents, the rule says they must submit all required documents by the final filing deadline. We do not have the ability to accept those documents if they are submitted after the final filing date. The way the rules are currently written, it presumes that as each application comes the HR staff is diligently looking at each application. This rule change would allow applicants to submit any deficiencies in regards to submittal of documents in their application by the appeal deadline date. We do believe by adding this particular component it will help address a lot of the appeals. Mr. Fox added that the second reason for the change is that we suspect that a number of the folks who do not submit their documents would be well qualified individuals. Commissioner Booe reflected that when this was discussed previously it does say on the job announcement, if you have previously submitted documents it really does not count.

Ms. Seher clarified that there are multiple sections of 4.09 but this particular change is just 4.09A. Commissioner Riley asked for clarification regarding this rule change. Ms. Seher explained that if an applicant did not submit required documents, they would receive a notice stating they did not meet the minimum qualifications because they did not demonstrate, for example, they had nine units in Accounting. The candidate can then appeal the decision and send in their documents. Mr. Fox clarified that there is a five day notice to complete an incomplete or insufficient application. Ms. Parker stated a concern regarding “A” (“Applications found incomplete or deficient must be corrected by the appeal deadline”). In the first sentence, it says that if you didn’t attach all the things you were suppose to, then you cannot make a determination if the applicants meet the minimum qualifications. Therefore, do we take what they say in the application as true and had the applicant submitted everything they would have met the minimum qualifications. Therefore, you are going to allow them to submit the documentations to verify that they met the minimum qualifications? Ms. Seher explained that the intent of B (“Requirements of minimum qualifications must be satisfied no later than the final filing date unless otherwise stated in the announcement.”) is a little bit different. In respect to, if someone says on the application “I have a degree and I have my nine units in Accounting” for example, but they do not attach proof and we announce, you have to submit proof. If we send the rejection notice and they give us the documents then yes, they would be allowed into the process. Ms. Parker stated B appears to be contradictory to A. Ms. Seher asked to clarify B. Ms. Seher stated that one of the challenges we have periodically depending on the classification, especially hard-to-fill classifications such as Social Worker III. Social Worker III’s who go through the Title IV-E program all graduate in the Spring. Every County is looking for Social Worker III’s. The interesting part of the Title IV-E program is that a requirement of that, if you are a Title IV-E student your school is paid for but you basically signed an obligation that for two years you will go to work in a Public Sector Child Welfare organization. These applicants are highly desirable because they have taken specific schooling for Child Welfare, and they are very

limited in number. Public Sector recruitments typically open up at the same time so they can get this pool of candidates on their eligible list. So what this section of the Civil Service Rules is anticipated to do, is allow candidates to meet the minimum qualifications, by submitting evidence from the school of their anticipated degree and graduation date. This would allow us, on face value, to screen candidates into the process, allow them to test, but not get on the eligible list until they have graduated. It allows us to get a running start on a pool of candidates but we can't hire them. It really just helps us get the testing process on the way. That is what 4.09 is intended to do. It is to allow us some flexibility to test, recruit for and test candidates so they can be in the queue ready to go just prior to them graduating or getting a certificate that we need them to have. Commissioner Neal stated that he is a lay person and it makes sense to him. Ms. Seher asked Ms. Parker if it would be more clear if we said, "final filing date or appeal deadline date unless otherwise stated in the announcement"? Ms. Parker agreed that would make more sense. Ms. Seher reiterated that when we amend 4.09 B it would say, "requirements of minimum qualifications must be satisfied no later than the final filing date, appeal deadline date, unless otherwise stated in the announcement." Commissioner Burton clarified that candidates would be kept in a pool but not hired unless proper documentation is received.

A motion was made to approve the Section 4.09 Notice of Action on Application/Right of Appeal in the Civil Service Rules by Commissioner Booe with a second by Commissioner Petullo. Role was called. The motion carried 5/0.

Section 4.13 Disqualification of Applicants or Candidates

Ms. Seher stated that this change is being recommended by County Counsel. Section I, second paragraph, it talks about a disqualified candidate or applicant shall be promptly notified. The clarification requested from County Counsel is that the individuals electing to appeal can only be disqualified individuals electing to appeal. There is no impact other than to make sure that people who are qualified are not for some reason appealing.

A motion was made to approve the Section 4.13 Disqualification of Applicants or Candidates in the Civil Service Rules by Commissioner Booe with a second by Commissioner Riley. Role was called. The motion carried 5/0.

Section 5.02 Scheduling Examination

Ms. Seher explained the intent of this change is to update the Civil Service Rules regarding electronic postings. The antiquated term 'public notice' would be eliminated. Candidates are notified via email as to where the examination will be held and if applicable, if it has been cancelled. Commissioner Riley stated that public posting is a State regulation on quite a few things like the Brown Act. Mr. Fox stated that the Brown Act is for public posting for an agenda and the topics to be discussed. Commissioner Petullo stated that we do not need to publicly post for testing. Commissioner Riley clarified the posting would be on the website. Ms. Seher explained that we post on the website or send electronic notifications to candidates. The notification might say, you met the minimum qualifications and please come here on this date for this test. If needed, we send cancellation notifications via email. Mr. Fox clarified that only the people that can come to the test are the individuals that are invited. Commissioner Riley asked if the reason to remove 'public notice' is because it is burdensome and expressed concerns regarding the ramifications. Ms. Seher explained when an email is sent to the

candidates, they are noticed to show up. The candidate has applied for the job and has been told they meet the minimum qualifications. The notices are sent via email. Email correspondence is documented in the application system. This change really is to save a tree; no one, Ms. Seher explained is coming to the HR door and looking at a notice. Commissioner Neal stated that there are still people without internet. Ms. Seher stated one of the advantages of our system is our postings do have a tentative exam date. Candidates are calling if they have not received notice by the tentative exam date. Commissioner Riley expressed concern that this approach is too inclusive. Ms. Seher stated that it was not a matter of being inclusive. Ms. Seher continued that our current system does not ask people to acknowledge that they have received an email but it usually is an effective way to notify candidates. However, if there is a bad accident the morning of the panel interview, posting a notice on the door is not going to help, either is sending an email. Commissioner Neal clarified the notice is posted with a tentative examination date. Ms. Seher responded yes and clarified, this rule change is saying, if we are canceling or postponing an exam we are not going to slap a piece of paper on the wall. This change does not have anything to do with extending a timeline for a job or somehow changing the posting requirements for applying for the job. Commissioner Burton asked if we have had an issue with this before. Ms. Seher stated that we have not because it is really an environmental issue. No one is coming to our door to check. Commissioner Burton asked if we put it on our website. Commissioner Riley interjected and stated that we should define what is considered public notice. Ms. Seher stated that the people affected by this change would be notified via email. Primarily people are checking emails which is more reliable method in most cases. It won't prevent 100% someone showing up if there is a last minute cancellation. We have not had an issue. It's just the idea of putting a piece of paper on the wall. Commissioner Burton asked if we have done it in the past. Ms. Seher responded, no. Commissioner Burton replied, something is going to come up if someone misses an exam time. Ms. Seher explained that this rule change is not about exam time, it is if we have to cancel an exam. How is HR going to notice the candidates of that cancellation? Depending on the amount of lead time, we might be call candidates.

A motion was made to approve the Section 5.02 Scheduling of Examinations in the Civil Service Rules by Commissioner Petullo with a second by Commissioner Booe. Role was called. Commissioner Burton – no. The motion carried 4/1.

Section 5.10 Reasonable Minimum for Examination

Ms. Seher stated this change reflects that the Director of Human Resources can cancel an exam if there are five or less candidates. The change from seven to five is making it more difficult to cancel an exam and is more consistent with our rules where we give four names per vacancy plus ties.

A motion was made to approve the Section 5.10 Reasonable Minimum for Examination in the Civil Service Rules by Commissioner Petullo with a second by Commissioner Booe. Role was called. The motion carried 5/0.

Section 6.04 Duration of Eligible List

Ms. Seher stated a candidate's name remains on the eligible list for one year unless the list is requested to be abolished for various reasons and is approved by the Director of Human

Resources. The change here is to remove the words "Director of Personnel" and change to "Director of Human Resources". Mr. Fox clarified that there was no policy change here only sentence structure.

A motion was made to approve the Section 6.04 Duration of Eligible List in the Civil Service Rules by Commissioner Burton with a second by Commissioner Booe. Role was called. The motion carried 5/0.

Section 7.01 Certification

Ms. Seher stated the first section to review is 7.01. When there is a vacancy a department gets four names plus the number of vacancies they have plus any ties. This language change is attempting to clarify the number of names that are provided. Also, there are some classifications with rule of the list. There is not a definition for the rule of the list but our Sheriffs Department and Probation Department they receive all the names on the list because of the background check and personal history statement. The process is lengthy and some candidates do not want to go through the process. These departments go through a large amount of candidates to find one who passes the background process. So instead of giving these departments four names plus the number of vacancies plus any ties, we give them the whole list if we only give them five names at a time it will cause a very long delay in the process. We are requesting to add to this list, Legal Procedures Clerks within the Sheriff's Office and Probation Department. Ms. Seher also explained that the last change in this section would eliminate the requirement of the department to interview an applicant again. Currently, there is a requirement the department interview the same people more than once. This, again, causes delays in the hiring process. Commissioner Neal inquired if legal looked over this change. Ms. Seher confirmed that both County Counsel and Ms. Parker have reviewed the change. Commissioner Booe asked for clarification of the rule of the list. Ms. Seher responded, if currently a department has one vacancy, we would give the department four candidates plus the number of vacancies (which in this case is one) plus any ties. If we were to give the rule of the list we would give them the entire list since going through the background process is very extensive. It might take the whole list to find someone who passes the background. We want to add Legal Procedures Clerk to that because it may take the entire list to fill vacancies. Ms. Seher then provided an example of how many candidates would be certified to a department, depending on the number of vacancies and ties via the power point presentation. Commissioner Riley asked for clarification about interviewing twice. Ms. Seher responded, if a department has already interviewed a candidate, and there is no change in skill set, and the candidate does not meet the requirements the department has, before the Human Resources can say this list is expired, the department has to interview the candidate again. This is an incredible waste of time. This new rule takes away the repetitiveness of having to see people twice before Human Resources can look at abolishing the list. Commissioner Riley asked if these changes have run through the union and if there is agreement. Ms. Seher stated that there was. Another change would allow us to do a focused certification based on specialized requirements. For example, Title IV-E and bilingual candidates. If a department needs to hire a bilingual person but only have one candidate that is in the top five but candidate six, seven and eight are bilingual we would be able to look for those skills on our list. If candidates 1-5 do not speak Spanish they are not going to do well in a Spanish speaking assignment. This change would allow us to look at the current list rather than open a new recruitment. The result would provide efficiency. Ms. Seher continued, in addition, if one department completely exhausts a list but they have more than

one vacancy or a candidate may have been interviewed and might be perfectly suitable for another department, we want to be able to maintain the current eligible list and recruit again for the same position and merge the lists. The process is not uncommon for other Public Sector agencies and candidates don't feel they went through the whole process to find the list is abolished because we have another need in another department. We can continue to add people to the list so other departments can continue to see them. Commissioner Neal asked if this is a new section. Ms. Seher confirmed that it is. Ms. Seher also stated that there is one other change not reflected on the slide because the rule dictates we are required to certify but cannot hire. For example, a department head's daughter is on a list to be an Accountant and a vacancy comes up in that department, it would be in violation of another section of the Civil Service Rules to work for this department. The candidate then has to request a waiver. This process creates a lot of work for someone who cannot work in a certain department. This change would allow us not to certify because of the conflict.

A motion was made to approve the Section 7.01 Certification in the Civil Service Rules by Commissioner Booe with a second by Commissioner Burton. Role was called. The motion carried 5/0.

Section 7.02 Appointments by Authority

Ms. Seher explained, right now the rules require if I have interviewed you I have to contact you and ask you if you want to be re-interviewed. This is related to the prior section. The department must contact the candidate and ask if they want to stand on their previous interview or if they want to re-interview. This new rule eliminates this requirement from the process and would allow the department to use the prior certification list. Ms. Seher went on to explain paragraph C – voluntary demotion. Suppose an employee is promoted, takes the job, but does not like the job but is in good standing with no discipline and wants to request a voluntary demotion, currently, we have to reject the employee on probation to be able to return to the previous job, the employee would have to wait for a recruitment to open up, get on an eligible list and interview for the position. This change would allow, when certain conditions are met to be demoted on a voluntary basis. The perimeters are: the employee still has to meet the minimum qualifications, the employee had to previously held and completed probation – union approved, and the employee is in good standing. This change allows for voluntary demotion which allows people to course correct.

Commissioner Riley asked if the employee would have return rights. Ms. Seher stated if an employee voluntarily demotes and there is a layoff and the employee says I want to bump up, there are no return rights to the promoted position.

A motion was made to approve the Section 7.02 Appointments by Authority in the Civil Service Rules by Commissioner Riley with a second by Commissioner Booe. Role was called. The motion carried 5/0.

Other Changes: Various Sections

A motion was made to approve the following changes: replace "Personnel Director" with "Director of Human Resources", replace "Director of Personnel" with "Director of Human Resources" and replace "Personnel Department" with "Human Resources Department" in the

Civil Service Rules by Commissioner Petullo with a second by Commissioner Riley. Role was called. The motion carried 5/0.

MISCELLANEOUS ITEMS

10.)Commission/Staff Comments

Commissioner Booe asked in regards to other agency involvement, if the County met and conferred with all parties who requested to do so. Who were all the parties? What kind of a time limit did they have to respond to all these changes? Ms. Seher responded a notice was provided to all of our Collective Bargaining units regardless as to whether they have employees that are represented. We meet and conferred with SEIU 1021, the Solano County Peace Officers Associations, Deputy Sheriff's Association and Correctional Officers. Ms. Seher recalled that those units, who wanted to meet and confer, met in June and July in accordance with availability.

Mr. Fox introduced three new staff members: Karen Ritter, Interim Administrative Secretary and Monica Hedden and Wendy Walker, Human Resources Analysts.

Commissioner Booe and Commissioner Neal expressed appreciation for the well done presentations.

Commissioner Burton requested a copy of the amended Civil Service Rules.

Mr. Fox requested the Commission bring their personal calendar as the next Commission meeting as a hearing date will need to be scheduled.

ADJOURN

Commission Neal adjourned the meeting at 8:15 pm

Respectfully Submitted,



Marc A. Fox

Director of Human Resources



Stronger Together

Public Employees Union, Local One

THE UNION FOR PUBLIC EMPLOYEES

ORGANIZED 1941

Mailing Address: PO Box 6783, Concord, CA 94524-1783
Union Hall: 420 N. Wiget Lane, Walnut Creek, CA 94598
Phone: (925) 228-1600 ♦ Toll Free: 1-800-585-0054 ♦ Fax: (925) 279-1267
www.peu1.org ♦ info@peu1.org

October 6, 2016

Marc Fox
Director of Human Resources
Solano County
625 Texas Street, Suite 1800
Fairfield, CA 94533

Re: Amend Registration

Mr. Fox:

Public Employees Union, Local 1 has affiliated with AFSCME International as of September 26, 2016. Please amend our current registration on behalf of Unit 6 (Health and Social Supervisors) and Unit 16 (Mid-Management).

Please reference the attached Affiliation agreement.

Thank you,

A handwritten signature in black ink, appearing to read "Cedric Porter".

Cedric Porter
General Manager

AFFILIATION AGREEMENT

PUBLIC EMPLOYEES UNION, LOCAL #1

- and -

AMERICAN FEDERATION OF STATE, COUNTY

AND MUNICIPAL EMPLOYEES, AFL-CIO

(AFSCME)

September 20, 2016

AFFILIATION AGREEMENT

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AFFILIATION AGREEMENT

PREAMBLE

This Agreement is entered into between the **Public Employees Union, Local #1**, an unaffiliated labor organization, and the American Federation of State, County and Municipal Employees (**AFSCME**), the largest union in the AFL-CIO, which maintains its headquarters in Washington, D.C.

WHEREAS, **Public Employees Union, Local #1** and **AFSCME** are dedicated to improving the wages, hours, benefits and conditions of employment of their members through the negotiation and administration of collective bargaining agreements that will promote the well-being of their members and their families;

WHEREAS, **Public Employees Union, Local #1** has determined that it is in the best interests of its members to affiliate with **AFSCME**, which represents more than 1.6 million public service workers nationally and has the facilities, personnel and experience to aid its affiliates in collective bargaining negotiations, organizing campaigns, legislative and political activities, public relations, research and educational programs; and

WHEREAS, **AFSCME** has determined that the affiliation of **Public Employees Union, Local #1** will strengthen and enhance its ability to improve wages, hours and conditions of employment of **AFSCME** members throughout the United States.

NOW, THEREFORE, **Public Employees Union, Local #1** and **AFSCME** pledge their full cooperation from this day forward to work together in a united effort to improve the well-being of their members and their families by carrying out the terms and conditions of this Agreement.

ARTICLE I – AFSCME Local Union.

Section 1: Affiliation and Local Union Charter

Upon approval of this Agreement, **Public Employees Union, Local #1** shall be affiliated with **AFSCME** and **AFSCME** shall charter **Public Employees Union, Local #1** as an **AFSCME** local union. **AFSCME** recognizes and accepts **Public Employees Union, Local #1**'s status as a California not for profit corporation.

Section 2: Rights and Benefits

As an **AFSCME** local union, **Public Employees Union, Local #1** shall be affiliated with **AFSCME** and have all the rights, benefits, privileges, and obligations of an **AFSCME** local union under the **AFSCME** International Constitution, except as expressly modified by this Agreement.

Section 3: Jurisdiction

As an **AFSCME** local union, **Public Employees Union, Local #1** shall have jurisdiction over all bargaining units and other groups of workers represented by **Public Employees Union, Local #1** at the time this Agreement is approved by the parties. This jurisdiction shall not be changed or modified by **AFSCME**, except with the approval of **Public Employees Union, Local #1**. Additional bargaining units and other groups of workers may be added to **Public Employees Union, Local #1**'s jurisdiction.

ARTICLE II – Full Membership Rights in AFSCME

Section 1: Membership

Every regular member of **Public Employees Union, Local #1**, as defined by the **Public Employees Union, Local #1** constitution and by-laws, shall have full membership rights in **AFSCME**, consistent with the guarantee set forth in the **AFSCME** Constitution that any employee represented by **Public Employees Union, Local #1** shall be eligible for membership.

Section 2: Bill of Rights Protection

Public Employees Union, Local #1's members, as members of **AFSCME**, shall be fully protected by the guarantees set forth in the *Bill of Rights for Union Members* in the **AFSCME** Constitution.

Section 3: **AFSCME ADVANTAGE**

Public Employees Union, Local #1's members, as members of **AFSCME** and staff, shall be eligible to participate fully in the **AFSCME ADVANTAGE** Program which provides credit cards, life insurance, home insurance, travel discount and legal service benefits – all at substantial savings to **AFSCME** members and their families.

Section 4: **AFSCME Works**

Public Employees Union, Local #1 and its members and staff will receive **AFSCME's** membership publication, *AFSCME Works*, and other services and publications which **AFSCME** normally makes available to its affiliates and their members.

Section 5: **Resources and Support**

Public Employees Union, Local #1 and its members and staff will receive the support of **AFSCME** professional staff and resources to strengthen and reinforce local units in the areas of communications, organizing, bargaining, contract enforcement, and political mobilization

ARTICLE III – As an AFSCME Local Union, Public Employees Union, Local #1 Shall Receive the Benefits and Protections of the AFL-CIO Constitution.

Section 1: **AFSCME to Make Per Capita Payments to the AFL-CIO**

Immediately upon approval of this Agreement and for the duration thereof, **AFSCME** shall pay to the AFL-CIO the required per capita tax on each member of **Public Employees Union, Local #1**, thereby providing **Public Employees Union, Local #1** with the benefits and protections of the AFL-CIO Constitution, including the "no-raid" and "organizing campaign" protections of Article XX and XXI of the AFL-CIO Constitution.

Section 2: Defense

AFSCME will vigorously defend, and pay all costs of defending, the **Public Employees Union, Local #1** against raids by another AFL-CIO union or a Change to Win union.

Section 3: Membership in State and Local AFL-CIO Bodies

As an **AFSCME** local union, **Public Employees Union, Local #1** shall be eligible for membership in AFL-CIO State and Local bodies effective immediately. **AFSCME** will pay, on behalf of **Public Employees Union, Local #1**, the per capita tax required by the State AFL-CIO for full privileges of membership in that organization.

ARTICLE IV – Status of Public Employees Union, Local #1 Constitution and By-Laws

Section 1: Initial Governing Documents Approved

AFSCME approves the constitution and by-laws of **Public Employees Union, Local #1** presently in existence as the initial governing documents of **Public Employees Union, Local #1**, as an **AFSCME** affiliate, as modified by the terms of this Agreement.

Section 2: Future Amendments to Governing Documents

Public Employees Union, Local #1 shall have the right to amend its constitution and by-laws, provided that any future amendment(s) shall be subject to, and not in conflict with the **AFSCME** Constitution and provided further that any future amendment(s) shall not take effect until reviewed and approved by the **AFSCME** President in accordance with the review procedures set forth in Article IX of the **AFSCME** Constitution.

ARTICLE V – Preservation of the Property, Assets and Autonomy of the Public Employees Union, Local #1

Section 1: Acknowledgement of Assets and Recognition of Corporate Status

All of the present assets of **Public Employees Union, Local #1** are acknowledged to be the property of **Public Employees Union, Local #1** and shall remain its property in

perpetuity. **AFSCME** agrees that the name **Public Employees Union, Local #1** shall remain the property of **Public Employees Union, Local #1**.

Section 2: Control of Funds and Property

The funds and property of **Public Employees Union, Local #1** shall remain under the direction and control of the properly constituted officers of **Public Employees Union, Local #1** in accordance with its constitution and by-laws, subject to the fiduciary requirements of the **AFSCME** Constitution and the *AFSCME Financial Standards Code*, which are incorporated herein by reference.

Section 3: Full Autonomy

As an **AFSCME** affiliate, **Public Employees Union, Local #1** shall retain its separate identity and shall have full autonomy in the conduct of its affairs, subject to the provisions of this agreement. **Public Employees Union, Local #1's** autonomy shall include, but it is not limited to, the right to select its officers and representatives, the right to make its own decisions regarding negotiations with employers and the right to ratify or reject collective bargaining agreements by vote of its members.

Section 4: Debts

Except as provided for in this agreement or otherwise agreed to by the parties in writing, any and all debts of **Public Employees Union, Local #1** whether incurred before or after its affiliation with **AFSCME**, shall be the sole responsibility of **Public Employees Union, Local #1**.

ARTICLE VI – Dues and Per Capita Tax Payments to AFSCME

Section 1: General

As an **AFSCME** local union, **Public Employees Union, Local #1** agrees to be bound by all provisions of the **AFSCME** Constitution concerning dues and per capita tax payments, including the obligation to pay monthly per capita taxes to **AFSCME** on behalf of all members of **Public Employees Union, Local #1** as well as persons

making payments to the **Public Employees Union, Local #1** in lieu of dues under an agency shop or similar provision.

Section 2: Per Capita Tax Rebate

Public Employees Union, Local #1 is required to pay the full per capita tax per member (currently \$12.90) to **AFSCME** effective the date this Agreement is ratified by PEU's membership, as required by the **AFSCME** Constitution. **AFSCME** agrees that **Public Employees Union, Local #1** shall be rebated a portion of the required per capita tax consistent with the following schedule:

<u>Date of Per Capita Tax Payment</u>	<u>Dues Rebate</u>
For the First Year after Ratification	80% of per capita
For the Second Year After Ratification	75% of per capita
For the Third Year After Ratification	50% of per capita
For the Fourth Year After Ratification	15% of per capita
For the Fifth Year After Ratification and Beyond	0% of per capita

Per capita rebates shall be remitted to **Public Employees Union, Local #1** within thirty (30) days of **AFSCME's** receiving any required per capita tax payment from **Public Employees Union, Local #1**.

Section 3: Dues Schedule

Effective December 1, 2016, **Public Employees Union, Local #1** dues shall increase to 1.25% of Salary;

Effective December 1, 2017, **Public Employees Union, Local #1** dues shall increase to 1.4% of Salary;

Effective December 1, 2018, **Public Employees Union, Local #1** dues shall increase to 1.55% of Salary;

Effective December 1, 2019, **Public Employees Union, Local #1** dues shall increase to 1.65% of Salary;

Effective December 1, 2020, Public Employees Union, Local #1 dues shall increase to 1.80% of Salary and shall be capped thereat. This cap shall remain in place until or unless the Public Employees Union, Local #1 seeks to modify said cap.

Any such modification of the cap shall be consistent with the policies and by-laws of Public Employees Union, Local 1.

ARTICLE VII – AFSCME Assistance to Public Employees Union, Local #1

Section 1: Resources and Services

As an affiliate of AFSCME, Public Employees Union, Local #1 is entitled to all the resources and services which AFSCME normally provides to AFSCME local unions. These include, but are not limited to, assistance in negotiating and administering collective bargaining agreements, supporting organizing campaigns, providing political action, public relations, and research assistance, assistance in accounting services, supporting legislative and administrative advocacy, and such other services and resources as are customarily provided to AFSCME local unions.

Section 2: Internal Organizing Assistance

At the request of Public Employees Union, Local #1 AFSCME will assist in the development and implementation of an internal organizing program designed to increase membership participation in Public Employees Union, Local #1 and to strengthen the Local.

Section 3: Education and Training Resources

At the request of Public Employees Union, Local #1, AFSCME will provide educational programs for staff, officers, stewards, and members of Public Employees Union, Local #1.

Section 4: Exclusive Jurisdiction, Limits

Public Employees Union, Local #1, and AFSCME agree that this partnership should encourage growth and organizing. Therefore, Public Employees Union, Local #1, shall have the right to identify and select two organizing targets for exclusive jurisdiction at the commencement of this affiliation. Mutually agreed upon benchmarks shall be developed and used to measure progress. Jurisdiction will not be granted for longer than four years. Nothing in this section precludes Public Employees Union, Local #1

from requesting jurisdiction and assistance with organizing additional targets through AFSCME's current procedure with all other affiliates.

ARTICLE VIII – Settlement of Disputes.

Section 1: Procedure

Disputes concerning interpretation and enforcement of the terms and conditions of this Agreement shall be settled in the first instance by good faith discussion between the parties. Disputes unresolved by such discussions, upon the request of either party, shall be referred to final and binding arbitration under the rules of the American Arbitration Association, with costs shared equally by the parties.

Section 2: Choice of Law and Venue

This Agreement shall be construed and interpreted according to, and governed by, the laws of the State of California, excluding any law which may direct the application of another jurisdiction's law. If either party submits a dispute to arbitration, the exclusive venue for any hearing or any related proceeding is the County of Alameda.

ARTICLE IX – Term of Agreement and Amendments

Section 1: Permanent Agreement

- (a) This Agreement shall become permanent on the date the Agreement is ratified by Public Employees Union, Local #1's membership, subject to Section 2 of this Article.
- (b) Ratification of this Agreement by Public Employees Union, Local #1 shall be through a vote of its membership and decided by simple majority. The text of the ballot shall read, "Do you wish to move forward with the partnership and affiliation of Public Employees Union, Local #1 and AFSCME?"
- (c) The balloting and verification of results shall be completed no later than October 7, 2016.

Section 2: Opt-Out Right

Public Employees Union, Local #1 retains the right to opt out of permanent continued affiliation with AFSCME and to terminate this Agreement effective on the date that is four years from the date of ratification of this Agreement by Public Employees Union, Local #1's membership, subject to all of the following conditions:

- (a) The Public Employees Union, Local #1 Board of Directors must notify AFSCME of its intent to invoke this section and opt out of this Agreement on April 1, 2020;
- (b) Immediately upon such notice, AFSCME shall be allowed access to any and all Union meetings held by Public Employees Union, Local #1, its subordinate bodies and affiliated entities;
- (c) Following and subsequent to notice by Public Employees Union, Local #1 to AFSCME of its intent to opt out of this Agreement, the Public Employees Union, Local #1 Board of Directors must then resolve to invoke this Section and call for a vote of the membership;
- (d) A majority vote of the membership against the continued partnership and affiliation shall be required to exercise the opt-out right granted by this Section;
- (e) AFSCME shall be provided with the list of eligible voters no less than ninety (90) days prior to an election pursuant to this Section;
- (f) The ballot shall read, "Do you wish to continue with the partnership and affiliation of Public Employees Union, Local #1 and AFSCME?"
- (g) In the event that a majority of the membership votes against the continued affiliation of Public Employees Union, Local #1 with AFSCME, this Agreement terminates on the date that is four years from the date of ratification of this Agreement by Public Employees Union, Local #1's membership;
- (h) Any election pursuant to this Section shall be conducted by live secret ballot and supervised by the American Arbitration Association. All election and supervision costs shall be equally shared by the Parties.

Noncompliance with any of the above conditions shall constitute a waiver of the opt-out right described in this Section and result in the invalidation of any election results.

Section 3: Entire Agreement, Modification

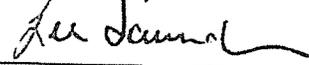
This Agreement constitutes the entire agreement between the parties concerning the subject matter addressed herein. There are no warranties, representations, covenants, or agreements, express or implied, between the parties except those expressly set forth in this Agreement. This Agreement may be later modified by the mutual agreement of the parties; however, any such modification must be in writing. Any and all unwritten modifications to this Agreement are deemed void and unenforceable.

ARTICLE X - Effective Date

This Agreement shall become effective upon the date it is ratified by the membership of PEU Local #1.

AGREED TO THIS 20TH day of September, 2016 by the authorized representatives of AFSCME and the Public Employees Union, Local #1

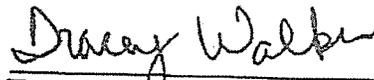
AFSCME, AFL-CIO

By: 
Lee Saunders
AFSCME President

By: 
Laura Reyes
AFSCME Secretary-Treasurer

Public Employees Union, Local #1

By: 
Mike West, President
PEU Local #1

By: 
Tracey Walker, Secretary
PEU Local #1



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #: **Status:** Agenda Ready
Type: CSC-Document **Department:** Civil Service Commission
File #: CSC 16-0029 **Contact:** Marc Fox, 784-2552
Agenda date: 10/18/2016 **Final action:**
Title: Civil Service Commission hearing on an allegation of workplace discrimination.

Governing body: Civil Service Commission

District:

Attachments:

Date	Ver.	Action By	Action	Result
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HUMAN RESOURCES' RECOMMENDATION:

The Director of Human Resources recommends that the Civil Service Commission schedules a hearing to hear the allegation of workplace discrimination.

SUMMARY:

In November 2015, the County's Equal Employment Opportunity (EEO) Officer received a complaint alleging that the employee ("Employee E") was not promoted on the basis of sex discrimination. The County investigated the allegation through the use of an outside, independent investigator (attorney) and, at its conclusion, provided a finding to the employee. On September 15, 2016, the employee's representative filed an appeal to the Civil Service Commission. The matter before the Commission today is to set the hearing date(s).

DISCUSSION:

The appeal is filed under Civil Service Rule 1.034, Civil Service Commission Hearing (Final Administrative Review Level), paragraph B, Hearing by the Civil Service Commission, which reads:

1. Within thirty (30) calendar days of the receipt of the request for a hearing, the Civil Service Commission shall schedule a hearing.
2. The hearing shall be conducted in conformance with Section XIII of these rules.
3. The Civil Service Commission shall take all evidence and testimony into account prior to rendering a final disposition regarding the complaint. The Civil Service Commission shall then render a final disposition within ten (10) calendar days.

Consistent with Civil Service Rule Section XIII, Civil Service Commission Hearings, and consistent with prior Commission hearings, I will recommend:

1. The Commission adjourns to a closed (non-public) session with attendees of the Commission, Executive Secretary, Counsel, recording secretary, court reporter (if any), authorized County representative(s), "Employee E" and her authorized union representative.
2. Any witness(es), public members and others would not be in attendance of the closed session.
3. The moving party (in this instance, the employee/union) presents evidence first.^[1]
4. The responding party (in this instance, the County) follows the employee/union presentation.
5. The Commission may ask questions at each stage.
6. The Commission retires to weigh the evidence, discuss the merits and makes its decision. After making its decision, the President reconvenes the Commission in public session and announces its decision.

ALTERNATIVES:

Similar to prior allegations of workplace discrimination, the Commission could elect to appoint a hearing officer (Civil Service Rule 1.034, Civil Service Commission Hearings (Final Administrative Review Level), paragraph C, Hearing by a Hearing Officer). In this instance, the Director of Human Resources recommends that the Commission hears the matter directly and not appoint a hearing officer.

OTHER AGENCY INVOLVEMENT:

None.



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #: **Status:** Agenda Ready
Type: CSC-Document **Department:** Civil Service Commission
File #: CSC 16-0025 **Contact:** Marc Fox, 784-2552
Agenda date: 10/18/2016 **Final action:**
Title: Amend the Class Specification of Library Assistant, Supervising

Governing body: Civil Service Commission

District:

Attachments: [Library Assistant Supervising Redline](#)
[Library Assistant Supervising Final](#)

Date	Ver.	Action By	Action	Result
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HUMAN RESOURCES' RECOMMENDATION:

The Department of Human Resources (Human Resources) recommends the Civil Service Commission amend the class of Library Assistant, Supervising.

SUMMARY:

The Solano County Library uses the class of Library Assistant, Supervising, to plan, organize and supervise clerical and technical level library services staff. The last revision of this class specification was over 13 years ago. Human Resources is proposing to amend the Library Assistant, Supervising classification to more accurately reflect a clear description of the essentials duties, required knowledge, skills and abilities, and to revise the minimum qualification requirements.

DISCUSSION:

On November 12, 2003, the Civil Service Commission approved the Library Assistant, Supervising class specification, which has not been revised since adoption. Library Services submitted a request to Human Resources to review the class specification for Library Assistant, Supervising. The requested changes will offer internal employees multiple pathways for career advancement, and external applicants more opportunities for employment with Solano County. The proposed revisions will update the knowledge, skills and abilities, broaden the minimum qualifications, and update the class specification into the current standard format.

Copies of the proposed class and the revised class specifications are attached.

ALTERNATIVES:

The Civil Service Commission could elect not to approve the proposed class specification amendments. However, this is not recommended as the Library has requested the updates to ensure that the class specification reflects a clear and accurate description of the duties and responsibilities of the position and

revises the minimum qualifications.

OTHER AGENCY INVOLVEMENT:

Human Resources worked with the Library in revising the class specification. The Library Assistant, Supervising class specification is represented by SEIU, Local 1021 (Union). On August 30, 2016, the County representatives met with SEIU's representatives, and during the meeting, the proposed class specification revisions were discussed and some changes made. The County concluded the meet and confer process as required under Government Code Section 3500 et al. The designated SEIU, Local 1021 Union representative was provided final draft copy of the revised classification.

- ~~reviews work and recognizes employees' work efforts and accomplishments;~~
- ~~interviews applicants and recommends selections;~~
- ~~reviews and approves timesheets and requests for leave;~~
- ~~t~~Trains new staff in the duties and tasks of their jobs as well as library policies and procedures; arranges on-going training so staff can stay current with job related skills;
- ~~assists in the development and delivery of in-service training workshops;~~
- ~~may train and supervise volunteers; and-~~
- ~~communicates supports and enforces County and Department policies and procedures including those related to equal opportunity and to safety;~~
- ~~m~~Maintains and prepares statistical reports; oversees all monetary transactions; verifies, updates and enters library information in databases and other filing systems.
- ~~a~~Assists with facility and equipment maintenance; coordinates and oversees the booking of meeting, conference and group study rooms as well as the set-up and take-down of these rooms for library programs and use by outside groups or organizations.
- ~~a~~Assists in the development and maintenance of procedure manuals.
- ~~a~~Assists in developing budget requirements for supervised sections.
- ~~M~~may oversee assigned library facility and/or staff in the absence of a supervisor or division head or in other special circumstances.
- ~~conducts outreach in the community to promote library services and programs; and,~~
- ~~performs other duties as assigned.~~

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE:

1. ~~High school diploma, GED, or equivalent~~
2. ~~Experience: Either (1): One year as a Library Assistant (Senior) oOr,~~
3. ~~(2):—Three years of full-time clerical and/or technical experience in a California public library, and One year of lead or supervisory work experience in any field (may be inclusive of or distinct from the required clerical and/or technical experience)—, Three years of clerical and technical library experience providing direct customer service including one year of lead or Senior Library Assistant experience.~~

~~**Education:** High school diploma, GED, or equivalent.~~

~~**Note:** One year of clerical and/or technical experience in a public library may be substituted with an Associate of Arts degree from an accredited college or university, with major course work in library science.~~

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- ~~Possession of or ability to obtain a valid Class C California driver's license may be required for some positions. Some positions in this class will require applicant to possess a valid California driver's license, Class C, by the time of appointment,~~

REQUIRED KNOWLEDGE, SKILLS AND /ABILITIES

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repetitive motion. Tasks may involve **extended** periods of time at a keyboard or workstation.

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- Lifting, Carrying, Pushing and Pulling – Light Work: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: Positions in this class **may** require the employee to have close visual acuity, with or without correcting, to prepare and analyze data and figures, transcribe, view a computer, read, etc. Some tasks **may** require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Positions in this class also **may** require employees to have depth perception in order to operate motor vehicle.
- Hearing/Talking: Positions in this class **may** require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and **may** have the ability to receive detailed information through oral communication. Positions in this class **may** require the employee to express or exchange ideas by means of the spoken word.

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WORKING CONDITIONS:

- Office Work: Employees in this class will most often be working in an office setting.
- Traffic Hazards: Employees in his class may be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: employees in this class may be subject to disruptive and confrontational people.

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SUPPLEMENTAL INFORMATION OTHER REQUIREMENTS:

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation, the Child Abuse Central Index and criminal checks in any City/County where the applicant has live, worked or **attended** school.
- Independent travel: Employees may be required to travel independently, for example, to assess properties, to attend meetings with other County employees, to attend meetings with community organizations, etc.

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Independent travel may be required.

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Hours of Work: Incumbents may be required

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Willingness to work evenings, Saturdays and Sundays at any library branch or division, as assigned.

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Department Head

Date

Est. 9/03

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission: **November 2003**
- Date Adopted by the Board of Supervisors: **December 2003**

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- Date(s) Revised: N/A
- Date(s) Retitled and Previous Titles of Class:
- Class Code: 745020

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COUNTY OF SOLANO
CLASS SPECIFICATION
LIBRARY ASSISTANT, SUPERVISING

CLASS SUMMARY:

Under direction, plans, organizes and supervises clerical and technical level library services.

DISTINGUISHING CHARACTERISTICS:

- Library Assistant (Senior) class which performs a variety of specialized technical level tasks and provides lead worker guidance in the support of library operations;
- Librarian (Supervising) plans, organizes, supervises and participates in the work of a library section or a library branch; manages budgets for collections or periodicals.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by a Librarian (Supervising).
- Employees in this class supervise employees in clerical or technical classes primarily in circulation and computer center services.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

Performs supervisory duties such as:

- supervises, assigns, directs, evaluates and reviews the work of staff engaged in clerical and technical work and support activities in accordance with departmental policies.
- plans, schedules and assigns clerical and support work to maintain desired service levels during library hours.
- recognizes employees' work efforts and accomplishments;
- interviews applicants and recommends selections;
- reviews and approves timesheets and requests for leave;
- trains new staff in the duties and tasks of their jobs as well as library policies and procedures; arranges on-going training so staff can stay current with job related skills;
- assists in the development and delivery of in-service training workshops;
- may train and supervise volunteers; and
- communicates supports and enforces County and Department policies and procedures including those related to equal opportunity and to safety
- maintains and prepares statistical reports; oversees all monetary transactions; verifies, updates and enters library information in databases and other filing systems.
- assists with facility and equipment maintenance; coordinates and oversees the booking of meeting, conference and group study rooms as well as the set-up and take-down of these rooms for library programs and use by outside groups or organizations.
- assists in the development and maintenance of procedure manuals.
- assists in developing budget requirements for supervised sections.

- may oversee assigned library facility and/or staff in the absence of a supervisor or division head or in other special circumstances.
- conducts outreach in the community to promote library services and programs; and,
- performs other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

1. High school diploma, GED, or equivalent
2. One year as a Library Assistant (Senior) **or**
3. Three years of full-time clerical and/or technical experience in a public library, **and** One year of lead or supervisory work experience in any field (may be inclusive of or distinct from the required clerical and/or technical experience).

Note: One year of clerical and/or technical experience in a public library may be substituted with an Associate of Arts degree from an accredited college or university.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Possession of or ability to obtain a valid Class C California driver's license may be required for some positions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Standard and accepted principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- General library methods and procedures including basic data processing applications and automated systems used in library support activities.
- Effective customer service techniques.
- Basic budgetary principles and practices.
- Modern office methods, procedures, equipment, personal computers and software.
- English composition, spelling, grammar, vocabulary and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as reports, memorandum, and records.

Skill and/or Ability to:

- Supervise, evaluate, train and develop staff and organize and manage their work.
- Perform complex clerical work and assist customers in the use of library resources and equipment;
- Schedule and train staff to work in the various service areas;
- Plan, organize and conduct training sessions;
- Prepare and maintain complete and accurate reports and records;
- Interpret and apply library procedures and policies;
- Exercise sound independent judgement within established guidelines;
- Understand and follow oral and written instructions;
- Use a computer;
- Work a flexible schedule;
- Work under pressure and meet short deadlines;

- Communicate effectively both verbally and in writing;
- Exercise tact and diplomacy;
- Establish and maintain cooperative working relationships.

PHYSICAL REQUIREMENTS:

- Mobility and Dexterity: Positions in the class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion. Tasks may involve extended periods of time at a keyboard or workstation.
- Lifting, Carrying, Pushing and Pulling – Light Work: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: Positions in this class may require the employee to have close visual acuity, with or without correcting, to prepare and analyze data and figures, transcribe, view a computer, read, etc. Some tasks may require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Positions in this class also may require employees to have depth perception in order to operate motor vehicle.
- Hearing/Talking: Positions in this class may require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and may have the ability to receive detailed information through oral communication. Positions in this class may require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- Office Work: Employees in this class will most often be working in an office setting.
- Traffic Hazards: Employees in his class may be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: employees in this class may be subject to disruptive and confrontational people.

OTHER REQUIREMENTS:

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation, the Child Abuse Central Index and criminal checks in any City/County where the applicant has live, worked or attended school.
- Independent travel: Employees may be required to travel independently, for example, to assess properties, to attend meetings with other County employees, to attend meetings with community organizations, etc.

Hours of Work: Incumbents may be required to work evenings, Saturdays and Sundays at any library branch or division, as assigned.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission: November 2003
- Date Adopted by the Board of Supervisors: December 2003
- Date(s) Revised: N/A
- Date(s) Retitled and Previous Titles of Class:
- Class Code: 745020



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #: **Status:** Agenda Ready
Type: CSC-Document **Department:** Civil Service Commission
File #: CSC 16-0027 **Contact:** Marc Fox, 784-2552
Agenda date: 10/18/2016 **Final action:**
Title: Request to establish the class of Records Coordinator.

Governing body: Civil Service Commission

District:

Attachments: [Records Coordinator Final](#)

Date	Ver.	Action By	Action	Result
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HUMAN RESOURCES' RECOMMENDATION:

The Department of Human Resources (Human Resources) recommends the Civil Service Commission establish the class of Records Coordinator.

SUMMARY:

The Records Coordinator classification will be utilized to coordinate the Countywide Records Information Management ("RIM") Program. The RIM program will require the Records Coordinator to develop and implement records management services, oversee electronic document content programs, implement standards to safeguard the County's records, and oversee the conversion of paper-based records to electronic format. The Records Coordinator will also ensure compliance with the Records and Information Management Governance Policy for the creation, processing, retention, and ultimate disposition of paper and electronic records.

DISCUSSION:

The Records Coordinator classification was created in response to the Board of Supervisors addition of the to be determined "TBD" position as part of the adopted budget in order to accomplish the goal of converting the County's records to electronic format.

The Records Coordinator will, under general supervision, plan, develop, administer and implement document support functions that affect all County departments. This will include ensuring that the County is in compliance with Records and Information Management Governance Policy, administering work streams for the County's RIM program, and overseeing County records/electronic documents and scanning functions associated with a digital mail room.

Copies of the proposed class specification are attached.

ALTERNATIVES:

The Civil Service Commission could elect not to establish the proposed class specification of Records Coordinator. However, this is not recommended as the General Services Department has requested this new classification and the Board of Supervisors approved adding one position in the FY2016/17 Budget.

OTHER AGENCY INVOLVEMENT:

Human Resources worked with the General Services Department in creating and revising the Records Coordinator class specification. The Records Coordinator class is represented by SEIU, Local 1021 (Union) and on July 21, 2016, the Union's Regional Field Director was provided the proposed class specifications for review. Following rescheduling then cancelling a meeting, the Union indicated that they no longer wished to meet and confer over the new class.

COUNTY OF SOLANO
CLASS SPECIFICATION
RECORDS COORDINATOR

Effective Date: XX/XX/XXXX

CLASS SUMMARY:

Under general supervision, plans, develops, administers and implements document support functions that affect all county departments and includes; (1) ensuring Records and Information Management Governance Policy compliance regarding document production, distribution, retention, and disposition; (2) administering work streams for the County's Records and Information Management (RIM) Program; (3) overseeing County records/electronic documents and scanning functions associated with a digital mail room.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Central Services Manager** class which plans, organizes and manages the functions of central purchasing, mail services, duplicating and printing, records management, and surplus property; serves as Assistant purchasing Agent for the County; and serves a member of the County's senior management team.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by the Central Services Manager.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Manages the Countywide Records and Information Management (RIM) Program by:
 - overseeing and assisting in the development and implementation of records management services;
 - overseeing the Electronic Document Content (EDC) programs;
 - implementing standards to safeguard the County's records regardless of the medium (paper or electronic);
 - overseeing the conversion of paper-based records to electronic format;
 - developing standards and guidelines to keep electronic records in an accessible format;
 - leveraging scanning capabilities and software applications to accomplish conversion and maintenance of accessible electronic records; and
 - recommending ongoing records management improvements including best practices, technology applications, operational effectiveness, and training.
- Serves as liaison to County departments and provides technical records management assistance tailored to Department needs consisted with approved RIM, EDC and records retention governance standards, policies and procedures.

- Identifies, facilitates and ensures compliance with the Records and Information Management Governance Policy for the creation, processing, retention and ultimate disposition of paper and electronic records; monitors legislative proposals and advises County regarding impacts of proposed legislation as it pertains to programs of responsibility; and maintains and revises the Countywide records retention schedule, records transfer and disposal schedules in collaboration with County Counsel.
- Facilitates development and maintenance of electronic filing systems to meet administrative, legal and financial requirements.
- Upon direction, assists with the research and retrieval of public records requests, including historical records.
- Provides support and consultation regarding best practices of records management to departments that have legal responsible control over records.
- Monitors and makes recommendations to the Central Services Manager for the annual operational budgets for the Central Services Records Management Budget Unit, including mid-year and third quarter projections.
- May represents the office and the County in meetings with the public.
- Attends offsite training as required.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

Option I:

- **Education:** Associate's degree or higher from an accredited college or university with a major in Information Management, Library Science, Computer Science, Business or Public Administration or a closely related field;

AND

- **Experience:** Two years of full-time paid experience in records and information management, including archival records and electronic document management.

Option II:

Possession of one or more of the following certifications may be substituted for the education and experience requirements listed above: Certified Records Manager (CRM) or equivalent as accredited by the Institute of Certified Records Manager (ICRM) or Association of Records Manager and Administrators.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess a valid California Driver's License, Class C.

Note: All licenses, certificates and registrations must be kept current while employed in this class. This may include the completion of continuing education units to maintain the required registration in good standing. Employees must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action in accordance with Civil Service Rules or applicable bargaining agreement.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Laws, regulations and policies pertaining to records management and electronic content management, mail services processing and delivery, retention and destruction of government records, privacy rights and requirements for working with confidential records.
- Technology and information systems pertaining to records and electronic content document management (including archival document and collections management), mail-courier services, and office administration.
- Research techniques and information sources with local governments, libraries, and archives.
- Communicate clearly both orally and in writing.
- Customer service techniques for dealing with customers.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Basic mathematics for developing, preparing and completing numerical and/or statistical reports.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Develop and implement operational procedures.
- Identify and analyze administrative problems and implement operational changes.
- Understand, interpret and apply applicable laws, regulations and policies and use good judgment in their application.
- Research laws, regulations, procedures and/or technical reference materials; analyze, evaluate and interpret the data gathered; draw logical conclusions; develop reasonable and deliverable options, make appropriate recommendations; and implement the resultant change effectively.
- Manage a variety of simultaneous work projects and carry them through to successful completion.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Represent the office in meetings with representatives from various County and non-County organizations, with local businesses, with customers, and/or with the general public.
- Establish good relationships with the public and with customers and provide customer service that meets and exceeds unit goals and expectations.
- Prepare a variety of written communications to include reports, policies and procedures.
- Maintain accurate records and document actions taken.
- Perform a variety of technical and specialized tasks and functions in an independent, competent and timely manner.

- Maintain confidentiality of records and information per pertinent laws/regulations.
- Use modern office equipment to include computers and related software applications.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** This class typically requires employees to perform the following: stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling -- Medium work:** This class typically requires employees to perform the following: exerting up to 50 pounds of force rarely, and/or up to 20 pounds of force frequently, and/or up to 10 of force constantly to move objects.
- **Vision:** This class typically requires employees to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. This class requires employees to have depth perception in order to operate a motor vehicle.
- **Hearing/Talking:** This class typically requires employees to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Employees in this class are also required to be able to communicate to express or exchange ideas.

WORKING CONDITIONS:

- **Office Work:** Employees in this class will most often be working in an office setting.
- **Work in an Industrial Area:** Employees in this class will make periodic site visits to off-site locations to observe storage locations for County's inactive records and thus will be subject to exposure to moving mechanical parts, inadequate lighting, intense noise, fumes, odors, and dust.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- **Disruptive/Confrontational Human Contacts:** Employees in this class may be subject to disruptive or confrontational people.

OTHER REQUIREMENTS:

- **Background Checks:** The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.
- **Independent Travel:** Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission:
- Date Adopted by the Board of Supervisors:
- Date(s) Revised:

- Date(s) Retitled and Previous Titles of the Class:
- Class Code:



Solano County

675 Texas Street
Fairfield, California 94533
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Agenda Submittal

Agenda #: **Status:** Agenda Ready
Type: CSC-Document **Department:** Civil Service Commission
File #: CSC 16-0028 **Contact:** Marc Fox, 784-2552
Agenda date: 10/18/2016 **Final action:**
Title: Request to establish the class of Pharmacy Specialist.

Governing body: Civil Service Commission

District:

Attachments: [PharmacySpecialist - Final](#)

Date	Ver.	Action By	Action	Result
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HUMAN RESOURCES' RECOMMENDATION:

The Department of Human Resources (Human Resources) recommends the Civil Service Commission establish the class of Pharmacy Specialist.

SUMMARY:

The Pharmacy Specialist classification will be utilized to coordinate the development, implementation, maintenance and evaluation of the Strategic National Stockpile Pharmaceutical Program Plan for Solano County. The Pharmacy Specialist develops, reviews and maintains the program's Medical Countermeasure Management Plan and supporting documentation for the annual State Technical Assistance Review; and develops program proposals to meet State and Federal funding requirements.

DISCUSSION:

This work has been performed for the County by contract to date. However, the work is ongoing and it is appropriate to create a new classification to have this work performed by a County staff member.

The Pharmacy Specialist will, under supervision, participate in preparation for medical emergencies to include developing drills and exercises, such as discussion-based exercises and operations-based exercises compliant with the Homeland Security Exercise and Evaluation Program. Then, during emergency medical situations, the Pharmacy Specialist coordinates with healthcare community partner organizations to account for and control items procured rapidly and effectively dispense items, such as vaccines.

Copies of the proposed class specification are attached.

ALTERNATIVES:

The Civil Service Commission could elect not to establish the proposed class specification of Pharmacy Specialist. However, this is not recommended as the Health and Social Services Department has requested this new classification and will ask the Board of Supervisors to add one position in the FY2016/17 Mid-year

Budget resolution.

OTHER AGENCY INVOLVEMENT:

Human Resources worked with the Health and Social Services Department in creating and revising the Pharmacy Specialist class specification. The Pharmacy Specialist class is represented by SEIU, Local 1021 (Union) and on September 14, 2016, the Union's Regional Field Director was provided the proposed class specification for review. On September 29, 2016, since the Union affirmed that they did not have any objections and did not wish to meet and confer on the new class specification, the County sent a close out letter to the Union's Regional Field Director.

COUNTY OF SOLANO
CLASS SPECIFICATION
PHARMACY SPECIALIST

Effective Date: XX/XX/XXXX

CLASS SUMMARY:

Under general supervision, coordinates the development, implementation, maintenance and evaluation of the Strategic National Stockpile (SNS) Pharmaceutical Program Plan for Solano County; develops, reviews and maintains the program's Medical Countermeasure Management Plan and supporting documentation for the annual State Technical Assistance Review; and develops program proposals to meet State and Federal funding requirements.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Health Services Manager** class which organizes, directs and supervises the activities of one or more health clinic(s) or public health program(s) to serve a population group within the County and assists in the development, implementation and evaluation of policies and procedures related to clinic operations and/or program activities; and the
- **Emergency Medical Services Coordinator** class which plans, organizes and evaluates basic and advanced pre-hospital life support components of the Solano County Emergency Medical Services (EMS) System; researches and makes recommendations regarding pre-hospital care services based on laws and regulations; and writes and reviews new policy related to paramedics, EMT's and other pre-hospital personnel.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by a supervisor or manager in the Emergency Services Bureau in the Medical Services Division, Department of Health and Social Services.
- No supervision is exercised over others.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Coordinates the development, implementation, maintenance, and evaluation of the Strategic National Stockpile (SNS) Pharmaceutical Program Plan for Solano County and develops reviews, and maintains the program's Medical Countermeasure Management (MCM) Plan and supporting documentation for the annual State Technical Assistance Review by performing the following:
 - developing program proposals to meet State and Federal funding requirements;
 - administering and overseeing specially funded activities and functions related to the above plans;
 - developing drills and exercises, such as discussion-based exercises and operations-based exercises compliant with the Homeland Security Exercise and Evaluation Program; preparing after-action reports and coordinating corrective action plans;

- maintaining and updating related policies and procedures for the Strategic National Stockpile (SNS) Pharmaceutical Program Plan and the Medical Countermeasure Management (MCM) Plan;
- working closely with Federal, State and local planning partners to ensure integration of response plans, and communication plans;
- developing and providing training to healthcare community partner organizations, such as just-in-time training procedures for Point of Dispensing (POD) operations;
- conducting annual Local Technical Assistance Reviews;
- providing pharmaceutical-based information to the Division leadership;
- working in coordination with healthcare community partner organizations to establish Point of Dispensing (POD) sites within Solano County to achieve rapid and effective dispensing of SNS and MCM materials;
- developing and implementing plans and procedures for the receipt, staging, storing, dispensing, responding to recalls, removing due to expiration, etc. of pharmaceuticals and materials; and
- planning for and coordinating the transportation and dispensing of SNS/MCM pharmaceuticals and supplies.
- Managing inventory to account for and control items procured, including control and management of vaccine, antivirals, and antibiotics.
- Working with Division leadership to secure and properly make available vaccines at vaccination clinic drills/exercise as required by grant deliverables.
- Preparing reports including data on registered users and activity and updates made to the SNS plan.
- May consult with pharmacists employed by the California Department of Public Health to in providing guidance and direction to local health jurisdictions.
- May measure, pour, weigh and count medicines
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** One of the following:
Associate's degree or higher from an accredited college with a major in Pharmacy Technology,
OR
Completion of a course of training specified by the State of California Board of Pharmacy,
OR
Graduation from a school of pharmacy recognized by the Board of Pharmacy,
OR
Certification by the Pharmacy Technician Certification Board
- AND**
- **Experience:** Two years of full-time paid experience as a Pharmacy Technician preferably in a public health facility or hospital setting, preferably including at least one year of experience in an emergency or disaster planning environment.

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LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess a valid California Pharmacy Technician license issued by the California Department of Consumer Affairs, Board of Pharmacy.
- Applicants are required to possess a valid California Driver's License, Class C.

Note: All licenses, certificates and registrations must be kept current while employed in this class. This may include the completion of continuing education units to maintain the required registration in good standing. Employees must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action in accordance with Civil Service Rules or applicable bargaining agreement.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Pharmaceutical terminology.
- Characteristics, strengths, and dosage forms of pharmaceuticals.
- Pharmaceutical systems of weights, measures and calculations.
- Pharmaceutical procedures and techniques.
- Inventory control procedures and records.
- Laws, rules and regulations governing pharmacy technician activities and the handling and storage of pharmaceuticals including controlled substances.
- Appropriate dosing, administration and adverse reactions for a variety of pharmaceuticals including medical countermeasure pharmaceuticals and for the Federal Chemical Hazards Emergency Medical CHEMPACK program pharmaceuticals.
- Laws, regulations, principles, practices and policies applicable to public health, emergency preparedness and response planning.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner, such as trainings.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Develop and implement operational policy, procedures and protocol.
- Understand, interpret and apply applicable laws, regulations and policies and use good judgment in their application.
- Measure, pour, weigh and count medicines to the appropriate dose.
- Perform basic mathematical computations.

- Manage a variety of simultaneous work projects and carry them through to successful completion.
- Participate in determining the appropriate course of action in stressful and/or emergency situations.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Collaborate with other health professionals.
- Communicate and organize projects involving a broad spectrum of personnel and community resources.
- Represent the division in meetings with representatives from various County and non-County organizations, with local businesses, with customers, and/or with the general public.
- Prepare a variety of written communications to include reports, policies and procedures.
- Maintain accurate records and document actions taken.
- Maintain confidentiality of records and information per pertinent laws/regulations.
- Use modern office equipment to include computers and related software applications such as Kirby Lester tablet counter, the California Health Alert Network and the ReddiNet System.

PHYSICAL REQUIREMENTS :

- **Mobility and Dexterity:** This class typically requires employees to perform the following: stooping, kneeling, reaching.
- **Lifting, Carrying, Pushing and Pulling -- Light Work:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- **Vision:** This class typically requires employees to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. This class requires employees to have depth perception in order to operate a motor vehicle.
- **Hearing/Talking:** This class typically requires employees to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Employees in this class are also required to be able to communicate to express or exchange ideas.

WORKING CONDITIONS:

- **Office Work:** Employees in this class will most often be working in an office setting.
- **Work in a medical clinic facility:** Employees in this class will be working in a medical clinic facility and thus will be subject to exposure to chemicals, toxic agents, blood and other bodily fluids, and communicable diseases. There may also be occasional exposure to extreme temperatures, inadequate lighting, and work space that restricts movement.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.

OTHER REQUIREMENTS:

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class.
- Independent Travel: Incumbents are required to travel independently, for example, to attend meetings with Federal, State and community organizations, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
- Child Abuse Reporting: Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Section 11166 of the California Penal Code relating to child abuse reporting.
- Elder Abuse Reporting: Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Section 15630 of the California Welfare and Institutions Code relating to elder abuse reporting.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission:
- Date Adopted by the Board of Supervisors:
- Date(s) Revised:
- Date(s) Retitled and Previous Titles of the Class:
- Class Code:



Solano County

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Agenda Submittal

Agenda #: **Status:** Agenda Ready
Type: CSC-Document **Department:** Civil Service Commission
File #: CSC 16-0031 **Contact:** Marc Fox, 784-2552
Agenda date: 10/18/2016 **Final action:**
Title: Request State Mediation and Conciliation Services to conduct two secret ballot elections regarding decertification petitions
Governing body: Civil Service Commission
District:
Attachments:

Date	Ver.	Action By	Action	Result
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HUMAN RESOURCES' RECOMMENDATION:

The Director of Human Resources recommends that the Commission instructs the Director of Human Resources to request the State of California Mediation and Conciliation Services to call and conduct secret ballot elections regarding the decertification petition received of Unit 6 (Health and Social Services Supervisors) and regarding the decertification petition received of Unit 16 (Mid-Management); provided, that the Director of Human Resources confirms the decertification petitions received were accompanied by the required showing of support.

SUMMARY:

The County's Employer-Employee Relations Rules and Regulations provides in Section 14, Certification and Decertification of a Recognized Employee Organization, the process when a collection of employees or a different employee organization wishes to decertify an existing recognized employee organization. Validation of the decertification petitions submitted showing of support will occur on Friday, October 14, 2016. The next step for the Commission to request that the State of California Mediation and Conciliation Services call and conduct a secret ballot election for each of the two decertification petitions.

DISCUSSION:

The Commission is impartial as to whom County employees elect to be represented by/through.

Unit 6, Health and Social Services Supervisors

On October 3, 2016, the Human Resources Department received a decertification petition of Unit 6, Health and Social Services Supervisors. This bargaining unit is presently represented by the Public Employees Union, Local One. The petition was submitted from Professional and Technical Engineers, Local 21.

In accordance with the County's Employer-Employee Relations Rules and Regulations:

- A timely decertification petition was submitted.

- Professional and Technical Engineers, Local 21, has submitted the required proof of support of at least 30% of the employees in Unit 6, Health and Social Services Supervisors.
- The Director of Human Resources has mailed to each Unit 6 employee a notice that a decertification petition has been received and a secret ballot election will occur.
- “[t]he Commission shall request the Station Conciliation Service to call and conduct a secret ballot election in accordance with its own procedures and regulations...”

The matter before the Commission today is the request for the Commission to make the request of the State of California Mediation and Conciliation Services.

Unit 16, Mid-Management

On October 3, 2016, the Human Resources Department received a decertification petition of Unit 16, Mid-Management. This bargaining unit is presently represented by the Public Employees Union, Local One. The petition was submitted from Professional and Technical Engineers, Local 21.

In accordance with the County’s Employer-Employee Relations Rules and Regulations:

- A timely decertification petition was submitted.
- Professional and Technical Engineers, Local 21, has submitted the required proof of support of at least 30% of the employees in Unit 16, Mid-Management.
- The Director of Human Resources has mailed to each Unit 6 employee a notice that a decertification petition has been received and a secret ballot election will occur.
- “[t]he Commission shall request the Station Conciliation Service to call and conduct a secret ballot election in accordance with its own procedures and regulations...”

The matter before the Commission today is the request for the Commission to make the request of the State of California Mediation and Conciliation Services.

ALTERNATIVES:

None. The County’s Employer-Employee Relations Rules and Regulations dictate in Section 14, Certification and Decertification of a Recognized Employee Organization, paragraph D, that the Commission shall request the State Conciliation Service to call and conduct a secret ballot election.

OTHER AGENCY INVOLVEMENT:

None.



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Agenda Submittal

Agenda #: **Status:** Agenda Ready
Type: CSC-Document **Department:** Civil Service Commission
File #: CSC 16-0032 **Contact:** Marc Fox, 784-2552
Agenda date: 10/18/2016 **Final action:**
Title: Receive information regarding statistical data of appeals from applicants or candidates who have been disqualified under Civil Service Rule 4.13.
Governing body: Civil Service Commission
District:
Attachments:

Date	Ver.	Action By	Action	Result
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HUMAN RESOURCES' RECOMMENDATION:

This is an informational item only.

SUMMARY:

At the May 2016 and September 2016 meetings, individual Commissioners asked for a breakdown of appeals. The Human Resources Director and Assistant Director met with the Commission President and Vice-President on October 3, 2016 regarding how the Human Resources Department can satisfy the request.

DISCUSSION:

Prior to October 2016, no statistical records existed on how many appeals are received and the outcome of appeals.

At the September 2016 meeting, the Commission amended Civil Service Rule 4.09, Notice of Action on Application/Right of Appeal, in part by permitting an applicant who received a disqualification notice to amend an incomplete or deficient application by the appeal deadline.

Beginning in October 2016, the Human Resources Department started tracking appeals from applicants or candidates who have been disqualified, including the results of the appeal. In approximately 2-3 months, the Human Resources Department will report back to the Commission by providing statistical data on the appeals received during this timeframe.

ALTERNATIVES:

None.

OTHER AGENCY INVOLVEMENT:

None.