



MENDOCINO COUNTY CIVIL SERVICE COMMISSION

AGENDA

PATRICIA L. GUNTLY
1ST DISTRICT
COMMISSIONER

TERRY POPLAWSKI
2ND DISTRICT COMMISSIONER
CHAIR

RON ORENSTEIN
3RD DISTRICT COMMISSIONER
VICE CHAIR

GINNY FETH-MICHEL
4TH DISTRICT
COMMISSIONER

MARILYN HARDEN
5TH DISTRICT
COMMISSIONER

DATE: Wednesday, March 15, 2017
TIME: 9:00 A.M.
PLACE: Board of Supervisors Chambers
501 Low Gap Road, Room 1070
Ukiah, CA 95482

ORDER OF AGENDA

The County is committed to making its Commission meetings accessible to all citizens. Individuals with special needs may call telephone number (707) 234-6600, email hr@co.mendocino.ca.us, or send a facsimile transmission to (707) 468-3407.

AGENDA ITEM NO. 1 – ROLL CALL

AGENDA ITEM NO. 2 - APPROVAL OF MINUTES

Approval of Minutes of February 15, 2017 Commission Meeting.

AGENDA ITEM NO. 3 - PUBLIC EXPRESSION

This is an opportunity for the public to speak to the Commission on any item other than those listed for Commission consideration on this agenda. If you wish to speak, please use the microphone at the lectern. Please begin by stating your name, whether you reside within the county, and the name of the organization you represent, if any. The Chair of the Commission may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered.

AGENDA ITEM NO. 4 - EMPLOYEE ORGANIZATION

This agenda item is to be used for Employee Organization representatives to present information/requests to the Civil Service Commission.

AGENDA ITEM NO. 5 - HUMAN RESOURCES DIRECTOR REPORT

This agenda item is to be used for the Human Resources Director to provide information to the Commission regarding Human Resources issues.

AGENDA ITEM NO. 6 – ADJOURN TO CLOSED SESSION – PERSONNEL MATTER

Any public reports of action taken in the closed session will be made in accordance with Government Code sections 54957.1.

A. Pursuant to Government Code Section 54957(b) – Appeal
Title: Administrative Services Manager II

B. Pursuant to Government Code Section 54957(b) – Public Employee Performance
(Extension of Probationary Period)
Title: HHSA – Eligibility Worker I

The Civil Service Commissioners request the appearance of any Department Head/representative at meetings that have matters relevant to their department. Failure to attend may result in delays in action of agenda items or denial of presented requests.

AGENDA ITEM NO. 7 - ADJOURN

The meeting will adjourn when all business to be presented has been covered.



**CIVIL SERVICE COMMISSION
COUNTY OF MENDOCINO
501 Low Gap Road, Room 1326
Ukiah, CA 95482**

**SUMMARY/ACTION MINUTES
Civil Service Commission**

DATE: Wednesday, February 15, 2017

PLACE: Board Chambers
501 Low Gap Road
Ukiah, CA 95482

TIME: 9:00 A.M.

ALSO PRESENT: Juanie Cranmer, Human Resources Manager
Kellie Tucker, Staff Assistant III
Shellie Tubbs, Office Services Supervisor
Tim Mitchell, HR Analyst II
Lindsay McLaughlin, HR Analyst I

CALL TO ORDER

February 15, 2017, Civil Service Commission meeting was called to order at 9:01 A.M. by Chair Poplawski.

AGENDA ITEM NO. 1 – ROLL CALL

Present: Commissioners Harden, Orenstein, Guntly, Feth-Michel, and Chair Poplawski presiding.

AGENDA ITEM NO. 2 – INTRODUCTION OF INCOMING COMMISSIONERS

PRESENTER/S: Juanie Cranmer

Ms. Cranmer introduced District 1 Commissioner Patricia Guntly who was appointed January 8, 2017. Commissioner Guntly gave a brief summary of her 32 years of County employment.

AGENDA ITEM NO. 3 – APPROVAL OF MINUTES

COMMISSION ACTION: Upon motion by Commissioner Harden, seconded by Commissioner Feth-Michel, and carried (3/2 Commissioner Orenstein and Guntly abstained); IT IS SO ORDERED that the minutes of the January 18, 2017, Commission meeting are approved.

AGENDA ITEM NO. 4 – PUBLIC EXPRESSION

None

AGENDA ITEM NO. 5 – EMPLOYEE ORGANIZATION

None

AGENDA ITEM NO. 6 – HUMAN RESOURCES DIRECTOR REPORT

PRESENTER/S: Juanie Cranmer

Ms. Cranmer stated that in 2017 the Commission will be going paperless; all access will be online using an iPad provided by the County. Human Resources has a new feature on job announcements, it is a QR code that was implemented to allow parties to download the online application system from their phones. Ms. Cranmer provided recruitment statistics for 2016; Human Resources received 700 requests from departments to fill add, delete, or move positions, posted 344 recruitments and proctored subsequent exams, received 5,556 applications, issued 368 certifications for eligible candidates to interview with the department, hired 229 new employees and received 8 classifications studies, 6 of which were completed and brought before the Commission. Human Resources also conducted 13 regular and special Civil Service Commission meetings, as well as received and processed 9 appeals.

AGENDA ITEM NO. 7 - CLASSIFICATION SPECIFICATION RECLASSIFICATION

PRESENTER/S: Lindsay McLaughlin

Ms. McLaughlin proposed a reclassification for Library employee Barbara Chapman from Senior Library Technician to Department Application Specialist. Ms. McLaughlin performed a classification study and found that the vast majority of Ms. Chapman’s duties are more consistent with a Department Application Specialist. Human Resources is recommending the reclassification of Ms. Chapman’s position to Department Application Specialist.

Brief discussion.

Karen Horner advised of Barbara Chapman’s job duties in the Library and Barbara Chapman advised of her educational background.

COMMISSION ACTION: Upon motion by Commissioner Feth-Michel, seconded by Commissioner Harden, and carried (5/0); IT IS SO ORDERED that the reclassification is approved as presented.

Commissioner Guntly excused herself from the remainder of the meeting due to a previously scheduled engagement.

AGENDA ITEM NO. 8 – ADJOURN TO CLOSED SESSION – PERSONNEL MATTER

Any public reports of action taken in the closed session will be made in accordance with Government Code section 54957.1.

- A. Pursuant to Government Code Section 54957(b) – Appeal Hearing
Title: Sheriff’s Office Employee – Corrections Deputy
- B. Pursuant to Government Code Section 54957(b) - Public Employee Performance Evaluation (Extension of Probationary Period)
Title: Transportation Employee – Bridge Crew Worker

ADJOURNED TO CLOSED SESSION: 9:27 A.M.

RECONVENED IN OPEN SESSION: 10:31 A.M.

AGENDA ITEM NO. 9 – RECONVENE TO OPEN SESSION

Report of action taken in Closed Session

A. COMMISSION ACTION: Upon motion by Commissioner Poplawski, seconded by Commissioner Harden, Yes: Poplawski and Harden, No: Orenstein. Commissioner Feth-Michel was not qualified to participate in the closed session, because she did not participate in the hearing; Motion to adopt the findings of the appeal hearing approved on a 2 to 1 vote of those Commissioners present and participating.

B. COMMISSION ACTION: By unanimous vote (4/0); IT IS SO ORDERED that the extension of probationary period is approved.

AGENDA ITEM NO. 10 – ADJOURN

THERE BEING NOTHING FURTHER TO COME BEFORE THE COMMISSION, THE MENDOCINO COUNTY CIVIL SERVICE COMMISSION IS ADJOURNED AT 10:33 A.M.

Juanie Cranmer
Human Resources Manager and Secretary to the Civil Service Commission