

CIVIL SERVICE COMMISSION

Thursday, August 20, 2020

3:00 p.m.

In accordance with Executive Orders N-25-20 and N-29-20 the August 20, 2020 Civil Service Commission meeting will be held virtually.

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON

The August 20, 2020 Civil Service Commission will be facilitated virtually through Zoom.

1. Join the Zoom meeting application on your computer, tablet or smartphone:

Go to:

<https://sonomacounty.zoom.us/j/91691611615?pwd=eTQ4bEJkeVlxNXF6VWMxOTI6K3F2QT09>

2. Call-in and listen to the meeting:

By telephone:

Number: +1 (669) 900-9128

Webinar ID: 916 9161 1615

Password: 542025

PUBLIC COMMENT PRIOR TO THE COMMISSION MEETING: Public Comment may be submitted via email.

EMAIL PUBLIC COMMENT: To submit an emailed public comment to the Commission Secretary email marissa.georges@sonoma-county.org August 17, 2020. Please provide your name, the agenda items on which you wish to speak, and your comment. These comments will be emailed to all Civil Service Commission members.

PUBLIC COMMENT DURING THE COMMISSION MEETING:

PUBLIC COMMENT USING ZOOM: Members of the public who join the Zoom meeting, either through the Zoom app or by calling in, will be able to provide live public comment at specific points throughout the meeting.

DISABLED ACCOMMODATION: If you have a disability which requires an accommodation or an alternative format to assist you in observing and commenting on this meeting, please contact the Commission Secretary at (707) 565-6195 or by email marissa.georges@sonoma-county.org by 12pm Monday, August 17, 2020 to ensure arrangements for accommodation.

The rules for public observation and comment supersede and replace the standard provisions on page two for the duration of the public health emergency.

CIVIL SERVICE COMMISSION AGENDA

August 20, 2020

Disabled Accommodation: If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact Marissa Georges at (707) 565-6195, as soon as possible to ensure arrangements for accommodation.

Public Comment: Any member of the public may address the Commission on a matter listed on the agenda. Commenters are requested to come forward to the podium when recognized by the Commission Chair. Please state your name and limit your comments to the agenda or report item under discussion. Available time for comments is determined by the Commission Chair based on agenda scheduling demands and total number of speakers.

Materials related to an item on this Agenda submitted to the Commission after distribution of the agenda packet are available for public inspection in the Human Resources office at the above address during normal business hours.

I. Call to Order

II. Approval of Minutes of August 6, 2020

III. Director's Report

IV. Public Comment

Any member of the public may address the Commission on a matter not listed on the agenda. Please state your name and whom you represent, if applicable. Comments will be limited to 3 minutes.

V. Agenda Items

A. Establish Ad Hoc Committee - Civil Service Rules & Ordinance

Roll Call Vote

B. Appoint Ad Hoc Committee - Civil Service Rules & Ordinance

Chair Walsh

VI. Reports

VII. Other Scheduling Matters

VIII. Commissioners Closed Session

IX. Reconvene from Closed Session

X. Commissioners Open Session

XI. Appeals

XII. Adjourn

CIVIL SERVICE COMMISSION AGENDA

August 20, 2020

The next Civil Service Commission meeting will be **Thursday, September 3, 2020** at 3:00 p.m., in the Sonoma County Board of Supervisors Chambers. The Agenda deadline for this meeting is 2:00 p.m., Monday, August 31, 2020.

CIVIL SERVICE COMMISSION MINUTES
Sonoma County Human Resources Department
August 6, 2020

PRESENT

Commissioners:	Jerry Dunn, Mark Walsh, Anthony Withington, Pat Sabo
Human Resources Staff:	Christina Cramer, Spencer Keywood, Eric Payne, David Phillips, Michael Nielsen, Colleen Goetz, Gail Papworth, Jennifer Tamayo, Marissa Georges
Commission Counsel:	Not Present

I. CALL TO ORDER

The virtual meeting was called to order at 3:04 p.m.

II. APPROVAL OF MINUTES

Motion: Commissioner Withington

Second: Commissioner Dunn

Ayes - Roll Call Vote: 3 **Absent:** 1 **Abstain:** 1

III. DIRECTOR'S REPORT

Christina Cramer, Human Resources Director, reported that the County Remains on the State's watch list due to an increase in COVID-19 cases. Christina reported HR is conducting two department head recruitments: County Counsel and Human Services Director.

IV. PUBLIC COMMENT

V. AGENDA ITEMS

A. Review Purpose and Relationship of Civil Service Ordinance and Civil Service Rules

Christina Cramer, HR Director presented

Chair Walsh recommended an Ad Hoc Committee be created. Christina Cramer recommended we agendize the creation of the Ad Hoc on the next Civil Service Commission meeting agenda.

VI. REPORTS

**A. Integrated Waste Utility & Infrastructure Coordinator – Transportation and Public Works–
New Classification Study**

Colleen Goetz, Human Resources Analyst, recommended the Civil Service Commission approve the new classification of Integrated Waste Utility & Infrastructure Coordinator.

Motion to approve: Commissioner Withington

Second: Commissioner Sabo

Questions:

Ayes: 4 Absent: 1

B. Department Program Manager, Administrative Analyst III, County Public Information Officer – County Administrator’s Office – Position Review Study

Gail Papworth, Human Resources Analyst, recommended the Civil Service Commission approve the reclassification of five positions - three Department Program Managers, one Administrative Analyst III, and one County Public Information Officer, recently assigned to the Communications Division of the County Administrator’s Office, to the County Communication Specialist classification and retain the incumbents in accordance with Civil Service Rule 3.3B. Abolish the classifications of County Public Information Officer and Public Information Specialist.

Motion to approve: Commissioner Dunn

Second: Commissioner Withington

Questions:

Ayes: 4 Absent: 1

VII. Other Scheduling Matters

Hearing of Discipline is tentatively scheduled for August 25 through August 27th.

VIII. Commissioners Closed Session

IX. Reconvene from Closed Session

X. Commissioners Open Session

XI. Appeals

XII. Adjourn

The Civil Service Commission meeting adjourned at 4:21 p.m.