

CIVIL SERVICE COMMISSION

Thursday, May 6, 2021

3:30 p.m.

In accordance with Executive Orders N-25-20 and N-29-20 the May 6, 2021 Civil Service Commission meeting will be held virtually.

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON

The May 6, 2021 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/93216567622?pwd=d1pRRUINSW1iNVVPZjN0NUpVcUxWZz09>

2. Call-in and listen to the meeting:

By telephone:

Number: +1 (669) 900-9128

Webinar ID: 932 1656 7622

Password: 253129

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 by May 3, 2021. 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, May 3, 2021 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

May 6, 2021

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 April 15, 2021

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 who you represent, if applicable. Comments will be limited to 3 minutes.

V. Reports

A. Employee Relations Manager - Human Resources Department – Specification Update Study

Recommendations: Approve the revised specification and retitling of Employee Relations Manager to Employee and Labor Relations Manager.
Spencer Keyword, Recruitment & Classification Manager

VI. Appeals

A. Pre-hearing Meeting on Hearing Procedures Regarding Upcoming Appeal of Termination – Ramirez

Jeff Walters, Civil Service Commission Special Counsel

VII. Agenda Items

VIII. Other Scheduling Matters

IX. Commissioners Closed Session

X. Reconvene from Closed Session

XI. Commissioners Open Session

XII. Adjourn

CIVIL SERVICE COMMISSION AGENDA

May 6, 2021

The next Civil Service Commission meeting will be **Thursday, May 20, 2021** at 3:30 p.m., virtually with Zoom. The Agenda deadline for this meeting is 2:00 p.m., Monday, May 10, 2021.



REPORT TO THE CIVIL SERVICE COMMISSION SPECIFICATION UPDATE STUDY

Job Classification Studied:	Employee Relations Manager
Department/Division:	Human Resources
Position Reports to (Classification):	Human Resources Director
Incumbent:	Janie Carduff
Bargaining Unit:	Administrative Management
Study Requested by:	Human Resources Director
Recommendation:	
Approve the revised specification and retitling of Employee Relations Manager to Employee and Labor Relations Manager.	
Justification Submitted in the Request:	
Employee Relations Manager has not been updated since 1995.	
Background:	
The Employee Relations Manager reports to the Human Resources Director and considered one of the executive level managers in the County’s central Human Resources Department. As the classification has not been updated since 1995, the Human Resources Director requested the classification be updated to reflect the current responsibilities.	
Findings & Analysis:	
<p>The primary purpose of the Employee Relations Manager position for many years now includes both employee relations and labor relations. The classification has not been updated since 1995, and much of the classification as currently written does not reflect the actual responsibilities, duties, and necessary knowledge and abilities. Human Resources staff have made significant edits to develop a current and better representation of the position.</p> <p>Staff also recommend retitling the position to incorporate the dual role of employee relations and labor relations. In public sector, employee relations is synonymous with labor relations; whereas in the general human resources profession, employee relations is more frequently refers to the relations between the employer (management) and the employees. The current position and the unit that it managers serve both roles – labor relations and employee relations. Therefore, a title of Employee and Labor Relations more clearly describes the position and the program areas it is responsible for.</p>	
Recommendation	
Approve the revised specification and retitling of Employee Relations Manager to Employee and Labor Relations Manager.	

Report Prepared by:	Spencer Keyword, Recruitment & Classification Manager
Report Approved by:	Christina Cramer, Human Resources Director
Date:	April 22, 2021

EMPLOYEE AND LABOR RELATIONS MANAGER

Definition

Under general direction, coordinates, oversees, and represents the County in labor agreement negotiations and other meet and confer matters; establishes and maintains effective working and ~~other~~ relationships with ~~employee-labor~~ organizations; plans, organizes and directs the County's employee-employer and labor relations programs, or other program areas as assigned; manages and supervises the work of assigned staff; -and does-performs related work as required.

Distinguishing Characteristics

This is a single-position class which reports to the Director of Human Resources-Director. The position functions as the assigned Employee Relations Officer and oversees and administers the County's Employee Relations Policy. Director of Personnel and Employee Relations, and serves as the County's chief negotiator.- Work is performed with a high degree of independent judgement and initiative under the direction of the Director of Human Resources-Director, and is expected to foster positive labor relations with the County's unions and other related organizations. The effective performance of the duties and responsibilities of this position requires the exercise of good judgment in analyzing complex problems and in formulating important strategies and recommendations with far reaching consequences. The duties involve frequent contact with the County Administrator, County Counsel, retained counsel, ~~and~~ Department Heads, ~~and~~ elected officials, and employee organization representatives. The emphasis of the position is on the County's employer-employee and labor relations program; however, other related Human Resources programs may be assigned. The effective performance of the duties and responsibilities of this position requires the exercise of good judgment in analyzing complex employee relations problems and in formulating important recommendations with far reaching consequences. Frequent high level contacts are made with important elected officials, Department Heads, legislative bodies, administrative officials, employee organization representatives, the media, the general public and others.

Typical Duties

Plans, organizes and directs the County's employee-employer and labor relations program; monitors and administers the County's Employee Relations Policy and applicable laws dealing with ~~employee-labor~~ relations matters; administers, develops and updates related policies.

Serves as chief negotiator; selects and provides training to other members of the County's negotiation teams; oversees/prepares employee relations resolutions reports and documents in support of labor negotiations; drafts proposals and labor agreement amendments, Board resolutions, memoranda of understanding, and related documents.

Advises departments on mandatory subjects of bargaining; coordinates meet and confer meetings, ensures preparation for meetings, serves as the representative/negotiator for the County; coordinates the sharing of information, completion of work products, and agreements resulting from said meetings.

Interprets and mMonitors compliance with memoranda of understanding; guides departments in the interpretations and application of memorandum of understanding provisions; -and participates

in the resolution of problems related thereto.

Reviews grievances and unfair labor charges; advises County departments, prepares or edits grievance responses; coordinates, may participate in or leads grievance discussions as appropriate, arbitration hearings or unfair labor charge proceedings; and ensures appropriate administration of grievance procedures.

~~Prepares, revises and directs operation of the County's grievance procedures.~~

Interprets and advises County department staff on related and assigned policies and procedures; communicates with departments as necessary to ensure appropriate interpretation of policies and procedures; develops and conducts related trainings to County employees.~~County employee-relations policies to Department Heads, management, supervisory and confidential employees, and provides them with advice and training in employee relations matters.~~

Consults and collaborates with~~with~~ the Director of Human Resources~~Director~~, County Administrator, County Counsel ~~Director of Personnel and Employee Relations~~ and Department Heads, and other staff on matters of policy, and on possible provisions of memoranda of understanding prior to and during the negotiations process; consults with outside counsel as needed; and stays abreast of legal trends and best practices.

~~Plans, trains and supervises the work of a staff of Personnel Analysts and clerical employees.~~

Provides consultation and advice to managers, supervisors and employees regarding employee performance issues, ~~ing~~ investigations, performance improvement, and corrective actions; reviews related documentation to assist departments; engages county counsel or external counsel as needed.

Administers the designation of bargaining units and the certification of recognized employee organizations in accordance with established policy.

Manages the work and budget and contracts of the labor relations unit; plans, trains, coaches and supervises the unit staff.

~~Supervises the conduct of surveys regarding salary, other compensation, working conditions, and related personnel issues.~~

Coordinates and may head special committees on task forces on ~~employee~~-labor relations and related matters.

Performs other duties as assigned.

~~Writes correspondence and prepares reports.~~

~~May represent the County at professional gatherings, public meetings, or legislative hearings.~~

~~May act for the Director of Personnel and Employee Relations in his/her absence.~~

Knowledge and Abilities

Thorough knowledge of: employer/~~employee~~/labor relations laws, precedents, regulations, and practices ~~as they relate to California local governments;~~ labor negotiation principles and

practices; the principles and practices of handling grievances, unfair practice charges, and employee-employer disputes; principles and administration of programs that support positive employee-employer relations; principle and practices of employee performance management.
~~; and salary administration and modern methods of setting salary and other compensation.~~

Considerable knowledge of: accepted principles and practices of public personnel-human resources management; and research methodology, report writing and basic statistics.

Working knowledge of: principles of organization and management applicable to local governments.

Ability to: develop and ~~work closely and cooperatively with the County Administrator and the Director of Personnel and Employee Relations;~~ maintain ~~cooperative~~ effective working relationships with County officials and management, ~~employee-labor~~ representatives, and departmental colleagues; negotiate mutually satisfactory agreements; facilitate the resolution of disputes; understand, interpret and apply appropriate provisions of applicable laws, ordinances, rules, regulations, memoranda of understanding, and operating procedures; accurately perceive and judge formal and informal influences, analyze informationsituations, assess risks, ~~and~~ take appropriate courses of action, and solve problems; plan, organize and coordinate research and statistical work; plan, train, supervise and evaluate the work of subordinates; listen and communicate effectively, prepare clear and concise written reports, and make ~~effective~~ oral presentations; be resilient and lead through challenging situations.-

Minimum Qualifications

Any combination of education, experience, and training that would provide knowledge and abilities listed herein. Normally that would include

~~**Education:** Academic course work which directly relates to the knowledge and abilities listed. Normally, a Bachelor's Degree with course work in in industrial relations, human resources, organizational psychology, labor relations, public administration, personnel management, business administration, psychology or a closely related field, or a Juris Doctorate; and , economics, and/or related course work would provide the required knowledge and abilities.~~

~~**Experience:** Sufficient experience in employer/employee relations work to acquire the knowledge and abilities listed. Normally, fourour years of professional level and labor relations experience. P, including at least one year of public sector labor relations experience and some would provide such opportunity. Some supervisory experience ~~is~~ are also highly desirable.~~

~~**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.~~

CIVIL SERVICE COMMISSION MINUTES
Sonoma County Human Resources Department
April 15, 2021

PRESENT

Commissioners:	John Hadzess, Jerry Dunn, Anthony Withington, Pat Sabo
Human Resources Staff:	Christina Cramer, Spencer Keywood, Amy Kraus, Colleen Goetz, Gail Papworth, David Phillips, Marissa Georges
Commission Counsel:	Not Present

I. CALL TO ORDER

The virtual meeting was called to order at 3:30 p.m.

II. APPROVAL OF MINUTES

Motion: Commissioner Dunn

Second: Commissioner Sabo

Ayes - Roll Call Vote: 4 Absent: 1

III. DIRECTOR'S REPORT

Christina Cramer, HR Director, reported that HR has two new HR Technicians would be starting soon. Christina reported that the County is expanding office hours for departments on Monday, April 19 and Human Resources will be open on Monday's, Tuesday's and Thursday's.

IV. PUBLIC COMMENT

V. AGENDA ITEMS

A. Overview of Hiring + Diversity: A Best Practices Toolkit

Christina Cramer, HR Director shared a presentation on a new best practices toolkit that focuses on diversity best practices that was developed by HR and released to all County departments.

B. Future Civil Service Commission Meetings

The Commission discussed whether to hold in-person meetings or Zoom meetings in the future. Commission decided that more discussion needed on this item at a future date.

VI. REPORTS

A. Supervising County Communications Specialist – County Administrator's Office – New Classification Study

Gail Papworth, HR Analyst reported and asked Commission approve new job classification of Supervising County Communications Specialist.

Motion: Commissioner Sabo

Second: Commissioner Dunn

Roll Call Vote: **Ayes: 4 Absent: 1**

VII. APPEALS

A. Commission to set Pre-Hearing Meeting date for appeal of termination - Ramirez: May 6, 2021 or May 20, 2021

Commission selected May 6, 2021 for the Pre-Hearing Meeting date. Commission will select a hearing date once SEIU can confirm a date for the hearing - either June 9, 2021 or June 10, 2021.

VIII. OTHER SCHEDULING MATTERS

IX. COMMISSIONERS CLOSED SESSION

X. RECONVENCE FROM CLOSED SESSION

XI. COMMISSIONERS OPEN SESSION

XII. ADJOURN

The Civil Service Commission meeting adjourned at 4:18 p.m.