



CIVIL SERVICE COMMISSION
Department of Human Resources
559-675-7705
200 West 4th Street
Madera, CA 93637

ELIZABETH WISENER, PRESIDENT
MICHELE MAY, Secretary (Interim)

Equal Opportunity Employer

MINUTES

REGULAR MEETING
WEDNESDAY, DECEMBER 11, 2019
6:00 P.M.

MADERA COUNTY GOVERNMENT CENTER
BOARD OF SUPERVISORS' CHAMBERS
200 W. 4TH STREET, 1ST FLOOR
MADERA, CALIFORNIA

PRESENT: Commissioners: Tom Fry, Nancy Meyers, Joe Rios, and Elizabeth Wisener (presiding)

County Representatives: Michele May, Assistant Director of Human Resources/Operations
Roseann Ruiz, Senior Personnel Analyst
Sabrina Mendez, Personnel Analyst
Meera Bhatt, Deputy County Counsel
Susan Carter, Senior Personnel Analyst

1. Public Comment. None.
2. Consent Calendar. On motion by Commissioner Meyers, seconded by Commissioner Rios, it was ordered:

“That the Consent Calendar be approved.”

Vote: carried 3-1
Yes: Commissioner Rios, Commissioner Meyers, and Commissioner Fry
Abstain: Commissioner Wisener

3. Consideration of leave of absence request, Michelle Gonzales-Reed, Prelicensed Mental Health Clinician, Department of Behavioral Health Services, from November 17, 2019 to December 31, 2019. Art Galindo, Behavioral Health Services Division Manager, spoke on behalf of the Department of Behavioral Health Services. On motion by Commissioner Fry, seconded by Commissioner Rios, it was ordered:

“That the leave of absence request, Michelle Gonzales-Reed, Prelicensed Mental Health Clinician, Department of Behavioral Health Services, from November 17, 2019 to December 31, 2019, be disapproved.”

Vote: carried 4-0
Yes: Commissioner Rios, Commissioner Meyers, Commissioner Fry, and Commissioner Wisener

4. Consideration of leave of absence request, Joaquin Dominguez, Correctional Officer II, Department of Corrections, from December 2, 2019 to January 31, 2020. On motion by Commissioner Fry, seconded by Commissioner Meyers, it was ordered:

“That the leave of absence request, Joaquin Dominguez, Correctional Officer II, Department of Corrections, from December 2, 2019 to January 31, 2020, be approved.”

Vote: carried 4-0

Yes: Commissioner Rios, Commissioner Meyers, Commissioner Fry, and Commissioner Wisener

5. Consideration of Adoption of the Amended Class Specification for Human Resources Analyst I/II (formerly Personnel Analyst I/II) and Senior Human Resources Analyst (formerly Senior Personnel Analyst); and consideration to Amend the Fair Labor Standards Act (FLSA) overtime designation for Human Resources Analyst I. On motion by Commissioner Meyers, seconded by Commissioner Fry, it was ordered:

“That the request for Adoption of the Amended Class Specification for Human Resources Analyst I/II (formerly Personnel Analyst I/II) and Senior Human Resources Analyst (formerly Senior Personnel Analyst); and to Amend the FLSA overtime designation for Human Resources Analyst I, be approved.”

Vote: carried 4-0

Yes: Commissioner Rios, Commissioner Meyers, Commissioner Fry, and Commissioner Wisener

6. Consideration of Amendment to Classification Plan; Adoption of Class Specification; and Approval of Salary Recommendation/Overtime Status/Unit Designation for Principal Human Resources Analyst. On motion by Commissioner Meyers, seconded by Commissioner Rios, it was ordered:

“That the request for Amendment to Classification Plan; Adoption of Class Specification: Approval of Salary Recommendation/Overtime Status/Unit Designation for Principal Human Resources Analyst, be approved.”

Vote: carried 4-0

Yes: Commissioner Rios, Commissioner Meyers, Commissioner Fry, and Commissioner Wisener

7. Consideration of Amendment to Classification Plan; Adoption of Class Specification; and Approval of Salary Recommendation/Overtime Status/Unit Designation for Principal Administrative Analyst, contingent upon bargaining unit approval. On motion by Commissioner Rios, seconded by Commissioner Fry, it was ordered:

“That the request for Amendment to Classification Plan; Adoption of Class Specification: Approval of Salary Recommendation/Overtime Status/Unit Designation for Principal Administrative Analyst, be approved, contingent upon bargaining unit approval.”

Vote: carried 4-0

Yes: Commissioner Rios, Commissioner Meyers, Commissioner Fry, and Commissioner Wisener

8. Consideration of Approval of the 2020 Civil Service Commission regular and special business meeting schedule. Susan Carter, Senior Personnel Analyst, advised that all suggested dates fall on the second Wednesday of each month as outlined in the County Code. However, Ms. Carter pointed out that the second Wednesday in November was the Veterans Day Holiday, and inquired if the Commission would consider changing the date of that meeting. On motion by Commissioner Meyers, seconded by Commissioner Rios, it was ordered:

“That the 2020 Civil Service Commission regular and special business meeting schedule be approved, including an amendment of the November meeting date to November 18, 2020.”

Vote: carried 4-0

Yes: Commissioner Rios, Commissioner Meyers, Commissioner Fry, and Commissioner Wisener

9. Staff Reports: Susan Carter, Senior Personnel Analyst, advised the Civil Service Commission (Commission) that an item will be taken to the Board of Supervisors’ at their December 17, 2019 business meeting regarding the appointment of Mr. William Atwood as District #5’s Civil Service Commissioner. Ms. Carter stated that hopefully Mr. Atwood can begin as District #5’s Civil Service Commissioner with the Commission meeting scheduled in January 2020.

Ms. Carter further advised that the interviews for Director of Human Resources are scheduled to take place at the Board of Supervisors’ meeting on December 17, 2019.

10. Adjournment. On motion by Commissioner Meyers, seconded by Commissioner Fry, it was ordered:

“That the meeting be adjourned.”

Next Meetings: To be determined as a result of item #8 above.

CONSENT CALENDAR

ALL MATTERS LISTED UNDER THE CONSENT CALENDAR ARE CONSIDERED TO BE ROUTINE AND WILL BE ENACTED BY ONE MOTION.

- A. Approval of Announcements:

Accounting Technician I-Promotional
Certified Alcohol & Drug Counselor
Correctional Records Specialist I
Deputy District Attorney I
Deputy District Attorney II-Continuous
Deputy District Attorney III-Continuous
Heavy Equipment Mechanic

Investigative Assistant
Senior Mental Health Caseworker-Promotional
Victim Services Specialist

B. Adoption of Eligible Lists for:

Building Inspector I
Engineer II
Equipment Operator
Juvenile Detention Officer I
Library Assistant
Mental Health Caseworker I-Amended
Planner I
Sheriffs Corporal-Promotional
Sheriff's Sergeant-Promotional

C. Adoption of Eligible Lists for Promotion by Competitive Standards for:

Administrative Analyst II
Correctional Officer II
Deputy Probation Officer II
Licensed Utility Worker I
Program Assistant II

D. Renewal or Expiration of Eligible Lists.

Secretary Recommends:

Extension:

Business Systems Information Analyst II
Communications Dispatcher I
Equipment Service Worker
Fire Prevention Officer
Information Technology Division Manager-Promotional
Parts Assistant I
Real Property Agent
Sheriff's Commander-Promotional
Sheriff's Corporal-Promotional
Undersheriff-Promotional

Expire:

Business Systems Information Analyst I
Community Health & Wellness Assistant
Correctional Records Specialist I
Health Education Coordinator
Senior Accounting Technician-Promotional

- E. Renewal or Expiration of Merit System Services' (MSS) Eligible Lists. *(MSS conducted the recruitments to establish the Lists below. The Lists are presented for renewal or expiration only.)*

Secretary Recommends:

Expire:

Eligibility Worker III-Promotional
Office Assistant II-Promotional

- F. Approval of minutes for the November 13, 2019 Regular Business Meeting.

ATTEST:

MICHELE MAY, SECRETARY (INTERIM)

ELIZABETH WISENER, PRESIDING