



civil service commission

BOARD OF REVIEW AND APPEALS

**MINUTES OF
SPECIAL MEETING
THURSDAY, APRIL 28, 2016
9:00 a.m.**

**VENTURA COUNTY GOVERNMENT CENTER
LOWER PLAZA ASSEMBLY ROOM**

Commissioners
Don Becker
Alyse M. Lazar
Haywood Merricks III
James Vandenberg

Chair Becker called the meeting to order at 9:00 a.m.

Commissioners present: Chair Becker, Vice-Chair Lazar, Commissioners Vandenberg and Merricks. Staff present: Cheryl Shaw, Commission Assistant and Roberto Orellana, Law Advisor to the Commission.

- A. Discussion and direction to staff regarding recruitment and hiring of a new Civil Service Commission Assistant, including possible formation of subcommittee of Civil Service Commission members to interview candidates for said position.

Chair Becker commented that the Commission was sad to have learned that the Commission Assistant was leaving employment and that the Commission now had to undertake the recruitment process.

Jose Bernard of County Human Resources provided copies of the Job Bulletin and Class Specification for the Civil Service Commission Assistant position.

Ms. Shaw stated that one item she would like included in the Bulletin is further clarification that the position is part time and that, under the applicable Personnel Rules and Regulations, for example, with regard to probationary periods, merit increases and the like, all such periods of time are pro-rated for part time employees.

Mr. Bernard stated that once the Bulletin was finalized, the recruitment would run as a continuous posting until a sufficient number of qualified applications are received. The first review of applications would occur on May 13, 2016, to determine the number of applications received. A date could then be set to conduct the oral-board examination and interviews.

Commissioner Vandenberg commented that it was his recollection that during the last recruitment for the position Human Resources forwarded to the Commission a total of 10

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applications out of a total pool of 146 candidates. He would like to see the Commission have more involvement in the initial screening process. Ms. Shaw responded stating that Mr. Dembowski had indicated that the Commission could review all the applications or have Human Resources conduct the initial screening. She also indicated that the Job Bulletin would be amended to incorporate Commissioner Vandenberg's suggestion to include processing of badges, parking passes and per-diem claim forms to the responsibilities of the Assistant.

In response to a question from Commissioner Vandenberg, Mr. Orellana stated that selection interviews could be conducted by the entire Commission and that the closed meeting exception for personnel matters may cover that, however, any discussion regarding salary must be done in open session. Mr. Orellana further stated that, typically, a sub-committee of two Commissioners would be assigned to participate in the initial selection interview process and then recommend one or more persons for the entire Commission to interview during open session before making an offer of employment.

Commissioner Merricks commented that there had been some difficulty, during the last recruitment for this position, with Commissioners' input as to what questions could or were to be asked of the candidates during the selection interview process. Mr. Orellana stated Human Resources typically provides a standard set of questions to be asked of each candidate during the oral exam process. Ms. Shaw also stated that she and Mr. Orellana had drafted six supplemental questions that would be included as part of the initial applications submitted by all applicants. Those questions were provided to the Commissioners at the meeting.

Chair Becker then stated that he wanted a Commissioner to be included on the oral exam panel and a sub-committee of two Commissioners to do the subsequent, selection interview screening before the entire Commission interviewed finalists for the position. Chair Becker assigned Commissioner Merricks to the oral exam panel and himself and Commissioner Vandenberg to the applicant screening sub-committee.

Chair Becker directed staff to submit additional edits for the Job Bulletin, in keeping with the Commissioners' suggestions during the meeting, to Human Resources as soon as possible.

Anna Ford, County Executive Administrator Officer, also addressed the Commission and indicated that Human Resources has agreed to allow Ms. Shaw to continue to work approximately 10 hours per week during the transition period until Ms. Shaw's replacement is properly trained. Ms. Shaw stated that, with the assistance of Mr. Orellana and his assistant, Tammy Pinnell, coverage of the Commission's office would not be a problem. Ms. Shaw further indicated that she had a planned vacation from June 13 to June 22, but had already arranged for office coverage from Mr. Orellana's office.

The meeting was adjourned at 9:25 a.m.