



County of Santa Cruz

BOARD OF SUPERVISORS

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JANET K. BEAUTZ
 FIRST DISTRICT

ELLEN PIRIE
 SECOND DISTRICT

MARDI WORMHOUDT
 THIRD DISTRICT

TONY CAMPOS
 FOURTH DISTRICT

MARK W. STONE
 FIFTH DISTRICT

AGENDA: 3/28/06

March 16, 2006

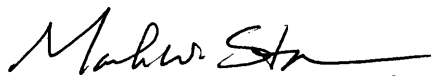
BOARD OF SUPERVISORS
 County of Santa Cruz
 701 Ocean Street
 Santa Cruz, CA 95060

RE: ANNUAL REPORT OF THE CIVIL SERVICE COMMISSION

Dear Members of the Board:

Attached is the 2005 Annual Report of the Civil Service Commission. I recommend that the Board accept and file this report and direct the Chair to thank the members of the Commission for their efforts on behalf of the County.

Sincerely,


 MARK W. STONE, Chair
 Board of Supervisors

MWS :ted
 Attachment

cc: civil Service Commission

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CIVIL SERVICE COMMISSION 2005 ANNUAL REPORT

Commission Role

The County Code, Section 2.46.020, specifies that the Civil Service Commission “shall prescribe, amend and enforce rules for the classified service to make effective the provisions set forth in this chapter, which rules shall have the force of law.” The primary duties include the hearing of appeals of administrative personnel decisions, approving position classifications when there is not agreement between the County and the representation unit, and reviewing the processes and outcomes of the County’s Civil Service system.

Meeting Dates, Time, and Location

The Commission meets in regular sessions the third Thursday of January, April, July, and October at 5:45 p.m. in the Board of Supervisors’ Chambers in the County Governmental Center. Additionally, Commissioners hold the first Wednesday afternoon and third Wednesday all day of each month for potential appeal hearings. There were no hearings in 2005.

Commission Structure

The Commission consists of five members, each nominated for full Board approval by each Supervisor. The Commission members in 2005 were: First District, Judy Jones; Second District, Michael Barsi; Third District, Robert Taren; Fourth District, Patricia Fink; and Fifth District, Jack Gordon (appointed January 20,2005).

In January, the Commission elects a Chair and Vice-Chair for one-year terms. In 2005 the Commission Chair was Robert Taren and the Vice-Chair was Patricia Fink.

Commission Staff

The Commission is staffed by the County Personnel Department. Personnel Director Dania Torres Wong served as Commission Secretary and Senior Personnel Analyst Laurie Hill staffed the Commission in 2005. Thornton Kontz served as Commission attorney.

Attendance

The columns below indicate Commission attendance for 2005:

<u>Meeting</u>	<u>Taren</u>	<u>Fink</u>	<u>Jones</u>	<u>Barsi</u>	<u>Gordon</u>
January 20/Quarterly	X	X	X	X	N/A
April 21/Quarterly	X	X	X	X	X
July 21/Quarterly	X	E	X	X	X
October 20/Quarterly	X	X	E	A	X
March 16 Appeal	X	X	X	X	X

X = Present; A = Absent; E = Excused.

Civil Service Commission
2005 Annual Report
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Goals and Accomplishments/Future Goals

1. The Commission monitored the staff reductions resulting from budget cuts.
2. The Commission discussed rules governing prehearing statements for appeal hearings.
3. The Commission adopted clarifying language regarding probationary periods and updated the twelve-month probationary period list.
4. The Commission maintains the goal of acting on all appeals, classification issues, and civil service issues brought before it. That goal was met in 2005 and will continue throughout 2006.