



COUNTY OF SANTA CRUZ- 67

PERSONNEL DEPARTMENT

701 OCEAN STREET, SUITE 310
GOVERNMENTAL CENTER
SANTACRUZ, CA 95060

TELEPHONE: (408) 454-2600
FAX: (408) 454-2411
TDD: (408) 454-2123

April 10, 1998 8

Agenda: April 28, 1998

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, California 95060

REPORT ON ADVANCED STEP APPOINTMENTS FOR FIRST QUARTER OF 1998

Dear Members of the Board:

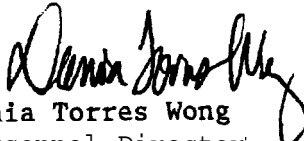
On April 17, 1990, your Board approved amendments to Personnel Regulations which established new criteria for step placement upon original appointment for regular employees and extra-help employees. At that time, your Board directed that quarterly reports be submitted on such appointments.

Attached is a report for the first quarter of 1998 which encompasses six pay periods covering December 13, 1997 through March 20, 1998. Sixteen of 68 regular employees appointed during the quarter, or some 24X, were appointed at an advanced step. In addition, five of 70 extra-help employees, or approximately 7X, were appointed at an advanced step. Overall for the quarter, 21 of 138 employees (15X) were hired above the minimum step for their class---14 at steps 2-3, 3 at steps 4-5, and 4 at steps 6-7.

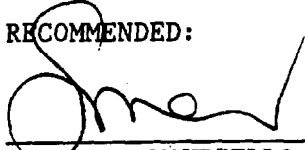
Section 161 C of the Personnel Regulations requires that the Board of Supervisors be notified when there are appointments above the fifth step of the salary range. Materials on such advanced steps are provided to your Board as they occur.

It is RECOMMENDED that your Board accept and file this quarterly report on advanced step appointments.

Very truly yours,


Dania Torres Wong
Personnel Director

RECOMMENDED:



SUSAN A. MAURIELLO
County Administrative Officer

SUMMARY - HIRING ABOVE MINIMUM STEP:

	Total <u>Appointments</u>	Total Hired Above Minimum <u>Step</u>	Step placement of persons hired <u>above minimum step</u>			Total
			<u>steps 2-3</u>	<u>steps 4-5</u>	<u>steps 6-7</u>	
Regular employees	68	16	11	2	3	
Extra-help employees	70	5	3	1	1	
	<u>138</u>	<u>21</u>	<u>14</u>	<u>3</u>	<u>4</u>	

DETAIL - HIRING ABOVE MINIMUM STEP:

Employees

<u>Department</u>	<u>Class</u>	Step
HRA	Sr Social Worker	3
	Dir of Admin Services-HRA	3
	Senior Social Worker	3
Health Services	Detention LVN	7
	Senior MH Client Specialist	5
	Health Program Specialist	3
	MH Counselor II	3
Sheriff	Deputy Sheriff	3
	Deputy Sheriff	3
General Services	Typist Clerk II	3
	Building Maintenance Supervisor	2
County Clerk	Elections Coordinator	5
County Counsel	Legal Secretary II	6
Planning	Planning Director	7
District Attorney	Typist Clerk II	3
Probation	Deputy Probation Officer I	2

Extra-help Employees

<u>Department</u>	<u>Class</u>	Step
Health Services	Clinic Nurse II	5
	MH Counselor II	3
	Student Worker III	3
Courts	Judicial Secretary	7
District Attorney	Family Support Officer	2