



County of Santa Cruz 77

BOARD OF SUPERVISORS

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JEFF ALMQUIST
FIFTH DISTRICT

AGENDA: 2/9/99

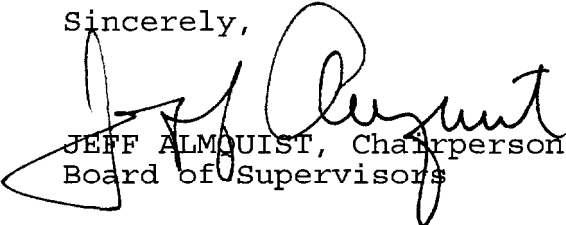
January 27, 1999

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

RE: ANNUAL REPORT OF THE CIVIL SERVICE COMMISSION

Attached is the Annual Report of the Civil Service Commission for calendar year 1998. I recommend that the Board accept and file this report and direct the Chairperson to thank the members of the Commission for their efforts on the County's behalf.

Sincerely,


JEFF ALMQUIST, Chairperson
Board of Supervisors

JA:ted

cc: Civil Service Commission

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COUNTY OF SANTA CRUZ

INTER-OFFICE CORRESPONDENCE

78

DATE : **January 27, 1999**
TO: **Board of Supervisors**
FROM : **John Laird, Secretary to Civil Service Commission**
SUBJECT: **TRANSMISSION OF 1998 ANNUAL REPORT/CIVIL SERVICE COMMISSION**

Attached is the 1998 Annual Report for the Civil Service Commission. If you have any additional questions, please do not hesitate to contact me.

cc: County Administrative Officer w/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 appeal hearings held in 1998, which was the first time in recent memory that there was such a circumstance. In one appeal, commissioners had been provided pre-hearing statements to read -- but the matter was settled prior to the hearing date.

Commission structure. The Commission consists of five members, each nominated for full Board approval by each supervisor. The commission members in 1998 were: First District, Judy Jones; Second District, Jerald Terry; Third District, Patricia Pfrenner; Fourth District, Frances Delfino; Fifth District, Jack Gordon.

In January, the Commission elects a Chair and Vice-Chair for one year terms. In 1998 the Commission Chair was Patricia Pfrenner and the Vice-Chair was Frances Delfino.

Commission staff. The Commission is staffed by the County Personnel Department. In 1998 the Commission was staffed by Personnel Department supervising analyst John Laird.

Attendance. The columns below indicate commission attendance for the 1998 year:

<u>Meeting</u>	<u>Jones</u>	<u>Terry</u>	<u>Pfrenner</u>	<u>Delfino</u>	<u>Gordon</u>
January 16/Quarterly	X	X	X	X	X
April 16/Quarterly	X	E	E	X	X
July 16/Quarterly	X	E	X	X	X
October X/Quarterly	E	X	X	X	X

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

Goals and Accomplishments/Future Goals. The commission has the goal of acting on all appeals, classification issues, and civil service issues brought before it. This goal was met in 1998. It is the goal of the commission to achieve a similar result in 1999.

Recommendations. The Commission has no additional specific recommendations at this time, as the Commission provides recommendations to the Board of Supervisors throughout the year on any matters brought before it that require Board action to implement. In 1998, the Commission recommended three amendments in the Civil Service rules to the Board, to alter the name of the former "manpower" list to "employment" list, to allow for leaves and substitute appointments for longer than one year in the case of worker's compensation-related leaves, and to amend rules to conform with equal opportunity law.