



County of Santa Cruz⁰¹³⁹

BOARD OF SUPERVISORS

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WALTER J. SYMONS
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MARDI WORMHOUDT
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TONY CAMPOS
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FIFTH DISTRICT

AGENDA: 3/7/00

February 17, 2000

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 Annual Report of the Civil Service Commission for calendar year 1999. 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 the County's behalf.

Sincerely,

MARDI WORMHOUDT, Chair
Board of Supervisors

MW:ted

cc: Civil Service Commission

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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 was one appeal hearing held in December, 1999, which continued over two full days.

Commission structure. The Commission consists of five members, each nominated for full Board approval by each supervisor. The commission members in 1999 were: First District, Judy Jones; Second District, Jerald Terry; Third District, Patricia Pfremmer; Fourth District, Cheryl Zozaya (appointed in September); Fifth District, Jack Gordon.

In January, the Commission elects a Chair and Vice-Chair for one year terms. In 1999 the Commission Chair was Jack Gordon and the Vice-Chair was Jerald Terry.

Commission staff. The Commission is staffed by the County Personnel Department. In 1999 the Commission was staffed by Personnel Department supervising analyst John Laird.

Attendance. The columns below indicate commission attendance for the 1999 year:

<u>Meeting</u>	<u>Jones</u>	<u>Terry</u>	<u>Pfremmer</u>	<u>Zozaya*</u>	<u>Gordon</u>
January 21/Quarterly	E	X	X		X
April 15/Quarterly	X	E	X		X
July 15/Quarterly	X	X	X		X
October 21/Quarterly	X	X	X	X	X
Dec 15 + 21/Appeal	X	X	X	X	X

* Cheryl Zozaya was appointed to the Commission in September, outgoing Commissioner Frances Delfino attended the January and April Quarterly meetings.

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 1999. It is the goal of the commission to achieve a similar result in 2000.

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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 1999, the Commission recommended two amendments in the Civil Service rules to the Board, to add two Public Works positions to the 12-month probation period list and to amend rules to conform with equal opportunity law. In addition, the Commission approved the Civil Service exemption for a Chief Deputy District Attorney.