



# County of Santa Cruz

## PERSONNEL DEPARTMENT CIVIL SERVICE COMMISSION

701 OCEAN STREET, SUITE 330, SANTA CRUZ, CA 95060-4073  
(831) 454-2600 FAX: (831) 454-2411 TDD: (831) 454-2123  
DANIA TORRES WONG, DIRECTOR

May 5, 2000

Agenda: May 23, 2000

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

### CIVIL SERVICE COMMISSION RULE CHANGES

Dear Members of the Board:

The Civil Service Rules establish the probation period for all positions covered by Civil Service, and the County Code contains a list of any positions exempted from the Civil Service System. At the Commission's regular meeting on April 20, three changes in these categories were considered, and are recommended to your Board for concurrence. Each of these recommendations will be discussed separately, but presented in one recommendation for your Board's approval.

The first item concerns establishing a twelve-month probation period for the position of Auditor IV, rather than the standard six month period. This was the intention when the position was classified a few years ago, as the level of complexity of the assigned tasks requires a longer period of review. The positions of Auditor I/II/III were all assigned twelve month probation periods. The Commission recommends that Auditor IV also be added to the list of positions with twelve month probation periods.

The second item concerns the length of probation period for two entry level positions in the Assessor's office, Appraiser I and Auditor-Appraiser I. These positions have key roles in the assigning of property valuation and in the closing of the assessment roll -- two tasks that are six months apart. A twelve month probation period will allow the Assessor to review the work of entry-level employees in both processes, and is recommended to the Board.

The third item concerns the civil service status of the Chief DA Inspector position. The District Attorney has requested that the

89.1

2

position be returned to civil service status from its current exempt status. Under the current District Attorney, the position is not part of the management team and reports to a Chief Deputy rather than to the District Attorney. A comparison to the Sheriff's Lieutenant who supervises inspectors is apt. That position reports to the Chief Deputy and is within civil service. A look at the nine comparison counties used for job comparisons shows that the similar position in seven counties is within the civil service system or its equivalent. Based on these reasons, the Commission recommends returning the position to civil service.

The Commission approved all three recommended changes and is recommending those changes to the Board for approval. All of these changes require approval of both the Civil Service Commission and the Board of Supervisors. The change in probationary periods require an amendment to the Civil Service Rules, and the change in civil service status requires an amendment to the County Code (the attached ordinance shows with a strikeout the deletion and emphasizes in bold any changes).

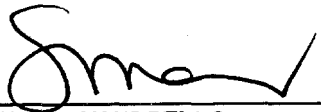
Therefore, IT IS RECOMMENDED that your Board adopt the attached amendment to Resolution No. 247-76 to amend the Personnel Regulations with the attached revisions to the Civil Service Commission rules, and further adopt an ordinance amending County Code Section 3.12.040 relating to County employees.

Very truly yours,

*Pat Summer for Judy Jones*

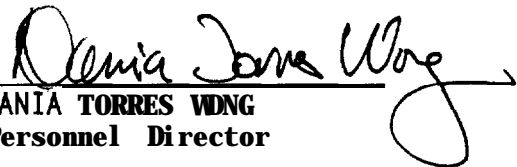
JUDY JONES, Chair  
County Civil Service Commission

RECOMMENDED:



SUSAN A. MAURIELLO  
County Administrative Officer

RECOMMENDED:



DANIA TORRES WONG  
Personnel Director

Attachment: **Proposed Resolution**  
**Proposed Ordinance**

89.1

3

**BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA**

**RESOLUTION NO.**

**On the motion of Supervisor  
duly seconded by Supervisor  
the following resolution is adopted:**

**RESOLUTION AMENDING PERSONNEL REGULATIONS**

**WHEREAS, the Civil Service Commission has adopted changes to Civil Service Rules changing the probation period for Auditor IV, Appraiser I, and Auditor-Appraiser I to twelve months; and**

**WHEREAS, it is now desirable and necessary to amend said resolution to effect said changes; and**

**BE IT RESOLVED AND ORDERED that the Personnel Regulations 130 Section VI (E) be amended by adding the positions of Auditor IV, Appraiser I, and Auditor-Appraiser I to the list of positions with twelve month probation periods.**

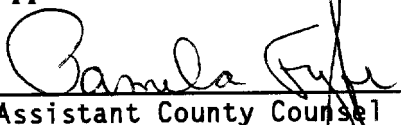
**PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this            day of            , 2000, by the following vote:**

**AYES:        SUPERVISORS  
NOES:        SUPERVISORS  
ABSENT:     SUPERVISORS**

**MARDI WORMHOUDT, Chairperson of the Board**

**ATTEST: \_\_\_\_\_  
Clerk of the Board**

**Approved as to form**

  
\_\_\_\_\_  
Assistant County Counsel

**cc: All Departments, Personnel(2)**

89.1

4

ORDINANCE NO.

ORDINANCE AMENDING SUBSECTION OF SECTION 3.12.040 OF THE SANTA  
CRUZ COUNTY CODE RELATING TO EXEMPTIONS OF COUNTY  
EMPLOYEES FROM CIVIL SERVICE

The Board of Supervisors of the County of Santa Cruz ordains as follows:

SECTION I

Subsection L of Section 3.12.040 of the Santa Cruz County Code is hereby  
amended to read as follows

L. The following particular classifications or officers:

1. Assistant County Administrative officer and assistant county  
administrative officer/planning director,
2. Chief probation officer; provided, however, that the  
examination for vacancies in this office be conducted in accordance with traditional merit  
system procedures,
3. Chief deputy district attorney,
4. County administrative officer,
5. Court reporter,
6. Deputy jury commissioner,
7. Jury commissioner,
8. Judicial secretary (superior court),
9. Senior board clerk (public works),
10. Sheriffs chief deputy,
11. County supervisors's administrative assistant,
12. Superior court administrative secretary,
13. Attorney II - courts,
14. Traffic referee,
15. Court commissioner,
16. County counsel,
17. Agricultural commissioner-director of weights and measures,
18. Attorney I - courts,
19. Special qualifications worker,
20. Supervisors's staff assistant
21. Director of public works,

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- 22. Superior court commissioner/referee,
- 23. Planning director,
- 24. Attorney III - courts,
- 25. Executive officer/clerk-superior court,
- 26. Director of parks, open spaces, and cultural services,
- 27. Health services administrator,
- 28. Chief deputy district attorney - administration.

This ordinance shall take effect on the 3 1st day after the date of final passage.

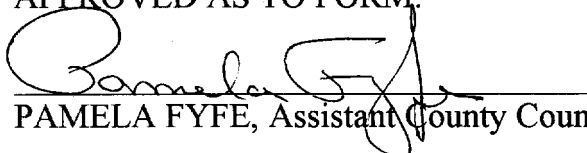
PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2000, by the Board of Supervisors of the County of Santa Cruz by the following vote:

AYES: SUPERVISORS  
NOES: SUPERVISORS  
ABSENT: SUPERVISORS  
ABSTAIN: SUPERVISORS

\_\_\_\_\_  
Mardi Wormhoudt, Chair  
Board of Supervisors

Attest: \_\_\_\_\_  
Clerk of the Board

APPROVED AS TO FORM:

  
PAMELA FYFE, Assistant County Counsel

DISTRIBUTION: County Counsel

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3. Chief deputy district attorney,
4. County administrative officer,
5. Court reporter,
6. Deputy jury commissioner,
7. Jury commissioner,
8. Judicial secretary (superior court),
9. Senior board clerk (public works),
10. Sheriffs chief deputy,
11. County supervisors's administrative assistant,
12. Superior court administrative secretary,
13. Attorney II - courts,
14. Traffic referee,
15. Court commissioner,
16. County counsel,
17. Agricultural commissioner-director of weights and measures,
18. Attorney I - courts,
19. Special qualifications worker,
20. Supervisors's staff assistant
21. Director of public works,

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- ~~22~~ Chief DA Inspector,  
22: Superior court commissioner/referee,  
23. Planning director,  
24. Attorney III - courts,  
25. Executive officer/clerk-superior court,  
26. Director of parks, open spaces, and cultural services,  
27. Health services administrator,  
28. Chief deputy **district** attorney - administration.

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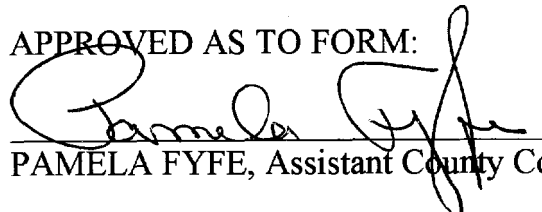
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ABSTAIN: SUPERVISORS

\_\_\_\_\_  
Mardi Wormhoudt, Chair  
Board of Supervisors

Attest: \_\_\_\_\_  
Clerk of the Board

APPROVED AS TO FORM:

  
PAMELA FYFE, Assistant County Counsel

DISTRIBUTION: County Counsel