



County of Santa Cruz 0031

PERSONNEL DEPARTMENT

701 OCEAN STREET, SUITE 310, SANTA CRUZ, CA 95060-4073

(831) 454-2600 FAX: (631) 464-2411 TDD: (631) 464-2123

DANIA TORRES WONG, DIRECTOR

November 21, 2000

Agenda: December 5, 2000

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

EXTRA-HELP REPORT

Dear Members of the Board:

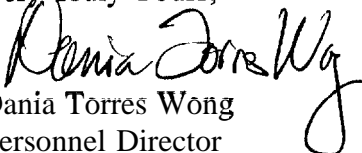
During Final Budget hearings, the Board asked that the Personnel Director provide a report to the Board on Extra-Help Employment in Santa Cruz County. Attached is a report which defines **extra-help**, provides a chart with the number of positions by department, and provides a profile of the extra-help workers by department.

To prepare this report, the Information Services Department produced a report listing each active extra-help employee in County government. Over the next weeks, this report was circulated to each County department head. They reviewed the listed positions for their department, and worked with our department to provide information about the background of each position. Our department analyzed this information, and has presented it in the attached report.

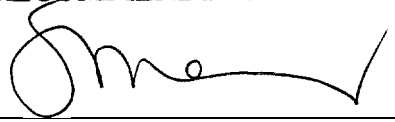
In summary, there were 212 active extra-help workers as of mid-August – and they primarily were retired workers that still assist the county, seasonal workers in Parks and Elections, and workers who have specific tasks or provide vacation or vacancy backup less than twenty hours per week.

Therefore, it is **RECOMMENDED** that your Board accept and file this report.

Very Truly Yours,


Dania Torres Wong
Personnel Director

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

cc: Each Department Head

REPORT ON SANTA CRUZ COUNTY EXTRA-HELP EMPLOYEE USAGE

0032

During final budget hearings, the Board of Supervisors asked for a report on the usage of extra-help employees in County government. This report responds to that direction. In the following report, extra-help status is defined, the number of extra-help employees is summarized by department, and the profile of County extra-help workers-both County-wide and by department-is described.

Definition. Extra-help appointments are temporary appointments of less than half-time status (no more than 999 hours in a 2080 hour fiscal year) where employees receive no benefits. Extra-help positions are not authorized or allocated as are permanent positions, but are paid for from departmental salary accounts. Job classifications used for extra-help are the same as those used for regular appointments, with the exception of Student Worker I-IV and a few other job classifications designated as extra-help only. Extra-help appointments are made to fill intermittent, backup, on-call and other temporary assignments that do not warrant funding of a position at the half-time level.

Number of Extra-Help Positions. The attached chart shows the number of extra-help positions by department as of August 18, 2000. Excluding Student Worker positions, there were 212 active extra-help employees at the time the survey was made in August and September. This is within a County government that has approximately 2700 budgeted positions. Of the total of extra-help positions, 28 were in non-general representation classifications, and 184 were in classifications otherwise within the General Representation Unit.

One department, the Health Services Agency, has one-third of all County extra-help positions. Only five other departments have more than eight extra-help positions -- the County Clerk-Recorder (primarily due to elections), the Human Resources Agency, Parks and Recreation (due to summer programs), Probation, and the Sheriff-Coroner.

County-Wide Profile of Extra-Help Workers. Based on our survey of departments, it appears that the profile of the 212 active extra-help workers places them entirely in the following categories: 1) retired employees who make themselves available for transition or vacation coverage; 2) workers who have tasks that allow them to work for less than twenty hours a week, many for as low as four or eight hours per week; 3) seasonal workers, such as Elections and Summer Recreation; and 4) trained extra-help employees that do vacation, sick, or vacancy relief.

Profile of Extra-Help Workers By Department. Each County department head was asked by the Personnel Department to detail the general profile of extra-help workers in their department, and all department heads responded. Each department was provided a list of the active extra-help workers as of August 18, and used this list as the basis for responding. We are providing a general profile of the extra-help workers by department:

Health Services Agency(72). HSA has sixty-eight active extra-help employees in General Representation Unit-related positions. Twenty-eight are shown in the Clinics -- chiefly clinic and detention nurses, community health workers, and various lab positions -- of which twenty-four provide vacation and sick leave coverage. Two other positions listed are no longer available for extra-help work, and two are in a Clinic Nurse and a Physicians Assistant position that provide one

special clinic only for four hours per week.

Twenty-three of the active extra-help positions are in the Mental Health Division -- almost entirely counselors and client specialists. Nine have no hours this year, while the remaining fourteen provide vacation and sick coverage, one of which is now providing temporary coverage for a vacancy.

Eleven positions are in public health. Four are retired and work intermittently; one does sporadic medical transcription; two work on HIV Testing Teams to help cover multiple testing sites; one performs intermittent services for the Lead Prevention Program and has had no hours this year; one is a former employee who only wants extra-help work; and two have no hours and will likely be terminated as extra- help.

The remaining six positions are in Administration, Alcohol/Drug Prevention, and **MediCruz/EMS**, of which three are retired and provide vacation coverage; and the other three provide vacation, vacancy, and sick coverage.

There are four management extra-help positions in the Health Services Agency. One is a retired Director of Administrative Services, who returns for vacation backup or special projects. Two are Departmental Administrative Analysts – one who works on special projects and one who works on special construction projects. The fourth position is a Sr. Health Services Manager who provides vacation/vacancy back-up.

Parks and Recreation(24). The Parks and Recreation extra-help positions recur seasonally, and also are used when there are vacancies. There are eight Head **Lifeguard/Instructor** extra-help positions that are seasonal, or back up permanent staff on leave or when there are vacancies. There are six Park Maintenance Worker I/II extra-help workers also providing seasonal or vacancy and leave backup. There are four Recreation Program Specialists who are seasonal or on an as-needed basis. There is one Accounting Technician, who is retired and fills behind vacancies and absences. There are three Clerk I/II positions that provide seasonal or vacation/vacancy backup. There is one Recreation Coordinator that works special programs and events. There is one Typist Clerk I that provides seasonal and backup support.

Probation(24). Of these employees, eighteen are group supervisors who cover shifts at Juvenile Hall due to illness or vacation. There is one employee who separated from employment as a Deputy Probation Officer and is kept on the books in case of a need for backup support, but who has never been called back for that purpose. There is one Typist Clerk III who retired, and has assisted in the training of the present Typist Clerk III. One Probation Aide assists in background investigations, working less than half-time. There are two Pre-Trial Services Specialists who are on-call to backup any positions unable to complete their assigned shift in the Pre-Trial unit. There is also one **extra-help** management position, a newly-retired Probation Division Director who provides transition assistance to the department from extra-help status.

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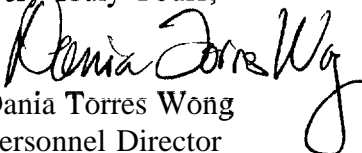
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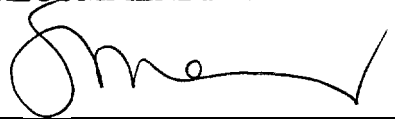
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County Clerk-Recorder(18). All eighteen extra-help positions in this department are in the Clerk I/II category, and are for seasonal election work.

Sheriff-Coroner(16). There are eleven Sheriff Correction Officers in extra-help status, all of whom are retired from that job classification and provide backup or intermittent fill-in services. There are also two Deputy Sheriff extra-help positions who are retired deputies who provide intermittent back-up services. There are two part-time Sheriffs Property Clerks that provide backup, and one Cook who provides vacation relief and back-up.

Human Resources Agency(12). Of these twelve extra-help positions, one is a Typist Clerk II who retired and returns to provide back-up in case of leave-of-absence. Five are Senior Social Workers, who provide training and emergency back-up, three of whom were former County employees. There are also a Social Worker I and a Social Worker II whom are both former County employees who provide extra-help for peak workload or special projects. Two Employment and Training Specialist I's are filling temporary summer program positions. One Receptionist backs up vacant positions due to leave of absences, and one Case Data Clerk is filling behind a position vacant due to a leave of absence.

Custodial Funds(Former Auditor's Pool)-(S). This group of extra-help employees, formerly known as the "Auditor's Pool", is made up of employees who separate from County employment and wish to do intermittent extra-help employment. Included are two Clerk II's, three Typist Clerk II's, two Legal Secretaries, and one Sr. Account Clerk. Of the eight, four are retired County employees and four are former full-time employees that have requested extra-help work only.

District Attorney(6). In Family Support there are two extra-help positions, a Sr. Account Clerk who assists with accounts and is available only ten to twelve hours per pay period. There is also a Family Support Interviewer I who provides backup relief and has had no hours in the current fiscal year. There is a Clerk II that has provided backup to reception and was finished with extra-help work in September. There was a Law Clerk - DA which provides research assistance to attorney staff on special projects, and is usually a law student or law school graduate waiting for bar exam results. There is an Investigator Assistant used in support functions, but these duties have been transferred to a newly budgeted position and it is anticipated there will be no further need for this position. The sixth position is an Attorney I-DA.

Information Services(S). These five positions include a Sr. Accounting Technician, who is retired and maintained as extra-help for training and fill-in purposes; a Clerk I position that provided back-up for the mail room and duplicating division; two Supervising DP Program Analyst positions, one which is covering for an employee on leave, and a second that is no longer active; and one Computer Operations Tech I, providing help desk backup and assists on computer tiles in duplicating.

Board of Supervisors(4). These are four County Supervisors Administrative Assistants who work hours less than half-time on an on-going basis, or provide backup relief.

Public Works(4). The four positions in the General Rep Unit include a Jr. in Civil Engineering position, which was shown on the report but ended service prior to the August 18 report; two Public Works Maintenance Worker I positions, each filling behind a substitute for an employee on leave; and a Typist Clerk II who works less than half-time for the Sanitation Board Clerk handling all correspondence and routine items not specific to the Sanitation Board Agenda.

Superior Court(4). Three of the four positions are in the General Rep Unit. Two are courtroom clerks, one retired from County service, both providing backup duty. A paralegal position is funded by the AB 1058 grant but with hours less than half-time status. The fourth position is a part-time Family Law Mediator/Investigator.

General Services(3). These three positions include one Senior Buyer who is a retired former employee covering for a vacancy; one custodian who provides coverage during recruitments and vacations less than one thousand hours per year; and the third position is a Typist Clerk I who has left active extra-help status with the department.

Planning(3). One of these positions is a Building Inspector II, who retired and provides backup during vacancies. The second position is a Planning Technician who provides research and support to planners in the Development Review Division. The third position is a Departmental Information Systems Analyst who was providing project specific extra-help work but has subsequently been appointed to a Resource Planner II position.

Agricultural Commissioner(2). These two positions are both Agricultural Biologist Aides. They are funded by the California Department of Agriculture to work on an intermittent basis on a special pest control program.

Assessor(2). One position is filled by a retired Senior Appraiser who fills in when there are vacancies or training is needed. The second position is a Geographic Information Systems Technician who left the department on a full-time basis seven years ago, and helps with intermittent projects and the long-term project converting the format of Assessor parcel maps pages.

Personnel(2). Both positions are at the Executive Management level as extra-help Associate Personnel Analysts in the Personnel Department. One is a retiree, who continues to assist with projects that are on-going. The second is someone who left the County for a teaching position, and works on the intermittent basis on special projects.

County Administrative Officer(1). The County Administrative Officer has one extra-help Executive Management Analyst position, which assists on coordinating budget matters in the peak budget preparation period.

Emergency Services(1). This position is a retired Communications Technician II, who fills in during vacancies and provides training to less experienced staff.

Treasurer-Tax Collector(1). This is a Collections Supervisor position who left County employment and has been maintained in extra-help status in case of need for training or backup.

Departments With No Extra-Help in Mid-August. At the time the extra-help report was run in mid-August, there were no extra-help employees in the Auditor-Controller, County Counsel, Redevelopment, or Transportation Commission.

ACTIVE EXTRA-HELP EMPLOYEES BY DEPARTMENT

0036

<u>Department</u>	<u>Gen Rep Classifications*</u>	<u>Non-Gen Rep Classes**</u>	<u>Total</u>
Agricultural Commissioner	2	0	2
Assessor	2	0	2
Auditor-Controller	0	0	0
Board of Supervisors	0	4	4
County Administrative Officer	0	1	1
County Clerk-Recorder	18	0	18
County Counsel	0	0	0
Custodial Funds(former Auditor Pool)	8	0	8
District Attorney	5	1	6
Emergency Services	1	0	1
General Services	3	0	3
Health Services Agency	68	4	72
Human Resources Agency	12	0	12
Information Services	5	0	5
Parks and Recreation	24	0	24
Personnel	0	2	2
Planning	3	0	3
Probation	23	1	24
Public Works	4	0	4
Redevelopment	0	0	0
Sheriff-Coroner	3	13	16
Superior Court	3	1	4
Transportation Commission	0	0	0
Treasurer-Tax Collector	0	1	1
 TOTALS	 184	 28	 212

* As of August 18, 2000/no Student Workers included

** As of September 29, 2000