



County of Santa Cruz 0183

BOARD OF SUPERVISORS

701 OCEAN STREET, SUITE 500, SANTA CRUZ, CA 95060-4069

(831) 454-2200 FAX: (831) 454-3262 TDD: (831) 454-2123

JANET K. BEAUTZ
FIRST DISTRICT

ELLEN PIRIE
SECOND DISTRICT

MARDI WORMHOUDT
THIRD DISTRICT

TONY CAMPOS
FOURTH DISTRICT

JEFF ALMQUIST
FIFTH DISTRICT

AGENDA: 2/6/01

January 19, 2001

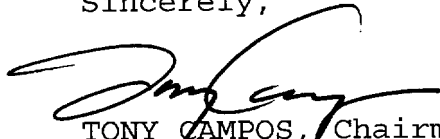
BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

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 2000. I recommend that the Board accept and file this report and direct the Chairman to thank the members of the Commission for their efforts on the County's behalf.

Sincerely,



TONY CAMPOS, Chairman
Board of Supervisors

TC:ted

cc: Civil Service Commission

01165A6

CIVIL SERVICE COMMISSION ANNUAL REPORT -- 2000

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 two appeal hearings in 2000, one in June and a second one in December.

Commission structure. The Commission consists of five members, each nominated for full Board approval by each supervisor. The commission members in 2000 were: First District, Judy Jones; Second District, Jerald Terry; Third District, Patricia Pfremer; Fourth District, Cheryl Zozaya; Fifth District, Jack Gordon.

In January, the Commission elects a Chair and Vice-Chair for one year terms. In 2000 the Commission Chair was Judy Jones and the Vice-Chair was Pat Pfremer.

Commission staff. The Commission is staffed by the County Personnel Department. In 2000 the Commission was staffed by Personnel Department Principal Personnel Analyst John Laird.

Attendance. The columns below indicate commission attendance for the 2000 year:

<u>Meeting</u>	<u>Jones</u>	<u>Terry</u>	<u>Pfremer</u>	<u>Zozaya</u>	<u>Gordon</u>
January 20/Quarterly	X	X	X	X	X
April 20/Quarterly	E	X	X	X	E
June 7/Appeal	X	X	X	X	X
July 20/Quarterly	X	X	X	X	X
October 19/Quarterly	X	X	X	E	X
Dec 6/Appeal	X	X	X	E	E

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 2000. It is the goal of the commission to achieve a similar result in 2001.

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 2000, the Commission recommended four amendments in the Civil Service rules to the Board, to add Auditor IV positions to the 12-month probation period list; to add Assessor positions to the 12-month probation period list; to add the Chief Inspector position to Civil Service protection; and to amend the list of reasons for termination to conform with the Americans with Disabilities Act.