



County of Santa Cruz

PERSONNEL DEPARTMENT

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DANIA TORRES WONG, DIRECTOR

March 7, 2001

Agenda: March 13, 2001

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

EXTRA-HELP REPORT/PARKING ENFORCEMENT REPORT BACK

Dear Members of the Board:

During Final Budget hearings, your Board asked that the Personnel Director provide a report to the Board on Extra-Help Employment in Santa Cruz County. At the Board's February 27 meeting, there was a further direction that the staff report back on March 13 about salary increases for the extra-help only positions in the Parking Enforcement Program.

Extra-Help Report. Attached is a report which defines extra-help, provides a chart with the number of positions by department, provides a profile of the extra-help workers by department, and details the number of extra-help only classifications in the recreation, elections, and parking enforcement programs.

To prepare the portion of this report on general extra-help classifications, 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 included it in the attached report.

Additionally, the report reviews the extra-help only classifications. They are primarily in parking enforcement and parks/recreation, and there is a brief description of how these positions fit into those programs.

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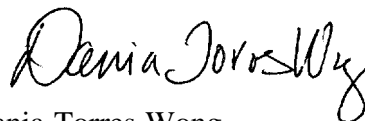
In summary, there were 372 extra-help positions at the time of this survey -- 51 student workers; 109 in extra-help specific positions in elections, recreation, and parking enforcement programs; and 212 active extra-help workers in general classifications. The latter category primarily included retired workers that still assist the county, seasonal workers, and workers who have specific tasks or provide vacation or vacancy backup less than twenty hours per week.

Parking Enforcement Positions. The February 27 direction of the Board requested a report back on salary issues related to extra-help positions in the seasonal Parking Enforcement Program. We received the attached letter on March 6 from SEIU Local 415 asking that the County meet and confer on the issue of wages for extra-help employees in Live Oak Parking Program. This communication from SEIU was received at the time we were submitting this letter, leaving no time to meet and confer prior to submitting recommendations for the March 13 Board meeting.

As you are aware, SEIU does not represent extra help positions and therefore we have no obligation to meet and confer regarding your Board's direction to staff to provide salary recommendations. However, the Memorandum of Understanding does provide that the County and Union will meet and confer regarding extra help issues related to representation and possible position conversions. Staff believes that it would be beneficial to meet with the Union prior to submission of a recommendation.

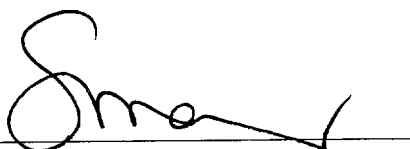
Therefore, it is RECOMMENDED that your Board accept and file this report on extra-help employment in Santa Cruz County government.

Very Truly Yours,



Dania Torres Wong
Personnel Director

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

cc: Each Department Head
SEIU Local 415

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**SEIU LOCAL 415**

Service Employees International Union, AFL-CIO, CLC

5 17 B Mission Street, Santa Cruz, CA 95060 83 f-459-041 5 Fax: 83 I-459-0756

March 6, 2001

Via Fax: 831-454-2245

Dania Torres-Wong, Personnel Director
county of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

RE: REQUEST TO MEET AND CONFER – LIVE OAK PARKING PROGRAM

Dear Dania:

On February 27 an issue came before the Board of Supervisors regarding the Live Oak Parking Program. Staff was directed to return to the Board with recommendations regarding the wages for program staff,

As you know, pursuant to Section 2.5 of the Memorandum of Understanding, we have been meeting with regard to extra help employment issues, including representation rights.

We hereby request to meet and confer with you regarding the wages for the Live Oak Parking Program. Please contact me so that we can arrange a time to meet.

Sincerely,

David P. Werlin
Organizing Director

C: Cliff Leo Tillman, Jr.
Jeffrey Smedberg
Nancy Elliott
Beth Duron

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REPORT ON SANTA CRUZ COUNTY EXTRA-HELP EMPLOYEE USAGE

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 is described both County-wide and by department.

Definition. Extra-help appointments are temporary unbenefitted appointments of less than half-time status (no more than 999 hours in a 2080 hour fiscal year). 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 twenty-three job classifications designated as extra-help only described below. 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 in four categories: 1) General Representation Job Classifications, 2) Non-General Representation Job Classifications, 3) Extra-Help Only Classifications, and 4) Student Workers. In these four categories, there were 372 active extra-help employees at the time each category was surveyed. This is within a County government that has approximately 2700 budgeted positions. The departments were surveyed as early as last September on **some** of these positions – and current extra help lists indicate that a similar number of extra help positions still exist, even if there has been some change in the incumbents or precise positions filled.

Student Workers. There are 49 active student worker extra-help employees shown on the attached chart, employed in ten different County departments. The Student Worker Job Specifications states that: “Incumbents in this class are restricted to extra-help, non-benefitted employment status. The purpose of this classification is to provide practical and meaningful work experience related to the student’s field of study. County employment should provide the student with exposure to a specific field as a potential or chosen career area. Normally employment will be during breaks in the school year or employment during the school year as part of an internship, work experience or other program sponsored by an accredited educational institution.”

Extra-Help Only Classifications. There are **twenty-three** extra-help only job classifications. These are not always used, and can generally be grouped into five main categories: 1) ten positions related to parks programs, including Aquatics Aide, Lifeguard, Lifeguard Instructor, Park Services Officer I/II, Sup. Parks Services Officer and Parks Rec Cultural Worker I-IV; 2) two classifications related to the parking enforcement program, Parking Project Field Supervisor and Parking Enforcement Officer; 3) two general classifications related to election work; 4) four levels of Student Worker and a Student Intern position; and 5) miscellaneous, including Special Qualified Worker, a trainee position for persons with disabilities; contract Director of Public Works (not now being used), X-Ray Technician, and Patrol Officer-Extra Help.

Of the 109 unique extra-help classifications currently active and shown on the attached chart, one was an election worker in the County Clerk’s office, 102 were employed in seasonal parks programs,

five were in Public Works as part of parking enforcement, and there was one parks worker position used in the Redevelopment Agency.

Analysis of Extra-Help Only Positions in Parks and Public Works/Parking Enforcement. In the extra-help only category, 107 of the 109 extra-help only positions are in either Parks programs or the Public Works Parking Enforcement Program. An analysis of the nature of the work for each follows:

Parks Programs. Last year, the Parks and Personnel Departments reviewed extra help usage and recommended that the Board of Supervisors convert various positions to full-time benefitted status, which was approved by your Board. The remaining extra-help only positions within the department fall into two categories.

The first category are the three positions related to swimming – Lifeguard, Lifeguard Instructor, and Aquatics Aide. Last year, permanent positions were created in the swimming program to handle staffing required by an average day in County’s swim programs. Those positions have yet to be filled, and when they are the Lifeguard positions will be considered in a different category -- the category which includes positions that also have permanent incumbents who are represented by SEIU. These swim program extra-help positions are used to fill around the core staff – for times when there is higher usage, and for sick and vacation relief. There are 57 active extra-help positions in the swimming-related activities.

The second category are the general positions both in the Parks Rec Cultural Worker and Parks Service Officer series. The Parks Rec Cultural Worker positions staff the afterschool programs, the one week of holiday programming, and the all-day programming during the summer months. The afterschool programming is usually three hours in length and involves tutoring, arts/crafts, and athletic activities. The all-day programming involves the full array of recreation activities. There are 45 active extra-help positions working in these afterschool, holiday, and summer programs. The Park Services Officer positions manage special events, which are intermittent.

Public Works Parking Enforcement. The Parking Enforcement Program has operated for twenty years on weekends and holidays from Easter vacation to the end of summer – this year running from April 7 through September 3. It is staffed by one permanent coordinating position (who is assigned other Public Works duties during the remainder of the year) and six extra-help positions. One of the six is a clerical staff member shown in the Custodial Funds (formerly Auditor’s Pool) category and the other five are the extra-help only classifications in parking enforcement.

Each of the extra-help positions average sixteen hours of work per week, as the program only operates on holidays and weekends. In the most recent three years for which figures are available, the total cost of all six extra-help positions for the Live Oak Parking Program has totaled between \$21,000 and \$23,000 – indicating that each individual extra-help employee earns about a total of \$4,000 during the season when the program is in operation.

County-Wide Profile of Extra-Help Workers in Job Classifications Also Used By Full-Time Workers. Based on our survey of departments, the profile of the 212 active extra-help workers in this category places them almost entirely in the following descriptions: 1) retired employees who

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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; and 4) trained extra-help employees that do vacation, sick, or vacancy relief. All but 24 of these 212 workers are in General Representation job categories.

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 in non-extra help specific job classes as of August 18, and used this list as the basis for responding. In the order of number of extra help workers in this category, 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 formerly 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.

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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.

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 backup 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). At the time these positions were surveyed, the District Attorney's department still had responsibility for the Family Support function. 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

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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 one position not in the General Representation Unit shown among the six was an extra-help Attorney position.

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 files in duplicating,

Board of Supervisors(\$). 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.

10

Active Extra-Help Employees By Department

Department	Gen Rep Classes*	Non-Gen Rep **	Extra-Help Classes***	Only Student Workers***	Total
Ag Commissioner	2	0		0	2
Assessor	2	0		0	2
Auditor-Controller	0	0		0	0
Board of Supervisors	0	4		0	4
County Admin Officer	0	1		0	1
County Clerk-Recorder	18	0		1	6
County Counsel	0	0		0	0
Custodial Funds(Aud Pool)	8	0		0	8
District Attorney	5	1		0	8
Emergency Services	1	0		0	0
General Services	3	0		0	0
Health Services Agency	68	4		0	12
Human Resources Agency	12	0		0	1
Information Services	5	0		0	0
Parks and Recreation	24	0		102	0
Personnel	0	2		0	1
Planning	3	0		0	0
Probation	23			0	0
Public Works	4	0		5	14
Redevelopment	0	0		1	0
Sheriff-Coroner	3	13		0	-0
Superior Court	3	1		0	1
Transportation Comm	0	0		0	4
Treasurer-Tax Collector	0	1		0	0
TOTALS	184	28		109	51

* As of August 18, 2000

** As of September 29, 2000

*** As of November 24, 2000

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