



COUNTY OF SANTA CRUZ

Personnel Department

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March 8, 2001

Agenda; March 13, 2001

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

Accept and File Report on Title Change for Board of Supervisors Administrative Assistant

Dear Members of the Board:

In conjunction with Unrepresented Management compensation, the Personnel Department also reviews requests for position title changes which have no effect on compensation. As you are aware, we received a request to change the title of County Supervisors Administrative Assistant to County Supervisors Analyst.

The County process provides that title changes for exempt positions be reviewed by the Civil Service Commission. The newly named exempt position will have to be added to County Code Chapter 3.12.040(L)(11).

Therefore, it is RECOMMENDED that your Board direct the Personnel Department to make a recommendation to the Civil Service Commission to change the title of County Supervisors Administrative Assistant to County Supervisors Analyst and return to your Board with recommended action.

Very truly yours,

Dania Torres Wong
Personnel Director

Susan A. Mauriello
County Administrative Officer

cc: Personnel (2); Civil Service Commission

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