



# County of Santa Cruz

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## PERSONNEL DEPARTMENT

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

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DANIA TORRES WONG, DIRECTOR

June 7, 2001

Agenda: June 19, 2001

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

### CIVIL SERVICE RULE AND COUNTY CODE 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 19, two changes in these categories were considered, and are recommended to your Board for concurrence. Both 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 positions of Child Support Attorney I and District Attorney Inspector III, rather than the standard six month period. Each of these positions is a newly-created classification, and a twelve month probation period will make each position consistent with related positions. Establishing a one year probation period for Child Support Attorney I will make it consistent with related attorney positions. Establishing a one year probation period for District Attorney Inspector III will make it consistent with District Attorney I and II classifications.

The second item concerns the title change of the position of County Supervisors Administrative Assistant to County Supervisors Analyst. On March 13, your Board asked the Commission to consider such a change. The Commission considered this change, and recommends it to your Board for final approval.

The changes in probation period require approval of both the Civil Service Commission and the Board of Supervisors as they represent an amendment to the Civil Service Rules. The Commission approved these recommended changes and recommend them to the Board for approval. The job title for County Supervisors staff members is embodied in the County Code, and requires a change in the code to accomplish.

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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 in concept the attached ordinance amending Subsection L of Section 3.12.040 of the Santa Cruz County Code and place the ordinance on your next available agenda for final adoption.

Very truly yours,



GERALD TERRY, Chair  
County Civil Service Commission

RECOMMENDED:



SUSAN A. MAURIELLO  
County Administrative Officer

RECOMMENDED:



DANIA TORRES WONG  
Personnel Director

Attachment: Proposed Resolution, Proposed Ordinance  
cc: Personnel (2); Each Department

**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 Child Support Attorney I and District Attorney Inspector III; and changing the title of County Supervisors Administrative Assistant to County Supervisors Analyst, 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 Child Support Attorney I and District Attorney Inspector III to the list of positions with twelve month probation periods;**

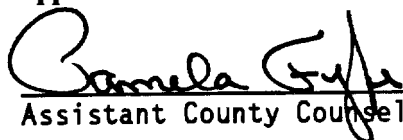
**PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this            day of            , 2001, by the following vote:**

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

\_\_\_\_\_  
**TONY CAMPOS, Chairperson of the Board**

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

**Approved as to form**

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

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

## 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. Sheriff's chief deputy,
11. County supervisors' 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' staff assistant~~ County supervisors' analyst
21. Director of public works,
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 31<sup>st</sup> day after the date of final passage.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2001, by the Board of Supervisors of the County of Santa Cruz by the following vote:

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

\_\_\_\_\_  
Tony Campos, Chair  
Board of Supervisors

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
PAMELA FYFE, Assistant County Counsel

DISTRIBUTION: County Counsel