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COUNTY OF SANTA CRUZ

PERSONNEL DEPARTMENT

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DANIA TORRES WONG, DIRECTOR

May 23, 2002

Agenda: June 4, 2002

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

**ADOPT RESOLUTIONS TO AMEND CLASSIFICATION PLAN AND SALARY
RESOLUTION TO ABOLISH OBSOLETE CLASSES, RETITLE OTHERS,
ESTABLISH TWO NEW CLASSIFICATIONS; AND AMEND COUNTY CODE TO
RETITLE HEALTH ADMINISTRATOR POSITION**

Dear Members of the Board:

The Personnel Department periodically reviews vacant job classes that have not been recently used for possible abolishment or consolidation. Based on our current review, there are a number of job classes that should be abolished and other classes that should be retitled for consistency. Two of the title changes are named in the Civil Service Rules as well, and have been reviewed by the Civil Service Commission with a recommendation to the Board that they be changed. Additionally, we are recommending the creation of two new single position classifications. All affected departments and employee representations have been advised of this recommendation, and are in agreement.

We recommend abolishing the following eleven job classes that have not been used for a significant period of time: 1) Assessment Roll Supervisor; 2) Student Intern; 3) X-Ray Technician (Chest/Musculoskeletal); 4) Supervising Park Services Officer; 5) Parking Project Field Supervisor; 6) Patrol Officer - Extra-Help; 7) Social Service Aide; 8) Senior Social Services Aide; 9) Duplicating Services Manager; 10) Institutional Supervisor; and 11) Parks Services Officer II.

BOARD OF SUPERVISORS
 Agenda Date: June 4, 2002

Page 2

We further recommend retitling the following classes, which will result in no changes to salaries, for the stated reasons:

1. Human Resources Agency Administrator to Human Resources Agency Director to provide consistency with the countywide practice for department head titles.
2. Assistant Human Resources Agency Administrator to Human Resources Agency Deputy Director - provides consistency with the countywide practice for assistant department head titles.
3. Health Services Administrator to Health Services Agency Director -- provide consistency with countywide practice for department head titles.
4. Mental Health Systems Applications Manager to Health Systems Applications Manager -- acknowledging the department wide use of this classification.
5. Mental Health Client Benefits Representative to Health Client Benefits Representative -- to recognize the role this position plays with disabled clients.
6. Clinical Laboratory Technologist to Clinical Laboratory Scientist -- acknowledging the changes to the title of the required license as a result of Business and Professions Code Chapter 3 and Senate Bill 113.
7. Fleet Services Manager to Division Manager General Services to more accurately describe the incumbent's responsibilities and enable the department to structure the work more effectively.
8. Park Services Officer I to Parks Services Officer -- no longer alternately staffed.

Finally, we recommend establishing two single position classifications. A Telecommunications Manager at salary range T9 (\$29.24 - \$39.05 per hour) to coordinate, manage, and direct all telephone and data communications in the County. A Geographic Information Systems (GIS) Manager at salary range D7 (\$30.25 - \$40.33 per hour) to coordinate and manage the Countywide GIS applications and projects.

To accomplish these changes, the Board must adopt two resolutions, one to amend Salary Resolution 279-75 to abolish, retitle, or establish the job classes as listed above; and a second one to amend the Civil Service Rules for the retitling of the Health and Human Resources Administrator positions. The Board must also amend a section of the County Code that retitles references to the Health Services Administrator position.

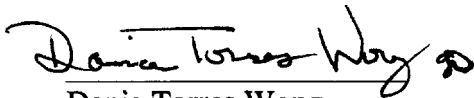
BOARD OF SUPERVISORS
Agenda Date: June 4, 2002

Page 3

Therefore, It is RECOMMENDED that your Board adopt the attached resolution to amend Resolution No. **279-75** to abolish and retitle classes as described above; adopt the attached resolution amending Personnel Regulations 130 Section VI (E) to retitle the positions of Administrator for Health Services and Human Resources Agencies; and that your Board consider, in concept, the attached ordinance amending the job title for the Health Services Agency Administrator as listed in 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,

RECOMMENDED:



Dania Torres Wong
Personnel Director



Susan A. Mauriello
County Administrative Officer

DTW:GLD:pc

Attachment: Proposed resolutions and ordinance change

cc: Personnel, Auditor-Payroll, HSA, POSCS, Sheriff, HRA, GSD, County Counsel,
SEIU Local **415**, Middle Management Association, Probation, ISD

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 SALARY RESOLUTION NO. 279-75
BY ABOLISHING CLASSES AND CHANGING TITLES

(Amendment No.)

WHEREAS, this Board of Supervisors on June 25, 1975 adopted Resolution No. 279-75 establishing the compensation of County officers, deputies, assistants and employees; and

WHEREAS, the Personnel Director has recommended that certain classes be abolished and other classes established or retitled; and

WHEREAS, it is now desirable and necessary to amend said resolution to effect said changes.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that Resolution No. 279-75 be amended effective June 4th, 2002, at 12:01 a.m., deleting the following classes:

<u>Class</u>	<u>Range</u>
Human Resources Agency Administrator	4A
Assistant Human Resources Agency Administrator	YG
Health Services Agency Administrator	4A
Mental Health Systems Applications Manager	YL
Mental Health Client Benefits Representative	J6
Clinical Laboratory Technologist	H9
Fleet Services Manager	DI
Park Services Officer II	G2
Assessment Roll Supervisor	FX
Student Intern	77
X-Ray Technician (Chest/Musculoskeletal)	41
Supervising Park Services Officer	G3
Parking Project Field Supervisor	41
Patrol Officer-Extra Help	E8
Social Service Aide	26
Senior Social Service Aide	13
Duplicating Services Manager	TE
Institutional Supervisor	SX
Park Services Officer I	G1

And by adding the following classes:

<u>Class</u>	<u>Range</u>
Human Resources Agency Director	4A
Human Resources Agency Deputy Director	YG
Health Services Agency Director	4A
Health Systems Applications Manager	YL
Health Client Benefits Representative	J6
Clinical Laboratory Scientist	H9
Division Manager – General Services	DI
Park Services Officer	G1
Geographic Information Systems Manager	D7
Telecommunications Manager	T9

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this 4th day of June, 2002, by the following vote:

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

 Jan Beautz, Chairperson of the Board

ATTEST: _____
 Clerk of the Board

Approved as to form:



 Assistant County Counsel

cc: Auditor-Payroll, HRA, HSA, General Services, POSCS, Assessor, Information Services,
 Probation, SEIU Local 415, Personnel (2), Middle Management Associations

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 job titles for Health Services Agency Administrator to Health Services Agency Director; and changing the title of Human Resources Agency Administrator to Human Resources Agency Director as listed in the twelve-month probationary period section;

WHEREAS, it is now desirable and necessary to amend said resolution to effect said changes; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Personnel Regulations 130 Section VI (E) be amended to reflect these job title changes in the list of positions with twelve-month probationary periods;

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this 4th day of June 2002, by the following vote:

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

Jan Beautz, Chairperson of the Board

ATTEST: _____
Clerk of the Board

Approved as to form:



Assistant County Counsel

cc: Human Resources Agency, Health Services Agency, Personnel (2)

REFERENCE: CIVIL SERVICE RULES SECTION VI (E)
LENGTH OF PROBATION PERIOD

ONE-YEAR PROBATIONARY PERIOD CLASSES

Accountant I	DA Inspector I (1/18/84)
Accountant II	DA Inspector II (1/18/84)
Accountant III	DA Inspector III (6/19/01)
Accounting Analyst	Data Processing Systems Manager
Accounting Manager	(5/22/81)
Agricultural Biologist III	Deputy Agricultural Commissioner/
Agricultural NVeights & Measures	Sealer
Inspector I (5/86)	(11/01)
Agricultural NVeights & Measures	Deputy Probation Officer I
Inspector II (5/86)	Deputy Probation Officer II
Agricultural NVeights & Measures	Deputy Sheriff
Inspector III (5/86)	Deputy Sheriff Trainee (1/10/89)
Appraisal Aide (12/21/81)	Director of Data Processing
Appraiser I (5/24/00)	Director of General Services
Assistant Administrative Analyst	Director Of POSCS
Assistant Chf of Fiscal Svcs-HSA	Equal Employment Opportunity Officer
Assistant Court Administrator1	Emergency Services Administrator
Clerk of the Municipal Court	Fiscal Officer-HRA (6/84)
Assistant Vector Control Manager	Group Supervisor I
(7/96)	Group Supervisor II
Associate Administrative Analyst	Health Services Administrator Agency Director
Attorney I-DA (5/13/89)	
Audit/Systems Manager	Human Resources Agency
Auditor I	Administrator Director
Auditor II	Medical Services Director/Health
Auditor III	Officer
Auditor IV (5/24/00)	Personnel Director
Auditor/Appraiser I (5/24/00)	
Budget & Tax Manager	Planning Director
Central Collections Supervisor	Principal Administrative Analyst
(5/8/90)	Public Safety Dispatcher I
Chief Deputy Auditor-Controller	Public Works Maintenance Worker I
Chief of Fiscal Services-HRA	Redevelopment Agency Administrator
Child Support Attorney I (6/19/01)	Sanitation Maintenance Worker I
Communications Technician II (9/85)	Sheriff Detention Officer (1/10/89)
Computer Operations Manager	Senior Administrative Analyst
Court Investigator (6/89)	Senior Software Systems Analyst
	Systems Accountant
	Tax Collection Supervisor (5/8/90)
	Vector Control Specialist (7/96)
	Veteran Services Officer

NOTE: All Department Heads included in Civil Service have a one year probation period. Orig: 3/1/77; Updates: 6/7/77; 7/26/77; 9/6/77; 11/3/77; 3/2/79; 6/12/79; 2/12/80; 3/11/80; 10/22/80; 5/22/81; 12/21/81; 1/18/84; 6/12/84; 2/21/85; 9/19/85; 1/10/89; 5/13/89; 5/8/90; 6/11/91; 5/2/95; 9/12/95; 4/1/97; Resolution No. 154-2000 5/24/00; Resolution No. 276A-2001 6/19/01

ORDINANCE NO.

0502

ORDINANCE AMENDING 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:

Subsection L of Section 3.12.040 of the Santa Cruz County Code is hereby amended to read:

- 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 supervisor's analyst,
 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. Supervisor's staff assistant,
 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 ~~Agency Administrator~~ **Director**,
28. Chief deputy District Attorney - administration

0503

This ordinance shall take effect on the 31st day after the date of final passage.

PASSED AND ADOPTED this ____ day of ____ 2002, by the Board of Supervisors of the County of Santa Cruz by the following vote:

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

Jan Beautz, Chair
Board of Supervisors

Attest: _____
Clerk of the Board

APPROVED AS TO FORM:



MIRIAM L. STOMBLER, Assistant County Counsel

DISTRIBUTION: County Counsel