



COUNTY OF SANTA CRUZ

CIVIL SERVICE COMMISSION

701 OCEAN STREET, SUITE 310
SANTA CRUZ, CA 95060

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CIVIL SERVICE COMMISSION AGENDA NOTICE OF PUBLIC MEETING

Location: Board of Supervisors' Chambers
County Government Center
701 Ocean Street, Fifth Floor
Santa Cruz, CA 95060

Date and Time: Thursday, January 16, 2014 at 5:45 p.m.

A regular meeting of the Civil Service Commission has been set for **5:45 p.m., Thursday, January 16, 2014** at the County Government Center, Board of Supervisors' Chambers, 701 Ocean Street, Fifth Floor, Santa Cruz, California.

This agenda is to invite you to participate in a public meeting of the Santa Cruz County Civil Service Commission. Please review the agenda for items of interest to you. You may come to the meeting and speak, or you may send a letter, which will be considered at the meeting. The letter should be addressed to the Personnel Director or Chair of the Civil Service Commission, and should reference the agenda date and specific items of interest to you.

AGENDA

- I. Call to Order
- II. Attendance
- III. Approval of Minutes for November 21, 2013 regular meeting.
- IV. Additions and Corrections to Agenda
- V. Oral Communications
 - a. Public Comment
 - b. Secretary's Report
- VI. Old Business
None.

- VII. New Business
 - a. Election – Commission Chair and Vice-Chair
 - b. Hearing regarding usage of Civil Service Rules – Request to be heard filed by Mastagni Law Firm on behalf of the Correctional Officer Association

- VIII. Report:
 - a. Provisional Report (will be provided at meeting)
 - b. Adopt Delegated Classification Actions

- IX. Correspondence Items
None.

- X. Adjournment

Next Commission Meeting: Thursday, March 20, 2014

Meeting Announcements

The Commission will receive Oral Communications prior to regularly scheduled action items. Any person may address the Commission on any item of interest to the public, before or during the Commission's consideration of the item, restricted to three minutes per individual, provided that no action shall be taken on any item not appearing on the agenda. Commissioners may choose to follow up at a later time, either individually or on a subsequent Civil Service Commission agenda.

The County of Santa Cruz does not discriminate on the basis of disability, and no person shall, by reason of a disability, be denied the benefits of its services, programs, or activities. The Board of Supervisors' Chambers are located in an accessible facility. If you wish to attend this meeting and you will require special assistance in order to participate, please contact Staff at 454-2600 (TDD number 454-2123) at least 72 hours in advance of the meeting in order to make arrangements. As a courtesy to those affected, please attend the meeting smoke and scent free.

Action Items Will Be Heard According to the Agenda Schedule

SANTA CRUZ COUNTY
CIVIL SERVICE COMMISSION
Minutes for November 21, 2013 at 5:45 p.m.
701 Ocean Street, Room 500
Santa Cruz, California

Present: Olivia Madrigal, Dina Hoffman, Bob Pursley and Margaret Leonard

Absent: Carmen Potro

Staff present: Ajita Patel, Deputy Director

1. Approved minutes of the meeting of July 18, 2013. No minutes for September 19, 2013 due to lack of quorum.
Motion/Second: Hoffman and Pursley. Passed unanimously.
2. Changes or additions to the agenda:
None
3. Oral Communications:
None
4. Secretary's Report:
 - a) Distributed information regarding Ethics Training required for the Commissioners. Asked Commissioners to complete as soon as possible for those who have not completed yet.
 - b) Reminded Commissioners that there is a disciplinary hearing scheduled for December 18, 2013 and a hearing on January 16, 2014 regarding use of certification lists filed by the Correctional Officer Association.
 - c) Staff reported that Commissioner Leonard has decided to step down at the expiration of her term on December 31, 2013. Staff thanked her for her time and dedication in her volunteer position for the Civil Service Commission.
5. Old Business:
None
6. New Business:
 - a) Consider modification of Civil Service designation for the Chief Deputy County Counsel as proposed in staff correspondence from Deputy Director of Personnel. Dana McRae, County Counsel present to answer questions. No questions received.
Motion/Second: Madrigal and Hoffman. Passed unanimously.
 - b) Consider change in probationary period for Benefits Representative Trainee (formerly Eligibility Worker I) as proposed in staff correspondence from Deputy Director. Staff reported that SEIU is in concurrence with recommendation to extend the probationary period beyond the time employee is in the classroom setting. Cecilia Espinola, Human Service Director present to answer questions. No questions received.
Motion/Second: Hoffman and Leonard. Passed unanimously.

7. Report:

a) Provisional Report – No action required informational only.

b) Adopted Delegated Classification Report.

Motion/Second: Hoffman and Leonard. Passed unanimously.

8. Correspondence Items:

None.

Adjournment: 6:10 p.m.

Next meeting is scheduled for January 16, 2014 at 5:45 p.m.