



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, March 20, 2014 at 5:45 p.m.

A regular meeting of the Civil Service Commission has been set for **5:45 p.m., Thursday, March 20, 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 January 16, 2014 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
None.
- VIII. Report:
 - a. Adopt Delegated Classification Actions
- IX. Correspondence Items
 - a. Correspondence from Supervisor McPherson regarding appointment of Commissioner Fink.
- X. Adjournment

Next Commission Meeting: Thursday, May 15, 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 January 16, 2014 at 5:45 p.m.
701 Ocean Street, Room 500
Santa Cruz, California

Present: Dina Hoffman, Olivia Madrigal, Carmen Potro and Robert Pursley.
Absent: Kevin Fink (Appointed 2/2/14)

Staff present: Claire Schwartz, Personnel Analyst (filling in for Commission Secretary Ajita Patel)

1. Approved minutes of the meeting of November 21, 2013.
Motion/Second: Hoffman and Pursley. Passed unanimously.
2. Changes or additions to the agenda:
Moved item VII.b. (hearing on appeal by Correctional Officer Association) to end of agenda, as agreed by counsel.
3. Oral Communications:
None
4. Old Business:
None
5. Secretary's Report:
 - a) Vacancy left by departure of Commissioner Margaret Leonard has been filled – new Commissioner Kevin Fink has been appointed. Staff will provide Commissioner Fink with orientation and welcome materials in near future.
 - b) No disciplinary hearings scheduled for February or March, but there will likely be one in April.
6. New Business:
Election of Commission Chair and Vice-Chair:
Commission Chair: Madrigal
Motion/Second: Hoffman and Pursley. Passed unanimously.
Commission Vice-Chair: Pursley
Motion/Second: Madrigal and Hoffman. Passed unanimously.
7. Reports:
 - a) Provisional Report (distributed by staff)
Commissioner Potro inquired whether HSA Personnel will again be decentralized. Personnel Director Michael McDougall stated that a Personnel Analyst employed by the Personnel Department will be out-stationed at HSA.

b) Adopted Delegated Classification Report.
Motion/Second: Potro and Hoffman. Passed unanimously.

8. Correspondence Received:
None

9. Hearing on Appeal Filed by Correctional Officer Association

Present:

Assistant County Counsel Betsy Allen, attorney for County
David G. Ritchie and Erich Knorr, Mastagni Law Firm, attorneys for Correctional
Officer Association
Deputy Director of Personnel Ajita Patel – present as witness for County

Hearing was tape recorded. Appeal was dismissed due to lack of jurisdiction.

10. Adjournment: 6:30 p.m.

11. Next quarterly meeting is scheduled for Thursday, March 20, 2014 at 5:45 p.m.