

DRAFT

**CIVIL SERVICE COMMISSION
2012 ANNUAL REPORT**

Commission Role

The County Code, Section 2.46.020, specifies that the Civil Service Commission “shall prescribe, amend and enforce rules, for the classified service to make effective the provisions set forth in this chapter, which rules shall have the force of law.” The primary duties include the hearing of appeals of administrative personnel decisions, approving position classifications when there is not agreement between the County and the representation unit, and reviewing the processes and outcomes of the County’s Civil Service system.

Meeting Dates, Time, and Location

This year the Commission met in January, March (cancelled for lack of quorum), May, July, September, and November on the third Thursday at 5:45 p.m. in the Board of Supervisors’ Chambers in the County Governmental Center. Additionally, Commissioners hold the first Wednesday afternoon and third Wednesday all day of each month for potential appeal hearings. There were seven disciplinary appeal hearings scheduled of which two resulted in hearings before the Commission.

Commission Structure

The Commission consists of five members, each nominated for full Board approval by each Supervisor. The Commission members in 2012 were: First District, Carmen Potro; Second District, James Maxwell; Third District, Dina Hoffman; Fourth District, Olivia Madrigal; and Fifth District, Margaret Leonard.

In January, the Commission elects a Chair and a Vice-Chair for a one-year term. In 2012 the Commission Chair was Olivia Madrigal and the Vice-Chair was Carmen Potro.

Attendance

The columns below indicate Commission attendance for 2012:

Meeting	Madrigal	Potro	Maxwell	Hoffman	Leonard
January 19	X	X	X	X	X
March 15	CANCELLED				
May 17	X	A	X	X	A
July 19	X	X	A	X	A
September 20	A	X	X	X	A
November 15	X	X	X	A	A
February Hrg	A	X	X	X	A
March Hrg	X	X	X	X	X

X = Present; A = Absent

Commission Staff

The Commission is staffed by the County Personnel Department. Ajita Patel, Deputy Director served as the Commission Secretary. Thornton Kontz served as Commission attorney.

Goals and Accomplishments

1. Conducted two disciplinary hearings as required by the Civil Service Rules for terminations, suspensions, and demotions.
2. Continued to review staff reports regarding Provisional Appointments.
3. The Commission reviewed classification actions.

Future Goals

1. The Commission will continue its review of provisional appointments.
2. The Commission will continue to familiarize themselves with the Civil Service rules and will consider improvements as needed.
3. The Commission will continue to conduct disciplinary hearings.
4. The Commission will continue to review classification actions.

SUMMARY FOR DELEGATED CLASSIFICATIONS - November-December 2012

DEPARTMENT	ACTION	PROPOSED or CURRENTLY ESTABLISHED CLASS	CLASS AFTER PERSONNEL STUDY
Health Svcs Agency	Update job specification	Clinic Physician - H.S.A.	Clinic Physician - H.S.A.
Health Svcs Agency	Update job specification	Medical Svcs Director / Health Officer	same
Health Svcs Agency	Reclassify filled 1.0 FTE position per SEIU MOU process.	MH Client Specialist	Sr Social Worker
Human Svcs Dept	Reclassify vacant position	Typist Clerk II	Typist Clerk III
Human Svcs Dept	Reclassify vacant position	Clerk II	Typist Clerk III
Human Svcs Dept	Classify new position (as approved by the BOS 12/11/12)	New	Eligibility Supervisor I
Human Svcs Dept	Classify 2 new positions (as approved by the BOS 12/11/12)	New	Departmental Data Processing Coordinator
Human Svcs Dept	Classify 4 new positions (as approved by the BOS 12/11/12)	New	Eligibility Worker I/II
Human Svcs Dept	Classify 10 new positions (as approved by the BOS 12/11/12)	New	Eligibility Worker I
Information Svcs	Update job specification	Data Proc. Programmer Analyst	same
Probation	Reclassify vacant position	Typist Clerk III	Probation Aide
Probation	Classify new position (as approved by the BOS 10/16/12)	New	Departmental Admin Analyst
Probation	Reclassify vacant position	Account Clerk	Sr Account Clerk
Public Works	Update job specification	Park Maintenance Worker I/II	Park Maintenance Worker I/II
Public Works	Update job specification	Park Maintenance Worker III	Park Maintenance Worker III
Public Works	Update job specification	Assistant Public Works Superintendent	Assistant Public Works Superintendent
Public Works	Update job specification	Resource Planner I/II/III/IV	Resource Planner I/II/III/IV
Treasurer - Tax Collector	Reclassify filled 1.0 FTE position	Program Coordinator	Sr. Deptl. Admin. Analyst