



County of Santa Cruz

PERSONNEL DEPARTMENT

AJITA PATEL, INTERIM DIRECTOR
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MEMORANDUM

DATE: January 11, 2018
TO: Civil Service Commission
FROM: Ajita Patel, Interim Personnel Director 
RE: Civil Service Designation – Personnel Director

County Code section 3.12.040 identifies those officers and employees that are not included within the County's Civil Service System. As you are aware, the County has experienced turnover, due to retirements, with long held unrepresented executive management positions. As these positions have become vacant they have been reviewed for non-civil service designation. Recently, your commission and the Board of Supervisors approved non-civil service designations for Director of General Services, Human Services Director, Assistant Director of Human Services and Assistant Director of Health Services.

As you are aware, the previous Personnel Director retired on December 6, 2017, therefore there is no incumbent. A survey of our eight comparison Counties was conducted and revealed that seven out of the eight Counties have non-civil service Personnel Director positions which evidences the industry norm. The County Administrative Officer (CAO) is the appointing authority for the Personnel Director and is requesting that the Personnel Director be designated as a non-civil service position in order to bring parity amongst the department head classifications.

The Personnel Director is also an integral part of the leadership team in carrying out the policy directives of the Board of Supervisors. This position is responsible for administering the personnel program of the County, including recruitment and examination, employee training, equal employment opportunity, employee contract negotiations, employee relations, salary and classification administration and risk management programs. In addition, this position serves as secretary to the Civil Service Commission and has responsibility for the administration of the County Civil Service System.

Lastly, the County Code requires your Commission's participation in the recruitment and examination process. Although your Commission does not have purview over the

County Code, should your Commission approve the designation change, staff will be making recommendations to the Board of Supervisors to maintain your Commission's participation in an advisory panel process which is often a tool utilized for non-civil service appointments.

Thank you in advance for your consideration.

cc: Carlos J. Palacios, County Administrative Officer

**SUMMARY FOR DELEGATED CLASSIFICATIONS
October - December 2017**

Department	Action	Proposed or Currently Established Class	Class After Personnel Study
Auditor Controller / Treasurer Tax Collector	Create New Job Classification & Reclass vacant Auditor I/II/III/IV	N/A	Tax Manager
Health Services Agency	Reclassify IT App Dev Support Analyst III	IT App Dev Support Analyst III	IT App Dev Support Analyst IV
Health Services Agency	Reclassify vacant Senior Social Worker	Senior Social Worker	Health Program Specialist
Personnel	Revise Job Specification	Equal Employment Opportunity Officer	Same
Health Services Agency	Title Change	Health Systems Applications Manager	IT Manager I
Human Services Department	Title Change	Senior Systems Software Analyst	IT Manager II
Human Services Department	Title Change	Information Systems Manager - H.S.D	IT Manager III
Information Services Department	Title Change	Information Svcs Div Manager	Asst Director of Info Services
Information Services Department	Title Change	Computer Oprs Tech IV	IT Business Systems Analyst
Information Services Department	Title Change	Information Systems Manager - H.S.A	IT Manager III
Public Works	Title Change	Departmental Systems Coordinator	IT Manager II
Various	Title Change	Departmental Systems Analyst	IT App Dev/Sup Analyst III / IT App Dev Sup Supervisor / IT Business Systems Analyst
Health Services Agency	Delete Classification	Health Systems Application Mgr	Abolished Classifications
Human Services Department	Delete Classification	Information Systems Manager - H.S.D	Abolished Classifications
Human Services Department	Delete Classification	Senior Systems Software Analyst	Abolished Classifications
Human Services Department/Various	Delete Classification	Departmental Systems Analyst	Abolished Classifications
Information Services Department	Delete Classification	Information Systems Manager - H.S.A	Abolished Classifications
Information Services Department	Delete Classification	Computer Operations Tech IV	Abolished Classifications
Public Works	Delete Classification	Departmental Systems Coordinator	Abolished Classifications