

SUMMARY FOR DELEGATED CLASSIFICATIONS

July - September 2016

| Department | Action | Proposed or Currently Established Class | Class After Personnel Study |
|---------------------------------|---|---|--|
| County Administrative Office | Create new job classification | N/A | Cannabis Licensing Manager |
| District Attorney | Reclass filled Secretary position | Secretary | Administrative Aide |
| Human Services Department | Revise job specification | Employment & Training Specialist I/II | Same |
| Health Services Agency | Alternately staff Senior Account Clerk position | Senior Account Clerk | Senior Account Clerk/Accounting Technician |
| Health Services Agency | Revise job specification | Medical Assistant | Same |
| Information Services Department | Revise job specification | Communications Technician I/II | Same |
| Information Services Department | Revise job specification | Senior Communications Technican | Same |

PROVISIONAL REPORT

July 2016 – September 2016

| Department | Classification | Reason for Filling Position | Type of Appointment | Recruitment Plan/Status |
|------------|--------------------------|---|-----------------------|--|
| HSD | Social Work Supervisor I | To ensure the oversight of staff that provide moderate complex casework | Provisional Promotion | Recruitment completed; Department completed selection process. |

Number of Provisional Appointments

| Type of Appointment | July – September 2015 | July – September 2016 |
|----------------------------------|-----------------------|-----------------------|
| Provisional | 2 | 0 |
| Provisional Promotion | 0 | 1 |
| Provisional Substitute | 1 | 0 |
| Provisional Substitute Promotion | 0 | 0 |
| Provisional Demotion | 0 | 0 |
| Provisional to Probationary | 3 | 1 |

Civil Service Rule 130.VI.G: When there are less than five (5) qualified eligibles on any appropriate employment list, the Personnel Director may authorize the provisional appointment of any individual meeting the established standards for the position pending the establishment of an eligible list, but in any event, no such provisional appointment shall continue for longer than the following: a. For department heads – 180 days; b. For other positions – 90 days.

SUMMARY FOR DELEGATED CLASSIFICATIONS**October - December 2016**

| Department | Action | Proposed or Currently Established Class | Class After Personnel Study |
|---------------------------|--|--|------------------------------------|
| District Attorney | Add new 1.0 FTE limited term position via Board Letter 12/6/2016 | Victim Services Rep | Victim Services Rep |
| District Attorney | Add new 1.0 FTE limited term position via Board Letter 12/6/2017 | Victim Services Rep | Victim Services Rep |
| Health Services Agency | Revise job specification | Radiologic Technologist | Radiologic Technologist |
| Health Services Agency | Reclass vacant Community Mental Health Aide position | Community Mental Health Aide | Administrative Aide |
| Human Services Department | Add new 1.0 FTE position via Board Letter 9/13/2016 | Senior Social Worker | Senior Social Worker |

PROVISIONAL REPORT

October 2016 – December 2016

| Department | Classification | Reason for Filling Position | Type of Appointment | Recruitment Plan/Status |
|---|-----------------------|---|----------------------------------|---|
| District Attorney | Chief DA Inspector | To fill a critical position left vacant by one of the Chiefs responsible for providing oversight of the day to day operations and administration of the Bureau of Investigations. | Provisional Promotion | Recruitment scheduled to close on 1/17/17. |
| Auditor-Controller-Treasurer- Tax Collector | Sr. Accounting Tech | To provide coverage for employee on leave during critical time in office as it relates to property tax payments. | Provisional Substitute Promotion | Employee will return to former class upon the incumbent returning from leave. |

Number of Provisional Appointments

| Type of Appointment | October – December 2015 | October – December 2016 |
|----------------------------------|--------------------------------|--------------------------------|
| Provisional | 1 | 0 |
| Provisional Promotion | 0 | 1 |
| Provisional Substitute | 2 | 0 |
| Provisional Substitute Promotion | 0 | 1 |
| Provisional Demotion | 0 | 0 |
| Provisional to Probationary | 1 | 2 |

Civil Service Rule 130.VI.G: When there are less than five (5) qualified eligibles on any appropriate employment list, the Personnel Director may authorize the provisional appointment of any individual meeting the established standards for the position pending the establishment of an eligible list, but in any event, no such provisional appointment shall continue for longer than the following: a. For department heads – 180 days; b. For other positions – 90 days.