

**CIVIL SERVICE COMMISSION
2009 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 January, April, May, July, August, October 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 two disciplinary appeal hearings in 2009.

Commission Structure

The Commission consists of five members, each nominated for full Board approval by each Supervisor. The Commission members in 2009 were: First District, Judy Jones (retired in April), Carmen Potro (appointed in April); Second District, James Maxwell; Third District, Robert Taren; Fourth District, Olivia Madrigal; and Fifth District, Jack Gordon (retired December 2009).

In January, the Commission elects a Chair and Vice-Chair for one-year terms. In 2009 the Commission Chair was Jack Gordon and the Vice-Chair was Robert Taren.

Attendance

The columns below indicate Commission attendance for 2009:

Meeting	Taren	Madrigal	Potro	Maxwell	Gordon
Jan.15 Quarterly	A	X		X	X
Apr. 16 Quarterly	X	A	X	A	X
May 21 Scheduled	X	X	X	X	X
July 16 Scheduled	X	A	A	X	X
Aug. 20 Scheduled	A	A	X	X	X
Oct 15 Scheduled	A	X	X	A	X
Nov.19 Scheduled	X	A	X	X	X
Oct 7, 9, 20 Appeal Hearing	X	A	X	X	X
Oct 21 Appeal Hearing	X	X	X	A	X

* Newly appointed Commissioner Olivia Madrigal also in attendance.

X = Present; A = Absent

Commission Staff

The Commission is staffed by the County Personnel Department. Laurie Hill, Senior Personnel Analyst, served as the Commission Secretary. Thornton Kontz served as Commission attorney.

Goals and Accomplishments

1. Expressed their appreciation to retiring Commissioner Judy Jones for her over fifteen years of service.
2. Considered the frequency of their meetings and in response to requests from employees the Commission added regularly scheduled meetings in May, August, and November.
3. Made revisions to the list of twelve month probationary period job classifications.
4. The Commission held two disciplinary appeal hearings.
5. Staff added agenda attachments to the Commission's website and further reduced hard copy distribution.
6. The Commission maintains the goal of acting on all appeals, classification issues, and civil service issues brought before it. That goal was met in 2009 and will continue throughout 2010.

Future Goals

1. The Commission will continue its review of provisional appointments.
2. The Commission will familiarize themselves with the Civil Service rules and procedures governing appeal hearings and consider revisions to improve scheduling and conducting such meetings.
3. Continue, as needed, the work of the ad hoc committee to address concerns raised by employees.

SUMMARY FOR DELEGATED CLASSIFICATIONS - November & December, 2009

DEPARTMENT	ORIGINAL CLASS	NEW CLASS	ACTION
Human Svcs	Eligibility Worker II	Eligibility Worker II/I	Alternately staff 1.0 FTE filled position to Eligibility Worker I (no effect upon incumbent)
Human Svcs	Social Worker II	Social Worker II/I	Alternately staff 1.0 FTE filled position to Social Worker I (no effect upon incumbent)
Health Svcs	New	Clinic Physician - HSA	Classify new .70 FTE position (added via 9/29/09 Board Ltr.)
Auditor	Senior Accountant-Auditor	same	Change probationary period from 6 months to one year for a 1.0 FTE filled position (no effect upon incumbent), as approved by the Civil Service Commission for this classification on 11/19/09.
Health Svcs	New	Health Client Benefit Rep	Classify new 1.0 FTE position (added via 09-10 budget action)
Health Svcs	Clerk III	Personnel/Payroll Clerk	Re-classify vacant 1.0 FTE position (as indicated in a 12/08/09 Board Ltr.)
Health Svcs	New	Therapist - Physically Disabled	Classify new 1.0 FTE (added via 9/29/09 Board Ltr.)

Workload Report

Starting Date: 10/01/2008

Report Ending Date: 12/31/2008

Lists Opened 17
 Applications Entered 1211
 Applications Rejected 399
 Candidates Scheduled for Examination 138
 Total Examinations Administered 947

Test Types:

Written Exam 592
 Oral Examination 41
 Performance Examination 0
 Training & Experience Rating 65
 Qualifications Appraisal 60
 Assessment Center 0
 Agility Test 178
 Bilingual Performance Test 11
 Written Essay 0
 Total 947

Vacancies Opened 58
 Eligible Candidates 714
 Referrals 80
 Candidates Referred 1449
 Appointments 16

Workload Report

Starting Date: 10/01/2009

Report Ending Date: 12/31/2009

Lists Opened 17
 Applications Entered 734
 Applications Rejected 250
 Candidates Scheduled for Examination 276
 Total Examinations Administered 310

Test Types:

Written Exam 124
 Oral Examination 21
 Performance Examination 1
 Training & Experience Rating 71
 Qualifications Appraisal 34
 Assessment Center 3
 Agility Test 55
 Bilingual Performance Test 1
 Written Essay 0
 Total 310

Vacancies Opened 43
 Eligible Candidates 287
 Referrals 55
 Candidates Referred 346
 Appointments 21

PROVISIONAL REPORT
October - December 2009

Department	Classification	Reason for Filling Position	Type of Appointment
Human Services	Workforce Investment Board Director	Position is accountable to the Workforce Investment Board for policy and statutory oversight consistent with the Workforce Investment Act.	Provisional Promotion
Health Services Agency	Senior Health Services Manager	Position manages North and South County Clinics which provides medical care to individuals and families.	Provisional Promotion

Type of Appointment	October - December 2008	October - December 2009
Provisional	0	0
Provisional Promotion	2	2
Provisional Substitute	0	0
Provisional Substitute Promotion	1	0
Provisional to Probationary	2	0

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.



COUNTY OF SANTA CRUZ

PERSONNEL DEPARTMENT

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(831) 454-2600 FAX: (831) 454-2411 TDD: (831) 454-2123
MICHAEL MCDUGALL, DIRECTOR

TO: Civil Service Commissions
FROM: Laurie Hill, Secretary to the Commission
SUBJECT: Civil Service Commission 2010 Schedule of Meetings

Every year, the schedule of meetings for the next calendar year is distributed to Commissioners, representation units and County staff members. This memo contains the 2010 Commission schedule. The Commission traditionally reserves the first Wednesday afternoons of each month and the full third Wednesday of each month for potential appeal hearings. Quarterly business meetings are also held in the early evening of the third Thursday in January, February, April, May, July, August, October and November. The Board of Supervisors' Chambers has been reserved for these dates.

The full schedule is listed below, so please mark your calendar:

Quarterly Meetings, Third Thursdays, 5:45 p.m.

January 21, 2010; February 18, 2010; April 15, 2010; May 20, 2010; July 15, 2010; August 19, 2010; October 21, 2010; and November 18, 2010.

Dates held for potential appeal hearings:

First Wednesday, 1:30-5:00 p.m.

January 6, 2010
February 3, 2010
March 3, 2010
April 7, 2010
May 5, 2010
June 2, 2010
July 7, 2010
August 4, 2010
September 1, 2010
October 6, 2010
November 3, 2010
December 1, 2010

Third Wednesday, 8:00 a.m.- 5:00 p.m.

January 20, 2010
February 17, 2010
March 17, 2010
April 21, 2010
May 19, 2010
June 16, 2010
July 21, 2010
August 18, 2010
September 15, 2010
October 20, 2010
November 17, 2010
December 15, 2010

Cc: SEIU Local 521
District Attorney Assoc.
Susan Mauriello, CAO
General Services Department

Operating Engineers
Middle Management Assoc.
Board of Supervisors
Personnel department Staff
Each Department Head