

# County of Santa Cruz

## PERSONNEL DEPARTMENT

701 OCEAN STREET, SUITE 310, SANTA CRUZ, CA 95060-4064
TELEPHONE: (831) 454-2600 FAX: (831) 454-2411 TDD: (831) 454-2123
MICHAEL J. MCDOUGALL, PERSONNEL DIRECTOR
AJITA PATEL, DEPUTY DIRECTOR

### MEMORANDUM

DATE:

October 7, 2015

TO:

Civil Service Commission

FROM:

Ajita Patel, Deputy Director of Personnel

RE:

**Civil Service Exemption** 

Pursuant to County Code 3.12.010, we are recommending that the unrepresented executive management classification of Chief of Staff – Board of Supervisors be included in the list of positions identified as non-Civil Service classifications.

The incumbent in this new classification will report directly to the Board of Supervisors and will plan, organize, and coordinate office management and administration for the Board of Supervisors. The incumbent will also assist in matters that are relevant to achieving the policy goals of the Board of Supervisors. Additionally, all other management employees in the office under the title of County Supervisors Analyst are designated as non-Civil Service, so this request is in line with the current organizational structure. Therefore, this classification should be designated as non-Civil Service to reflect that the incumbent serves at the direction and will of the Board of Supervisors.

Cc: Mich

Michael J. McDougall, Personnel Director Terry Dorsey, County Supervisors Analyst

# CIVIL SERVICE COMMISSION 2015 ATTENDANCE REPORT



## Meeting Dates, Time, and Location

In calendar year 2015 the Commission met in January, April, July, and October 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 was one disciplinary appeal hearing in 2015 over a four (4) day period.

## **Commission Structure**

The Commission consists of five members, each nominated for full Board approval by each Supervisor. The Commission members in 2015 were: First District, Carmen Potro; Second District, Robert Pursley; Third District, Dina Hoffman; Fourth District, Olivia Madrigal; and Fifth District, Kevin Fink.

In January, the Commission elects a Chair and a Vice-Chair for one-year terms. In 2015 the Commission Chair was Olivia Madrigal and the Vice-Chair was Robert Pursley.

# <u>Attendance</u> The columns below indicate Commission attendance for 2015:

Meeting	Hoffman	Madrigal	Potro	Pursley	Fink
January 15	X	X	X	X	X
April 16	X	A	X	X	A
July 16	X	X	X	X	X
October 15	X	X	A	A	X
Disciplinary Hrg June 3, Aug 27, Aug 28 & 9/3	X	A	X	X	X
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X = Present; A = Absent

## **Commission Staff**

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

Department	Action	Proposed or Currently Established Class	Class After Personnel Study
Planning	Revised job specification and increased salary	Building Counter Supervisor Same	Same
Health Services Agency	Health Services Agency Revised job specification	Assistant Director of Nursing Same	Same
Health Services Agency	Health Services Agency Reclass vacant Sr. Health Services Manager position	Sr. Health Services Manager	Sr. Health Services Manager Assistant Director of Nursing
Human Services Department	Reclass vacant Departmental Administrative Analsyt position	Departmental Administrative Analyst	Departmental Administrative Sr. Human Services Analyst Analyst
Probation	Add new 1.0 FTE position via Board letter on 11/3/15	New	Accountant I/II/III
Probation	Add new 1.0 FTE Limited Term position via Board letter on 11/3/15	New	Deputy Probation Officer I/II
Probation	Add new 1.0 FTE position via Board letter on 11/3/15	New	Deputy Probation Officer I/II

# PROVISIONAL REPORT

# October 2015 - December 2015

Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
Planning	Building Plans Checker	Immediate need for high volume of workload in unit.	Provisional	Selection interviews in progress.
Parks	Parks Maintenance Worker II	Back-fill for incumbent on a leave of absence in order to ensure that the safety and maintenance needs at various County Parks are met.	Provisional Substitute	Recruitment may be conducted if incumbent extends leave.

# Number of Provisional Appointments

Type of Appointment	October - December 2014	October - December 2015
Provisional	0	1
Provisional Promotion		0
Provisional Substitute	0	1
Provisional Substitute Promotion		0
Provisional Demotion	0	0
Provisional to Probationary		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.

## **COUNTY OF SANTA CRUZ**

## Inter-Office Correspondence

DATE:

October 8, 2015

TO:

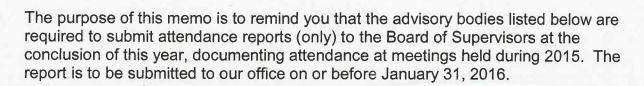
Various County Advisory Bodies

FROM:

Chairman Greg Caput | Lour Count

RE:

SUBMISSION OF 2015 ATTENDANCE REPORTS



Agricultural Policy Advisory Commission Alcoholism and Drug Abuse Commission Ambulance Technical Advisory Group Animal Nuisance Abatement Appeals Commission Arts Commission Assessment Appeals Board Civil Service Commission Community Health Centers Co-Applicant Commission **Deferred Compensation Advisory Commission** Commission on Disabilities Domestic Violence Commission **Emergency Management Council Emergency Medical Care Commission** Commission on the Environment **Environmental Health Appeals Commission** Equal Employment Opportunity Commission Fire Department Advisory Commission First 5 Commission

Fish and Game Advisory Commission

Your next full report highlighting activities during 2015 and 2016 will not be due until January 31, 2017.

Please send your 2015 attendance report directly to the office of the Board of Supervisors no later than January 31, 2016. If you have any questions, please feel free to contact Frances Herbert at extension 2200.





# **County of Santa Cruz**

## **BOARD OF SUPERVISORS**

701 OCEAN STREET, SUITE 500, SANTA CRUZ, CA 95060-4069 (831) 454-2200 • FAX: (831) 454-3262 TDD: (831) 454-2123

JOHN LEOPOLD FIRST DISTRICT

ZACH FRIEND SECOND DISTRICT RYAN COONERTY
THIRD DISTRICT

GREG CAPUT FOURTH DISTRICT BRUCE MCPHERSON FIFTH DISTRICT

AGENDA: 12/8/15

November 9, 2015

Personnel Dept-1

BOARD OF SUPERVISORS County of Santa Cruz 701 Ocean Street Santa Cruz, CA 95060

RE:

REAPPOINTMENT TO CIVIL SERVICE COMMISSION

## Dear Members of the Board:

I recommend the reappointment of Robert Pursley, Jr. to the Civil Service Commission, in accordance with County Code Section 2.46.050 for a term to expire December 31, 2019.

Sincere

ZACH FRIEND, Supervisor Second District

ZF:fh

cc: Robert Pursley, Jr.

Civil Service Commission

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APPOINTED