



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

CIVIL SERVICE COMMISSION
2015 ATTENDANCE REPORT

DRAFT

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.

Attendance

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

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.

SUMMARY FOR DELEGATED CLASSIFICATIONS
October - December 2015

Department	Action	Proposed or Currently Established Class	Class After Personnel Study
Planning	Revised job specification and increased salary	Building Counter Supervisor	Same
Health Services Agency	Revised job specification	Assistant Director of Nursing	Same
Health Services Agency	Reclass vacant Sr. Health Services Manager position	Sr. Health Services Manager	Assistant Director of Nursing
Human Services Department	Reclass vacant Departmental Administrative Analyst position	Departmental Administrative Analyst	Sr. Human Services 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	1	0
Provisional Substitute	0	1
Provisional Substitute Promotion	1	0
Provisional Demotion	0	0
Provisional to Probationary	1	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

Received
Personnel Dept-1
15 OCT 13 PM 2:09

DATE: October 8, 2015
TO: Various County Advisory Bodies
FROM: Chairman Greg Caput *Greg Caput*
RE: SUBMISSION OF 2015 ATTENDANCE REPORTS

The purpose of this memo is to remind you that the advisory bodies listed below are required to submit attendance reports (only) to the Board of Supervisors at the conclusion of this year, documenting attendance at meetings held during 2015. The report is to be submitted to our office on or before January 31, 2016.

- 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

Received
Personal Dept-1
15 DEC -8 PM 1:17

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.

Sincerely,

ZACH FRIEND, Supervisor
Second District

ZF:fh

cc: Robert Pursley, Jr.
 Civil Service Commission

2548A2

APPOINTED
12-8