



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: April 9, 2015
TO: Civil Service Commission
FROM: Ajita Patel, Deputy Director of Personnel
RE: **Changes to the One Year Probationary List**

Pursuant to County Code 3.28.090, the Personnel Department is recommending that the Civil Service Rules, Section VI (E), Length of Probationary Period, be amended to include the Property Tax System Coordinator.

This is a newly created classification. The primary responsibilities of this position are administrative, accounting and analysis work in coordinating all phases of the operation and processing of the County's property tax system. The property tax function is on an annual cycle. This classification will be involved in the following tasks: production of the property tax bills, year end closing and reconciliation, property tax delinquency roll, and preparation of unsecured property tax bills. A one year probationary period is necessary to fully evaluate new staff.

Additionally, a one year probationary period is consistent with other Service Employees International Union (SEIU) professional classifications in the department such as the Accountant and Auditor series.

The Service Employees International Union, which represents this classification, was notified on March 17, 2015, and is in agreement with the one year probationary period.

Cc: Michael J. McDougall, Personnel Director
Mary Jo Walker, Auditor-Controller



COUNTY OF SANTA CRUZ

PERSONNEL DEPARTMENT

701 OCEAN STREET, SUITE 310, SANTA CRUZ, CA 95060-4073

(831) 454-2600 FAX: (831) 454-2411 TDD: (831) 454-2123

MICHAEL J. MCDUGALL, DIRECTOR

AJITA PATEL, DEPUTY DIRECTOR

MEMORANDUM

TO: Civil Service Commission

FROM: Ajita Patel, Deputy Director of Personnel *ajp*

DATE: April 6, 2015

SUBJECT: Proposal to Increase the Length of Probationary Periods for New Classifications

Pursuant to County Code 3.28.090, the Personnel Department is recommending that the Civil Service Rules, Section VI (E), Length of Probationary Period, be amended to include Vector Ecologist.

The Vector Ecologist is a newly created classification. The primary responsibilities of this position are to provide scientific analysis and direction within the Mosquito and Vector Control Division of the Agricultural Commissioner's Department. Specifically, this classification must interpret and apply advanced scientific concepts, methods and techniques to perform a full range of activities relating to operational research, investigation and the evaluation of safe vector control practices, to effectively manage and control vectors, such as mosquitoes, rodents, other arthropods and related diseases, and to better understand complex public health issues. The Vector Ecologist is expected to develop methods and procedures to solve most technical problems in their assigned program areas. Due to the seasonal nature of the work performed by this position, a one year probationary period is necessary for the department to fully evaluate an incumbent's proficiency in performing the duties.

On November 25, 2014 the County notified the Service Employees International Union Local 521 (SEIU), which represents this classification, of this proposal. On December 9, 2014 SEIU concurred with this proposal.

cc: Michael J. McDougall, Personnel Director
Mary Lou Nicoletti, Agricultural Commissioner

Probationary Periods for Managers at Eight Comparison Counties

	Length of probationary period for classified managers (excluding all at-will & elected positions)
Contra Costa	Majority of management classifications have a 6-month probationary period; some IT managers have a 9-month probationary period.
Marin	<u>All</u> classified employees (including managers) have a 1-yr probationary period
Monterey	All management classifications have a 1-yr probationary period.
Napa	<u>All</u> classified employees (including managers) have a 1-yr probationary period.
San Mateo	All management classifications have a 1-yr probationary period.
Santa Clara	For mid-managers, original probation is 9 months & probation for subsequent classifications is 6 months. For executive mgrs (other than for the 6 or so that are at-will), the probationary period is 18 months.
Solano	Represented managers have a probationary period of 26 pay periods (1-yr).
Sonoma	All management classifications have a 1-yr probationary period.
Santa Cruz	Many management classifications have a 6-month probationary period; specific management classes are designated with 1-yr probationary periods because they are upper level executives and/or have duties with cyclical work, such as fiscal responsibilities centered on an annual budget cycle.

SUMMARY FOR DELEGATED CLASSIFICATIONS
January - March 2015

Department	Action	Proposed or Currently Established Class	Class After Personnel Study
Auditor-Controller-Treasurer-Tax Collector	Alternately staff Account Clerk with a Sr. Account Clerk/Account Tech (AC & TTC Consolidation)	Account Clerk	Account Tech/Sr. Account Clerk/Account Clerk
Auditor-Controller-Treasurer-Tax Collector	Abolished classification	Auditor-Controller	same
Auditor-Controller-Treasurer-Tax Collector	Abolished classification	Treasurer-Tax Collector	same
Sheriff's Office	Create new job classification & reclassify filled Sheriff's Chief Deputy position to Undersheriff	New	Undersheriff
Health Services Agency	Add new 1.0 FTE via Brd Letter on 12/16/14; alternately staff new position of Sr. Mental Health Client Specialist with a Mental Health Client Specialist	New	Sr. Mental Health Client Specialist/Mental Health Client Specialist
Human Services Dept	Reclassify vacant 1.0 FTE Sr Hum Svcs Analyst to 1.0 FTE Deptl Admin Analyst	Sr Human Svcs Analyst	Deptl Admin Analyst
Human Services Dept	Reclassify vacant 1.0 FTE unfunded Asst Div Dir - HSD to 1.0 unfunded Program Manager - HSD	Asst Division Director - HSD	Program Manager - HSD
Health Services Agency	Reclassify vacant 1.0 FTE Sr. Account Tech to 1.0 FTE Admin Services Officer I	Sr. Account Technician	Admin Services Officer I
Planning	Reclassify vacant 1.0 FTE Planner - I/II/III/IV to 1.0 FTE Registered Geologist	Planner I/II/III/IV	Registered Geologist
Human Services Dept	Reclassify vacant 1.0 FTE MH Client Spec to 1.0 FTE Sr DISA	MH Client Specialist	Sr Departmental Info Systems Analyst
Dept of Public Works	Reclassify vacant 1.0 FTE Accountant II to 1.0 FTE Sr. Accounting Technician	Accountant II	Sr. Accounting Technician
Animal Shelter	Reclassify vacant 1.0 FTE Animal Health Technician to 1.0 FTE Prog & Dev Mgr - Animal Shelter	Animal Health Technician	Program and Development Manager - Animal Shelter
Health Services Agency	Reclassify vacant 1.0 FTE Health Services Manager to 1.0 FTE Health Center Manager	Health Services Manager	Health Center Manager
Health Services Agency	Reclassify vacant 1.0 FTE Admin Services Officer II to 1.0 FTE Health Center Manager	Admin Services Officer II	Health Center Manager
Auditor-Controller-Treasurer-Tax Collector	Create new job classification	New	Property Tax System Coordinator
Agricultural Commission	Job spec changes. MQ revision.	Ag Weights & Measures Inspector	Same
Agricultural Commission	Alternately staff Sr Account Clerk with Account Tech	Sr Account Clerk	Acct Tech/Sr Acct Clerk
Agricultural Commission	Create new job classification	New	Vector Ecologist
Sheriff's Office	Reclassify vacant 1.0 FTE Account Clerk to 1.0 FTE Program Coordinator	Account Clerk	Program Coordinator

PROVISIONAL REPORT

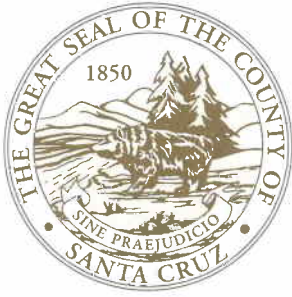
January 2015 – March 2015

Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
Public Works	Public Works Maintenance Worker IV	To ensure proper supervision for the work crew and to help keep up with the high work load.	Provisional Promotion	Public Works Maintenance Worker IV recruitment underway; eligible list to be established approximately week of April 13, 2015.
Animal Services	Program Development Manager Animal Services	To develop fundraising opportunities, outreach for animal welfare goals and to provide coverage for management activities.	Provisional	Recruitment planning underway; application filing period scheduled to open April 20, 2015.
Animal Services	Animal Health Technician	To ensure continued coverage in this small department that is a 7 day a week operation. Original appt did not pass probation	Provisional Promotion	Recruitment planning underway; application filing period scheduled to open April 20, 2015.

Number of Provisional Appointments

Type of Appointment	January - March 2014	January - March 2015
Provisional	0	1
Provisional Promotion	1	2
Provisional Substitute	0	0
Provisional Substitute Promotion	0	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

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

January 27, 2015

Civil Service Commission
701 Ocean Street
Santa Cruz, CA 95050

Dear Members of the Commission:

Thank you for submitting your report highlighting the activities of the Civil Service Commission in 2013 and 2014. While Board members review the Commission's minutes as they are received, we really do appreciate the opportunity to have this overview of the various issues considered by the Commission over the past two years. Your next report highlighting the Commission's work during calendar years 2015 and 2016 will not be due until January 31, 2017.

Again, thank you for your report and for supporting the work of County government.

Sincerely,

GREG CAPUT, Chairperson
Board of Supervisors

GC:pmp

cc: Clerk of the Board

2080C6