

SUMMARY FOR DELEGATED CLASSIFICATIONS

January - March 2018

Department	Action	Proposed or Currently Established Class	Class After Personnel Study
Ag Commissioner	Add FOUR new 1.0 FTE Ag Bio Aide	Ag Bio Aide	Ag Bio Aide
County Administrative Office	Reclassify vacant 1.0 FTE Senior Board Clerk	Senior Board Clerk	Asst./Deptl Administrative Analyst
Department of Public Works	Reclassify vacant 1.0 FTE Engineering Aide II/I	Engineering Aide II/I	Senior Engineering Associate / Engineering Associate
District Attorney	Add new 1.0 FTE Limited Term Clerk II	Clerk II	Clerk II
District Attorney	Add new 1.0 FTE Limited Term Victim Services Representative	Victim Services Representative	Victim Services Representative
Health Services Agency	Add new 3.5 FTE Limited Term Public Health Nurse II/I	Public Health Nurse II/I	Public Health Nurse II/I
Health Services Agency	Add new .85 FTE Mental Health Client Specialist	Mental Health Client Specialist	Mental Health Client Specialist
Health Services Agency	Add new 1.0 FTE Public Health Nurse II/I	Public Health Nurse II/I	Public Health Nurse II/I
Health Services Agency	Add new TWO 1.0 FTE Senior Mental Health Client Specialists	Senior Mental Health Client Specialist	Senior Mental Health Client Specialist
Health Services Agency	Add new .5 FTE Office Assistant III and add to existing .5 FTE Office Assistant III/II/I for a total of 1.0 FTE Office Assistant III/II/I	Office Assistant III/II/I	Office Assistant III/II/I
Health Services Agency	Add new 1.0 Mental Health Fee Clerk	Mental Health Fee Clerk	Mental Health Fee Clerk
Health Services Agency	Add new TWO 1.0 FTE Mental Health Client Specialists	Mental Health Client Specialist	Mental Health Client Specialist
Health Services Agency	Add new 1.0 FTE Medical Billing Technician	Medical Billing Technician	Medical Billing Technician
Health Services Agency	Add new TWO 1.0 FTE Senior Mental Health Client Specialists	Senior Mental Health Client Specialist	Senior Mental Health Client Specialist
Health Services Agency	Create New Job Classification	N/A	Senior Medical Billing Technician
Health Services Agency	Reclassify vacant 1.0 FTE Senior Accounting Technician	Senior Accounting Technician	Senior Medical Billing Technician
Health Services Agency	Reclassify vacant 1.0 FTE Health Educator	Health Educator	Health Program Specialist
Health Services Agency	Reclassify vacant 1.0 FTE Program Coordinator	Program Coordinator	Epidemiologist
Health Services Agency	Job Spec Update	Medical Billing Technician	Medical Billing Technician
Human Services Department	Reclassify vacant 1.0 FTE Sr. Human Services Analyst	Sr. Human Services Analyst	Economic Development Coordinator
Human Services Department	Title Change	Workforce Investment Board (WIB) Director	Workforce Development Board (WDB) Director
Human Services Department	Job Specification Update	Workforce Development Board (WDB) Director	Workforce Development Board (WDB) Director

PROVISIONAL REPORT

January 2018 – March 2018

Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
Public Works	Cashier Disposal Site	To ensure continuous coverage at the landfill gates while incumbent is out on a medical leave	Provisional Substitute	No recruitment planned due to incumbent returning within a couple of months.
HSA	Director of Nursing	To ensure continued coverage of the Communicable Disease Unit and their duties during the Hepatitis A outbreak; oversight of Family Health Project, CARE Team and overall general assistance to nursing staff.	Provisional Promotion	Recruitment in progress.

Number of Provisional Appointments

Type of Appointment	January - March 2017	January - March 2018
Provisional	0	0
Provisional Promotion	2	1
Provisional Substitute	0	1
Provisional Substitute Promotion	0	0
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.