



# COUNTY OF SANTA CRUZ

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## PERSONNEL DEPARTMENT

MICHAEL J. MCDUGALL, DIRECTOR

AJITA PATEL, DEPUTY DIRECTOR

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

(831) 454-2600 FAX: (831) 454-2411 TDD: 711

## MEMORANDUM

**TO:** Civil Service Commission

**FROM:** Michael J. McDougall, Director of Personnel

**DATE:** April 10, 2017

**SUBJECT:** Proposed Revisions to Civil Service Rule Section IV:  
Standards and Qualifications for Employment

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The Personnel Department would like to request that the Commission approve the attached proposed revisions to Civil Service Rule Section IV: Standards and Qualifications for Employment.

These revisions are necessary in order to ensure that the County's rules reflect the County's compliance with State and Federal equal employment opportunity and non-discrimination requirements. Pursuant to those requirements, anytime the County becomes aware that a candidate or an employee may have a disability that impacts their ability to perform the job in question, the County engages interactively with the candidate/employee in an attempt to identify reasonable accommodations that will enable the person to successfully perform the essential functions of the position.

The requested rule revisions will not change County practice, but will simply conform the rule with the County's longstanding practice.

# CIVIL SERVICE RULES

## SECTION IV- STANDARDS AND QUALIFICATIONS FOR EMPLOYMENT

### A. Basic Requirements

1. Applicants for employment will be required to meet such reasonable standards of education and experience, knowledge, skills, and abilities, and personal and physical characteristics as are prescribed in the class specification, and which will assure that the candidates are reasonably well qualified to successfully perform the essential functions duties of the positions in which they seek employment.
2. All candidates for employment and employees shall be required to have the physical and mental ability necessary to perform the essential functions of their positions, with or without reasonable accommodation.
3. All applicants and employees must meet the minimum qualifications and standards prescribed by the State Legislature for County officers or employees of the particular class.
4. The Personnel Director may meet with appointing authorities and shall give consideration to qualifications for employment suggested by appointing authorities.

### B. Applicability of Employment Standards.

Applicants may be disqualified at any stage of the examination, selection, or appointment process for any of the reasons listed immediately below. Employees may be subject to disciplinary action for the reasons listed immediately below:

1. lack of any of the established preliminary requirements;
2. physical or mental limitations rendering the applicant or employee incapable of performing the essential functions of the position after considering reasonable accommodation;
3. use of illegal drugs or abuse of intoxicating substances in the workplace, or, for positions defined as peace officers under State law, a history of substance abuse;
4. conviction of any felony or of a misdemeanor which is significantly related to the duties of the position;
5. any prior activity that would identify the applicant or employee as a substantial risk to the security of funds, property, or safety of the public or employees encountered in the performance of duties of the class;
6. the use or attempted use of influence to gain advantage during the examination or selection process;
7. any false statement of material fact in connection with any stage of the examination, selection, appointment or employment process;
8. any deception or fraud in any stage of the examination or selection process, such as directly or indirectly obtaining information regarding examinations to which, as an applicant, he/she was entitled or taking part in the compilation, administration or correction of the examinations;
9. failure to sign the Loyalty Oath required by law, or modifying the Loyalty Oath so as to substantially alter its intent;

10. failure to submit his/her application correctly or within the prescribed time limits; or

11. violation of provision of the Civil Service Rules, County Ordinances, or State laws (including Government Code Sections 31114 and 31115), or rules or regulations adopted pursuant thereto, governing personnel matters.

(Amended 2/5/85, Res. 17C-85)

**SUMMARY FOR DELEGATED CLASSIFICATIONS**

January - March 2017

Department	Action	Proposed or Currently Established Class	Class After Personnel Study
Parks	Reclassify vacant Recreation Coordinator position	Recreation Coordinator	Recreation Program Specialist
Information Services/Various	Create New Job Classifications	N/A	Geographic Information Systems Analyst I/II/III
Human Services Department	Create New Job Classifications	N/A	Human Services Data Applications Specialist/Supervisor
Information Services/Various	Create New Job Classifications	N/A	Information Technology Application Development & Support Analyst I/II/III/IV/SUPERVISOR
Information Services/Various	Create New Job Classifications	N/A	Information Technology Support Services Analyst I/II/III/IV/Supervisor
Information Services/Various	Create New Job Classifications	N/A	Information Technology Systems Administration Analyst I/II/III/IV/Supervisor
Information Services/Various	Create New Job Classifications	N/A	Information Technology Network / Communications Analyst I/II/III/Supervisor
Information Services/Various	Delete Classifications	DP Programmer Analyst/Trainee/Assistant/Senior/Supervising	Abolished Classifications
Information Services	Delete Classifications	Information Center Systems Analyst/Assistant/Specialist/Supervising	Abolished Classifications
Information Services	Delete Classifications	Assistant Network Support Analyst	Abolished Classifications
Information Services	Delete Classifications	Computer Operations Tech I/II/III/Supervisor	Abolished Classifications
Health Services / Human Services	Delete Classifications	Departmental DP Coordinator	Abolished Classifications
Human Services / Various	Delete Classifications	Departmental Information Systems Analyst/Specialist	Abolished Classifications
Information Services	Delete Classifications	Network Support Analyst/Specialist	Abolished Classifications
Information Services	Delete Classifications	Systems Software Analyst	Abolished Classifications
Human Services	Reclassify vacant Benefits Representative position	Benefits Representative	Benefits Representative Supervisor
Health Services	Add new 1.0 FTE position via Board Letter 12/13/2016	New	Public Health Nurse I
Health Services	Add new 1.0 FTE position via Board Letter 12/13/2016	New	Public Health Nurse II/I
Health Services	Add new 1.0 FTE position via Board Letter 12/13/2016	New	Public Health Nurse II/I

**SUMMARY FOR DELEGATED CLASSIFICATIONS  
January - March 2017**

Department	Action	Proposed or Currently Established Class	Class After Personnel Study
Human Services	Add new 1.0 FTE position via Board Letter 12/13/2016	New	Social Worker I
District Attorney	Alternately staff vacant IT Supp. Svcs Analyst II with IT Supp. Svcs Analyst I position	IT Support Services Analyst II	IT Support Services Analyst II/I
Public Works	Reclassify vacant Public Works Maintenance Worker I/II position	Public Works Maintenance Worker I/II	Dept//Asst Dept/ Admin Analyst
Health Services	Add new 1.0 FTE position via Board Letter 12/13/2016	New	Typist Clerk III
Board of Supervisors	Alternately staff Receptionist with Senior Receptionist position	Receptionist	Senior Receptionist / Receptionist
Personnel	Reclassify Admin Services Officer II position	Admin Services Officer II	Admin Services Manager
Health Services	Reclassify vacant Community Mental Health Aide position	Community Mental Health Aide	Medical Assistant
Health Services	Reclassify vacant Community Mental Health Aide position	Community Mental Health Aide	Medical Assistant
Parks	Create New Job Classification	Parks Superintendent	Parks Superintendent
Parks	Reclassify vacant Park Resource & Development Manager	Park Resource & Development Manager	Parks Superintendent
Parks	Reclassify Parks Manager - Maintenance	Parks Manager - Maintenance	Parks Superintendent
Parks	Delete Classification	Park Resources and Development Manager	Abolished Classification
Parks	Delete Classification	Parks Manager - Rec & Cult Services	Abolished Classification
Parks	Delete Classification	Parks Manager - Maintenance	Abolished Classification
Health Services	Create New Job Classification	Public Health Manager	Public Health Manager
Health Services	Reclassify vacant Sr. Health Services Manager	Sr. Health Services Manager	Public Health Manager
Parks	Reclassify vacant Recreation Coordinator position	Recreation Coordinator	Aquatics Program Specialist

**PROVISIONAL REPORT**

January 2017 – March 2017

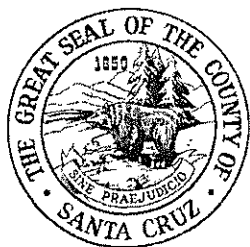
Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
Health	Environmental Health Program Manager I	To ensure day-to-day supervision of staff and to keep up with the demands of workload in the Hazardous Materials and Site Mitigation Programs.	Provisional Promotion	Recruitment Completed; Interviews/Selection process pending
Parks	Aquatics Supervisor	To manage and ensure the safety of the public and maintain the facility at the Simpkins Family Swim Center.	Provisional Promotion	Recruitment Completed; Interviews/Selection process pending

**Number of Provisional Appointments**

Type of Appointment	January - March 2016	January - March 2017
Provisional	1	0
Provisional Promotion	2	2
Provisional Substitute	1	0
Provisional Substitute Promotion	0	0
Provisional Demotion	0	0
Provisional to Probationary	2	1

Civil Service Rule 130.VI.C: 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.

Civil services



# 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

**Meeting Date:** February 7, 2017  
**Date:** February 1, 2017  
**To:** The Board of Supervisors  
**From:** John Leopold, Chair, Board of Supervisors  
**Subject:** Biennial Report of the Civil Service Commission

Attached is the report prepared by the Civil Service Commission highlighting their activities during calendar years 2015 and 2016. I recommend that the Board accept and file this report and direct the Chair to thank the members of the Civil Service Commission for their work on behalf of County government.

**Submitted by:**

  
\_\_\_\_\_  
John L. Leopold, Chair, Board of Supervisors 2/1/2017

**Attachments:**

Civil Service Commission 2015-2016 Biennial Report

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Personnel Dept-1  
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APPOINTED  
2/7/17



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**Meeting Date:** February 7, 2017  
**Date:** January 20, 2017  
**To:** The Board of Supervisors  
**From:** John Leopold, First District Supervisor  
**Subject:** Reappointment to the Civil Service Commission

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

**Submitted by:**

John Leopold, First District Supervisor 1/26/2017

**cc:**

Carmen Potro  
Civil Service Commission ✓

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**APPOINTED**

2/7/17