




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, PERSONNEL DIRECTOR
AJITA PATEL, DEPUTY DIRECTOR

M E M O R A N D U M

Date: May 3, 2010
To: Laurie Hill
From: Ajita Patel, Deputy Director 
Re: Ethics Training

Per Assembly Bill 1234 the Civil Service Commission members are required to complete a training on Ethics once every two years. Our records show that Margaret Leonard, Robert Taren, and Carmen Potro are all due for this training. If these members have attended an Ethics training since May 3, 2008, or if there are any other members not noted above that have completed the training please have them submit the certificate or proof of completion to the Personnel Office Records Division so we can update our database.

If these members have not yet taken the Ethics training, a variety of options are available to them. The Institute For Local Government (ILG) offers free on-line classes, \$25 self-study tests, and occasional training sessions which comply with the requirements of AB 1234. Additional information on these classes can be found at the ILG website: www.ca-ilg.org/trust. In addition, the California Fair Political Practices Commission offers a free online training at www.localethics.fppc.ca.gov. This training is also in compliance with AB 1234.

Reminder: Upon completion of the Ethics training, please provide the certificate or proof of completion to the Personnel Office Records Division so we may update our list. Thank you.



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MICHAEL MCDUGALL, DIRECTOR

TO: Civil Service Commissions
FROM: Laurie Hill, Secretary to the Commission
SUBJECT: Civil Service Commission 2010 Schedule of Meetings – Revised May 11, 2010

Every year, the schedule of meetings for the next calendar year is distributed to Commissioners, representation units and County staff members. This memo contains the 2010 Commission schedule. The Commission traditionally reserves the first Wednesday afternoons of each month and the full third Wednesday of each month for potential appeal hearings. Quarterly business meetings are also held in the early evening of the third Thursday in January, February, April, May, July, August, October and November. The Board of Supervisors' Chambers has been reserved for these dates.

The full schedule is listed below, so please mark your calendar:

Quarterly Meetings, Third Thursdays, 5:45 p.m.

July 15, 2010; September 16, 2010 and November 18, 2010.
January 20, 2011, May 19, 2011, July 21, 2011, September 15, 2011 and November 17, 2011

Dates held for potential appeal hearings:

First Wednesday, 1:30-5:00 p.m.

January 6, 2010
February 3, 2010
March 3, 2010
April 7, 2010
May 5, 2010
June 2, 2010
July 7, 2010
August 4, 2010
September 1, 2010
October 6, 2010
November 3, 2010
December 1, 2010

Third Wednesday, 8:00 a.m.- 5:00 p.m.

January 20, 2010
February 17, 2010
March 17, 2010
April 21, 2010
May 19, 2010
June 16, 2010
July 21, 2010
August 18, 2010
September 15, 2010
October 20, 2010
November 17, 2010
December 15, 2010

Cc: SEIU Local 521
District Attorney Assoc.
Susan Mauriello, CAO
General Services Department

Operating Engineers
Middle Management Assoc.
Board of Supervisors
Personnel department Staff
Each Department Head

**Please join us for a
reception to honor**



**Jack Gordon
Civil Service
Commissioner**

**Appointed by
Supervisor Jeff Almquist in
December 1997
and Supervisor Mark Stone in
January 2005**

Thursday, May 20, 2010

5:00 P.M.

CAO Conference Room