

**Probationary Periods for Managers at Eight Comparison Counties**

	<b>Length of probationary period for classified managers (excluding all at-will &amp; elected positions)</b>
<b>Contra Costa</b>	Majority of management classifications have a 6-month probationary period; some IT managers have a 9-month probationary period.
<b>Marin</b>	<u>All</u> classified employees (including managers) have a 1-yr probationary period
<b>Monterey</b>	All management classifications have a 1-yr probationary period.
<b>Napa</b>	<u>All</u> classified employees (including managers) have a 1-yr probationary period.
<b>San Mateo</b>	All management classifications have a 1-yr probationary period.
<b>Santa Clara</b>	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.
<b>Solano</b>	Represented managers have a probationary period of 26 pay periods (1-yr).
<b>Sonoma</b>	All management classifications have a 1-yr probationary period.
<b>Santa Cruz</b>	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**

April- June 2015

<b>Department</b>	<b>Action</b>	<b>Proposed or Currently Established Class</b>	<b>Class After Personnel Study</b>
Auditor-Controller- Treasurer-Tax Collector	Reclassify 1.0 FTE vacant Sr. Account Clerk to 1.0 FTE Payroll Supervisor	Sr. Account Clerk	Payroll Supervisor
Planning	Reclassify 1.0 FTE vacant Accounting Technician to 1.0 FTE Deptl Admin Analyst	Accounting Technician	Deptl Admin Analyst

## PROVISIONAL REPORT

April 2015 – June 2015

*No provisional appointments made during second quarter.*

### Number of Provisional Appointments

Type of Appointment	April - June 2014	April - June 2015
Provisional	1	0
Provisional Promotion	0	0
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.