



# County of Santa Cruz

## PERSONNEL DEPARTMENT

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MICHAEL J. MCDUGALL, PERSONNEL DIRECTOR  
AJITA PATEL, DEPUTY DIRECTOR

### MEMORANDUM

**DATE:** July 10, 2014  
**TO:** Civil Service Commission  
**FROM:** Ajita Patel  
**RE:** Change to Civil Service designation of classification

Pursuant to County Code 3.12.010, we are recommending that the unrepresented executive management classification of "Director of Mental Health Services" be designated as a non-Civil Service classification. This single-position classification is currently filled and as such the incumbent will be grandfathered into this position and this proposed change will take place for the next incumbent.

The Director of Mental Health Services is a high-level management position responsible for directing the mental health and substance abuse services for the County and for carrying out the powers and duties outlined in the California Mental Health Act.

By California statute (Welfare and Institutions Code 5607) the Director of Mental Health Services is appointed by the Board of Supervisors. The Health Services Agency Director makes a recommendation for appointment which must be approved by the Board of Supervisors. Therefore, this classification should be designated as non-Civil Service to reflect that the incumbent serves at the direction and will of the Board of Supervisors and the Health Services Agency Director.

Cc: Michael J. McDougall, Personnel Director  
Giang Nguyen, Health Services Agency Director.



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MICHAEL J. MCDUGALL, PERSONNEL DIRECTOR  
AJITA PATEL, DEPUTY DIRECTOR

### MEMORANDUM

**DATE:** July 1, 2014  
**TO:** Civil Service Commission  
**FROM:** Ajita Patel, Deputy Director of Personnel  
**RE:** Change to Civil Service designation of classification

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Pursuant to County Code 3.12.010, we are recommending that the unrepresented executive management classification of "Forensic Pathologist" be designated as a non-Civil Service classification. This single-position classification is currently filled, one incumbent would be impacted.

This position in the Sheriff's Office is designated as the "Forensic Pathologist" as enumerated in Government Code Sections 27490-27512. This position requires the incumbent to be a licensed physician and certified by the American Board of Pathology. This is an executive management class responsible for directing and coordinating the forensic pathology activities as the medical examiner on behalf of the County of Santa Cruz.

This classification should be designated as non-Civil Service to reflect that the incumbent serves at the direction and will of the Sheriff-Coroner.

Cc: Michael J. McDougall, Personnel Director  
Phil Wowak, Sheriff-Coroner



# COUNTY OF SANTA CRUZ

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## PERSONNEL DEPARTMENT

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

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MICHAEL J. MCDUGALL, DIRECTOR

AJITA PATEL, DEPUTY DIRECTOR

### MEMORANDUM

**TO:** Civil Service Commission

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

**DATE:** July 10, 2014

**SUBJECT:** Change to Civil Service designation of classification

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Pursuant to County Code 3.12.010, the Personnel Department is recommending that the unrepresented executive management classification of "Deputy County Administrative Officer" be designated as a non-Civil Service classification. This classification is currently vacant, so no current incumbent will be impacted.

The County Administrative Officer and the County Counsel are the only employees directly hired and evaluated by the Board of Supervisors. These two offices are critical to identifying and achieving the policy goals of the Board of Supervisors. The Deputy County Administrative Officer assists the County Administrative Officer in the administration and coordination of departmental activities and serves as the acting County Administrative Officer on behalf of the County Administrative Officer and/or the Assistant County Administrative Officer in their absence. The unique and confidential relationship between the Board of Supervisors and the County Administrative Officer require assurances that the Deputy County Administrative Officer will act in concert with the policy directions of the County Administrative Officer.

Section 3.12.040 of the Santa Cruz County Code identifies those officers and employees that are not included within the County's Civil Service System. The County Administrative Officer and the Assistant County Administrative Officer are designated as exempt from Civil Service status. Since the Deputy County Administrative Officer may act as the County Administrative Officer, this classification should be designated as an exempt position to bring parity among these positions.

Thank you in advance for your consideration.

cc: Michael J. McDougall, Personnel Director  
Susan Mauriello, County Administrative Officer



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MICHAEL J. MCDUGALL, DIRECTOR

AJITA PATEL, DEPUTY DIRECTOR

### MEMORANDUM

**TO:** Civil Service Commission  
**FROM:** Ajita Patel, Deputy Director of Personnel  
**DATE:** July 10, 2014  
**SUBJECT:** Proposal to Increase the Length of Probationary Periods for New Classifications

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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 Criminalist I and Criminalist II.

The Criminalist I and Criminalist II are newly created classifications that will be alternately staffed. These positions require a unique blend of technical proficiency, education and aptitude. Under general supervision, these classifications perform duties involved in crime scene investigations and identification of evidence by performing chemical, physical and microscopic analysis in the laboratory and in the field; interpret the results of findings; prepare materials for presentation in criminal court; and appear in court as an expert witness.

The Criminalist I will be required to show proficiency by working on cases and going out into the field while working under supervision, receiving a substantial amount of training, and working closely with senior staff members. The Criminalist II will be required to demonstrate the ability to perform complex and technical work with minimal supervision, and may specialize in at least one discipline based on agency needs: Latent Prints, Digital Evidence, Toxicology, Firearms & Toolmarks or Forensic Anthropology. A one year probationary period is necessary for the department to fully evaluate an incumbent's proficiency in performing the duties involved in crime scene investigations, the identification of evidence, and to testify as an expert witness.

On June 5, 2014, the County notified the Service Employees International Union Local 521 (SEIU), which represents these classifications, of this proposal. On June 10, 2014 SEIU concurred with this proposal.

cc: Michael J. McDougall, Personnel Director  
Sheriff Phil Wowak, Sheriff-Coroner's Department



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MICHAEL J. MCDUGALL, PERSONNEL DIRECTOR  
AJITA PATEL, DEPUTY DIRECTOR

### MEMORANDUM

**DATE:** July 10, 2014  
**TO:** Civil Service Commission  
**FROM:** Ajita Patel, Deputy Director of Personnel  
**RE:** Changes to the One Year Probationary List

We are recommending that the Civil Service Rules, Section VI (E), Length of Probationary Period, be amended to include the Treasury/Tax Collection Manager.

The Auditor-Controller and Treasurer-Tax Collector offices will be consolidating in January of 2015. The new organizational structure will have three separate functions, general accounting, property tax accounting and treasury/tax collection. In preparation of the pending consolidation and reorganization the Board of Supervisors approved the re-titling of the Investment Banking & Tax Manager to Treasury/Tax Collection Manager and updating the job specification to incorporate the additional duties associated with management of the new division. This position will maximize utilization of County funds by determining cash on a daily basis and providing for the timely investment of funds and emphasizes the coordination and supervision of subordinate treasury, tax and collection staff activities. This single-position classification is currently filled and as such the incumbent will be grandfathered into this position and the proposed 12 month probationary period will take place for the next incumbent.

Increasing the probationary period to 12 months is consistent with the other classifications in the Auditor series and all other middle management and professional positions in the Auditor-Controller's Office. These positions are the Accounting Managers, Audit and Systems Manager, Auditor I-IV series and Accountant I-III series. A one-year probationary period is necessary for the department to fully evaluate new staff and it brings equity to professional positions in the Auditor-Controller-Treasury-Tax Collector Office.

The Middle Management Association, which represents these classifications, was notified on June 13, 2014, and the Association does not object to these changes.

Attachment: Treasury/Tax Collection Manager specification

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

## SECTION VI - APPOINTMENT AND PROBATION

A. Notification of Vacancy. When a vacancy exists, for which a replacement is desired, the department head shall inform the Personnel Director of the class title and special qualifications necessary in filling the position.

B. Certification of Eligibles.

### 1. Definitions

- a. Alternate Eligible Lists. An eligible list for a class with comparable or higher employment standards than the class with a vacancy, when no eligible list is available or there are five or fewer applicants available from the list for the class in which the vacancy exists.
- b. Alternate Employment Lists. An employment list, other than an Open Competitive or Promotional Eligible list, for a class with comparable or higher employment standards than the class with a vacancy.
- c. Certification. The official submission by the Personnel Director to an appointing authority of the names of eligibles from an appropriate employment list.
- d. Eligible. A person whose name is on an employment list.
- e. Eligible List. An official list of names of applicants who successfully passed an examination for a class and whose names are assigned in order of rank for certification to positions in a specific class.
- f. Employment List. A list of persons who may be considered for employment or re-employment in a class.
- g. Overfill List. A list of permanent or probationary employees whose positions have been reclassified downward but who remain in their former class, and whose names may be considered for appointment to a vacant, regular position in the same class.
- h. Re-entry List. A list of employees who were laid off or displaced when probationary, whose names may be considered for appointment to a vacant position in the class from which laid off or displaced. (Amended 11/22/83)
- i. Right To Return to Former Class List. A list of employees who have a right to return to their former class because of a release from a promotional probationary period or probation period resulting from a reclassification. This list shall not include the names of employees who were released from probation following a voluntary or involuntary demotion.
- j. Re-employment List. A list of permanent displaced employees who were permanent when displaced or laid off, whose names may be considered for reappointment to a vacant position in the class from which laid off or displaced.

If more than one vacancy in the same class is involved, one additional eligible may be considered for each additional vacancy.

E. Probation:

1. Length of Probationary Period. Except as provided elsewhere in these rules, a probationary period equivalent to six months shall apply to all classes with the exception of certain classes approved by the Civil Service Commission which will have a probationary period equivalent to one year. The Personnel Department will maintain a current list of these classes.

Notwithstanding the above, a probation period may be extended for a maximum of two months upon mutual agreement of the employee and the appointing authority. Such agreement shall be in writing and dated prior to the end of the regular probation period for the employee's classification.

An employee appointed from a County re-employment list to a position in a different department from the one from which laid off shall serve a probation period equivalent to six months regardless of the length of the probation period specified immediately above.

2. Probationary Status. No employee shall attain permanent status in any County classification without first having successfully completed the probation period for that classification. All persons appointed to regular or limited term positions in the classified service shall serve a probationary period if appointed to any class in which they have not previously held permanent status. A probationary period must also be served upon: reinstatement, substitute appointment, voluntary and involuntary demotion, appointment to a former higher class, appointment to a position in the classified service from non-civil service status, re-designation of a classification from civil service exempt (i.e., at will) to civil service non-exempt (i.e., for cause), and appointment from a Countywide re-employment list.

A probationary employee who transfers to a new department or classification shall begin a new probation period in the new department or class. However, an employee serving a probation period as a result of an appointment from a Countywide re-employment list who transfers back to the original department from which laid off shall not serve a new probation period in that class in the original department if he/she had successfully completed probation prior to being laid off.

3. Removal of Unsatisfactory Probationers. If the appointing authority finds that the probationary employee is not satisfactory, the appointing authority shall remove the employee by notice in writing, with a copy to the Personnel Director, stating the reasons, and the decisions of the appointing authority in the matter shall be final.

Employees who have been rejected during a promotional probation period or probation period resulting from a reclassification shall be reappointed to a vacant position or a position held by a probationary employee in their former class and former department from which promoted or transferred, provided they had permanent status in the former class. In the event that there is no vacant position or position held by a probationary employee in their former class and department, the removed employee shall be reappointed to any vacant position or position held by a less senior probationary employee in the County. If there is no vacant position or position held by a probationary employee in the County, the removed employee will be placed on a departmental (the employee's former department) and countywide Right To Return to Former Class employment list. If there is an extra help assignment available, the removed employee will be allowed to bump into this assignment (in accordance with existing extra help restriction), while remaining on the employment list. In the event that the removed employee's former class is obsolete and/or no positions are budgeted in the County, the employee will be placed on one alternate eligible list which most closely relates to the former class as determined by the Personnel Director, with the same rights on the eligible list or for bumping into extra help as if it were the employee's former class. The above-described right to return to former class shall not apply to employees who are rejected during any type of probation period other than promotional probation or probation resulting from reclassification. (Amended 11/22/83; 2/7/84, 10/19/94; 5/2/95; 1/10/06)

F. Restoration of Probationary Employees to Eligible List.

1. Removed Probationary Employees. If the Personnel Director finds that the removal of a probationary employee pursuant to Section VI E3, above, would not necessarily disqualify the candidate for other employment, the Personnel Director may restore the removed probationary employee to the list for consideration for vacancies in departments other than the one in which he/she was removed.
2. Laid Off or Displaced Probationary Employees. Probationary employees who are laid off or displaced shall have their names restored to the eligible list from which appointed. (Amended 11/22/83)

G. Provisional Appointments.

1. 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



classification for a maximum of six months with the approval of the Personnel Director.

2. To fill a position at a lower level in the same occupational group for training or administrative purposes when such action would not evade or be detrimental to the merit principles. A position may be temporarily underfilled for such purposes for a maximum of one year with the approval of the Personnel Director.
- L. Appointment to Previous Class. As an alternate to appointment from an employment list, other than a departmental re-employment or departmental overfill list, upon approval of the appointing authority and Personnel Director, any current permanent or probationary employee included in or excluded from the Classified Service may be appointed to a vacant position in a class in which permanent status was previously acquired. The Personnel Director may require a qualifying examination depending upon the time lapse and change in employment standards or concept of the previous class. The Personnel Director shall administer a qualifying examination when more than two years have elapsed since the employee had status in the previous class.

Employees who return to a previous class at a higher level shall serve a new probationary period.

- M. Demotion. As an alternative to appointment from an employment list, other than a departmental re-employment or departmental overfill list, employees in the Classified Service may be assigned from a position in one class to a position in a lower class on either a voluntary or involuntary basis, with the approval of the appointing authority and Personnel Director. In all cases, the employee must meet the current employment standards for the lower class. (Amended 1/4/83) Employees who do not successfully complete the probationary period in the class to which they voluntarily or involuntarily demote have no right to return to their former higher class even if they previously attained permanent status in that higher class.
- N. Work in a Higher Class. In the event of a paid absence of more than 80 hours of service for other than vacation, annual leave or administrative leave, an employee may be temporarily assigned to perform the duties of a position in a higher class at the pay range authorized for the higher class, with the approval of the Personnel Director. No such temporary assignment shall continue longer than 90 days except that one additional temporary appointment for a maximum of 90 days may be authorized by the Personnel Director, provided that valid reasons exist to justify the extension.

This provision may be applied when the employee in the higher class is absent because of illness and is using annual leave, vacation, or administrative leave, following exhaustion of all accrued sick leave.

In all cases, the employee must meet the employment standards for the higher class, and must be appointed from an appropriate employment list if one exists.

**SUMMARY FOR DELEGATED CLASSIFICATIONS - March - June 2014**

Department	Action	Proposed or Currently Established Class	Class After Personnel Study
CAO	Update job specification	Deputy County Administrative Officer	Same
Child Support	Reclassify 1.0 FTE vacant position	Departmental Administrative Analyst	Staff Development Trainer
County Wide	Update job specification	Sr. Accounting Technician	Same
General Services	Reclassify 1.0 FTE vacant position	Division Manager - General Services	Administrative Services Officer II
Health Services	Reclassify 1.0 FTE vacant position	Sr. Public Health Investigator	Admin Aide
Health Services	Update job specification	Health Educator	Same
Health Services	Update job specification	Sr. Health Educator	Same
Human Services	Classify 1.0 FTE new position (Approved by BOS on 3/11/14)	Benefits Representative Supervisor	Benefits Representative Supervisor
Human Services	Classify 16.0 FTE new positions (Approved by BOS on 3/11/14)	Benefits Representative / Trainee	Benefits Representative / Trainee
Information Services	Reclassify 1.0 FTE vacant position	Computer Operations Technician II	Information Center Systems Specialist
Personnel	Update job specification	Principal Administrative Analyst	Same
Planning	Create new classification approved by BOS on 6/24/14.	New	Housing Specialist I/II/III
Probation	Update job specification	Asst. Chief Probation Officer	Same

**SUMMARY FOR DELEGATED CLASSIFICATIONS - March - June 2014**

Department	Action	Proposed or Currently Established Class	Class After Personnel Study
Probation	Reclassify 1.0 FTE vacant position	Sr. Account Clerk	Collection Officer
Public Works	Reclassify 1.0 FTE vacant position	Accountant III	Administrative Services Manager
Sheriff's Office	Update job specification	Deputy Sheriff	Same
Sheriff's Office	Reclassify 1.0 FTE vacant position	Senior Accounting Technician	Departmental Administrative Analyst
Sheriff's Office	Create new classification approved by BOS on 6/24/14.	New	Criminalist I/II

**PROVISIONAL REPORT**

**January 2014 – March 2014**

Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Status
Health Services Agency	Director of Environmental Health	To ensure required direction and monitoring of environmental health programs.	Provisional Promotion	Recruitment in progress.

**Number of Provisional Appointments**

Type of Appointment	January - March 2013	January - March 2014
Provisional	1	0
Provisional Promotion	0	1
Provisional Substitute	1	0
Provisional Substitute Promotion	0	0
Provisional Demotion	0	0
Provisional to Probationary	0	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.

**PROVISIONAL REPORT**

**April 2014 – June 2014**

Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Status
District Attorney's Office	DA Inspector II	To ensure that ongoing Vehicle Theft investigations and undercover operations continue.	Provisional	Needs assessment meeting scheduled for July 15, 2014.

**Number of Provisional Appointments**

Type of Appointment	April - June 2013	April - June 2014
Provisional	2	1
Provisional Promotion	0	0
Provisional Substitute	1	0
Provisional Substitute Promotion	2	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.