

PROVISIONAL REPORT

January – March 2013

Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Status
Public Works (Parks)	Parks Maintenance Worker I	To ensure required safety and maintenance needs are met at the Simpkins Swim Center while incumbent is out on medical leave.	Provisional Substitute	Incumbent may return to position in August therefore recruitment is not being conducted at this time. Public Works to reevaluate need for recruitment at a later date.
Personnel	Clerk II	To ensure a smooth transition of services provided at the 5 th Floor Offices to the public.	Provisional	Recruitment completed and department has completed the interview and selection process.

Number of Provisional Appointments

Type of Appointment	January – March 2012	January – March 2013
Provisional	2	1
Provisional Promotion	0	0
Provisional Substitute	0	1
Provisional Substitute Promotion	0	0
Provisional Demotion	0	0
Provisional to Probationary	1	0

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 - June 2013

Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Status
County Counsel	Legal Secretary II	To ensure that timelines for production and processing of legal documents are met.	Provisional	Needs assessment meeting to be scheduled in July.
Health Services Agency	Senior Health Services Manager	To ensure continued coverage of duties while incumbent is out on a medical leave.	Provisional Substitute Promotion	Recruitment pending review of incumbents expected date of return.
Personnel	Assistant Personnel Analyst	Imminent need to fill position in order to meet the workload timelines in the Worker's Compensation and Leaves Unit while incumbent served as back-up for an employee on leave in the Classification Unit where it was critical to meet timelines related to budget reconciliation.	Provisional Substitute Promotion	Recruitment pending further review of staffing within department.
Public Works	Solid Waste Inspector I	To ensure required safety and maintenance needs are met at the Hazardous Household Waste facilities.	Provisional	Recruitment to follow after other key positions within Public Works are filled.
Treasurer / Tax Collector	Senior Account Clerk	Imminent need to fill position in order to move assignments forward during time period where the office was experiencing limited staffing due to leaves and other vacant positions.	Provisional Substitute	Incumbent returned to position therefore provisional appointment ended and recruitment no longer needed.

Number of Provisional Appointments

Type of Appointment	April - June 2012	April - June 2013
Provisional	1	2
Provisional Promotion	0	0
Provisional Substitute	0	1
Provisional Substitute Promotion	1	2
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.

SUMMARY FOR DELEGATED CLASSIFICATIONS - March-June 2013*			
Department	Action	Proposed or Currently Established Class	Class After Personnel Study
Personnel	Re-classify filled position	Personnel Technician	Program Coordinator
Public Works / Parks	Update Job Specification	Aquatics Supervisor	Aquatics Supervisor
Public Works / Parks	Update Job Specification	Aquatics Coordinator	Aquatics Coordinator
Public Works / Parks	Update Job Specification	Aquatics Program Specialist	Aquatics Program Specialist
Public Works / Parks	Update Job Specification	Lifeguard	Lifeguard
Human Svcs	Classify 5.0 FTE new positions (approved by BOS on 4/9/13).	Eligibility Worker I	Eligibility Worker I
Human Svcs	Classify 8.0 FTE new positions (approved by BOS on 4/9/13).	Eligibility Worker II/I	Eligibility Worker II/I
Human Svcs	Classify 8.0 FTE new positions (approved by BOS on 4/9/13).	Eligibility Worker III	Eligibility Worker III
Human Svcs	Classify 1.0 FTE new position (approved by BOS on 4/9/13).	Staff Development Trainer	Staff Development Trainer
Human Svcs	Classify 3.0 FTE new positions (approved by BOS on 4/9/13).	Typist Clerk III	Typist Clerk III
Child Support Svcs	Reclassify filled position	Asst Departmental Admin Analyst	Administrative Services Officer I
Health Svcs	Add .10 FTE to vacant position	Health Educator	Health Educator
Public Works	Add Alternate staffing to Senior level	Dept'l Administrative Analyst	Sr. Dept'l Administrative Analyst / Dept'l Administrative Analyst

**May 16, 2013 Civil Service Commission meeting was cancelled, so this report includes March and April delegated classifications that would have been reported at that meeting.*



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

NEAL COONERTY
THIRD DISTRICT

GREG CAPUT
FOURTH DISTRICT

BRUCE MCPHERSON
FIFTH DISTRICT

AGENDA: 4/9/13

March 29, 2013

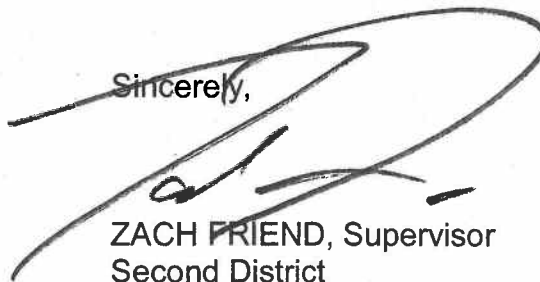
BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

RE: APPOINTMENT TO CIVIL SERVICE COMMISSION

Dear Members of the Board:

I recommend the appointment of Robert J. Pursley Jr. to the Civil Service Commission, in accordance with County Code Section 2.46.050, for a term to expire December 31, 2015.

Sincerely,



ZACH FRIEND, Supervisor
Second District

ZF:ted

cc: Robert J. Pursley Jr.
Civil Service Commission

1832A2

Received
Personnel Dept-1
2013 APR 11 AM 8:21

APPOINTED

4-9-13

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Terry Dorsey

From: BDSCommissionsForm@co.santa-cruz.ca.us
Sent: Thursday, March 28, 2013 9:21 PM
To: bdsc; Terry Dorsey
Subject: Application for Appointment to a County Advisory Body

APPLICATION FOR APPOINTMENT TO A COUNTY ADVISORY BODY

INSTRUCTIONS:

If you are interested in serving on a County advisory body, please complete this application and return it to the Board of Supervisors, 701 Ocean Street, Room 500, Santa Cruz, CA 95060. If you are interested in being considered for appointment to more than one advisory body, a separate application must be submitted for each appointment you are seeking. Please note: This application is a public document and will be disclosed upon request. In addition, copies of applications of those selected for appointment will be included in the Board's printed agenda packet.

Upon receipt, your application will be routed to each Board member and then filed for further consideration by Board members when there is a vacancy on the advisory body. If a Supervisor is interested in nominating you for appointment, you will be contacted to discuss the appointment, the appointment process, and requirements for the advisory body in question.

Please specify the Commission, Committee or Board to which you are seeking appointment and provide the requested information. Please note that some Commissions, Committees and Boards have specific categories of representation. **For information on current vacancies and categories of representation, please visit the County's website at www.co.santa-cruz.ca.us** or call the Clerk of the Board's office at 454-2323.

Thank you for your interest in County Government.

Commission, Committee, or Board: **civil service commission**

If applicable, please indicate the category of representation for which you are seeking appointment (see above).

Name: **robert j. pursley jr.**

Street: **141 calabria street**

City: **aptos**

State: **ca**

Zip Code: **95003**

Email Address: **taz51508@aol.com**

Phone(Home): **(831)5886628**

Phone(Business): **(831)5886628**

Supervisory District: **2**

Length of Residence in Area: **33 years**

Age (optional): **Over 40**

Previous Commission or Committee Service (Please Specify):

Advisory Body: Term:

Education:

Institution:	Major:	Degree:	Year:
archbishop hoban high		h.s. diploma	1975
gavilan college	police academy	post certificate	1981

Work/Volunteer Experience:

Organization:	Address:	Position:	Years:
Santa Cruz County Sheriff's Office	701 Ocean Street rm 340, santa cruz ca 95060	Deputy Sheriff Lieutenant	33 yrs

Statement of Qualifications: < /td>

I have worked for the Santa Cruz County Sheriff's Office for close to 33 years. In that time I have worked as a Patrol Deputy, Sergeant and finally Lieutenant. I have supervised, evaluated, mentored and disciplined employees for the majority of my career. I have reviewed employee discipline by Sergeants and overseen correction of this discipline as well as conducting internal affairs investigations into citizens complaints. I believe in fair and equitable treatment of all employees.

Date Certified:

03/28/2013



**SERVICE EMPLOYEES
INTERNATIONAL UNION
CTW-CLC**

SAN JOSE H.Q.

2302 Zanker Road
San Jose, CA 95131

Phone: 408-678-3300

Fax: 408-954-1538

Phone: 408-678-3398

(Vendors)

BAKERSFIELD

1001 17th Street
Bakersfield, CA 93301

Phone: 661-321-4160

Fax: 661-325-7814

FRESNO

5228 E. Pine Avenue
Fresno, CA 93727

Phone: 559-447-2560

Fax: 559-261-9308

HANFORD

101 N. Irwin St., Suite 205
Hanford, CA 93230

Phone: 559-587-1521

Fax: 559-587-1524

SALINAS

HOLLISTER

334 Monterey Street
Salinas, CA 93901

Phone: 831-784-2560

Fax: 831-757-1863

Phone: 831-636-3455

Fax: 831-636-0787

(Hollister)

SAN CARLOS

981 Industrial Rd., Suite A
San Carlos, CA 94070

Phone: 650-801-3500

Fax: 650-595-1930

SANTA CRUZ

WATSONVILLE

517B Mission Street
Santa Cruz, CA 95060

Phone: 831-824-9255

Fax: 831-459-0756

Fax: 831-724-9095

(Watsonville)

VISALIA

1811 W. Sunnyside Avenue
Visalia, CA 93277

Phone: 559-635-3720

Fax: 559-733-5006

www.seiu521.org

April 5, 2013

Santa Cruz County Civil Service Commission
c/o County of Santa Cruz Personnel Department
701 Ocean Street, Room 310
Santa Cruz, CA 95060

Dear Commissioners:

SEIU has appeared before the Civil Service Commission (CSC) on several occasions over the past year on the matter of Arthur Mier's performance evaluation, with the topic having been discussed most recently at your Commission's regular meeting on March 21, 2013.

At the conclusion of your Commission's discussion on the item concerning Arthur Mier at your March meeting, CSC attorney Thornton Krontz agreed with the Union's contention that your Commission does indeed have jurisdiction to hear a case concerning the process of an employee performance evaluation. We are encouraged by your admission of a point the Union first presented to you in Mr. Mier's appeal to the Commission dated January 4, 2012.

Once the matter of jurisdiction was settled, your attorney raised another issue, that of timeliness of the original appeal, which had not been considered during the protracted series of meetings and discussion focused on the question of jurisdiction. The question of the timeliness of Mr. Mier's January 4, 2012, appeal, was first raised in CSC staff Laurie Hill's response to that appeal, dated January 12, 2012, as grounds for not hearing Mr. Mier's case.

We would like to point out that the decision to deny a hearing based on timeliness was made by Commission staff under the direction of the Personnel Director. Civil Service rules provide in County Personnel Regulations Section 130. Civil Service Rules, Section I.D.1. Scope of Appeal, that a decision of the Personnel Director is subject to appeal to the Civil Service Commission.

On January 19, 2012, SEIU submitted a second appeal to the CSC in the case of Arthur Mier which challenged the reasons for denial, and in particular the question of timeliness. The existence of mitigating circumstances were suggested, and a CSC hearing was called for in order to enable Mr. Mier and his Union to present the facts of the case.

The question of timeliness has remained dormant for the past year as discussion had focused on the question of jurisdiction. Now that the jurisdictional question has been settled in favor of Mr. Mier, the Union continues to challenge the Personnel Department on the timeliness of the original appeal.

There is no question of the timeliness of the second appeal, which was presented within the 7 calendar days allowed for a CSC appeal after receipt of the Personnel Department's denial letter. It is therefore the legal duty of the CSC to schedule a hearing on the issue of the timeliness of Arthur Mier's January 4, 2012, appeal of the process of his performance evaluation.

We await your setting of a date for this hearing.

Sincerely,

Jeffrey Smødberg, SEIU Shop Steward