

SANTA CRUZ COUNTY
CIVIL SERVICE COMMISSION
Minutes for January 18, 2024 at 5:45 p.m.

Present: Chair Steve Landau, Tamiko Collins, Kevin Fink, & Olivia Madrigal

Absent: Dina Hoffman

Staff present: Ajita Patel, Personnel Director (Secretary)
Nisha Patel, Deputy Director
Jennifer Espino Smith

1. Call to Order: 5:50 p.m.
2. Minutes of July 2023 reviewed. (No October minutes due to lack of quorum).
Motion/Second: Madrigal/Collins. Passed unanimously.
3. Changes or additions to the agenda: None
4. Oral Communications:
 - a. Public Comment None.
 - b. Secretary's Report:
 - i. 1 upcoming disciplinary hearing pending.
 - ii. Recruiting volume still at a peak.
5. Old Business: None
6. New Business: None
 - a. Consider one (1) year probationary period for Criminalist III classification.
Discussion with Lauren Zephro, Forensic Services Director, about technical experience, duties, type of lab, ongoing feedback between the 6-12 month probationary period as a routine business practice.
Motion/Second: Fink/Madrigal. Passed unanimously.
 - b. Attendance Report 2023 reviewed.
Motion/Second: Fink/Madrigal. Passed unanimously.
 - c. Election of Chair and Vice-Chair
Commissioner Landau nominated Vice-Chair Collins for the Chair role. She accepted the nomination.
Motion/Second: Landau/Fink. Passed unanimously.

Commissioner Fink nominated Commissioner Madrigal for Vice-Chair. She accepted the nomination.
Motion/Second: Fink/Collins. Passed unanimously.

7. Reports:
 - a) Adopted Delegated Classification Report.
Motion/Second: Fink/Madrigal. Passed unanimously.
 - b) Provisional Report.
Motion/Second: Landau/Collins. Passed unanimously.
8. Correspondence Items reviewed: None
9. Adjournment: 6:29 p.m.
10. Next quarterly meeting is scheduled for Thursday, April 18, 2024, at 5:45 p.m.

SUMMARY FOR DELEGATED CLASSIFICATIONS

January - March 2024

Department	Action	Proposed Class (if applicable)	Class After Personnel Study
Assessor-Recorder	Vacant Reclassification of IT Support Services Analyst II	Appraiser II/I	Appraiser II/I
Auditor-Controller	Job Specification Update	Accounting Manager	Accounting Manager
County Clerk/Elections	Vacant Reclassification of Receptionist	Clerk III	Clerk III
Health Services Agency	Job Specification Update	Occupational Therapist - Mental Health	Occupational Therapist - Mental Health
Health Services Agency	Job Specification Update	Assistant Director of Nursing	Assistant Director of Nursing
Health Services Agency	Vacant Reclassification of a Mental Health Supervising Client Specialist	Mental Health Supervising Client Specialist	Sr. /Mental Health Client Specialist I
Health Services Agency	Establishment of a new classification	Assistant Epidemiologist	Epidemiologist I
Health Services Agency	Vacant Reclassification of a (ZZ9) Placeholder	Assistant Epidemiologist	Epidemiologist I
Human Services	Vacant Reclassification of a Sr. Social Worker FCS/APS	Assistant Division Director (B) - HSD	Assistant Division Director (B) - HSD
Public Defender	Add (2) new alternately staffed 1.0 FTE positions	Attorney - PD IV/III/II/I	Attorney - PD IV/III/II/I
Sheriff/Coroner	Establishment of a new classification	Criminalist III	Criminalist III
Sheriff/Coroner	Vacant Reclassification of a Criminalist II	Criminalist III	Criminalist III
Sheriff/Coroner	Add a new alternately staffed 1.0 FTE position	Sheriff's Coroner Investigator II/I	Sheriff's Coroner Investigator II/I
Health Services Agency	Alternate Staffing of (2) 1.0 FTE Position	Sr. /Departmental/Assistant Departmental Administrative Analyst	Sr. /Departmental/Assistant Departmental Administrative Analyst

SUMMARY FOR DELEGATED CLASSIFICATIONS

January - March 2024

Department	Action	Proposed Class (if applicable)	Class After Personnel Study
Health Services Agency	Alternate Staffing of a 1.0 FTE Position	Departmental/Assistant Departmental Administrative Analyst	Departmental/Assistant Departmental Administrative Analyst
Health Services Agency	Alternate Staffing of a 1.0 FTE Position	Sr. /Departmental/Assistant Departmental Administrative Analyst	Sr. /Departmental/Assistant Departmental Administrative Analyst
Health Services Agency	Alternate Staffing of a 1.0 FTE Position	Departmental/Assistant Departmental Administrative Analyst	Departmental/Assistant Departmental Administrative Analyst

SUMMARY FOR DELEGATED CLASSIFICATIONS**April - June 2024**

Department	Action	Proposed Class (if applicable)	Class After Personnel Study
Auditor-Controller/Treasurer-Tax Collector	Add a new 1.0 FTE position	Sr. Accounting Technician	Sr. Accounting Technician
CDI - Department of Public Works	Vacant Reclassification of a Civil Engineer	Planner IV	Planner IV
CDI - Department of Public Works	Vacant Reclassification of a Lead Heavy Equipment Operator	Accounting Technician	Accounting Technician
Health Services Agency	Add a new 1.0 FTE alternately staffed position	Assistant/Departmental Administrative Analyst	Assistant/Departmental Administrative Analyst
Health Services Agency	Alternate Staffing of (3) 1.0 FTE positions	Accountant III/II/I	Accountant III/II/I
Health Services Agency	Establishment of a new classification	Deputy Director of Environmental Health	Deputy Director of Environmental Health
Health Services Agency	Establishment of a new classification	Deputy Health Officer	Deputy Health Officer
Health Services Agency	Establishment of a new classification	Enviromnetal Health Program Manager III	Hazardous Materials Program Manager
Health Services Agency	Job Specification Update	Epidemiologist II	Epidemiologist II
Health Services Agency	Job Specification Update	Public Health Officer	Public Health Officer
Health Services Agency	Title Change for the Epidemiologist classification	Epidemiologist II	Epidemiologist II
Health Services Agency	Title Change for the Medical Services - Health Officer classification	Public Health Officer	Public Health Officer
Health Services Agency	Vacant Reclassification of a (ZZ9) Placeholder position	Deputy Director of Environmental Health	Deputy Director of Environmental Health
Health Services Agency	Vacant Reclassification of a (ZZ9) Placeholder position	Deputy Health Officer	Deputy Health Officer
Health Services Agency	Vacant Reclassification of a Environmental Health Program Manager II	Hazardous Materials Program Manager	Hazardous Materials Program Manager
Human Services Department	Add a new 1.0 FTE position	Departmental Administrative Analyst	Departmental Administrative Analyst
Human Services Department	Filled Reclassification of a IT Application Development and Support Supervisor	IT Application Development and Support Supervisor	Sr. Departmental Administrative Analyst
Human Services Department	Vacant reclassification of (2) Office Assistant II positions	Office Assistant III	Office Assistant III

SUMMARY FOR DELEGATED CLASSIFICATIONS**April - June 2024**

Department	Action	Proposed Class (if applicable)	Class After Personnel Study
Human Services Department	Vacant Reclassification of a Sr. Receptionist	Office Assistant III	Office Assistant III
Information Services Department	Vacant Reclassification of a Accounting Technician	Sr. Accounting Technician	Accountant I
Information Services Department	Vacant Reclassification of a IT Support Services Analyst III	IT Support Services Analyst II/I	IT Support Services Analyst II/I
Parks, Open Spaces and Cultural Services	Vacant Reclassification of a Program Coordinator	Departmental Fiscal Officer	Departmental Fiscal Officer
Sheriff-Coroner's Office	Add (2) new 1.0 FTE positions	Program Coordinator	Program Coordinator
Sheriff-Coroner's Office	Add a new 1.0 FTE position	Sr. Departmental Administrative Analyst	Sr. Departmental Administrative Analyst
Sheriff-Coroner's Office	Alternate Staffing of (2) 1.0 FTE positions	Criminalist III/II/I	Criminalist III/II/I
Sheriff-Coroner's Office	Establishment of new alternate staffing pattern	Criminalist III/II/I	Criminalist III/II/I

**PROVISIONAL REPORT
January–March 2024**

Appointment Date	Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
02/05/24	County Clerk	Clerk III	To ensure continuity of operations front office coverage during the March 5 Presidential Primary Election.	Provisional	Recruitment in progress
03/02/24	HSA	Medical Director – Health Services Clinics	To provide continuous oversight and supervision to clinical staff at the Emeline Clinic.	Provisional Promotion	Recruitment in progress
03/02/24	HSA	Chief of Clinic Services	To provide continuous oversight and supervision of Health Center Staff during medical leave.	Provisional Substitute Promotion	Recruitment in progress
03/30/24	Parks	Aquatics Supervisor	To ensure the safety of the public and maintain the facility at the Simpkins Family Swim Center.	Provisional Substitute Promotion	Recruitment in progress
03/30/24	Parks	Aquatics Coordinator	To maintain the operations of the Simpkins Family Swim Center.	Provisional	Recruitment in progress

NUMBER OF PROVISIONAL APPOINTMENTS

Type of Appointment	January–March 2023	January–March 2024
Provisional	1	2
Provisional Promotion	3	1
Provisional Substitute	0	0
Provisional Substitute Promotion	0	2
Provisional to Probationary	0	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 except as noted below under Section 2: Successive provisional appointments shall not be allowed, except that one additional temporary authorization for the same length of time as the original provisional appointment may be authorized by the Personnel Director provided that due diligence was exercised to establish an eligible list, or that other valid reasons exist to justify the extended provisional appointment which do not evade the competitive principles of the merit system. In the event that a provisional appointment is made for a COVID-19 pandemic response assignment (i.e., staffing shelters, public health response, fiscal reimbursement support, recruitment support, logistics, etc.), the appointment may be extended for the duration of the emergency as declared by federal, state, or county government. (Res. 144-2021, 5/25/21)

**PROVISIONAL REPORT
APRIL – JUNE 2024**

Appointment Date	Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
5/11/24	District Attorney	OFFICE ASSISTANT III	Continuity of operations while recruitment is underway.	Provisional Promotion	Recruitment in progress
5/25/24	Comm Dev & Infrastructure	ACCTG CLERICAL SUPV I	To ensure coverage during a leave.	Provisional Substitute Promotion	No recruitment planned as incumbent plans to return.
6/3/24	District Attorney	LEGAL SECRETARY I	To cover business needs due to vacancy while recruitment takes place.	Provisional Appointment	Recruitment in progress
6/8/24	HSD	DIVISION DIRECTOR – HSD	To cover business needs due to vacancy while recruitment takes place.	Provisional Promotion	Recruitment in progress
6/8/24	HSD	PROGRAM MANAGER – HSD	To ensure coverage during a leave.	Provisional Substitute Promotion	No recruitment planned as incumbent plans to return.
6/22/24	ISD	IT SUPPORT SERVICES SUPERVISOR	To ensure coverage during a leave.	Provisional Substitute Promotion	No recruitment planned as incumbent plans to return.
6/22/24	Public Defender	RECEPTIONIST	Continuity of operations while recruitment is underway.	Provisional Promotion	Recruitment planning in progress

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NUMBER OF PROVISIONAL APPOINTMENTS

Type of Appointment	April-June 2023	April-June 2024
Provisional	0	1
Provisional Promotion	4	3
Provisional Substitute	0	0
Provisional Substitute Promotion	0	3
Provisional to Probationary	6	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 except as noted below under Section 2: Successive provisional appointments shall not be allowed, except that one additional temporary authorization for the same length of time as the original provisional appointment may be authorized by the Personnel Director provided that due diligence was exercised to establish an eligible list, or that other valid reasons exist to justify the extended provisional appointment which do not evade the competitive principles of the merit system. In the event that a provisional appointment is made for a COVID-19 pandemic response assignment (i.e., staffing shelters, public health response, fiscal reimbursement support, recruitment support, logistics, etc.), the appointment may be extended for the duration of the emergency as declared by federal, state, or county government. (Res. 144-2021, 5/25/21)