

SANTA CRUZ COUNTY
CIVIL SERVICE COMMISSION
Minutes for May 17, 2012
5:45 p.m.
701 Ocean Street, Room 500
Santa Cruz, California

Present: Chair Olivia Madrigal, James Maxwell, Dina Hoffman.
Absent: Carmen Potro and Margaret Leonard.

Staff present: Ajita Patel, staff to the Commission.

1. Approved minutes of the meeting of January 19, 2012. Motion/Second: Hoffman and Maxwell.

AYES:	3
NOES:	0
ABSTAIN:	0
ABSENT:	2 (Petro and Leonard)

No minutes for the March 15, 2012 meeting. Meeting was cancelled due to no quorum.

2. Changes or additions to the agenda: None
3. Oral Communications: Mr. Jeffrey Smedberg, Shop Steward-SEIU, asked the Commission to consider reviewing a performance evaluation appeal for a Sheriff's Office employee, which was previously included in the January 19, 2012 meeting packet. Staff informed the Commission that the appeal procedure was exhausted up to and including the Personnel Director. Commission heard oral communications and no motion was received to take action on this matter.
4. Secretary's report: Two hearings pending before the Commission, one scheduled for June 20, 2012 and the other to be set. Also, the Commission was notified that Laurie Hill, past staff to the Commission announced her retirement.
5. New Business: None.
6. Adopted Delegated Classification Report. Motion/Second: Maxwell and Hoffman.

AYES:	3
NOES:	0
ABSTAIN:	0
ABSENT:	2 (Petro and Leonard)
7. Accepted and filed Provisional Appointment Report for January – March 2012.
8. Received and filed correspondence: None.
9. Adjournment: 6:10 p.m.
10. Next meeting is scheduled July 19, 2012 at 5:45 p.m.

SUMMARY FOR DELEGATED CLASSIFICATIONS - May, June 2012

DEPARTMENT	ACTION	PROPOSED or CURRENTLY ESTABLISHED CLASS	CLASS AFTER PERSONNEL STUDY
Auditor-Controller	Update job specification	Payroll Supervisor	Payroll Supervisor
Auditor-Controller	Reclassify position	Payroll Supervisor	Payroll Administrator

PROVISIONAL REPORT

April – June 2012

Department	Classification	Reason for Filling Position	Type of Appointment
Health Services Agency	Health Systems Application Manager	Department operationally needed to fill position while the incumbent is out on a leave of absence to serve as the project manager for the implementation of the electronic health record conversion for Mental Health and Substance Abuse service collection, reporting, and billing.	Provisional Substitute Promotion
District Attorney's Office	Victim Services Representative	Department operationally needed to fill position due to the incumbent's recent resignation and to assist mono-lingual Spanish speaking victims requiring advocacy.	Provisional

Number of Provisional Appointments

Type of Appointment	April – June 2011	April - June 2012
Provisional	1	1
Provisional Promotion	0	0
Provisional Substitute	0	0
Provisional Substitute Promotion	1	1
Provisional Demotion	0	0
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: a. For department heads – 180 days; b. For other positions – 90 days.



COUNTY OF SANTA CRUZ

PERSONNEL DEPARTMENT

MICHAEL J. MCDUGALL, DIRECTOR

AJITA PATEL, DEPUTY DIRECTOR

701 OCEAN STREET, SUITE 310, SANTA CRUZ, CA 95060-4073
(831) 454-2600 FAX: (831) 454-2411 TDD: (831) 454-2123

July 5, 2012

Olivia Madrigal
Civil Service Commission Chair
701 Ocean Street
Santa Cruz, CA 95060

Dear Ms. Madrigal:

This letter is to provide you with notification that Merit System Services beginning Wednesday, August 1, 2012 will review the Santa Cruz County personnel system. The compliance review is conducted to ensure that our county's personnel program is consistent with State and Federal personnel standards. Compliance with these standards is a condition of funding for our social services and child support services programs. They will review the areas of Equal Employment Opportunity, appeals, classification, selection, training, certification, temporary employment policies, employee relations, layoffs, and record-keeping systems.

A representative of the review team will be available if you wish to provide input into the review process about our personnel system. The meeting is optional. Please contact Lisa Schroffel, Senior Consultant with Cooperative Personnel Services (CPS) if you wish to meet. She can be reached via email at lschroffel@cps.ca.gov or at (916) 471-3402. The review team will be available August 1-2, 2012 for this purpose.

Sincerely,

A handwritten signature in black ink, appearing to read "Nisha Patel".

Nisha Patel
Employment Services Manager

cc: Michael J. McDougall, Personnel Director
Ajita Patel, Deputy Director of Personnel
Lisa Schroffel, Senior Consultant, CPS