



# County of Santa Cruz

## PERSONNEL DEPARTMENT

MICHAEL J. MCDUGALL, DIRECTOR

AJITA PATEL, DEPUTY DIRECTOR

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### MEMORANDUM

DATE: July 13, 2017  
TO: Civil Service Commission  
FROM: Ajita Patel, Deputy Director of Personnel  
RE: Change to Civil Service Designation of Classifications

Pursuant to County Code 3.12.010, the Personnel Department is recommending that the unrepresented executive management positions of Human Services Department Director and Assistant Director – Health Services Agency/Human Services Department be designated as non-Civil Service. The Human Services Department Director and Assistant Director of Health Services Agency positions are currently vacant, so no current incumbent will be impacted. The position of Assistant Director of Human Services Department 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 Human Services Department Director position is an executive management position responsible for directing the social service, employment training program and other human service programs and activities. This single position class is responsible for the development and implementation of county-wide services to individuals within the community. Additionally, the incumbent recommends plans for the establishment of new services, abolishment of services or major changes in methods that services are provided and coordinates agency activities with other public agencies, including federal, state and county agencies.

The Assistant Director - Health Services Agency / Human Services Department positions are high-level management positions responsible for assisting the department heads of their respective departments in administration and management of the services provided to the residents of the County of Santa Cruz. The Assistant Director of Human Services is responsible for the management of social service and human services delivery systems including all activities associated with employment & training programs. The Assistant Director of Health Services Agency provides management support for the clinical care systems and health services delivery systems. Additionally, the incumbent provides management support to agency programs including all activities associated with public health, outpatient medical clinics, community mental health, substance abuse and agency administration.

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. There are several department head and assistant department head level positions which are exempt from civil service. The Human Services Department Director serves as the Department Head and is similarly situated to other leadership positions which are exempt from civil service. The Assistant Director – Health Services Agency / Human Services Department positions will be an integral part of the leadership teams in their respective departments and should also be designated as exempt from civil service to bring parity amongst other leadership positions.

Thank you in advance for your consideration.

cc: Michael J. McDougall Personnel Director  
Carlos Palacios, County Administrative Officer  
Giang Nguyen, Health Services Agency Director  
Ellen Timberlake, Interim Human Services Department Director

**SUMMARY FOR DELEGATED CLASSIFICATIONS**

April - June 2017

Department	Action	Proposed or Currently Established Class	Class After Personnel Study
Health Services	Reclass vacant Clinical Psychologist	Clinical Psychologist	MH Supervising Client Specialist
Agricultural Commissioner	Revise Job Spec	Ag Bio Aide	Same

## PROVISIONAL REPORT

April 2017 – June 2017

Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
POSCS	Aquatics Program Specialist	To ensure public safety at the Simpkins Swim Center. Position is also responsible for the supervision of extra-help Lifeguards, Head Lifeguards, and Aquatics Specialists.	Provisional	Recruitment completed and department has made selection.
Sheriff	Division Secretary	Incumbent is out on an extended medical leave and department needs immediate support.	Provisional Substitute	No recruitment planned as incumbent plans to return
Child Support Services	Attorney III – Child Support	Incumbent is out on medical leave and department needs individual to perform legal work.	Provisional Substitute Promotion	No recruitment planned as incumbent plans to return

### Number of Provisional Appointments

Type of Appointment	April - June 2016	April - June 2017
Provisional	0	1
Provisional Promotion	0	0
Provisional Substitute	0	1
Provisional Substitute Promotion	1	1
Provisional Demotion	0	0
Provisional to Probationary	0	3

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.