

SUMMARY FOR DELEGATED CLASSIFICATIONS - May, June, July & August, 2011

DEPARTMENT	ACTION	PROPOSED or CURRENTLY ESTABLISHED CLASS	CLASS AFTER PERSONNEL STUDY
Animal Services	Re-title job classification.	Supervising Animal Services Shelter Manager	Animal Services Shelter Manager
Animal Services	Re-title job classification.	Supervising Animal Services Field Manager	Animal Services Field Manager
County Clerk	Abolish class	Elections Manager	Obsolete
County-wide	Re-title job classification and update job specification.	Redevelopment Project Manager	Project Manager
Planning Department	Update job specification	Economic Development Coordinator	Economic Development Coordinator

VIII
a.

**PROVISIONAL REPORT
January – March 2011**

Department	Classification	Reason for Filling Position	Type of Appointment
Personnel	Personnel Clerk	Incumbent out on maternity leave; department operationally needed to fill position to provide clerical support to the Employment Services Division.	Provisional Substitute Promotion
Probation	Sr. Dept. Admin Analyst	Department need for immediate hire due to reporting and contract requirements for grant award.	Provisional

Number of Provisional Appointments

Type of Appointment	January – March 2010	January - March 2011
Provisional	0	1
Provisional Promotion	0	0
Provisional Substitute	0	0
Provisional Substitute Promotion	0	1
Provisional to Probationary	0	2

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.

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**PROVISIONAL REPORT
April – June 2011**

Department	Classification	Reason for Filling Position	Type of Appointment
Personnel	Personnel Technician	Incumbent out on maternity leave; department operationally needed to fill position to provide technical support to the Employment Services Division.	Provisional Substitute Promotion
Animal Services Authority	Animal Services Assistant	Due to limited staffing department needed to make an immediate hire to provide front desk coverage at two facilities.	Provisional

Number of Provisional Appointments

Type of Appointment	April – June 2010	April - June 2011
Provisional	2	1
Provisional Promotion	0	0
Provisional Substitute	0	0
Provisional Substitute Promotion	1	1
Provisional to Probationary	2	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.

VIII
b.2

**SANTA CRUZ COUNTY
BOARD OF SUPERVISORS INDEX SHEET**

Creation Date: 3/9/11
Source Code: PERSX
Agenda Date: 3/15/11
INVENUM: 64944
Resolution(s): 92-2011

Ordinance(s):

Contract(s):

Continue Date(s):

Index: --Letter of the Civil Service Commission and the Director of Personnel, dated March 3, 2011
--Proposed resolution

Item: 29. CONSIDERED changes to Civil Service Rule Section 130 XIV. relative to disciplinary action, as recommended by the Civil Service Commission and the Director of Personnel;
ADOPTED RESOLUTION NO. 92-2011 amending Resolution No. 247-76 to amend the Personnel Regulations with the revision to the Civil Service Commission Rules adding dishonesty to the causes of disciplinary action for County Employees.

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COUNTY OF SANTA CRUZ

CIVIL SERVICE COMMISSION

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

March 3, 2011

**APPROVED AND FILED
BOARD OF SUPERVISORS**

DATE: 3/15/11
COUNTY OF SANTA CRUZ
SUSANA MAURIELLO
EX-OFFICIO CLERK OF THE BOARD
BY: *[Signature]* DEPUTY

Agenda: March 15, 2011

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

CONSIDER CIVIL SERVICE RULE CHANGE TO MODIFY SECTION 130 XIV. AS RECOMMENDED BY THE PERSONNEL DIRECTOR AND THE CIVIL SERVICE COMMISSION

Dear Members of the Board:

As you are aware, proposed changes to the Civil Service Rules must be approved by both the Civil Service Commission and the Board of Supervisors.

The Civil Service Rules clearly state that dismissals, suspensions, reductions in compensation or demotions may be made for causes other than the ones listed in the rules. Personnel staff recommended adding dishonesty to this list when several recent disciplinary cases included dishonesty as a key violation. On November 18, 2010, the Commission considered and adopted the recommendation to add dishonesty to the partial list of causes for disciplinary action listed in the Civil Service Rules.


This proposed rule change is included in the attached resolution and is recommended by the Commission and the Personnel Director for your approval.

It is therefore RECOMMENDED that your Board adopt the attached resolution amending Resolution No. 247-76 to amend the Personnel Regulations with the attached revision to the Civil Service Commission Rules adding dishonesty to the causes of disciplinary action for County employees.


RECOMMENDED:


James Maxwell
Chair, Civil Service Commission

RECOMMENDED:


MICHAEL J. MCDUGALL
Director of Personnel

RECOMMENDED:


SUSAN A. MAURIELLO
County Administrative Officer

Attachments: Proposed resolution with Attachment A

cc: Civil Service Commission
Personnel Department (2)
All Department Heads
All Employee Representation Groups

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

RESOLUTION NO. 92-2011

On the motion of Supervisor Leopold
duly seconded by Supervisor Coonerty
the following resolution is adopted:

RESOLUTION AMENDING PERSONNEL REGULATIONS NO. 242-76

(Amendment No. 781)

WHEREAS, on November 18, 2010, the Civil Service Commission adopted a recommended change to the Civil Service Rule list of causes for disciplinary action;

WHEREAS, the original list of fourteen causes referenced in Personnel Regulations 130 Section XIV (B) did not include dishonesty; and

WHEREAS, after careful consideration the Commission determined that dishonesty should be listed as a cause for disciplinary action and the amended list of causes is referenced in Attachment A; and

WHEREAS, it is now desirable and necessary to amend said resolution to effect said change; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the reference list for Personnel Regulations 130 Section XIV (B) be amended to reflect the changes in the causes for disciplinary actions as set forth and incorporated by reference in Attachment A;

PASSED AND ADOPTED, by the Board of Supervisors of the County of Santa Cruz, State of California, this 15th day of March 2011, by the following vote:

AYES:	SUPERVISORS	Leopold, Coonerty, Caput and Stone
NOES:	SUPERVISORS	None
ABSENT:	SUPERVISORS	Pirie

MARK W. STONE

Mark Stone, Chairperson of the Board

ATTEST: **TESS FITZGERALD**

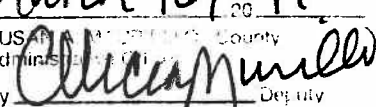
Clerk of the Board

Approved as to form:


Assistant County Counsel

Attachment: Attachment A – Civil Service Rule XIV B.

Cc: All Employee Representation Units
Personnel Department (2)
Civil Service Commission

STATE OF CALIFORNIA)	ss
COUNTY OF SANTA CRUZ)	
I, SUSAN A. MAURIELLO, County Administrative Officer and ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz, State of California do hereby certify that the foregoing is a true and correct copy of the resolution passed and adopted by and recorded in the minutes of the said board. In witness whereof I have hereunto set my hand and affixed the seal of the said Board on <u>March 16, 2011</u>		
SUSAN A. MAURIELLO, County Administrative Officer		
By 	Deputy	

ATTACHMENT

SECTION XIV - DISCIPLINARY ACTIONS

- A. Authority. Employees may be dismissed, suspended by the appointing authority for a maximum of 30 calendar days, or demoted as provided in the Civil Service Ordinance, except that an employee who has been removed from his/her position under the federal law implemented by the Department of Transportation (DOT) regulations shall not return to work until he/she has had a reasonable time to satisfy all DOT requirements even if the requirements take more than 30 calendar days to complete.
- B. Causes for Disciplinary Actions. The following may be considered as causes for dismissal, suspension, reduction in compensation or demotion, although dismissals, suspension, reductions in compensation or demotions may be made for other causes:
1. Fraud in securing appointment.
 2. Incompetency.
 3. Inexcusable neglect of duty.
 4. Physical or mental limitations rendering the employee incapable of performing the essential functions of the position after considering reasonable accommodation.
 5. Insubordination
 6. Unauthorized or wasteful use of public funds, supplies, and equipment.
 7. Drunkenness on duty.
 8. Addiction to use of narcotics or habit-forming drugs.
 9. Inexcusable absence without leave.
 10. Conviction of any felony or of a misdemeanor involving moral turpitude.
 11. Discourteous treatment of the public or other employees.
 12. Willful disobedience.
 13. Violation of the Civil Service Ordinance or rules of the Commission.
 14. Negligent or willful damage to public property.
 15. Dishonesty

ATTACHMENT

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COUNTY OF SANTA CRUZ

PERSONNEL DEPARTMENT

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

M E M O R A N D U M

Date: May 6, 2011
To: Laurie Hill
From: Ajita Patel, Deputy Director
Re: Ethics Training

Per Assembly Bill 1234 the Civil Service Commission members are required to complete a training on Ethics once every two years. Our records show that Margaret Leonard, Olivia Madrigal, Dina Hoffman, James Maxwell, and Carmen Potro are all due for this training. If these members have attended an Ethics training since May 6, 2009, or if there are any other members not noted above that have completed the training please submit the certificate or proof of completion to the Personnel Office Records Division so we can update our database.

If these members have not yet taken the Ethics training, a variety of options are available to them. The Institute For Local Government (ILG) offers free on-line classes, \$25 self-study tests, and occasional training sessions which comply with the requirements of AB 1234. Additional information on these classes can be found at the ILG website: www.ca-ilg.org/trust. In addition, the California Fair Political Practices Commission offers a free online training at www.localethics.fppc.ca.gov. This training is also in compliance with AB 1234.

Reminder: Upon completion of the Ethics training, please provide the certificate or proof of completion to the Personnel Office Records Division so we may update our list. Thank you.