

SANTA CRUZ COUNTY
CIVIL SERVICE COMMISSION
Minutes for July 19, 2012
5:45 p.m.
701 Ocean Street, Room 500
Santa Cruz, California

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

Staff present: Ajita Patel, staff to the Commission.

1. Approved minutes of the meeting of May 17, 2012. Motion/Second: Hoffman and Madrigal.

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

2. Changes or additions to the agenda: None

3. Oral Communications: None.

4. Secretary's report: Four appeals pending before the Commission of which two are scheduled and the other two will be scheduled in the upcoming weeks. Additionally, a former employee filed a Writ in Superior Court as a result of the Commission's ruling in the employee's disciplinary action. Staff will provide additional information as this matter progresses in court.

5. New Business: None.

6. Adopted Delegated Classification Report. Motion/Second: Potro and Hoffman.

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

7. Accepted and filed Provisional Appointment Report for April – June 2012.

8. Received and filed correspondence: Personnel Department regarding Merit System Services Mandatory Audit.

9. Adjournment: 6:05 p.m.

10. Next meeting is scheduled September 20, 2012 at 5:45 p.m.

SUMMARY FOR DELEGATED CLASSIFICATIONS - July, August 2012

DEPARTMENT	ACTION	PROPOSED or CURRENTLY ESTABLISHED CLASS	CLASS AFTER PERSONNEL STUDY
Health Svcs	Split/Combine - split vacant 1.0 FTE & combine each half with a .50 FTE filled position to create two filled 1.0 FTE positions	Medical Assistant	Medical Assistant
Human Svcs	New position approved by BOS. Department requested Eligibility Supervisor I. Classification study approved Eligibility Supervisor I.	Eligibility Supervisor I	Eligibility Supervisor I
Human Svcs	Two new positions approved by BOS. Department requested Senior Receptionist. Classification study approved Senior Receptionist.	Senior Receptionist	Senior Receptionist
Health Svcs	Reclassify vacant position	Typist Clerk III	Medical Assistant
Health Svcs	Reclassify vacant position	Community Mental Health Aide	Medical Assistant