

# County of Santa Cruz

## COUNTY ADMINISTRATIVE OFFICE

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SUSAN MAURIELLO, J.D., COUNTY ADMINISTRATIVE OFFICER

### APPROVED AND FILED BOARD OF SUPERVISORS

September 9, 2009

DATE: *September 15, 2009* AGENDA: September 15, 2009

COUNTY OF SANTA CRUZ

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

SUSAN A. MAURIELLO

EX-OFFICIO CLERK OF THE BOARD

BY: *Mason Mitchell* DEPUTY

### County Advisory Bodies

Dear Members of the Board:

During budget hearings, your Board requested information on County advisory bodies. A list of County advisory bodies and the departments which staff them has been previously provided, and the purpose of this letter is to provide additional information on the frequency of meetings, the amount of monthly staff time needed to support the commissions, and the cost of that staff time.

The attached chart provides information on 38 advisory bodies which are staffed by County departments. In general, departments reported that these advisory bodies play a variety of important roles in the provision of services to the residents of Santa Cruz County. Members of advisory bodies bring additional skills, knowledge, and experience to the County's decision-making processes, provide critical oversight regarding service delivery, and provide neutral evaluation of various appeals. However, in the process of reviewing these advisory bodies, some departments have identified certain instances where it would be appropriate to consider consolidation.

### Possible Consolidations

The Hazardous Materials Appeals Commission was established in 1986 to receive, process, adjudicate, and issue orders in connection with written appeals and/or applications relating to hazardous materials. Hazardous Materials appeals are seldom submitted for review and the commission meets very infrequently. It is recommended that your Board direct the Health Services Agency/Environmental Health Division to evaluate whether this commission could be eliminated entirely and its responsibilities transferred to the Environmental Health Appeals Commission.

The original mandate for the Long Term Care Interagency Commission (LTCIC) no longer applies and the commission is currently functioning more as an interagency networking group than as a commission advising your Board. The LTCIC and the In-home Supportive Services Advisory Commission have overlapping areas of interest and advocacy. In addition, there is some duplication of focus between these two commissions and the Seniors Commission

regarding accessible transportation, emergency preparedness, identification of special needs, policy development, State and federal legislation, and caregiver training and support. It is recommended that your Board direct the Human Services Department and the Personnel Department to consult with these commissions to consider whether they could be consolidated and their responsibilities redistributed as a means of reducing duplication of effort and conserving staffing resources.

When the Public Health Commission was established in 1977, your Board found that there was "at present no county commission or committee which advises the board of supervisors on issues involving the public health in areas of environmental health and occupational health and safety." Since that time, the growing complexity of health needs and programs has resulted in the establishment of a number of other advisory bodies in the area of Public Health, including the Health Improvement Partnership of Santa Cruz County, the Emergency Medical Care Commission, the Alcoholism and Drug Abuse Commission, the Mental Health Advisory Commission, and several Environmental Health advisory bodies. These other bodies have assumed responsibility for many of the issues originally considered by the Public Health Commission. This commission frequently has difficulty keeping vacancies filled and establishing a quorum. Given these shifts in responsibility and the quorum difficulties, it is recommended that your Board direct the Health Services Agency to work with the Public Health Commission to consider consolidating it and redistributing its responsibilities with other advisory bodies.

### **Further Review**

In the preparation of this report, a number of departments have indicated that their advisory bodies have entered into initial discussions about reducing the number of regular meetings held each year. It is recommended that your Board direct each department to work with their advisory bodies to consider whether they could continue to meet their responsibilities while scheduling fewer meetings each year.

In anticipation of several more years of fiscal constraint, it is appropriate at this time to initiate a more in-depth review of advisory bodies. The statutory basis for some advisory bodies has been modified over time, and additional time is needed to determine which advisory bodies are currently mandated or discretionary. It is recommended that your Board direct each department to establish whether their advisory bodies are mandatory or discretionary and to work with them and the County Administrative Office to provide recommendations at budget hearings for possible consolidations or elimination of those advisory bodies which are discretionary.

### **Conclusion**

Section 2.38 of the County Code identifies the purpose of County advisory bodies in this way:

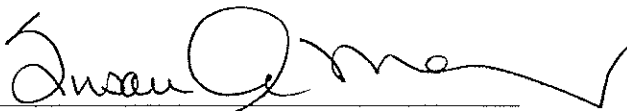
The public's trust in their government may be sustained only as long as the public remains involved in the deliberations essential to responsible decision-making by that government. The board of supervisors wishes to preserve this public trust by openly seeking advice, ideas and recommendations from the citizens of the county.

This office continues to believe in the importance of the service provided to your Board and to departments by the assorted advisory bodies, and we greatly appreciate the hours of volunteer service provided by each member of a County commission or committee.

IT IS THEREFORE RECOMMENDED THAT YOUR BOARD

1. Accept and file this report on County Advisory Bodies;
2. Direct the Health Services Agency/Environmental Health Division to evaluate whether the Hazardous Materials Appeals Commission could be eliminated entirely and its responsibilities transferred to the Environmental Health Appeals Commission;
3. Direct the Human Services Department and Personnel Department to work with the Long Term Care Interagency Commission to consider whether it could be consolidated and its responsibilities redistributed to the In Home Supportive Services Advisory Commission and the Seniors Commission;
4. Direct the Health Services Agency to work with the Public Health Commission to consider whether it could be consolidated and its responsibilities redistributed to other related advisory bodies;
5. Direct each department to work with their advisory bodies to consider whether they could meet their responsibilities with fewer scheduled meetings each year; and
6. Direct each department to work with their assigned advisory bodies and the County Administrative Office to provide a report in conjunction with the 2010-11 Budget Hearings with recommendations for possible consolidations or elimination of discretionary advisory bodies.

Very truly yours,



Susan Mauriello  
County Administrative Officer

cc: Each Department Head  
Each County Advisory Body

SAM/DSP

ADVISORY BODY	DEPARTMENT	STAFF	MEMBERS	ANNUAL MEETINGS	MONTHLY HOURS	ANNUAL STAFF COSTS	NOTES
Agricultural Policy Advisory Commission	Planning Department	Planner III	5	7	5	\$6,500	Staff costs are fully offset by permit fees
Alcoholism and Drug Abuse Commission	Health Services Agency	Prog Mgr Typist Clerk III	10	12	7	\$5,550	
Animal Nuisance Abatement Appeals Commission	Clerk of the Board	Sr Brd Clerk	5	As needed	As needed		Meets as needed to hear appeals
Arts Commission	Parks, Open Space and Cultural Services	Director, Sec, Rec Supe	10	10	31	\$18,533	
Assessment Appeals Board (2 panels)	Clerk of the Board	Sr Brd Clerk	4 per panel (inc. alts)	24 per panel	140	\$65,161	
Building, Accessibility, Fire Code Bd Appeals	Planning	Chief Bldg Official, Fire Marshal	5	As needed	As needed		Meets as needed to hear appeals. Costs offset by fees.
Civil Service Commission	Personnel	Pers Director, Sr Pers Analyst, Sec	5	11	11	\$9,300	Eight reg meetings per year, plus average three disciplinary hearings.
Commission on Disabilities	Personnel	Commissions Coordinator	10	11	43	\$28,047	

ADVISORY BODY	DEPARTMENT	STAFF	MEMBERS	ANNUAL MEETINGS	MONTHLY HOURS	ANNUAL STAFF COSTS	NOTES
Commission on the Environment	General Services	General Svcs Director	10	11	6	\$6,824	
Deferred Compensation Advisory Commission	County Administrative Office	Princ Admin Analyst, Admin Aide	8	10	5	\$4,800	
Domestic Violence Commission	District Attorney	Secretary	26	12	6	\$2,347	
Emergency Management Council	General Services (Emergency Services)	Emerg Svcs Mgr, Secretary	34	6	5	\$5,880	
Emergency Medical Care Commission	Health Services Agency	Sr Pub Health Manager	13	9	145	\$10,000	State mandated. Commission has discussed meeting less frequently.
Environmental Health Appeals Commission	Health Services (Environmental Health)	Env Health Manager	3	As needed	As needed		Possible consolidation with Haz Appeals Commission.
Equal Employment Opportunity Commission	Personnel	EEO Officer	10	4	5	\$2,052	
Fire Department Advisory Commission	General Services (CAL FIRE)	Co fire staff, Emerg Svce Mgr, analyst	10	6	30	\$4,898	Costs included in CAL FIRE/County Fire contract at no cost to General Fund.

ADVISORY BODY	DEPARTMENT	STAFF	MEMBERS	ANNUAL MEETINGS	MONTHLY HOURS	ANNUAL STAFF COSTS	NOTES
Fish and Game Advisory Commission	Health Services (Environmental Health)	Resource Planner III, IV	10	10	15	\$23,500	
Hazardous Materials Advisory Commission	Health Services (Environmental Health)	Haz Materials Prog Mgr	11	6	9	\$3,250	Recommend review of meeting frequency.
Hazardous Materials Appeals Commission	Health Services (Environmental Health)	Haz Materials Prog Mgr	3	As needed	As needed		Recommend review and possible consolidation.
Historic Resources Commission	Planning	Planner II	5	4	3	\$4,000	Meets quarterly, more as needed.
Housing Advisory Commission	Planning	Sr. Dept Analyst	10	13	6	\$14,430	Recommend review of meeting frequency
Human Services Commission	Human Services Department	Sr. Analyst, Div Secretary	10	6	10	\$8,239	Recommend review of meeting frequency
In-Home Supportive Services Advisory Commission	Human Services Department	Sr Analyst, Typist Clerk II	11	11	12	\$8,410	State mandate
Integrated Waste Management Local Task Force	Public Works	Sr Civil Engineer, Dept Analyst	9	5	6	\$4,600	

ADVISORY BODY	DEPARTMENT	STAFF	MEMBERS	ANNUAL MEETINGS	MONTHLY HOURS	ANNUAL STAFF COSTS	NOTES
Juvenile Justice/Delinquency Prev Commission	Probation	Chief Prob Officer, Div Director, TC	15	12	14	\$5,295	
Latino Affairs Commission	Personnel	Sr Pers Analyst	9	6	6	\$4,140	
Long Term Care Interagency Commission	Human Services Department	Sr. Analyst, Div Secretary	15	6	5	\$3,111	Consider consolidation with other commissions
Mental Health Advisory Board	Health Services Agency	Mental Health Director, Admin Aide	11	11	20	\$10,000	Consider reducing frequency of meetings
Mobilehome Commission	County Counsel	Paralegal, Attorney	7	11	36	\$26,686	Costs reimbursed from Mobile Home Space Fees
Parks and Recreation Commission	Parks, Open Space and Cultural Services	Director, Sec, Planner	5	10	26	\$17,063	
Planning Commission	Planning	Princ Planner	5	13	10	\$25,000	State Mandate. Staffing costs fully recovered
Public Health Commission	Health Services Agency	Sr. Health Svcs Mgr, Admin Aide	5	4	3	\$3,500	Quorum difficulties. Consider consolidation

ADVISORY BODY	DEPARTMENT	STAFF	MEMBERS	ANNUAL MEETINGS	MONTHLY HOURS	ANNUAL STAFF COSTS	NOTES
Seniors Commission	Personnel	Commissions Coordinator	10	6	5	\$3,240	
Soquel Village Parking and Business Improvement Area Advisory Board	Redevelopment	Agency Admin, Asst Analyst, Sec	5	5	4	\$2,400	
Treasury Oversight Commission	Treasurer-Tax Collector	Treasurer-Tax Coll, Invest Off	5	4	5	\$2,800	
Water Advisory Commission	Health Services (Environmental Health)	Geologist/ Hydrologist, Div Director	7	10	17	\$30,000	
Women's Commission	Personnel	Commissions Coordinator	10	11	43	\$28,047	
Workforce Investment Board	Human Services Department	Sr. Analyst, Typist Clerk III	39	15	132	\$18,302	Federal mandate. Has reduced number of meetings in response to cut backs
The Board of Supervisors also makes appointments to the First 5 Commission and to the Managed Medical Care Commission. Because they are not staffed by County departments, they are not included in this discussion.							
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DEPARTMENT	CURRENT JOB TITLE	PROPOSED JOB TITLE	ACTION	RES POS#	APPROVED	EFFECTIVE	PAN#
AG COMMISSION	AG BIO AIDE	SAME	EXTEND LT UNTIL 6/30/09	TC1015AC	6/25/2009	7/1/2009	MMPAN09-09
AG COMMISSION	AG BIO AIDE	DELETE	DELETE	TC1004AC	6/25/2009	7/1/2009	MMPAN09-09
AG COMMISSION	AG BIO AIDE	SAME	EXTEND LT UNTIL 6/30/09	TC1002AC	6/25/2009	7/1/2009	MMPAN09-10
AG COMMISSION	AG BIO AIDE	SAME	EXTEND LT UNTIL 6/30/09	TC1014AC	6/25/2009	7/1/2009	MMPAN09-10
AG COMMISSION	AG BIO AIDE	SAME	EXTEND LT UNTIL 6/30/09	TC1009AC	6/25/2009	7/1/2009	MMPAN09-10
AG COMMISSION	AG BIO AIDE	SAME	EXTEND LT UNTIL 6/30/09	TC1013AC	6/25/2009	7/1/2009	MMPAN09-11
AG COMMISSION	AG WEIGHTS & MEAS INSP III/III/	DELETE	DELETE	TG7012AB	6/25/2009	8/8/2009	MMPAN09-12
AG EXTENSION	CLERK III	SAME	REDUCE POS FROM 1.0 FTE TO .75 FTE	BA8001LA	6/25/2009	8/8/2009	MMPAN09-13
ANIMAL SERVICES AUTHORITY	ADMIN AIDE	SAME	EXTEND LT UNTIL 6/30/09	UR1001AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL CONTROL OFFICER II	SAME	EXTEND LT UNTIL 6/30/09	AC7001AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL CONTROL OFFICER II	SAME	EXTEND LT UNTIL 6/30/09	AC7002AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL CONTROL OFFICER II	SAME	EXTEND LT UNTIL 6/30/09	AC7003AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL CONTROL OFFICER II	SAME	EXTEND LT UNTIL 6/30/09	AC7004AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL CONTROL OFFICER II	SAME	EXTEND LT UNTIL 6/30/09	AC7005AU	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL CONTROL OFFICER II	SAME	EXTEND LT UNTIL 6/30/09	AC7006XD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL CONTROL OFFICER II	SAME	EXTEND LT UNTIL 6/30/09	AC7007XD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL CONTROL OFFICER II	SAME	UNFUND POSITION	AC7005AU	6/25/2009	7/1/2009	CSPAN09-27
ANIMAL SERVICES AUTHORITY	ANIMAL CONTROL OFFICER II	SAME	UNFUND POSITION	AC7006XU	6/25/2009	7/1/2009	CSPAN09-27
ANIMAL SERVICES AUTHORITY	ANIMAL CONTROL OFFICER II	SAME	UNFUND POSITION	AC7007XU	6/25/2009	7/1/2009	CSPAN09-27
ANIMAL SERVICES AUTHORITY	ANIMAL HEALTH TECH	SAME	EXTEND LT UNTIL 6/30/09	AC6002AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL HEALTH TECH	SAME	EXTEND LT UNTIL 6/30/09	AC6003AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL HEALTH TECH	SAME	EXTEND LT UNTIL 6/30/09	AC6004AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL HEALTH TECH	SAME	EXTEND LT UNTIL 6/30/09	AC6005AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL HEALTH TECH	SAME	EXTEND LT UNTIL 6/30/09	AC6006AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL HEALTH TECH	SAME	EXTEND LT UNTIL 6/30/09	AC6007XD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL HEALTH TECH	SAME	EXTEND LT UNTIL 6/30/09	AC6008AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL HEALTH TECH	SAME	EXTEND LT UNTIL 6/30/09	AC6009AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL HEALTH TECH	SAME	EXTEND LT UNTIL 6/30/09	AC6010AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL HEALTH TECH	SAME	EXTEND LT UNTIL 6/30/09	AC6011XD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL HEALTH TECH	SAME	EXTEND LT UNTIL 6/30/09	AC6012XD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL HEALTH TECH	SAME	EXTEND LT UNTIL 6/30/09	AC6011XU	6/25/2009	7/1/2009	CSPAN09-28
ANIMAL SERVICES AUTHORITY	ANIMAL SERVICES CLK DISP	SAME	EXTEND LT UNTIL 6/30/09	AD3001AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL SVCS ASST	SAME	EXTEND LT UNTIL 6/30/09	AC1002AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL SVCS ASST	SAME	EXTEND LT UNTIL 6/30/09	AC1004AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL SVCS ASST	SAME	EXTEND LT UNTIL 6/30/09	AC1005XD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL SVCS ASST	SAME	EXTEND LT UNTIL 6/30/09	AC1006AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL SVCS ASST	SAME	EXTEND LT UNTIL 6/30/09	AC1007AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL SVCS ASST	SAME	EXTEND LT UNTIL 6/30/09	AC1008AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL SVCS ASST	SAME	EXTEND LT UNTIL 6/30/09	AC1009AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL SVCS ASST	SAME	EXTEND LT UNTIL 6/30/09	AC1011XD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL SVCS ASST	DELETE	DELETE	AC1005XD	6/25/2009	8/8/2009	CSPAN09-46
ANIMAL SERVICES AUTHORITY	ANIMAL SVCS ASST	SAME	UNFUND POSITION	AC1008AU	6/25/2009	6/27/2009	CSPAN09-26
ANIMAL SERVICES AUTHORITY	ANIMAL SVCS COORD	SAME	EXTEND LT UNTIL 6/30/09	AC4001AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL SVCS COORD	SAME	EXTEND LT UNTIL 6/30/09	AC4002AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL SVCS COORD	SAME	EXTEND LT UNTIL 6/30/09	AC4003AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	ANIMAL SVCS COORD	SAME	EXTEND LT UNTIL 6/30/09	AC4004AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	BLDG MAINT WKR II	SAME	EXTEND LT UNTIL 6/30/09	MG6001AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	BLDG MAINT WKR II	SAME	UNFUND POSITION	MG6001AU	6/25/2009	7/1/2009	CSPAN09-29
ANIMAL SERVICES AUTHORITY	CLERK III	SAME	EXTEND LT UNTIL 6/30/09	BA8001AD	6/25/2009	7/1/2009	CSPAN09-24
ANIMAL SERVICES AUTHORITY	SUP ANIMAL S FIELD MGR	SAME	EXTEND LT UNTIL 6/30/09	AC9001AD	6/25/2009	7/1/2009	CSPAN09-24

VIII a.

DEPARTMENT	CURRENT JOB TITLE	PROPOSED JOB TITLE	ACTION	RES POS#	APPROVED	EFFECTIVE	PAN#
ANIMAL SERVICES AUTHORITY	SUP ANIMAL S SHLTR MGR	SAME	EXTEND LT UNTIL 6/30/09	AC8001AD	6/25/2009	7/1/2009	CSPAN09-24
ASSESSOR	APPRAISER II	SAME	CONTINUE UNFUND POSITION	DA7007AU	6/25/2009	7/1/2009	MMPAN09-14
ASSESSOR	APPRAISER II	SAME	CONTINUE UNFUND POSITION	BL5008AU	6/25/2009	7/1/2009	MMPAN09-14
ASSESSOR	APPRAISER II	SAME	CONTINUE UNFUND POSITION	DA2002AU	6/25/2009	7/1/2009	MMPAN09-14
ASSESSOR	ASSESSMENT CLERK	SAME	REDUCE POS FROM 1.0 FTE TO .75 FTE	BL3001LA	6/25/2009	8/8/2009	MMPAN09-16
ASSESSOR	ASSESSMENT CLERK	SAME	REDUCE FROM 1.0 FTE TO .75 FTE	BL3004LA	6/25/2009	8/8/2009	MMPAN09-16
ASSESSOR	ASSESSMENT CLERK	DELETE	DELETE	BL3006AA	6/25/2009	8/8/2009	MMPAN09-16
ASSESSOR	AUDITOR-APPRAISER II	SAME	CONTINUE UNFUND POSITION	UG7001AU	6/25/2009	7/1/2009	MMPAN09-15
ASSESSOR	CLERICAL SUPERVISOR II	SAME	CONTINUE UNFUND POSITION	BD6001AU	6/25/2009	7/1/2009	MMPAN09-15
ASSESSOR	SR APPRAISER	DELETE	DELETE	DA8002AA	6/25/2009	8/8/2009	MMPAN09-17
ASSESSOR-RECORDER	LEGAL DOCUMENT EXAMINER	SAME	CONTINUE UNFUND POSITION	BU9001AU	6/25/2009	7/1/2009	MMPAN09-18
ASSESSOR-RECORDER	LEGAL DOCUMENT EXAMINER	SAME	CONTINUE UNFUND POSITION	BU9004AU	6/25/2009	7/1/2009	MMPAN09-18
ASSESSOR-RECORDER	LEGAL DOCUMENT EXAMINER	SAME	CONTINUE UNFUND POSITION	BU9010AU	6/25/2009	7/1/2009	MMPAN09-18
AUDITOR-CONTROLLER	ACCOUNTING TECHNICIAN	SAME	UNFUND POSITION	CH7008XU	6/25/2009	7/1/2009	CSPAN09-21
AUDITOR-CONTROLLER	ACCOUNTING TECHNICIAN	SAME	UNFUND POSITION	CH7012AU	6/25/2009	7/1/2009	CSPAN09-21
AUDITOR-CONTROLLER	AUDITOR IV	SAME	REDUCE FROM 1.0 FTE TO .50 FTE	UF6002XB	6/25/2009	6/27/2009	CSPAN09-22
AUDITOR-CONTROLLER	AUDITOR IV	SAME	UNFUND POSITION	UF6004XU	6/25/2009	7/1/2009	CSPAN09-23
AUDITOR-CONTROLLER	AUDITOR IV	SAME	UNFUND POSITION	UF6007AU	6/25/2009	7/1/2009	CSPAN09-23
AUDITOR-CONTROLLER	AUDITOR IV	SAME	UNFUND POSITION	UF6008XU	6/25/2009	7/1/2009	CSPAN09-23
CHILD SUPPORT SERVICES	CHILD SUPPORT SPEC III	SAME	UNFUND POSITION	BY2028AU	6/25/2009	7/1/2009	TCPAN09-01
CHILD SUPPORT SERVICES	CLERK III	SAME	UNFUND POSITION	BA6006AU	6/25/2009	7/1/2009	TCPAN09-01
CHILD SUPPORT SERVICES	INVESTIGATOR ASST	SAME	UNFUND POSITION	NV6004AU	6/25/2009	7/1/2009	TCPAN09-01
COUNTY ADMINISTRATIVE OFFICE	DEPUTY CAO	SAME	UNFUND POSITION	UT15023AU	6/25/2009	7/1/2009	TCPAN09-10
COUNTY ADMINISTRATIVE OFFICE	BOARD CLERK	SAME	UNFUND POSITION	BX5004AU	6/25/2009	7/1/2009	TCPAN09-11
COUNTY COUNSEL	SR DEPTL ADMIN ANALYST	SAME	CONTINUE UNFUND POSITION	US5001AU	6/25/2009	7/1/2009	MMPAN09-19
COUNTY COUNSEL	ATTORNEY IV/III/II	SAME	UNFUND POSITION	JD7015AU	6/25/2009	7/1/2009	TCPAN09-12
COUNTY COUNSEL	PARALEGAL	SAME	DELETE	JC2002XA	6/25/2009	8/8/2009	TCPAN09-13
COUNTY COUNSEL	SR LEGAL SECRETARY	SAME	UNFUND POSITION	BH5002AU	6/25/2009	7/1/2009	TCPAN09-12
DISTRICT ATTORNEY	VIC/MT ASST PROG MGR	SAME	EXTEND LT UNTIL 6/30/09	ULU2001AC	6/25/2009	7/1/2009	TCPAN09-03
DISTRICT ATTORNEY	VICTIM SERVICES REP	SAME	EXTEND LT UNTIL 6/30/09	BY4001AC	6/25/2009	7/1/2009	TCPAN09-04
DISTRICT ATTORNEY	VICTIM SERVICES REP	SAME	EXTEND LT UNTIL 6/30/09	BY4002AC	6/25/2009	7/1/2009	TCPAN09-03
DISTRICT ATTORNEY	VICTIM SERVICES REP	SAME	EXTEND LT UNTIL 6/30/09	BY4004AC	6/25/2009	7/1/2009	TCPAN09-03
DISTRICT ATTORNEY	VICTIM SERVICES REP	SAME	EXTEND LT UNTIL 6/30/09	BY4009AC	6/25/2009	7/1/2009	TCPAN09-04
DISTRICT ATTORNEY	ATTORNEY IV/III/II ST BAR STUDENT	SAME	UNFUND POSITION	JD8011AU	6/25/2009	7/1/2009	TCPAN09-02
DISTRICT ATTORNEY	ATTORNEY IV/III/II ST BAR STUDENT	SAME	UNFUND POSITION	JD8040AU	6/25/2009	7/1/2009	TCPAN09-02
DISTRICT ATTORNEY	ATTORNEY IV/III/II ST BAR STUDENT	SAME	UNFUND POSITION	JD8043AU	6/25/2009	7/1/2009	TCPAN09-02
DISTRICT ATTORNEY	ATTORNEY IV/III/II ST BAR STUDENT	SAME	EXTEND LT UNTIL 6/30/09	JD8005AC	6/25/2009	7/1/2009	TCPAN09-05
DISTRICT ATTORNEY	ATTORNEY IV/III/II ST BAR STUDENT	SAME	EXTEND LT UNTIL 6/30/09	JD8006AC	6/25/2009	7/1/2009	TCPAN09-05
DISTRICT ATTORNEY	ATTORNEY IV/III/II ST BAR STUDENT	SAME	EXTEND LT UNTIL 6/30/09	JD8020AC	6/25/2009	7/1/2009	TCPAN09-06
DISTRICT ATTORNEY	ATTORNEY IV/III/II ST BAR STUDENT	SAME	EXTEND LT UNTIL 6/30/09	JD8023AC	6/25/2009	7/1/2009	TCPAN09-06
DISTRICT ATTORNEY	ATTORNEY IV/III/II ST BAR STUDENT	SAME	EXTEND LT UNTIL 6/30/09	JD8031AC	6/25/2009	7/1/2009	TCPAN09-06
DISTRICT ATTORNEY	ATTORNEY IV/III/II ST BAR STUDENT	SAME	EXTEND LT UNTIL 6/30/09	JD8038AC	6/25/2009	7/1/2009	TCPAN09-07
DISTRICT ATTORNEY	ATTORNEY IV/III/II ST BAR STUDENT	SAME	EXTEND LT UNTIL 6/30/09	JD8039AC	6/25/2009	7/1/2009	TCPAN09-07
DISTRICT ATTORNEY	ATTORNEY IV/III/II ST BAR STUDENT	SAME	EXTEND LT UNTIL 6/30/09	JD8042AC	6/25/2009	7/1/2009	TCPAN09-07
DISTRICT ATTORNEY	DA INSPECTOR II	SAME	EXTEND LT UNTIL 6/30/09	RH7011AD	6/25/2009	7/1/2009	TCPAN09-08
DISTRICT ATTORNEY	DA INSPECTOR II	SAME	EXTEND LT UNTIL 6/30/09	RH7012AD	6/25/2009	7/1/2009	TCPAN09-08
DISTRICT ATTORNEY	DA INSPECTOR II	SAME	EXTEND LT UNTIL 6/30/09	RH7018AD	6/25/2009	7/1/2009	TCPAN09-09
DISTRICT ATTORNEY	INVESTIGATOR ASST	SAME	EXTEND LT UNTIL 6/30/09	NV6002AC	6/25/2009	7/1/2009	TCPAN09-08
DISTRICT ATTORNEY	LEGAL SEC III	SAME	UNFUND POSITION	BH13025AU	6/25/2009	7/1/2009	TCPAN09-02
DISTRICT ATTORNEY	LEGAL SEC III	SAME	EXTEND LT UNTIL 6/30/09	BH13014AC	6/25/2009	7/1/2009	TCPAN09-05

VIII a.

DEPARTMENT	CURRENT JOB TITLE	PROPOSED JOB TITLE	ACTION	RES POS#	APPROVED	EFFECTIVE	PAN#
DISTRICT ATTORNEY	RECORDS CLERK	SAME	UNFUND POSITION	BV7002AU	6/25/2009	7/1/2009	TCPAN09-02
EMERGENCY SERVICES	CLERK III	SAME	DELETE	BA8002AA	6/25/2009	7/1/2009	TCPAN09-14
EMERGENCY SERVICES	EMERG SERVICES ADMIN	SAME	UNFUND POSITION	UU9001AU	6/25/2009	7/1/2009	TCPAN09-14
GENERAL SERVICES	BUILDING EQUIP SUPV	SAME	UNFUND POSITION	MH8001AU	6/25/2009	7/1/2009	TCPAN09-16
GENERAL SERVICES	CUSTODIAN	SAME	UNFUND POSITION	FD2011AU	6/25/2009	7/1/2009	TCPAN09-16
GENERAL SERVICES	CUSTODIAN	SAME	UNFUND POSITION	FD2032XU	6/25/2009	7/1/2009	TCPAN09-16
GENERAL SERVICES	DEP DIR- GENERAL SERVICES	SAME	UNFUND POSITION	TS7001AU	6/25/2009	7/1/2009	TCPAN09-15
GENERAL SERVICES	HOUSING REHAB CONST SPEC	SAME	UNFUND POSITION	TR7001LC	6/25/2009	7/1/2009	TCPAN09-15
GENERAL SERVICES	MAINT/ELECTO MECH WKR	SAME	DELETE POSITION	MG3001AU	6/25/2009	7/1/2009	TCPAN09-15
GENERAL SERVICES	DP PROGRAMMER ANALYST	SAME	UNFUND POSITION	UN4004AA	6/25/2009	7/1/2009	CSPAN09-66
HSA - CLINICS	FACILITIES MANAGER	SAME	DELETE	US4001AU	6/25/2009	7/1/2009	CSPAN09-68
HSA - CLINICS	MEDICAL SUPPLY CLERK	SAME	DELETE	CL5001AA	6/25/2009	7/1/2009	CSPAN09-75
HSA - CLINICS	SR ACCOUNTING TECH	ACCOUNTING TECH	DELETE	CH7025AA	6/25/2009	7/1/2009	CSPAN09-81
HSA - CLINICS	SR DEPTL IS ANALYST	SAME	DELETE	XC7002AA	6/25/2009	7/1/2009	CSPAN09-93
HSA - CLINICS	CHIEF OF CLINIC SERVICES	SAME	DELETE	PK9001AA	6/25/2009	7/1/2009	CSPAN09-60
HSA - CLINICS	CLINIC NURSE II	SAME	DELETE	PG5123XA	6/25/2009	7/1/2009	CSPAN09-61
HSA - CLINICS	CLINIC PHYSICIAN -HSA	SAME	DELETE	PT3015JA	6/25/2009	7/1/2009	CSPAN09-62
HSA - CLINICS	CLINIC PHYSICIAN -HSA	SAME	INCREASE POSITION .05 FTE	PT3001LA	6/25/2009	7/1/2009	CSPAN09-64
HSA - CLINICS	CLINIC PHYSICIAN -HSA	SAME	INCREASE POSITION .15 FTE	PT3024LA	6/25/2009	7/1/2009	CSPAN09-64
HSA - CLINICS	COMM HEALTH WKR II	SAME	INDEX CHANGE TO 362000	NW5006AA	6/25/2009	8/8/2009	CSPAN09-100
HSA - CLINICS	DET. NURSE SPEC II	SAME	REDUCE FROM 1.0 FTE TO .75 FTE	PD6007LA	6/25/2009	7/1/2009	CSPAN09-101
HSA - CLINICS	DIRECTOR OF LABORATORY SVCS	SAME	REDUCE FROM 1.0 FTE TO .75 FTE	NE9001XA	6/25/2009	7/1/2009	CSPAN09-65
HSA - CLINICS	HEALTH SYS APP MANAGER	DELETE	DELETE	UN2002AU	6/25/2009	7/1/2009	CSPAN09-71
HSA - CLINICS	LAB TECHNICIAN	DELETE	DELETE	NA5001AA	6/25/2009	8/8/2009	CSPAN09-105
HSA - CLINICS	MEDICAL ASSISTANT	SAME	DELETE	NW7007AA	6/25/2009	7/1/2009	CSPAN09-74
HSA - CLINICS	NEW	PHYS ASST /NP	INCREASE POSITION .30 FTE	ZZ9003XA	6/25/2009	7/1/2009	CSPAN09-86
HSA - CLINICS	PHYSICIAN ASST/NP	SAME	TO BE CLASSIFIED	PJ3004VA	6/25/2009	7/1/2009	CSPAN09-79
HSA - CLINICS	PHYSICIAN ASST/NP	SAME	INCREASE POSITION .05 FTE	PJ3007LA	6/25/2009	7/1/2009	CSPAN09-79
HSA - CLINICS	PHYSICIAN ASST/NP	SAME	INCREASE POSITION .05 FTE	PJ3020GA	6/25/2009	7/1/2009	CSPAN09-79
HSA - CLINICS	PUBLIC HEALTH NURSE II	SAME	INCREASE POSITION .20 FTE	PH5116AA	6/25/2009	7/1/2009	CSPAN09-78
HSA - CLINICS	SR. ACCOUNTING TECH	DELETE	DELETE	CH8026AU	6/25/2009	7/1/2009	CSPAN09-89
HSA - CLINICS	TO BE CLASSIFIED (ZZ9)	PHYS ASST /NP	CLASSIFIED POSITION	PJ3027XA	6/25/2009	7/1/2009	MMPAN09-70
HSA - PUBLIC HEALTH	ASST DIR. OF NURSING	DELETE	DELETE	PD8003AU	6/25/2009	7/1/2009	CSPAN09-59
HSA - PUBLIC HEALTH	ENV HEALTH SPEC.III	DELETE	DELETE	TJ9006AA	6/25/2009	7/1/2009	CSPAN09-67
HSA - PUBLIC HEALTH	EPIDEMIOLOGIST	SAME	DELETE	NH1002LA	6/25/2009	8/8/2009	CSPAN09-102
HSA - PUBLIC HEALTH	HEALTH CLIENT BENEFIT REP	SAME	REDUCE FROM 1.0 FTE TO .75 FTE	NM6007AA	6/25/2009	7/1/2009	CSPAN09-84
HSA - PUBLIC HEALTH	HEALTH SERVICES MANAGER	SAME	INDEX CHANGE	PJ6011LA	6/25/2009	7/1/2009	CSPAN09-70
HSA - PUBLIC HEALTH	MEDICAL ASSISTANT	DELETE	DELETE	NW7043AA	6/25/2009	8/8/2009	CSPAN09-106
HSA - PUBLIC HEALTH	PUBLIC HEALTH NURSE II	SAME	INDEX CODE CHANGE TO 361000	PH5038TA	6/25/2009	8/8/2009	CSPAN09-108
HSA - PUBLIC HEALTH	PUBLIC HEALTH NURSE II	DELETE	REDUCE FROM .75 FTE TO .60 FTE	PH5108XA	6/25/2009	8/8/2009	CSPAN09-108
HSA - PUBLIC HEALTH	PUBLIC HEALTH NURSE III	SAME	DELETE	PH8115LA	6/25/2009	8/8/2009	CSPAN09-109
HSA - PUBLIC HEALTH	PUBLIC HEALTH NURSE III	SAME	REDUCE FROM 1.0 FTE TO .75 FTE	PH8116LA	6/25/2009	8/8/2009	CSPAN09-109
HSA - PUBLIC HEALTH	SR DEPTL ADMIN ANALYST	DELETE	DELETE	USS019AA	6/25/2009	7/1/2009	CSPAN09-90
HSA - PUBLIC HEALTH	SR PUBLIC HEALTH INVESTIGATOR	SAME	DELETE	NV7001LA	6/25/2009	8/8/2009	CSPAN09-112
HSA - PUBLIC HEALTH	SR SOCIAL WORKER	SAME	REDUCE FROM 1.0 FTE TO .50 FTE	SM8001XA	6/25/2009	8/8/2009	CSPAN09-113
HSA - PUBLIC HEALTH	SR SOCIAL WORKER	DELETE	DELETE	SM8006XA	6/25/2009	8/8/2009	CSPAN09-113
HSA - PUBLIC HEALTH	SR MH CLIENT SPEC	DELETE	DELETE	SK5101AA	6/25/2009	7/1/2009	CSPAN09-95
HSA - PUBLIC HEALTH	SR MH CLIENT SPEC	DELETE	DELETE	SK5124AA	6/25/2009	7/1/2009	CSPAN09-95
HSA - PUBLIC HEALTH	TC II	DELETE	DELETE	BC5004AA	6/25/2009	7/1/2009	CSPAN09-96
HSA - PUBLIC HEALTH	TC II	DELETE	DELETE	BC5010AA	6/25/2009	8/8/2009	CSPAN09-115

VIII a.

DEPARTMENT	CURRENT JOB TITLE	PROPOSED JOB TITLE	ACTION	RES POS#	APPROVED	EFFECTIVE	PAN#
HSA - PUBLIC HEALTH	THERAPIST-PHYS. DISABLED	DELETE	DELETE	PP5004AA	6/25/2009	8/8/2009	CSPAN09-114
HSA - PUBLIC HEALTH	THERAPIST-PHYS. DISABLED	DELETE	DELETE	PP5005RA	6/25/2009	8/8/2009	CSPAN09-114
HSA - PUBLIC HEALTH	WATER QUALITY SPEC III	DELETE	DELETE	TJ6024AU	6/25/2009	7/1/2009	CSPAN09-97
HSA - MENTAL HEALTH	ADMIN AIDE	ADMIN AIDE	REDUCE FROM 1.0 FTE TO .50 FTE	UR1012XA	6/25/2009	7/1/2009	CSPAN09-63
HSA - MENTAL HEALTH	DEPUTY PUBLIC GUARDIAN	DELETE	DELETE	DG4004XA	6/25/2009	7/1/2009	CSPAN09-98
HSA - MENTAL HEALTH	MED CARE PROG BEN. MGR	DELETE	DELETE	PJ8002AU	6/25/2009	7/1/2009	CSPAN09-73
HSA - MENTAL HEALTH	MH FEE CLERK	SAME	REDUCE POS FROM 1.0 FTE TO .75 FTE	SC4001LA	6/25/2009	7/1/2009	CSPAN09-82
HSA - MENTAL HEALTH	MH SUPVG. CLIENT SPEC	DELETE	DELETE	SK8002AA	6/25/2009	7/1/2009	CSPAN09-76
HSA - MENTAL HEALTH	MH SUPVG. CLIENT SPEC	DELETE	DELETE	SK8001AA	6/25/2009	8/8/2009	CSPAN09-107
HSA - MENTAL HEALTH	NEW	PHYS ASST./NP	TO BE CLASSIFIED	ZZ9002XU	6/25/2009	7/1/2009	CSPAN09-77
HSA - MENTAL HEALTH	NEW	HEALTH CLIENT BENEFIT REP	TO BE CLASSIFIED	ZZ9001AA	6/25/2009	7/1/2009	CSPAN09-69
HSA - MENTAL HEALTH	NEW	MEDICAL ASSISTANT	NEW	NW7044AA	6/25/2009	7/1/2009	CSPAN09-85
HSA - MENTAL HEALTH	PHYS. ASST./NP	SAME	CONTINUE UNFUNDED POSITION	PJ3025XU	6/25/2009	7/1/2009	CSPAN09-77
HSA - MENTAL HEALTH	PSYCHIATRIC MEDICAL DIR	DELETE	DELETE	PR6002AA	6/25/2009	7/1/2009	CSPAN09-87
HSA - MENTAL HEALTH	SR CASE DATA CLERK	SAME	DELETE	BN6007XA	6/25/2009	7/1/2009	CSPAN09-83
HSA - MENTAL HEALTH	SR DEPTL ADMIN ANALYST	SAME	INDEX CHANGE	US5025AA	6/25/2009	7/1/2009	CSPAN09-91
HSA - MENTAL HEALTH	SR DEPTL ADMIN ANALYST	DELETE	DELETE	US5006AA	6/25/2009	7/1/2009	CSPAN09-92
HSA - MENTAL HEALTH	SR MH CLIENT SPEC	DELETE	DELETE	SK5145AA	6/25/2009	8/8/2009	CSPAN09-110
HSA - MENTAL HEALTH	SR MH CLIENT SPEC	DELETE	DELETE	SK5147AA	6/25/2009	8/8/2009	CSPAN09-110
HSA - MENTAL HEALTH	SR MH CLIENT SPEC	DELETE	DELETE	SK5024AA	6/25/2009	8/8/2009	CSPAN09-110
HSA - MENTAL HEALTH	SR MH CLIENT SPEC	DELETE	DELETE	SK5097AA	6/25/2009	8/8/2009	CSPAN09-110
HSA - MENTAL HEALTH	SR MH COUNSELOR	DELETE	DELETE	SK5102AA	6/25/2009	8/8/2009	CSPAN09-110
HSA - MENTAL HEALTH	SR ACCOUNTING TECH	DELETE	DELETE	SL7231AA	6/25/2009	8/8/2009	CSPAN09-111
HSA - MENTAL HEALTH	SR MH CLIENT SPEC	DELETE	DELETE	CH8019AA	6/25/2009	7/1/2009	CSPAN09-88
HSA - MENTAL HEALTH	SR MH CLIENT SPEC	DELETE	DELETE	SK5057AA	6/25/2009	7/1/2009	CSPAN09-94
HSA - MENTAL HEALTH	TCIII	DELETE	DELETE	SK5146AA	6/25/2009	7/1/2009	CSPAN09-94
HSA - MENTAL HEALTH	TCIII	DELETE	DELETE	BC7034AA	6/25/2009	8/8/2009	CSPAN09-117
HSA - SUBSTANCE ABUSE	HEALTH PROGRAM SPEC	DELETE	DELETE	BC7044AA	6/25/2009	8/8/2009	CSPAN09-117
HSA - HEALTH BENEFITS	ACCOUNT CLERK	DELETE	DELETE	NX5019AA	6/25/2009	8/8/2009	CSPAN09-104
HSA - HEALTH BENEFITS	HEALTH SYS APP MANAGER	DELETE	DELETE	CH3001AA	6/25/2009	8/8/2009	CSPAN09-99
HSA - HEALTH BENEFITS	HEALTH SYS APP MANAGER	DELETE	DELETE	SC8005AA	6/25/2009	7/1/2009	CSPAN09-72
HSA - HEALTH BENEFITS	SR ACCOUNT CLERK	SAME	INCREASE POSITION .25 FTE	SC8007XA	6/25/2009	7/1/2009	CSPAN09-80
HUMAN SERVICES DEPARTMENT	CLERICAL SUPERVISOR I	DELETE	DELETE	CH5024LA	6/25/2009	7/1/2009	CSPAN09-80
HUMAN SERVICES DEPARTMENT	CLERICAL SUPERVISOR II	DELETE	DELETE	BD3004AA	6/25/2009	8/8/2009	MMPAN09-31
HUMAN SERVICES DEPARTMENT	CLERICAL SUPERVISOR II	DELETE	DELETE	BD6008AA	6/25/2009	8/8/2009	MMPAN09-32
HUMAN SERVICES DEPARTMENT	CLERICAL SUPERVISOR II	DELETE	DELETE	BD6002AA	6/25/2009	7/1/2009	MMPAN09-25
HUMAN SERVICES DEPARTMENT	DIV DIR- SOCIAL SERVICES	DELETE	DELETE	SP6003AA	6/25/2009	7/1/2009	MMPAN09-22
HUMAN SERVICES DEPARTMENT	DIVISION SECRETARY	DELETE	DELETE	BJ4001AA	6/25/2009	7/1/2009	MMPAN09-22
HUMAN SERVICES DEPARTMENT	ELIG SUPERVISOR I	DELETE	DELETE	SE5018AA	6/25/2009	8/8/2009	MMPAN09-33
HUMAN SERVICES DEPARTMENT	ELIG WORKER II	SAME	UNFUND POSITION	SC5732AU	6/25/2009	7/1/2009	MMPAN09-21
HUMAN SERVICES DEPARTMENT	ELIG WORKER II	SAME	UNFUND POSITION	SC5733AU	6/25/2009	7/1/2009	MMPAN09-21
HUMAN SERVICES DEPARTMENT	PERSONNEL CLERK	DELETE	DELETE	BB5001AA	6/25/2009	7/1/2009	MMPAN09-27
HUMAN SERVICES DEPARTMENT	PROGRAM COORDINATOR	DELETE	DELETE	UU3004AA	6/25/2009	7/1/2009	MMPAN09-28
HUMAN SERVICES DEPARTMENT	SOCIAL WK SUPERVISOR II	DELETE	DELETE	SN8003AA	6/25/2009	8/8/2009	MMPAN09-34
HUMAN SERVICES DEPARTMENT	SOCIAL WK SUPERVISOR II	DELETE	DELETE	SN8015AA	6/25/2009	8/8/2009	MMPAN09-34
HUMAN SERVICES DEPARTMENT	SR CASE DATA CLERK	DELETE	DELETE	BN6066AA	6/25/2009	8/8/2009	MMPAN09-35
HUMAN SERVICES DEPARTMENT	SR CASE DATA CLERK	DELETE	DELETE	BN6108AA	6/25/2009	8/8/2009	MMPAN09-35
HUMAN SERVICES DEPARTMENT	SR SOCIAL WORKER	SAME	UNFUND POSITION	SM8012AU	6/25/2009	7/1/2009	MMPAN09-23
HUMAN SERVICES DEPARTMENT	SR SOCIAL WORKER	SAME	UNFUND POSITION	SM8017AU	6/25/2009	7/1/2009	MMPAN09-23

VIII a.

DEPARTMENT	CURRENT JOB TITLE	PROPOSED JOB TITLE	ACTION	RES POS#	APPROVED	EFFECTIVE	PAN#
HUMAN SERVICES DEPARTMENT	SR SOCIAL WORKER	SAME	UNFUND POSITION	SM8024AU	6/25/2009	7/1/2009	MMPAN09-23
HUMAN SERVICES DEPARTMENT	TCII	DELETE	DELETE	BC5005AA	6/25/2009	7/1/2009	MMPAN09-29
HUMAN SERVICES DEPARTMENT	TCII	DELETE	DELETE	BC5042AA	6/25/2009	7/1/2009	MMPAN09-29
HUMAN SERVICES DEPARTMENT	TCII	DELETE	DELETE	BC5071AA	6/25/2009	7/1/2009	MMPAN09-29
HUMAN SERVICES DEPARTMENT	TCIII	DELETE	DELETE	BC7010XA	6/25/2009	7/1/2009	MMPAN09-30
HUMAN SERVICES DEPARTMENT	TCIII	DELETE	DELETE	BC7016AA	6/25/2009	7/1/2009	MMPAN09-30
HUMAN SERVICES DEPARTMENT	VETERAN SERVICE REP	DELETE	DELETE	BC7008AA	6/25/2009	7/1/2009	MMPAN09-30
HUMAN SERVICES DEPARTMENT	ACCOUNTANT III	SAME	UNFUND POSITION	SR7003AU	6/25/2009	7/1/2009	MMPAN09-24
INFORMATION SERVICES	ASST DIR OF INFO SERVICES	SAME	UNFUND POSITION	UB6001AU	6/25/2009	7/1/2009	TCPAN09-17
INFORMATION SERVICES	DEPARTL ADMIN ANALYST	DELETE	DELETE	UP8001AU	6/25/2009	7/1/2009	TCPAN09-17
INFORMATION SERVICES	COMP OPRS TECH III/III	DELETE	DELETE	US3002LU	6/25/2009	7/1/2009	TCPAN09-17
INFORMATION SERVICES	COMP OPRS TECH III/III	DELETE	DELETE	UJ5017XU	6/25/2009	7/1/2009	TCPAN09-18
INFORMATION SERVICES	COMP OPRS TECH IV	DELETE	DELETE	UJ5018AA	6/25/2009	7/1/2009	TCPAN09-18
INFORMATION SERVICES	SR DEPTL ADMIN ANALYST	DELETE	DELETE	UJ6013AU	6/25/2009	7/1/2009	TCPAN09-18
INFORMATION SERVICES	DEPTL INFO SYSTEMS ANALYST	DELETE	DELETE	US5001AA	6/25/2009	7/1/2009	TCPAN09-19
INFORMATION SERVICES	DP PROGRAM ANALYST	DELETE	DELETE	XC5001AU	6/25/2009	7/1/2009	TCPAN09-22
INFORMATION SERVICES	DP PROGRAM ANALYST	DELETE	DELETE	UN4005AU	6/25/2009	7/1/2009	TCPAN09-20
INFORMATION SERVICES	DP PROGRAM ANALYST	DELETE	DELETE	UN4009AU	6/25/2009	7/1/2009	TCPAN09-20
INFORMATION SERVICES	INFO CTR SYS ANALYST	DELETE	DELETE	UM6007AU	6/25/2009	7/1/2009	TCPAN09-20
INFORMATION SERVICES	SR DP PROG ANALYST	SAME	UNFUND POSITION	UN6004AU	6/25/2009	7/1/2009	TCPAN09-24
INFORMATION SERVICES	SR DP PROG ANALYST	SAME	UNFUND POSITION	UN6005AU	6/25/2009	7/1/2009	TCPAN09-24
INFORMATION SERVICES	SR DP PROG ANALYST	DELETE	DELETE	UN6007AU	6/25/2009	7/1/2009	TCPAN09-21
INFORMATION SERVICES	SR DP PROG ANALYST	DELETE	DELETE	UN6008AU	6/25/2009	7/1/2009	TCPAN09-21
INFORMATION SERVICES	SUPVG DP PROGRAM ANALYST	DELETE	DELETE	UP3004AU	6/25/2009	7/1/2009	TCPAN09-21
INFORMATION SERVICES	ACCOUNTING TECHNICIAN	DELETE	DELETE	CH7002AA	6/25/2009	7/1/2009	CSPAN09-54
PARKS (POSCS)	ADMIN SVCS. MANAGER	SAME	UNFUND POSITION	UW7001AU	6/25/2009	7/1/2009	CSPAN09-51
PARKS (POSCS)	PARKS MAINT WKR II	DELETE	DELETE	ME2005AU	6/25/2009	7/1/2009	CSPAN09-52
PARKS (POSCS)	PARKS MAINT WKR II	DELETE	DELETE	ME2026XU	6/25/2009	7/1/2009	CSPAN09-52
PARKS (POSCS)	PKS MAINT WKR II	DELETE	DELETE	ME2004AA	6/25/2009	1/9/2010	CSPAN09-55
PARKS (POSCS)	REC COORDINATOR	SAME	REDUCE POS FROM 1.0 FTE TO .75 FTE	GT5001LA	6/25/2009	7/1/2009	CSPAN09-56
PARKS (POSCS)	REC COORDINATOR	DELETE	DELETE	GT5002AA	6/25/2009	8/8/2009	CSPAN09-57
PARKS (POSCS)	REC PROGRAM SPEC	DELETE	DELETE	GT4010LU	6/25/2009	7/1/2009	CSPAN09-53
PARKS (POSCS)	REC PROGRAM SPEC	DELETE	DELETE	GT4013LU	6/25/2009	7/1/2009	CSPAN09-53
PARKS (POSCS)	REC PROGRAM SPEC	DELETE	DELETE	GT4003XA	6/25/2009	8/8/2009	CSPAN09-58
PARKS (POSCS)	REC PROGRAM SPEC	DELETE	DELETE	GT4006AA	6/25/2009	8/8/2009	CSPAN09-58
PARKS (POSCS)	REC PROGRAM SPEC	DELETE	DELETE	GT4012LA	6/25/2009	8/8/2009	CSPAN09-58
PERSONNEL DEPARTMENT	PERSONNEL TECH	SAME	UNFUND POSITION	VE2010AU	6/25/2009	7/1/2009	TCPAN09-25
PERSONNEL DEPARTMENT	PERSONNEL TECH	SAME	INDEX CHANGE	VE2012AA	6/25/2009	7/1/2009	TCPAN09-26
PERSONNEL DEPARTMENT	PRINCIPAL PERSONNEL ANALYST	SAME	UNFUND POSITION	VE9001AU	6/25/2009	7/1/2009	TCPAN09-25
PERSONNEL DEPARTMENT	PRINCIPAL PERSONNEL ANALYST	SAME	INDEX CHANGE	VE9010AA	6/25/2009	7/1/2009	TCPAN09-26
PERSONNEL DEPARTMENT	TCII	SAME	UNFUND POSITION	BC5007AU	6/25/2009	7/1/2009	TCPAN09-25
PERSONNEL DEPARTMENT	ACCOUNT CLERK	SAME	INCREASE POS FROM .75 FTE TO 1.0 FTE	CH3001AA	6/25/2009	7/1/2009	TCPAN09-28
PERSONNEL DEPARTMENT	SR ACCOUNTING TECH	DELETE	DELETE POSITION	CH8001AA	6/25/2009	7/1/2009	TCPAN09-27
PLANNING DEPARTMENT	ACCOUNTANT III	SAME	UNFUND POSITION	UB6001AU	6/25/2009	7/1/2009	CSPAN09-33
PLANNING DEPARTMENT	ACCOUNTING TECHNICIAN	SAME	UNFUND POSITION	CH7004LA	6/25/2009	8/8/2009	CSPAN09-35
PLANNING DEPARTMENT	BLDG. PLANS CHECKER	DELETE	DELETE	TP7002AA	6/25/2009	7/1/2009	CSPAN09-34
PLANNING DEPARTMENT	CODE COMPLIANCE III/III	DELETE	DELETE	GL7005AU	6/25/2009	7/1/2009	CSPAN09-37
PLANNING DEPARTMENT	CODE COMPLIANCE III/III	SAME	UNFUND POSITION	GL7003AU	6/25/2009	7/1/2009	CSPAN09-37

VIII a.

DEPARTMENT	CURRENT JOB TITLE	PROPOSED JOB TITLE	ACTION	RES POS#	APPROVED	EFFECTIVE	PAN#
PLANNING DEPARTMENT	DEPTL INFO SYSTEMS ANALYST	DELETE	DELETE	XC5003AU	6/25/2009	7/1/2009	CSPAN09-38
PLANNING DEPARTMENT	PLANNER IV	DELETE	DELETE	GA8001AU	6/25/2009	7/1/2009	CSPAN09-39
PLANNING DEPARTMENT	PLANNER IV	DELETE	DELETE	GA8004AA	6/25/2009	7/1/2009	CSPAN09-39
PLANNING DEPARTMENT	PLANNER IV	DELETE	DELETE	GA8006AA	6/25/2009	7/1/2009	CSPAN09-39
PLANNING DEPARTMENT	PLANNER IV	DELETE	DELETE	GA8014AA	6/25/2009	7/1/2009	CSPAN09-39
PLANNING DEPARTMENT	PLANNER IV	SAME	UNFUND POSITION	GA8017AU	6/25/2009	7/1/2009	CSPAN09-39
PLANNING DEPARTMENT	PLANNER IV	SAME	UNFUND POSITION	GA8033AU	6/25/2009	7/1/2009	CSPAN09-39
PLANNING DEPARTMENT	PLANNER IV	SAME	REDUCE POS FROM 1.0 FTE TO .50 FTE	GA8015XA	6/25/2009	7/1/2009	CSPAN09-40
PLANNING DEPARTMENT	RESOURCE PLANNER IV	SAME	REDUCE POS FROM 1.0 FTE TO .50 FTE	TM8017XA	6/25/2009	7/1/2009	CSPAN09-41
PLANNING DEPARTMENT	SR DEPARTMENTAL ADMIN ANALYST	SAME	ALT STAFF POSITION	US5001AA	6/25/2009	7/1/2009	CSPAN09-42
PLANNING DEPARTMENT	SUPVG BUILDING INSP	DELETE	DELETE	TR9001AA	6/25/2009	8/8/2009	CSPAN09-43
PLANNING DEPARTMENT	TCII	DELETE	DELETE	BC5007AA	6/25/2009	7/1/2009	CSPAN09-45
PLANNING DEPARTMENT	TCIII	SAME	FUND POSITION	BC7010AA	6/25/2009	7/1/2009	CSPAN09-44
PLANNING DEPARTMENT	SR PERMIT TECHNICIAN	SAME	DELETE	TP5004AA	6/25/2009	8/8/2009	CSPAN09-36
PROBATION DEPARTMENT	COOKS ASSISTANT	COOK	ALT STAFF COOKS ASST POS TO COOK	FG5003AA	6/25/2009	7/1/2009	MMPAN09-26
PROBATION DEPARTMENT	GROUP SUPV II	SAME	UNFUND POSITION	SV5001AU	6/25/2009	7/1/2009	MMPAN09-40
PROBATION DEPARTMENT	GROUP SUPV II	SAME	UNFUND POSITION	SV5008AU	6/25/2009	7/1/2009	MMPAN09-40
PROBATION DEPARTMENT	GROUP SUPV II	SAME	UNFUND POSITION	SV5019AU	6/25/2009	7/1/2009	MMPAN09-40
PROBATION DEPARTMENT	HOUSEKEEPER	SAME	REDUCE POS FROM 1.0 FTE TO .50 FTE	FC3001XA	6/25/2009	8/8/2009	MMPAN09-47
PROBATION DEPARTMENT	ASSIST. PROB. DIV DIR	DELETE	DELETE	SW7005AA	6/25/2009	7/1/2009	MMPAN09-37
PROBATION DEPARTMENT	DPOII	DELETE	DELETE	SU6010AB	6/25/2009	1/9/2010	MMPAN09-44
PROBATION DEPARTMENT	DPOII	DELETE	DELETE	SU6011AB	6/25/2009	10/3/2009	MMPAN09-43
PROBATION DEPARTMENT	DPOIII	DELETE	DELETE	SU6066AB	6/25/2009	7/1/2009	MMPAN09-36
PROBATION DEPARTMENT	DPOIII	DELETE	DELETE	SU8007AA	6/25/2009	7/1/2009	MMPAN09-36
PROBATION DEPARTMENT	GROUP SUPV II	DELETE	DELETE	SV5025AB	6/25/2009	7/1/2009	MMPAN09-39
PROBATION DEPARTMENT	SR DEPTL ADMIN ANALYST	SAME	UNFUND POSITION	US5001AU	6/25/2009	7/1/2009	MMPAN09-41
PROBATION DEPARTMENT	TCII	DELETE	DELETE	BC5007XA	6/25/2009	7/1/2009	MMPAN09-38
PROBATION DEPARTMENT	TCII	DELETE	DELETE	BC5009XA	6/25/2009	8/8/2009	MMPAN09-46
PUBLIC WORKS DEPARTMENT	DEPTL SYS COORDINATOR	SAME	UNFUND POSITION	UU8001AU	6/25/2009	7/1/2009	TCPAN09-29
PUBLIC WORKS DEPARTMENT	DISPOSAL SITE MAINT WKR	DELETE	DELETE	MW6007AA	6/25/2009	8/8/2009	TCPAN09-33
PUBLIC WORKS DEPARTMENT	DISPOSAL SITE MAINT WKR	DELETE	DELETE	MW6013AA	6/25/2009	7/1/2009	TCPAN09-32
PUBLIC WORKS DEPARTMENT	ENGINEERING TECH III/II	DELETE	DELETE	EC5008AA	6/25/2009	7/1/2009	TCPAN09-31
PUBLIC WORKS DEPARTMENT	ENVIRON PROG COORD	DELETE	DELETE	TM5001AA	6/25/2009	7/1/2009	TCPAN09-31
PUBLIC WORKS DEPARTMENT	HVY EQUIP MECH III	DELETE	DELETE	MN7008AA	6/25/2009	7/1/2009	TCPAN09-31
PUBLIC WORKS DEPARTMENT	PERSONNEL PAYROLL CLERK	SAME	DELETE	BB3003AU	6/25/2009	7/1/2009	TCPAN09-29
PUBLIC WORKS DEPARTMENT	PROGRAM COORDINATOR	SAME	DELETE	UU3006AU	6/25/2009	7/1/2009	TCPAN09-29
PUBLIC WORKS DEPARTMENT	PROGRAM COORDINATOR	DELETE	DELETE	UU3005AA	6/25/2009	7/1/2009	TCPAN09-34
PUBLIC WORKS DEPARTMENT	PUBLIC WORKS MAINT WKR II	DELETE	DELETE	MU5008AA	6/25/2009	8/8/2009	TCPAN09-36
PUBLIC WORKS DEPARTMENT	PUBLIC WORKS MAINT WKR II	DELETE	DELETE	MU5015AA	6/25/2009	8/8/2009	TCPAN09-36
PUBLIC WORKS DEPARTMENT	PUBLIC WORKS MAINT WKR II	DELETE	DELETE	MU5023AA	6/25/2009	8/8/2009	TCPAN09-36
PUBLIC WORKS DEPARTMENT	PUBLIC WORKS MAINT WKR II	DELETE	DELETE	MU5013AA	6/25/2009	7/1/2009	TCPAN09-35
PUBLIC WORKS DEPARTMENT	PUBLIC WORKS MAINT WKR II	DELETE	DELETE	MU5034AA	6/25/2009	7/1/2009	TCPAN09-35
PUBLIC WORKS DEPARTMENT	PUBLIC WORKS MAINT WKR II	DELETE	DELETE	MU5039AA	6/25/2009	7/1/2009	TCPAN09-35
PUBLIC WORKS DEPARTMENT	SANITATION MAINT WKR II	DELETE	DELETE	MR3014AA	6/25/2009	7/1/2009	TCPAN09-37
PUBLIC WORKS DEPARTMENT	SR CIVIL ENGINEER	DELETE	DELETE	EE3011AA	6/25/2009	7/1/2009	TCPAN09-37
PUBLIC WORKS DEPARTMENT	SR TREATMENT PLANT OPR	SAME	DELETE	MT6001AU	6/25/2009	7/1/2009	TCPAN09-30
PUBLIC WORKS DEPARTMENT	SR TREATMENT PLANT OPR	DELETE	DELETE	MT6004AA	6/25/2009	7/1/2009	TCPAN09-30
PUBLIC WORKS DEPARTMENT	SR TREATMENT PLANT OPR	DELETE	DELETE	MT6006AA	6/25/2009	7/1/2009	TCPAN09-30

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DEPARTMENT	CURRENT JOB TITLE	PROPOSED JOB TITLE	ACTION	RES POS#	APPROVED	EFFECTIVE	PAN#
REDEVELOPMENT AGENCY	NEW	CAPITAL IMP. PROGRAM MGR	TO BE CLASSIFIED	ZZ9001AA	6/25/2009	7/1/2009	CSPAN09-47
REDEVELOPMENT AGENCY	NEW	CAPITAL IMP. PROGRAM MGR	TO BE CLASSIFIED	ZZ9002AA	6/25/2009	7/1/2009	CSPAN09-47
REDEVELOPMENT AGENCY	NEW	CAPITAL IMP. PROGRAM MGR	TO BE CLASSIFIED	ZZ9003AA	6/25/2009	7/1/2009	CSPAN09-47
REDEVELOPMENT AGENCY	NEW	REDEVELOPMENT PROJ MGR	TO BE CLASSIFIED	ZZ9004AA	6/25/2009	7/1/2009	CSPAN09-48
REDEVELOPMENT AGENCY	NEW	REDEVELOPMENT PROJ MGR	TO BE CLASSIFIED	ZZ9005AA	6/25/2009	7/1/2009	CSPAN09-48
REDEVELOPMENT AGENCY	NEW	REDEVELOPMENT PROJ MGR	TO BE CLASSIFIED	ZZ9006AA	6/25/2009	7/1/2009	CSPAN09-48
REDEVELOPMENT AGENCY	NEW	URBAN DESIGNER	TO BE CLASSIFIED	ZZ9007AA	6/25/2009	7/1/2009	CSPAN09-50
REDEVELOPMENT AGENCY	NEW	ACCOUNTING TECH	TO BE CLASSIFIED	ZZ9008AA	6/25/2009	7/1/2009	CSPAN09-49
REDEVELOPMENT AGENCY	ZZ9001AA	CAPITAL IMP. PROGRAM MGR	CLASSIFIED POSITION	US7004AA	6/25/2009	9/5/2009	MMPAN09-67
REDEVELOPMENT AGENCY	ZZ9002AA	CAPITAL IMP. PROGRAM MGR	CLASSIFIED POSITION	US7005AA	6/25/2009	9/5/2009	MMPAN09-67
REDEVELOPMENT AGENCY	ZZ9004AA	REDEVELOPMENT PROJ MGR	CLASSIFIED POSITION	WA6009AA	6/25/2009	7/1/2009	TCPAN09-39
REDEVELOPMENT AGENCY	ZZ9008AA	ACCOUNTING TECH	CLASSIFIED POSITION	CH7001AA	6/25/2009	9/5/2009	MMPAN09-66
SHERIFF-CORONER	ACCOUNT CLERK	SAME	REDUCE POS FROM 1.0 FTE TO .50 FTE	CH3003XA	6/25/2009	8/8/2009	MMPAN09-48
SHERIFF-CORONER	ADMINAIDE	SAME	REDUCE POS FROM 1.0 FTE TO .50 FTE	UR1001XA	6/25/2009	8/8/2009	MMPAN09-50
SHERIFF-CORONER	SHERIFFS RECORDS CLERK	SAME	REDUCE POS FROM 1.0 FTE TO .75 FTE	BN5010LA	6/25/2009	8/8/2009	MMPAN09-49
SHERIFF-CORONER	SHERIFFS RECORDS CLERK	SAME	REDUCE POS FROM 1.0 FTE TO .75 FTE	BN5008LA	6/25/2009	8/8/2009	MMPAN09-49
SHERIFF-CORONER	DEPUTY SHERIFF	SAME	UNFUND POSITION	RE5477AU	6/25/2009	7/1/2009	MMPAN09-60
SHERIFF-CORONER	DEPUTY SHERIFF	SAME	UNFUND POSITION	RE5201AU	6/25/2009	7/1/2009	MMPAN09-61
SHERIFF-CORONER	DEPUTY SHERIFF	SAME	UNFUND POSITION	RE5006AU	6/25/2009	7/1/2009	MMPAN09-58
SHERIFF-CORONER	DEPUTY SHERIFF	SAME	UNFUND POSITION	RE5007AU	6/25/2009	7/1/2009	MMPAN09-58
SHERIFF-CORONER	DEPUTY SHERIFF	SAME	UNFUND POSITION	RE5008AU	6/25/2009	7/1/2009	MMPAN09-58
SHERIFF-CORONER	DEPUTY SHERIFF	SAME	UNFUND POSITION	RE5009AU	6/25/2009	7/1/2009	MMPAN09-58
SHERIFF-CORONER	DEPUTY SHERIFF	SAME	UNFUND POSITION	RE5010AU	6/25/2009	7/1/2009	MMPAN09-58
SHERIFF-CORONER	DEPUTY SHERIFF	SAME	UNFUND POSITION	RE5011AU	6/25/2009	7/1/2009	MMPAN09-59
SHERIFF-CORONER	DEPUTY SHERIFF	SAME	UNFUND POSITION	RE5012AU	6/25/2009	7/1/2009	MMPAN09-59
SHERIFF-CORONER	DEPUTY SHERIFF	SAME	UNFUND POSITION	RE5013AU	6/25/2009	7/1/2009	MMPAN09-59
SHERIFF-CORONER	DEPUTY SHERIFF	SAME	UNFUND POSITION	RE5014AU	6/25/2009	7/1/2009	MMPAN09-59
SHERIFF-CORONER	SHERIFF SERGEANT	SAME	UNFUND POSITION	RE7087AU	6/25/2009	7/1/2009	MMPAN09-62
SHERIFF-CORONER	SHERIFFS COMM SVCS OFFICER	DELETE	DELETE	BN7004AA	6/25/2009	7/1/2009	MMPAN09-54
SHERIFF-CORONER	ACCOUNT CLERK	SAME	REDUCE POS FROM 1.0 FTE TO .75 FTE	CH3002LA	6/25/2009	8/8/2009	MMPAN09-52
SHERIFF-CORONER	SHERIFFS CORRECTIONAL OFFICER	SAME	UNFUND POSITION	RC6266AU	6/25/2009	7/1/2009	MMPAN09-55
SHERIFF-CORONER	SHERIFFS CORRECTIONAL OFFICER	SAME	UNFUND POSITION	RC6267AU	6/25/2009	7/1/2009	MMPAN09-55
SHERIFF-CORONER	SHERIFFS CORRECTIONAL OFFICER	SAME	UNFUND POSITION	RC6268AU	6/25/2009	7/1/2009	MMPAN09-55
SHERIFF-CORONER	SHERIFFS CORRECTIONAL OFFICER	SAME	UNFUND POSITION	RC6269AU	6/25/2009	7/1/2009	MMPAN09-55
SHERIFF-CORONER	DETENTION NURSE SPEC II	SAME	UNFUND POSITION	PD6002AU	6/25/2009	7/1/2009	MMPAN09-57
SHERIFF-CORONER	DIRECTOR OF NURSING	SAME	UNFUND POSITION	PD9001AU	6/25/2009	7/1/2009	MMPAN09-57
SHERIFF-CORONER	TCIII	SAME	UNFUND POSITION	BC7301XA	6/25/2009	8/8/2009	MMPAN09-51
TREASURERTAX COLLECTOR	TAX COLLECTION SUPERVISOR	SAME	REDUCE POS FROM 1.0 FTE TO .50 FTE	CJ9001XB	6/25/2009	7/1/2009	CSPAN09-32
TREASURERTAX COLLECTOR	ACCOUNTING TECHNICIAN	DELETE	DELETE	CH7005AA	6/25/2009	8/8/2009	CSPAN09-30
TREASURERTAX COLLECTOR	SR ACCOUNT CLERK	DELETE	DELETE	CH5010XU	6/25/2009	7/1/2009	CSPAN09-31

VII a.



## SUMMARY FOR DELEGATED CLASSIFICATIONS - August & September, 2009

DEPARTMENT	ORIGINAL CLASS	NEW CLASS	ACTION
Ag Commission	Ag Biologist Aide	same	BGT09-10 & 8/4/09 Board Letter - Increase by .05 FTE
HSA - Clinics	Detention Nurse Specialist II	same	BGT09-10 & 8/4/09 Board Letter: Delete .25 FTE
HSA - Public Health	Health Program Specialist	same	BGT09-10 & 8/4/09 Board Letter: Delete .50 FTE
HSA - Public Health	Health Program Specialist	same	BGT09-10 & 8/4/09 Board Letter: Delete .50 FTE
HSA - Public Health	Typist Clerk III	same	BGT09-10 & 8/4/09 Board Letter: Delete .50 FTE
HSA - Public Health	Typist Clerk III	same	BGT09-10 & 8/4/09 Board Letter: Delete .30 FTE
Planning	Sr. Permit Technician	same	BGT09-10 & 8/4/09 Board Letter: Delete .50 FTE
Planning	Sr. Permit Technician	same	BGT09-10 & 8/4/09 Board Letter: Delete .50 FTE
Probation	Group Supervisor I/II	same	BGT09-10 & 8/4/09 Board Letter: Delete .50 FTE
Probation	DPO II	same	Add 1.0 FTE via 8/04/09 Board Letter
Probation	DPO II	same	BGT09-10 & 8/4/09 Board Letter: Deletion of 1.0 FTE position in Pre-Trial Svcs was extended until 9/18/09.
Probation	DPO II	same	BGT09-10 & 8/4/09 Board Letter: Deletion of 1.0 FTE position in Pre-Trial Svcs was extended until 9/18/09.
Probation	DPO III	same	BGT09-10 & 8/4/09 Board Letter: Deletion of 1.0 FTE position in Pre-Trial Svcs was extended until 9/18/09.
Probation	Typist Clerk II	same	BGT09-10 & 8/4/09 Board Letter: Deletion of 1.0 FTE position in Pre-Trial Svcs was extended until 9/18/09.
Public Works	Deptl. Admin Analyst	Executive Secretary	BGT09-10 & 8/4/09 Board Letter: Deletion of 1.0 FTE position in Pre-Trial Svcs was extended until 9/18/09.
Sheriff's Office	Personnel/Payroll Clerk	same	Re-classify vacant position
			BGT09-10 & 8/4/09 Board Letter: Delete .35 FTE

VIII a.



**Workload Report**

Starting Date: 07/01/2008

Report Ending Date: 09/30/2008

Lists Opened	23
Applications Entered	1651
Applications Rejected	269
Candidates Scheduled for Examination	262
Total Examinations Administered	1063

## Test Types:

Written Exam	613
Oral Examination	21
Performance Examination	0
Training & Experience Rating	151
Qualifications Appraisal	61
Assessment Center	0
Agility Test	155
Bilingual Performance Test	62
Written Essay	0
Unknown	0
Total	1063

Vacancies Opened	91
Eligible Candidates	747
Referrals	123
Candidates Referred	2245
Appointments	45

**Workload Report**

Starting Date: 07/01/2009

Report Ending Date: 09/30/2009

Lists Opened	12
Applications Entered	491
Applications Rejected	142
Candidates Scheduled for Examination	142
Total Examinations Administered	376

## Test Types:

Written Exam	108
Oral Examination	18
Performance Examination	0
Training & Experience Rating	114
Qualifications Appraisal	46
Assessment Center	0
Agility Test	85
Bilingual Performance Test	5
Written Essay	0
Unknown	0
Total	376

Vacancies Opened	39
Eligible Candidates	393
Referrals	48
Candidates Referred	676
Appointments	10

**PROVISIONAL REPORT  
JULY - SEPTEMBER 2009**

Department	Classification	Reason for Filling Position	Type of Appointment
General Services	Building Maintenance Worker II	Department operationally needed to fill position to repair and maintain County buildings and equipment while incumbent is out on leave.	Provisional Substitute Promotion

Type of Appointment	July - September 2008	July - September 2009
Provisional	1	
Provisional Promotion		
Provisional Substitute	1	
Provisional Substitute Promotion		1
Provisional to Probationary	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.



# COUNTY OF SANTA CRUZ

## PERSONNEL DEPARTMENT

701 OCEAN STREET, SUITE 310, SANTA CRUZ, CA 95060-4073  
 (831) 454-2600 FAX: (831) 454-2411 TDD: (831) 454-2123  
 MICHAEL J. MCDougALL, PERSONNEL DIRECTOR  
 AJITA PATEL, DEPUTY DIRECTOR

September 15, 2009

Agenda September 29, 2009

### APPROVED AND FILED BOARD OF SUPERVISORS

DATE: 9/29/09  
 COUNTY OF SANTA CRUZ  
 SUSAN A. MAURIELLO  
 EX OFFICIO CLERK OF THE BOARD  
 BY: *[Signature]* DEPUTY

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

RE: PROPOSED ORDINANCE AND RELATED RESOLUTION  
 CONFORMING THE COUNTY CODE AND PERSONNEL  
 REGULATIONS TO CURRENT LAW AND TERMINOLOGY

Dear Chairperson Coonerty and Members of the Board:

As your Board will recall, in 1998 California voters passed Proposition 209, in essence ending government-sponsored affirmative action in California. Following the passage of Proposition 209, the Personnel Department went before your Board to request the revision of several County policies to ensure the County's compliance with the new law. The changes made at that time included replacing all references to Affirmative Action with "Equal Employment Opportunity" or "EEO" instead.

Personnel has recently completed another review of the County's EEO-related policies, and has discovered four that were inadvertently overlooked at the time of the post-Proposition 209 revisions. The Civil Service Commission Policy with Respect to Abolishment of Eligible Lists still refers to "Affirmative Action Officer" and "Affirmative Action Policy." At its January 15, 2009 quarterly meeting, the Civil Service Commission voted unanimously to recommend to your Board that these references be changed to "Equal Employment Opportunity Officer" to "Equal Employment Opportunity/ Nondiscrimination Policy," respectively. Three other County policies – County Code Chapters 2.72.060 and 2.80.050 (Commission on Disabilities and Women's Commission Powers and Duties), and Personnel Regulation 171 (the Performance Evaluation Program) – also still refer to "affirmative action." As outlined in the attached ordinance and resolution, we would like to ask your Board to revise these policies to render them consistent with the County's other EEO-related policies by changing all "affirmative action" references to "equal employment opportunity" or "EEO."

Our recent review also revealed another three EEO-related policies that need to be updated to reflect changes in the law or in EEO terminology, and to ensure the internal consistency of all County EEO policies. The Personnel Department is requesting that

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your Board revise these as summarized below and set forth in detail in the attached resolution.

Personnel Regulation 181.5, Rights of Recognized Employee Organizations, specifies that employee organizations shall permit membership without regard to protected status, but contains an outdated list of protected statuses that is inconsistent with current County policy and includes several outdated terms. The proposed revisions to Personnel Regulation 181.5 will update the list of protected statuses to ensure consistency with the County's Equal Employment Opportunity/Nondiscrimination Policy (Personnel Regulation 191.1) by specifying when a person obtains protected status based on age, changing "sexual preference" to "sexual orientation," replacing "physical handicap" with "disability," and adding gender, ancestry, marital status, veteran status, medical condition and pregnancy.

Personnel Regulation 191.5, the County's Reasonable Accommodation Policy, was written in 1992 after the passage of the Americans with Disabilities Act (ADA). California subsequently enacted its own protections for persons with disabilities in the Fair Employment and Housing Act (FEHA). Under the ADA, a person must have a physical or mental impairment that *substantially* limits a major life activity in order to be considered a qualified individual with a disability. However, the FEHA defines disability more broadly and does not require that the limitation be substantial. The ADA Amendments Act (ADAAA) of 2008, which went into effect in January 2009, brought federal law closer to California law by increasing the number of persons who qualify as disabled. The County's actual practices with respect to accommodation requests are in compliance with both the ADAAA and the FEHA. However, the written accommodation policy is still based on the ADA's original, restrictive definition of disability. We recommend revising the policy to reflect the broader protections provided by the FEHA and the ADA Amendments Act, including changing the definition of "qualified individual with a disability" to California's more inclusive one.

Personnel Regulation 192, the Employment Discrimination or Harassment Complaint Procedure, is in need of a number of updates in order to reflect changes in County structure and policy. This regulation still refers to the "Presiding Judge" as a County employee, although the courts long since separated from the County. The policy currently lists only federal law as a legal basis, but should be updated to reference the Fair Employment and Housing Act as well. The policy currently has an extremely short filing deadline of ten days for most complaints, as well as different deadlines for filing different types of complaints. We recommend changing the filing deadline to thirty days for all complaints, which will make the filing deadlines less confusing and enable more employees to file complaints within the County before going to state or federal agencies. The complaint appeal process is also being updated to include both the negotiated right of General Representation Unit members to appeal the decision of the County Administrative Officer to arbitration, and the special appeal rights of employees covered by the Merit Service System.


IT IS THEREFORE RECOMMENDED that your Board:

1. Approve in concept the attached proposed ordinance amending County Code Sections 2.72.060 and 2.80.050, and direct that the proposed ordinance be returned to your Board on October 6, 2009 for final adoption;

2. Adopt the attached resolution to amend the following sections of the Personnel Regulations: Section 130, Civil Service Rules: The Civil Service Commission Policy with Respect to Abolishment of Eligible Lists; Section 171, Performance Evaluation Program; Section 181.5, Rights of Recognized Employee Organizations; Section 191.5, Reasonable Accommodation Policy; and Section 192, Employment Discrimination or Harassment Complaint Procedure; and
3. Authorize the Personnel Director and the County Administrative Officer to take all necessary administrative actions to implement the provisions of the resolution and ordinance.

Very Truly Yours,

RECOMMENDED:

  
Michael J. McDougall  
Personnel Director

  
Susan A. Mauriello  
County Administrative Officer

MJM:CS

cc: Each Department Head  
Equal Employment Opportunity Commission  
Civil Service Commission  
Commission on Disabilities  
Women's Commission

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING SUBDIVISION D OF SECTION 2.72.060 AND  
SUBDIVISION D OF SECTION 2.80.050 OF THE SANTA CRUZ COUNTY CODE BY  
CORRECTING REFERENCES TO THE COUNTY'S EQUAL EMPLOYMENT  
OPPORTUNITY PLAN

The Board of Supervisors of the County of Santa Cruz ordains as follows:

SECTION I

Subdivision D of Section 2.72.060 of the Santa Cruz County Code is hereby amended to read  
as follows:

D. Review the county's equal employment opportunity plan and policies, and recommend  
to the board of supervisors and equal employment opportunity commission any revisions which may  
be necessary to eliminate employment discrimination against persons with disabilities;

SECTION II

Subdivision D of Section 2.80.050 of the Santa Cruz County Code is hereby amended to read  
as follows:

D. Review Santa Cruz County's equal employment opportunity plan and policies and  
recommend to the board of supervisors and the equal employment opportunity commission any  
revisions which may be necessary to eliminate employment discrimination against women;

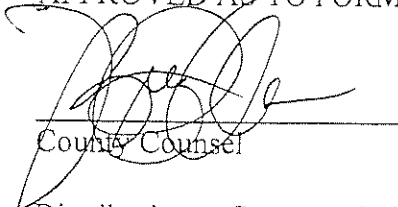
PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2009, by the Board of  
Supervisors of the County of Santa Cruz by the following vote:

AYES: SUPERVISORS  
NOES: SUPERVISORS  
ABSENT: SUPERVISORS  
ABSTAIN: SUPERVISORS

\_\_\_\_\_  
Chairperson, Board of Supervisors

Attest: \_\_\_\_\_  
Clerk of the Board

APPROVED AS TO FORM:

  
\_\_\_\_\_  
County Counsel

Distribution: County Administrative Office  
Personnel Department  
Equal Employment Opportunity Commission

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

RESOLUTION NO. 261-2009

On the motion of Supervisor Campos  
Duly seconded by Supervisor Leopold  
The following resolution is adopted:

**RESOLUTION AMENDING SECTIONS 130, 171, 181.5, AND 191.5 AND 192 OF  
THE SANTA CRUZ COUNTY PERSONNEL REGULATIONS BY UPDATING  
REFERENCES**

WHEREAS, the Board of Supervisors has adopted Personnel Regulations as part of the County's Procedure Manual by Resolution No. 247-76, and subsequent amendments; and

WHEREAS it is desirable and necessary to amend such resolutions and the Personnel Regulations to ensure the consistency of the County equal employment related policies,

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that Sections 130, 171, 181.5, 191.5 and 192 of the County Personnel Regulations are hereby amended upon approval by the Board of Supervisors, revising those sections to read as follows:

**SECTION I**

The Personnel Regulation entitled "POLICY WITH RESPECT TO ABOLISHMENT OF ELIGIBLE LISTS" located in Subsection XV of Section 130, shall be amended to read as follows:

The Civil Service Rules (V.J.) provide that "eligible lists shall remain in effect for a maximum period of two years subject to the needs of the various departments as determined by the Personnel Director." It has been the Personnel Department's practice when a department requests abolishment of an existing list (or to conduct a new recruitment) to automatically review the list for: date established, number of names on list, and inclusion of qualified individuals. If there are an adequate number of apparently qualified individuals on the list, we strongly urge the department to call for the list. However, the Personnel Department has not forced use of the list.

If there are an adequate number of names on the eligible list and the department requests abolishment, the department will be required to document in writing to the Personnel Department why the individuals should not be considered. If the department requests another recruitment (and thus commingling of the new list with the existing list), the department will be required to offer to interview all persons on the existing list, and may require written documentation as to why the individuals should not be considered. The Personnel Department may then determine that:

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1. abolishment is not approved and certification of the list stands;
2. abolishment is not approved but a new recruitment is approved in which the new list is commingled with the existing list; or
3. abolishment is approved and new recruitment is approved.

(If #1, above, is applied where protected class individuals are under-represented in the workforce and the department is not in agreement with the determination of the Personnel Department, the matter will be referred to the Equal Employment Opportunity Officer for resolution in accordance with the County's Equal Employment Opportunity/Nondiscrimination Policy.)

Approved by the Civil Service Commission 1/12/83, Revised 10/17/01, 1/15/09.

## SECTION II

The Personnel Regulation entitled "DEPARTMENT HEAD PERFORMANCE EVALUATION", located at subsection 3 of Section 171, shall be amended to read as follows:

Evaluations will be conducted on an annual basis for appointed department heads by the County Administrative Officer or other appropriate appointing authority. The standard County performance evaluation form will be used to document this review. In addition to standard evaluation of the full range of responsibilities of the department head's authority the following will be evaluated and documented;

1. Equal Employment Opportunity activities and success in meeting department and County objectives. The Equal Employment Opportunity Officer shall provide information on an annual basis to the appropriate department head's appointing authority concerning the success of each department in meeting annual Equal Employment Opportunity objectives. The basis for this evaluation will be County's Equal Employment Opportunity and Cultural Competence Plan, and the annual departmental EEO and cultural competence plans. The appointing authority shall include recommendations to address deficiencies, if applicable.
2. Evaluation of staff performance: The Personnel Department shall provide information to the appropriate department head's appointing authority regarding compliance with County guidelines concerning staff evaluations. This will include information on the timely completion of performance evaluations for all staff including probationary, step advance and annual evaluations at the top step. Evaluations shall include the department head's success in evaluating department staff in the achievement of the objectives of the County Equal Employment Opportunity/Non-Discrimination Program.

## SECTION III

The Personnel Regulation entitled "COUNTY ADMINISTRATIVE OFFICER AND COUNTY COUNSEL PERFORMANCE EVALUATIONS", located at subsection 4 of Section 171, shall be amended to read as follows:

The Board of Supervisors shall be responsible for overseeing a performance evaluation of



the County Administrative Officer and County Counsel on an annual basis, in December of each year. The standard performance evaluation form will be used as a guide. For the County Administrative Officer, the evaluation shall include an assessment of the County Administrative Officer's management and evaluation of non-elective department heads who are subject to County Administrative Officer evaluation

The County Administrative Officer and County Counsel shall each prepare and circulate to the members of the Board of Supervisors by the 20th of November a draft performance evaluation and development report which includes (a) a statement of progress in attaining their goals and objectives for the current calendar year, including progress towards the achievement of equal employment opportunity objectives, and (b) a statement of their objectives for the upcoming year. The draft evaluation, incorporating input by Board members, in coordination with the Chairperson, shall be presented for consideration at the Board's first meeting in December, in Executive Session. After discussion with the employee, the evaluation shall be completed.

#### **SECTION IV**

The Personnel Regulation entitled "RIGHTS OF RECOGNIZED EMPLOYEE ORGANIZATIONS", located at Section 181.5 shall be amended to read as follows:

Recognized employee organizations shall have the right to represent their members in their employment relations with the County.

Employee organizations may establish reasonable restrictions regarding who may join and may make reasonable provisions for the dismissal of individuals from membership. Nothing in this section shall prohibit any employee from appearing in his own behalf in his employment relations with the County.

Employee organizations shall permit membership without regard to race, color, religion, age (over 18), disability, medical condition (cancer-related or genetic characteristic), national origin, ancestry, creed, sex, gender, marital status, sexual orientation, veteran status or pregnancy. (Res. 327-70, Gov Code 3502, 3503, 3506)

#### **SECTION V**

Subsection A of the Personnel Regulation entitled "REASONABLE ACCOMMODATION POLICY", located at Section 191.5, shall be amended to read as follows:

It is the policy of the County of Santa Cruz that no qualified individual with a disability, shall on the basis of a disability, be subjected to discrimination in employment as covered under Section 703 of the Civil Rights Action of 1964 (as amended) and defined in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the ADA Amendments Act of 2008 and the California Fair Employment and Housing Act.

## SECTION VI

Subsection E.1 of the Personnel Regulation entitled “~~REASONABLE-ACCOMMODATION POLICY~~”, located at Section 191.5, shall be amended to read as follows:

### E. Definitions:

1. Disability Defined: A physical or mental impairment that limits one or more of the major life activities of such individual; a record or history of such an impairment; or being regarded as having such an impairment.
  - a. Physical impairment includes a physiological disorder, cosmetic disfigurement, or anatomical loss affecting a body system.
  - b. Mental impairment includes a mental disorder such as mental retardation or emotional or mental illness.
  - c. Limits includes being unable to perform a major life activity that the average person can perform or being restricted as to the condition, manner or duration under which a major life activity can be undertaken.
  - d. Major life activities would include functions such as caring for oneself, walking, hearing, seeing, speaking, etc.

## SECTION VII

Subsection 192.1 of the Personnel Regulation entitled “EMPLOYMENT DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE”, located at Section 192, shall be amended to read as follows,

### 192.1. INTRODUCTION

This procedure establishes the standards for the submission, investigation and handling of discrimination or harassment complaints for employees, County Departments and the Equal Employment Opportunity Office (EEO).

Each Appointing Authority is responsible to insure that this procedure, along with its provisions, is made know and is available to every employee within their organization through employee orientation and/or special department meetings. (An Appointing Authority may be a department head, or another person or group who has lawful power to make appointments to, or remove persons from, County positions.) The name and number of the Equal Employment Opportunity Officer will be made a part of this notice. New employees will be informed by the Personnel Department of the County's Equal Employment Opportunity/Nondiscrimination Policy regarding non-discrimination, the County's Harassment, Sexual Harassment, Disability and Reasonable Accommodation Policies, and this procedure's provisions, when they are processed for employment.

## SECTION VIII

Subsection 192.3 of the Personnel Regulation entitled "EMPLOYMENT DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE", located at Section 192, shall be amended to read as follows:

### 192.3. Legal Basis

For the purposes of this procedure, discrimination is defined as in Title VII, Section 703 of the Civil Rights Act of 1964 (as amended); California's Fair Employment and Housing Act (Government Code Section 12900 *et seq.*), and in the Board of Supervisors' Equal Employment Opportunity/Nondiscrimination Policy (adopted 7/75; revised 5/90, 6/91, 1/92) - Personnel Regulations and References Section 191.

## SECTION IX

Subsection 192.5 of the Personnel Regulation entitled "EMPLOYMENT DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE", located at Section 192, shall be amended to read as follows:

### 192.5. Investigation Process & Timetables

A complaint of discrimination or harassment shall be filed no later than thirty (30) calendar days after the alleged act. Complaints not submitted within the time limitations will not be processed under this complaint resolution procedure, however, every attempt will be made to resolve any issue of discrimination or harassment brought to the attention of the Equal Employment Opportunity Office whether anonymous, informal, formal or timely.

#### A. Department Administrative Resolution

1. Employees are encouraged to discuss discrimination complaints with their immediate supervisor. The employee's supervisor must attempt to resolve the complaint within five (5) working days from the date of discussion. If, for any reason, the complaint is not resolved at this step, the employee may submit a formal complaint to the Appointing Authority. (An Appointing Authority may be a department head, or another person or group, who has lawful power to make appointments to, or remove persons from, County positions.) To be considered, the formal complaint must be submitted within five (5) working days of the date the supervisor's response was due.
2. If the complaint is specifically between an employee and the employee's immediate supervisor, the employee may go directly to the Appointing Authority and attempt to resolve the complaint informally. If this does not resolve the issue the employee may submit a formal, written complaint with the Appointing Authority. If a formal complaint is filed with the Appointing Authority, a copy shall be sent to the Equal Employment Opportunity Officer of the EEO Office by the Appointing Authority.
3. If the complaint is specifically between an employee and the employee's Appointing Authority, the employee may go directly to the Equal Employment Opportunity Office and submit a formal, written complaint.

4. Upon receipt of a formal, written complaint, the Appointing Authority may, at his/her discretion, discuss the complaint with all parties involved. The Appointing Authority will provide a written decision to the employee within ten (10) working days of the receipt of the formal complaint. The Appointing Authority's written decision shall inform the complainant of his/her right to appeal to the Equal Employment Opportunity Officer. The Appointing Authority shall forward a copy of the written decision to the Equal Employment Opportunity Officer.

5. If the complaint is specifically between an employee from one department and an employee from another department, the employee may go directly to their Appointing Authority and submit a formal, written complaint. The department receiving the complaint shall forward a copy of the written complaint to the EEO Office and contact the Equal Employment Opportunity Office for resolution of the complaint between the two departments.

6. If the complaint is specifically between an employee and the Equal Employment Opportunity Officer or a Board of Supervisor member, the employee may go directly to the County Administrative Officer and submit a formal, written complaint.

#### B. Formal Equal Employment Opportunity Office Resolution

1. If the employee is not satisfied with the decision of the Appointing Authority, or if the Appointing Authority fails to respond ten (10) working days, s/he may submit a written complaint to the Equal Employment Opportunity Office. The written complaint must be submitted within thirty (30) calendar days of the alleged act of discrimination or harassment.

Complaints submitted to the Equal Employment Opportunity Office must include a completed Discrimination or Harassment Complaint Form (PER4002).

2. Upon receipt of a complaint, the Equal Employment Opportunity Officer, or his/her designee, will discuss the complaint with the employee and/or all other parties involved to determine the validity of the complaint. The Equal Employment Opportunity Officer will attempt a resolution of the complaint through informal means. If an informal resolution is not possible, the Equal Employment Opportunity Officer will make a formal investigation of all allegations. A report will be made within 20 working days of the Equal Employment Opportunity Officer's receipt of the complaint.

3. After review by County Counsel the results will be sent to the complainant and the Appointing Authority. A report of findings will be sent to the complainant and the Appointing Authority within 20 working days of completion of the Equal Employment Opportunity Office report. The parties will have (5) working days to resolve this matter before the Equal Employment Opportunity Officers findings will be acted on. Should the findings require action by the Board of Supervisors, the Equal Employment Opportunity Officer will present his/her final decision and any recommendations to the Board of Supervisors for approval.

C. Appeal of Equal Employment Opportunity Officer's Decision

1. County Administrative Officer. Employees, both permanent and probationary may appeal the Equal Employment Opportunity Officer's decision to the County Administrative Officer within one (1) calendar week after receipt of the decision. This appeal right shall be included in all written decisions issued by the Equal Employment Opportunity Officer. The County Administrative Officer shall consider the complaint and findings and within 45 calendar days from receipt, issue a decision which shall be final except as specified in paragraphs C.2. and C.3. below.

2. Arbitration. Both Complainants and Respondents who are members of SEIU's General Representation Unit shall have the right to request arbitration of the decision of the County Administrative Officer. Such request must be submitted in writing to the Personnel Director within seven (7) calendar days of receipt of the decision of the County Administrative Officer. The arbitrator shall be jointly selected from a list provided by the State Mediation and Conciliation Service. The Appellant and the County shall equally share any costs associated with arbitration. The decision of the arbitrator shall be final and binding.

3. Non-General Representation Unit employees, both permanent and probationary, from the Human Services Department and Department of Child Support Services who are covered by the State of California Merit System Services may appeal the Equal Employment Opportunity Officer's decision through the Personnel Director to the Civil Service Commission. Such requests must be submitted in writing within seven (7) calendar days of receipt of the decision of the County Administrative Officer. The Civil Service Commission's decision shall be final.

D. An investigation conducted by the Equal Employment Opportunity Office when resulting from a complaint of discrimination or harassment is to remain neutral to all parties. Information collected during the investigation of a discrimination complaint are confidential in nature. Any findings published for resolution of any matter, shall remove all references to specific individuals or the specific details of negative actions taken against any party. Any correspondence to the complainant, the Appointing Authority or any other involved party will be declared as confidential. Details of an investigation will only be released through a formal request from the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC); a subpoena issued by a recognized court; or in any appeal filed in accordance with the provisions set forth.

E. In all complaints of discrimination or harassment, the complainant shall be advised of their right of filing with either the Equal Employment Opportunity Commission (EEOC) or the State Department of Fair Employment and Housing (DFEH), in the complaint form information packet and with the Equal Employment Opportunity Officer's report of findings, should the complainant be dissatisfied with the final response on behalf of the County.

F. No Retaliation

No one shall be retaliated against for reporting conduct which he or she believes to be a violation of County EEO/Nondiscrimination program policies; for participating in an investigation of a possible violation of policies; or for using the County's Employment Discrimination or Harassment Procedure.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that Resolution No. 247-76, and subsequent amendments be amended to by revising Sections 130, 171, 181.5, 191.5 and 192.

PASSED AND ADOPTED at a regular meeting of the Board of Supervisors of the County of Santa Cruz, State of California, this 29<sup>th</sup> day of September, 2009, by the following vote:

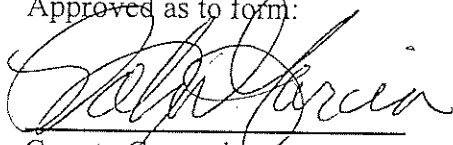
AYES: SUPERVISORS Campos, Leopold, Pirie, Stone & Coonerty  
NOES: SUPERVISORS None  
ABSENT: SUPERVISORS None  
ABSTAIN: SUPERVISORS None

**NEAL COONERTY**

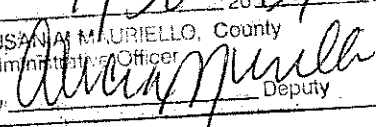
Chairperson of the Board of Supervisors

ATTEST: **TESS FITZGERALD**  
Clerk of the Board

Approved as to form:

  
County Counsel

Distribution: County Administrative Office  
Personnel Department  
Equal Employment Opportunity Commission

STATE OF CALIFORNIA )  
COUNTY OF SANTA CRUZ ) ss  
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 entered 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: 9/30/09 2009  
SUSAN A. MAURIELLO, County Administrative Officer  
By:  Deputy

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