



County of Santa Cruz

PERSONNEL DEPARTMENT

MICHAEL J. MCDUGALL, DIRECTOR

AJITA PATEL, DEPUTY DIRECTOR

701 OCEAN STREET, SUITE 510, SANTA CRUZ, CA 95060-4073

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M E M O R A N D U M

DATE: October 13, 2017

TO: Civil Service Commission

FROM: Ajita Patel, Deputy Director of Personnel

RE: Civil Service Designation – General Services Director

Pursuant to County Code 3.12.010, the Personnel Department is recommending that the unrepresented executive management position of Director of General Services be designated as non-civil service. The previous General Services Director retired on October 7, 2017, therefore no current incumbent will be impacted.

The Director of General Services position is an executive management position responsible for directing the operations of the General Services Department, including building maintenance and repair, janitorial services, plant acquisition, construction projects, warehouse operations and automotive fleet maintenance and repair. The incumbent also provides administrative oversight for the Office of Emergency Services and County fire protection and serves as the designated Purchasing Agent for the County.

Section 3.12.040 of the Santa Cruz County Code identifies those officers and employees that are not included within the County's Civil Service System. This position reports to the County Administrative Officer (CAO) and is also an integral part of the leadership team in carrying out the policy directives of the Board of Supervisors. There are several department head level positions which are already exempt from civil service. Your approval will bring parity amongst the department head classifications.

Thank you in advance for your consideration.

cc: Michael J. McDougall Personnel Director
Carlos Palacios, County Administrative Officer



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MICHAEL J. MCDUGALL, DIRECTOR

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MEMORANDUM

TO: Civil Service Commission

FROM: Ajita Patel, Deputy Director of Personnel

DATE: October 19, 2017

SUBJECT: Proposal to Increase the Length of Probationary Periods for New Classification

Pursuant to County Code 3.28.090, the Personnel Department is recommending that the Civil Service Rules, Section VI (E), Length of Probationary Period, be amended to include Tax Manager.

The Tax Manager is a newly created classification. This classification will be responsible for managing the work and staff of the Property Tax division in the Auditor-Controller-Treasurer-Tax Collector's Office as well as performing complex accounting studies including the determination of the Countywide tax increments to entities and the calculation and distribution of property tax fees. In addition, this classification will be responsible for coordinating the property tax collection activities with the Tax Collector's division. Providing a one (1) year probationary period offers both the employee and the department a longer training and evaluation period given the complexities of the position. Other tax and property related classifications such as the Accountant I-IV series, Property Tax Coordinator and Auditor I-IV series also serve a one (1) year probationary period.

On October 2, 2017, the County notified the Middle Management Association (MMA), which represents this classification, of this proposal and on the same day MMA concurred with this proposal.

cc: Michael J. McDougall, Personnel Director
Edith Driscoll, Auditor-Controller-Treasurer-Tax Collector

SUMMARY FOR DELEGATED CLASSIFICATIONS
July - September 2017

Department	Action	Proposed or Currently Established Class	Class After Personnel Study
General Services	Create New Job Classification	N/A	Senior Maintenance Electrician
Health Services	Create New Job Classification	N/A	Supervising Water Quality Specialist
Health Services	Create New Job Classification	N/A	Senior Lab Assistant/Phlebotomist
Health Services	Delete Classification	Water Quality Chemist	Abolish Classification
General Services	Revise Job Specification	Maintenance Electrician	Same
General Services/Parks	Revise Job Specification	Building Maint Supervisor	Same
General Services	Revise Job Specification	Maint Elect/Mech Worker	Same
Parks	Reclassify vacant Aquatics Coordinator	Aquatics Coordinator	Aquatics Program Specialist
Health Services	Alt. Staff vacant Health Educator with Senior Health Educator	Health Educator	Senior Health Educator
Health Services	Alt. Staff vacant Admin Aide/Office Asst. III with Office Asst. II	Admin Aide/Office Asst III	Admin Aide/Office Asst III/II
Health Services	Reclass vacant Lab Assistant/Phlebotomist	Lab Assistant/Phlebotomist	Senior Lab Assistant/Phlebotomist
Health Services	Reclass vacant Water Quality Specialist III/II/I	Water Quality Specialist III/II/I	Supervising Water Quality Specialist
Health Services	Reclass vacant Departmental Systems Analyst	Dept'l Systems Analyst	IT App Dev & Supp Analyst III
Modify	Title Change	Typist Clerk I	Office Assistant I
Various	Title Change	Typist Clerk II	Office Assistant II
Various	Title Change	Typist Clerk III	Office Assistant III
Various	Title Change	Typist Clerk III - Supervisory	Office Assistant III - Supervisory

PROVISIONAL REPORT
July 2017 – September 2017

Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
District Attorney	Departmental Administrative Analyst	Need to fill position immediately to ensure continuity of specialized program at the County's Multi-Disciplinary Interview Center.	Provisional	Examination in progress
Information Services	IT System Administration Analyst III	To meet deadlines on a couple of critical projects.	Provisional Substitute Promotion	Employee on leave returned; Provisional Substitute appointee returned to former position.
Public Works	Public Works Supervisor	To handle the demanding workload for which the Department is responsible in the area of supervising work crew in signs, striping and bridges special crew.	Provisional Promotion	Recruitment in progress.
Health Services Agency	Assistant Director of Nursing	Need to fill position immediately to ensure continuity of specialized services particularly in the area of communicable disease oversight with current hepatitis A outbreak.	Provisional Promotion	Recruitment to open after organizational structure reviewed.
Health Services Agency	Health Services Manager	To handle the immediate needs of Community Health and Education programs.	Provisional Substitute Promotion	Recruitment to open after organizational structure reviewed.
Public Works	Heavy Equipment Operator-Disposal Site	To comply with legal mandates and obligations under operations criteria in the area of heavy earth moving equipment and covering solid waste.	Provisional Substitute Promotion	Department anticipates permanent incumbent to return from leave at the end of October at which time appointee will return to original position.

Number of Provisional Appointments

Type of Appointment	July - September 2016	July - September 2017
Provisional	0	1
Provisional Promotion	1	2
Provisional Substitute	0	0
Provisional Substitute Promotion	0	3
Provisional Demotion	0	0
Provisional to Probationary	1	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.