

SANTA CRUZ COUNTY
CIVIL SERVICE COMMISSION
Minutes for September 20, 2012
5:45 p.m.
701 Ocean Street, Room 500
Santa Cruz, California

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

Staff present: Ajita Patel, staff to the Commission.

1. Approved minutes of the meeting of July 19, 2012. Motion/Second: Hoffman and Potro.

| | |
|----------|--------------------------|
| AYES: | 2 |
| NOES: | 0 |
| ABSTAIN: | 1 |
| ABSENT: | 2 (Madrigal and Leonard) |

2. Changes or additions to the agenda: None

3. Oral Communications: Mr. Jeffrey Smedberg, Shop Steward-SEIU, asked the Commission to reconsider reviewing a performance evaluation appeal for a Sheriff's Office employee, which was previously included in the January 19, 2012 meeting packet. Staff informed the Commission that the appeal procedure was exhausted up to and including the Personnel Director. Commission heard oral communications and Commissioner Potro suggested that Mr. Smedberg submit information to the Commission so that the Commission can determine if action is required on this matter. Second by Commissioner Hoffman.

4. Secretary's report: None.

5. Old Business: None.

6. New Business: None.

7. Adopted Delegated Classification Report. Motion/Second: Maxwell and Hoffman.

| | |
|----------|--------------------------|
| AYES: | 3 |
| NOES: | 0 |
| ABSTAIN: | 0 |
| ABSENT: | 2 (Madrigal and Leonard) |

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

9. Adjournment: 6:15 p.m.

10. Next meeting is scheduled for November 15, 2012 at 5:45 p.m.



County of Santa Cruz

PERSONNEL DEPARTMENT

701 OCEAN STREET, SUITE 310, SANTA CRUZ, CA 95060-4064
TELEPHONE: (831) 454-2600 FAX: (831) 454-2411 TDD: (831) 454-2123
MICHAEL J. MCDUGALL, PERSONNEL DIRECTOR
AJITA PATEL, DEPUTY DIRECTOR

MEMORANDUM

DATE: November 8, 2012
TO: Civil Service Commission
FROM: Ajita Patel, Deputy Director of Personnel
RE: **Change to Civil Service designation of classification**

Pursuant to County Code 3.12.010, we are recommending that the unrepresented executive management classification of 'Medical Services Director / Health Officer' be designated as a non-Civil Service classification. This single-position classification is currently vacant, so no current incumbent will be impacted.

The Medical Services Director / Health Officer is a high-level management position responsible for directing and administering public health medical services and public health programs for the County and serves as the designated County Health Officer. County public health programs are shaped by the different visions/philosophies and approaches of each County administration and Board of Supervisors. (The job specification for this class is attached for your reference.)

By California statute each County Health Officer is appointed by the Board of Supervisors (California Health and Safety Code § 101000). Here in Santa Cruz County, the Health Services Agency Administrator makes a recommendation for appointment which must be approved by the Board of Supervisors. Therefore, this classification should be designated as non-Civil Service to reflect that the incumbent serves at the direction and will of the Board of Supervisors and the Health Services Agency Administrator.

Attachment

Cc: Michael J. McDougall, Personnel Director
Giang Nguyen, Health Services Agency Administrator

MEDICAL SERVICES DIRECTOR/HEALTH OFFICER

Job Specifications

| | |
|------------------|---------------------------|
| Class Code: PT7 | Date Originated: 5/79 |
| Analyst: CE, CJS | Date Updated: 4/88, 11/12 |

SANTA CRUZ COUNTY

DEFINITION

Under general direction, to plan, organize, direct and administer public health medical services and public health programs for the County; to provide technical consultation to citizens, public officials, staff and community organizations and agencies on public health and preventive medicine issues; to serve as the designated County Health Officer; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible to the Health Services Administrator for planning, organizing and directing the public health medical services and public health programs for the County including enforcement of applicable public health laws and regulations. Serves as the legally designated County Health Officer. Additionally, the incumbent serves as the County liaison and medical expert to the State, the local medical society, and other agency and community groups.

TYPICAL TASKS

Plans, organizes, directs and evaluates through subordinate managers the medical and administrative aspects of public health programs; provides administrative direction to subordinate managers who manage a variety of public health programs and clinics, including chronic and acute general medical services, public health nursing, emergency and disaster medical planning, public health education, indigent medical care, California Children's Service, maternal and child health services and detention medical services; assures enforcement of applicable public health laws and regulations including environmental health and sanitation; supervises, reviews and evaluates the work of physicians and other staff providing medical services for clinics and detention facilities; approves protocols and standardized procedures for new medical developments and procedures; coordinates the work of consultant medical specialists and other physicians; orients consultants to the objectives, operations and regulations of the contract program; may contact private physicians to arrange for their services in departmental clinics and programs; oversees the preparation, monitoring and control of budgets for the public health divisions; serves as an advocate to promote State wide public health policies which also benefit the County; keeps abreast of legislative changes and formulates policies and programs as required; serves as the liaison and medical expert in Public Health matters to the local medical society and community agencies; provides input to grant applications and other externally funded programs; provides medical consultation to private physicians and other personnel on matters related to the prevention, diagnosis and treatment of diseases of public health significance; confers with public officials, private physicians, community organizations and representatives of other agencies on public health matters; participates in programs of health education; addresses community groups and professional associations; evaluates medical and public health policies, programs and procedures and formulates improvements; may conduct medical and physical examinations, make diagnoses, and prescribe and administer treatments and medications; serves as an executive

management team member to coordinate with other divisions, departments and agencies to develop procedures and to resolve administrative and other problems; develops departmental policy and programs; keeps Health Services Administrator informed of changes and problems pertaining to divisional activities; may act for the Health Services Administrator as authorized; prepares reports and correspondence; inputs, accesses and analyzes data using a computer.

EMPLOYMENT STANDARDS

Knowledges:

- Thorough knowledge of current principles and practices of medicine;
- Thorough knowledge of the functions and services of local public health agencies;
- Thorough knowledge of accepted medical practices concerning the prevention and control of communicable diseases and other common public health programs;
- Working knowledge of epidemiology;
- Working knowledge of the laws and regulations governing local public health programs;
- Working knowledge of the interrelationships of services among local public and private and voluntary public health agencies and organizations;
- Working knowledge of the principles of public health administration;
- Working knowledge of the principles and techniques of supervision and training;
- Some knowledge of the general function of a State Department of Health Services.

Ability to:

- Plan, organize and direct, through subordinate supervisors, a broad range of public health programs;
- Exercise initiative, ingenuity and sound judgment in solving difficult technical, administrative and personnel problems;
- Develop and direct the implementation of improvements to enhance the effectiveness and efficiency of public health services and programs;
- Establish and maintain effective working relationships with physicians, representatives of community groups and professional organizations, State representatives and the general public;
- Analyze, evaluate, plan and implement public health programs and budgets;
- Understand and relate to others the aims, concepts, and principles of public health;
- Supervise, review and evaluate the work of professional staff;
- Coordinate public health programs and service activities with other divisions and departments;
- Prepare clear and concise written and oral report;
- Speak effectively before large groups;
- Perform medical diagnosis and treatment;
- Secure State certification to supervise and direct mid-level practitioner;
- Learn to input, access and analyze data using a computer terminal.

Training and Experience: Any combination of training and experience which would provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- Three years of public health medical experience.

OR

- Certification or eligibility for certification by a recognized American Specialty Board, and two years of public health medical experience.

OR

- Possession of a Master's degree in public health from an accredited school of public health, and one year of public health medical experience.

SPECIAL REQUIREMENTS

- Possession of a valid Physician and Surgeon's certification issued by the State of California*.
- Possession or eligibility for possession of a State and/or Federal narcotic license for administration of narcotics to inmates and patients.
- Possess and maintain a valid California* Class C Driver's license.

(*Out of state candidates possessing a Physician and Surgeon's certification and driver license in their respective state may apply and go through the recruitment and examination process. Candidate must possess California certification and license by the start of employment.)

ORIG: 5/79 REV: 4/88, 11/12

JAD:sjh

**CIVIL SERVICE COMMISSION
2010 ANNUAL REPORT**

Commission Role

The County Code, Section 2.46.020, specifies that the Civil Service Commission “shall prescribe, amend and enforce rules, for the classified service to make effective the provisions set forth in this chapter, which rules shall have the force of law.” The primary duties include the hearing of appeals of administrative personnel decisions, approving position classifications when there is not agreement between the County and the representation unit, and reviewing the processes and outcomes of the County’s Civil Service system.

Meeting Dates, Time, and Location

This year the Commission met in January, February (cancelled for lack of quorum), April, May, July, September, and November on the third Thursday at 5:45 p.m. in the Board of Supervisors’ Chambers in the County Governmental Center. Additionally, Commissioners hold the first Wednesday afternoon and third Wednesday all day of each month for potential appeal hearings. There was one disciplinary appeal hearing and one Commission decision still under appeal in 2010.

Commission Structure

The Commission consists of five members, each nominated for full Board approval by each Supervisor. The Commission members in 2010 were: First District, Carmen Potro; Second District, James Maxwell; Third District, Robert Taren; Fourth District, Olivia Madrigal; and Fifth District, Margaret Leonard (appointed March 23, 2010).

In January, the Commission elects a Chair and a Vice-Chair for one-year terms. In 2010 the Commission Chair was Robert Taren and the Vice-Chair was James Maxwell.

Attendance

The columns below indicate Commission attendance for 2010:

| Meeting | Taren | Madrigal | Potro | Maxwell | Leonard |
|------------------|-----------|----------|-------|---------|---------|
| January 21 | A | X | X | X | |
| February 18 | CANCELLED | | | | |
| April 14 Hearing | X | A | X | X | X |
| April 15 | X | X | X | X | A |
| May 20 | X | X | A | X | X |
| July 15 | X | X | X | X | X |
| September 16 | A | X | X | X | X |
| November 18 | A | X | X | A | X |

X - Present; A - Absent

Commission Staff

The Commission is staffed by the County Personnel Department. Laurie Hill, Senior Personnel Analyst, served as the Commission Secretary. Thornton Kontz served as Commission attorney.

Goals and Accomplishments

1. Expressed their appreciation to retiring Commissioner Jack Gordon for his over eleven years of service and oriented new Commissioner Margaret Leonard.
2. Conducted a complete review of the Commission's response to employee concerns regarding the Whistleblower Hotline.
3. In April 2009, in response to employee representatives, the Commission increased the frequency of their meetings from four to eight per year. In April 2010, the Commission, in response to a request from the Board, reduced that number to six meetings per year.
4. Continued to review staff reports regarding Provisional Appointments.
5. Held one disciplinary appeal hearing.
6. Recommended adding "Dishonesty" to the Civil Service Rule list of causes for disciplinary action.
7. Staff further reduced the distribution of hard copy agendas by relying on email notification of the Commission's website's posted agenda materials.
8. The Commission maintains the goal of acting on all appeals, classification issues, and civil service issues brought before it. That goal was met in 2010 and will continue throughout 2011.

Future Goals

1. The Commission will continue its review of provisional appointments.
2. The Commission will continue to familiarize themselves with the Civil Service rules and will consider improvements as needed.
3. Continue, as needed, the work of the ad hoc committee to address concerns raised by employees.

SUMMARY FOR DELEGATED CLASSIFICATIONS - September, October 2012

| DEPARTMENT | ACTION | PROPOSED or CURRENTLY ESTABLISHED CLASS | CLASS AFTER PERSONNEL STUDY |
|------------------------|--|---|--------------------------------------|
| Animal Services | Create new job class & classify position | New | Veterinarian |
| CAO | Update job specification | Asst/Assoc/Sr Administrative Analyst | Asst/Assoc/Sr Administrative Analyst |
| General Services | Title change | Sr. Warehouse Worker | Warehouse Supervisor |
| Health Services Agency | Reclassify vacant position | Medical Care Eligibility Worker | Health Client Benefits Rep |
| Human Resource Agency | Reclassify vacant position | Sr. Account Clerk | Accountant I/II |
| Human Resource Agency | Reclassify vacant position | Division Secretary | Clerical Supervisor II |
| Human Resource Agency | Reclassify vacant position | Secretary | Accountant III |
| Probation | Reclassify vacant position | Typist Clerk III | Personnel Payroll Clerk |
| Public Works | Create new job class | New | Park Resource & Development Manager |
| Sheriff | Update job specification | Deputy Sheriff | Deputy Sheriff |
| Sheriff | Create new job class | New | Forensic Pathologist |
| Sheriff | Reclassify vacant position | Typist Clerk III | Program Coordinator |
| Sheriff | Update job specification | Sheriff's Records Clerk | Sheriff's Records Clerk |

PROVISIONAL REPORT

July - September 2012

| Department | Classification | Reason for Filling Position | Type of Appointment |
|-------------------|--|--|---------------------|
| District Attorney | State Bar Certified Student – District Attorney | Department operationally needed to fill position immediately due to a high level of workload in Misdemeanor Prosecution Unit and other staffing vacancies. | Provisional |

Number of Provisional Appointments

| Type of Appointment | July - September 2011 | July - September 2012 |
|----------------------------------|-----------------------|-----------------------|
| Provisional | 2 | 1 |
| Provisional Promotion | 0 | 0 |
| Provisional Substitute | 1 | 0 |
| Provisional Substitute Promotion | 1 | 0 |
| Provisional Demotion | 1 | 0 |
| Provisional to Probationary | 0 | 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.

RECEIVED
COUNTY PERSONNEL DEPT.

County of Santa Cruz

OCT 3 2012

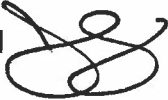
Inter-Office Correspondence

H.
COUNTY PERSONNEL DEPT.

1:30PM

DATE: October 3, 2012

TO: Various County Advisory Bodies

FROM: Chair John Leopold 

RE: REPORTS FOR ADVISORY BODIES REQUIRED TO REPORT
AT THE CONCLUSION OF EVEN NUMBERED YEARS

The purpose of this memo is to provide a reminder of the need for the advisory bodies outlined below to submit a report to the Board of Supervisors, on or before January 31, 2013, highlighting activities in 2011 and 2012:

- Agricultural Policy Advisory Commission
- Alcoholism and Drug Abuse Commission
- Ambulance Technical Advisory Group
- Animal Nuisance Abatement Appeals Commission
- Arts Commission
- Assessment Appeals Board (Panels I and II)
- Civil Service Commission
- Deferred Compensation Advisory Commission
- Commission on Disabilities
- Domestic Violence Commission
- Emergency Management Council
- Emergency Medical Care Commission
- Commission on the Environment
- Environmental Health Appeals Commission
- Equal Employment Opportunity Commission
- Fire Department Advisory Commission
- First 5 Commission
- Fish and Game Advisory Commission
- Santa Cruz-Monterey-Merced Managed Medical Care Commission (2012 only)

Thereafter, your next report will not be due until the end of 2014 highlighting actions during 2013 and 2014. **However**, please note that you will be required to submit an attendance roster (only) at the conclusion of calendar year 2013 outlining the date group met in 2013 and the attendance at each meeting.

October 3, 2012

Page 2

County Code Section 2.38.170, a copy of which is attached, provides the format for the completion of these reports. Please send all reports directly to the office of the Board of Supervisors, after which the Board Chair will place the item on the agenda for consideration by the full Board. If you have any questions, please feel free to contact Terry Dorsey at extension 2200.

JL:pmp
Attachment

1427C6

ORDINANCE NO. 5073

ORDINANCE AMENDING SECTION 2.38.170 OF THE SANTA CRUZ COUNTY CODE RELATING TO REPORTS OF BOARDS, COMMISSIONS, COMMITTEES AND DEPARTMENTAL ADVISORY GROUPS GENERALLY

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

SECTION 1

Section 2.38.170 of the Santa Cruz County Code is hereby amended to read as follows:

2.38.170 Reports.

A. A report shall be submitted by each board or commission according to a schedule set by the Board of Supervisors. The report shall highlight the activities, accomplishments and future goals of the board or commission and shall utilize the following report format:

1. Role(s) of the board or commission;
2. Meeting dates, time and location;
3. Board or commission structure;
4. Board or commission staff (designated staff or staff assigned through department);
5. Attendance;
6. Goals and accomplishments during the reporting period (goals and attainment of those goals; summary of activities including special projects and workshops or seminars that members have attended, if applicable);
7. Future goals; and
8. Recommendations (public and/or private sector actions to advance the goals of the board or commission).

B. A final report, containing a summary of activities and projects undertaken by the committee, any final committee recommendations to the board of supervisors, and any other information requested by the board, shall be submitted by each committee to the board before expiration of the committee's life.

C. A report shall be issued by each departmental advisory group to the agency or department head according to a schedule set by the Board of Supervisors. The report shall highlight the activities, accomplishments and future goals of the group and shall utilize the following report format:

1. Role(s) of the department advisory group;
2. Meeting dates, time and location;
3. Attendance;

238

4. Goals and accomplishments during the reporting period (goals and attainment of these goals; summary of activities, including special projects and workshops or seminars that members have attended, if applicable); and

5. Future goals.

D. In addition to any report required by Section 2.38.170, a commission or committee may submit progress reports and recommendations to the board of supervisors at any time.

E. Each board, commission, committee, and departmental advisory group shall submit an attendance report to the Board of Supervisors at the end of each calendar year.

SECTION II

This ordinance shall take effect on the 31st day after the date of final passage.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this 24th day of August, 2010, by the following vote:

AYES: SUPERVISORS Pirie, Leopold, Coonerty & Campos

NOES: SUPERVISORS None

ABSENT: SUPERVISORS Stone

TONY CAMPOS

Chairperson of said Board

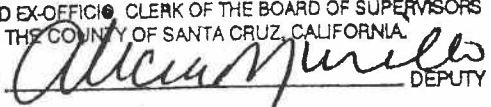
ATTEST **TESS FITZGERALD**

Clerk of said Board

Approved as to form:


County Counsel

Distribution: County Counsel
County Advisory Bodies

I HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THE OFFICE AT TEST MY HAND AND SEAL THIS 25th DAY OF August 2010
SUSAN A. MAURIELLO, COUNTY ADMINISTRATIVE OFFICER AND EX-OFFICIO CLERK OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA CRUZ, CALIFORNIA
BY  DEPUTY