



COUNTY OF SANTA CRUZ


PERSONNEL DEPARTMENT

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MICHAEL J. MCDUGALL, DIRECTOR

AJITA PATEL, DEPUTY DIRECTOR

MEMORANDUM

TO: Civil Service Commission
FROM: Ajita Patel, Deputy Director of Personnel 
DATE: November 12, 2014
SUBJECT: Change to Civil Service designation of Classification

Pursuant to County Code 3.12.010, the Personnel Department is recommending that the newly created executive management classification of "Undersheriff" be designated as a non-Civil Service classification. There is no incumbent in this classification.

The Undersheriff is a high level management position that will serve as the second-in-command to the Sheriff-Coroner and is responsible for providing administrative and management assistance to the Sheriff-Coroner in planning, directing and reviewing all functions and activities of the Sheriff-Coroner's Office; is responsible for planning, organizing and coordinating the day-to-day activities of the various bureaus of the office through Sheriff Chief Deputies and other subordinate managers; exercises direct line supervision over the various bureaus of the Sheriff-Coroner's Office; participates in the overall development and review of departmental policies, procedures and operations; and may act for, or in the absence of, the Sheriff-Coroner as authorized by the Sheriff-Coroner.

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. The lower classification of Sheriff's Chief Deputy is designated as exempt from Civil Service status, and the Sheriff-Coroner is an elected official. Since the Undersheriff may act as the Sheriff-Coroner, this classification should be designated as an exempt position to bring parity among these positions.

Thank you in advance for your consideration.

cc: Michael J. McDougall, Personnel Director
Sheriff Phil Wowak, Sheriff's Office
Sheriff-Elect Jim Hart, Sheriff's Office

SUMMARY FOR DELEGATED CLASSIFICATIONS**September - October 2014**

Department	Action	Proposed or Currently Established Class	Class After Personnel Study
Health Services Agency	Alternately staff 1.0 FTE Admin Services Officer II with an Admin Services Officer I	Admin Services Officer II	Admin Services Officer II/I
Probation	Reclassify 1.0 FTE vacant position	Sr. Receptionist	Typist Clerk III
Sheriff's Office	Update job specification	Criminalist I/II	same
Sheriff's Office	Update job specification	Sheriff's Chief Deputy	Same
District Attorney's Office	Reclassify 1.0 FTE filled position	Departmental Information Systems Analyst	Departmental Systems Analyst

PROVISIONAL REPORT

July 2014 – September 2014

Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Status
Public Works	Parks Maintenance Worker I	To ensure park maintenance standards are met and the buildings & fields are ready for daily use.	Provisional Substitute	Recruitment underway.
Public Works	Assistant in Civil Engineering	This position is critical in providing pedestrian, bicycle & vehicular traffic safety analyses and design for grant funded projects.	Provisional Promotion	Recruitment will open in November.
District Attorney's Office	Attorney I – DA	To ensure day to day prosecution activities related to various types of misdemeanor crimes continue.	Provisional	Recruitment recently completed.
Human Services	WIB Director	This position is mandated by the State to oversee all functions of the WIB Division. Also, to prevent delays in service.	Provisional Promotion	Personnel will open recruitment early September
Information Services	Communications Technician I	To ensure that County cars continue to be outfitted with communications equipment. Incumbent on leave.	Provisional Substitute	N/A

Number of Provisional Appointments

Type of Appointment	July - September 2013	July - September 2014
Provisional	0	1
Provisional Promotion	1	2
Provisional Substitute	0	2
Provisional Substitute Promotion	1	0
Provisional Demotion	0	0
Provisional to Probationary	1	2

Civil Service Rule 130.VI.G: When there are less than five (5) qualified eligibles on any appropriate employment list, the Personnel Director may authorize the provisional appointment of any individual meeting the established standards for the position pending the establishment of an eligible list, but in any event, no such provisional appointment shall continue for longer than the following: a. For department heads – 180 days; b. For other positions – 90 days.