

2.16.020 Appointment and supervisory authority.

The appointing authority for the position of Personnel Director shall be the County Administrative Officer, who shall exercise authority over appointment, evaluation, discipline, dismissal and all other employment matters related to the Personnel Director. [Ord. 5270 § 1, 2018; Ord. 3048, 1981; prior code § 2.35.030].

2.16.040 Powers and duties.

The Personnel Director shall be the administrative head of the Personnel Department. The Personnel Director, and shall perform all duties and exercise all powers and jurisdiction necessary to establish and maintain a program of personnel management for employees of the County; which program shall comply with and provide support of the Limited Civil Service System of the County. [Ord. 5270 § 1, 2018; Ord. 3048, 1981; prior code § 2.35.020].

CHAPTER 2.46
CIVIL SERVICE COMMISSION

2.46.030 Commission as part of County Limited Civil Service System.

The Civil Service Commission is established as a part of the Limited Civil Service System of the County. This chapter is, therefore, subject to all provisions of SCCC Chapters 3.04 through ~~3.403-28~~ SCCC, and this chapter may only be amended in accordance with the provisions of SCCC 3.04.030. [Ord. 2187, 1975; prior code § 3.03.060].

2.46.040 Membership.

(A) Eligibility. The Commission so appointed shall consist of five members, who shall be selected from the qualified electors of the County.

(B) Qualifications.

(1) In selecting members of the Commission, the Board of Supervisors shall appoint those qualified persons who are best fitted to carry on the duties of the Commission by virtue of experience in governmental economy and administration, personnel administration problems, legal procedure, or by whose other attainments through education or experience would indicate that the appointee is best qualified to carry out the purposes of this chapter. No person shall be appointed to the Civil Service Commission whose interest would conflict with ~~their~~ his interest as a Civil Service Commissioner.

(2) No person shall be appointed to the Civil Service Commission who at any time has refused to swear allegiance to the United States of America; or who at any time has been a member of or affiliated with any political party or organization which has as its political theory the destruction of a democratic form of government in the United States, or who shall have been discharged for cause from any office in which ~~that person~~ he dealt with matters pertaining to the elective franchise, or the welfare and safety of the people.

(C) Selection. Each member of the Board of Supervisors shall select and nominate one member of the first Civil Service Commission. The terms of office of two persons so selected for the first Commission shall be for one year, and the terms of office for the other members of the first Commission shall be for two years for one member and three years for one member and four years for one member. The members of the Commission shall, at their first meeting, determine by lot the relative order of expiration of their individual terms in office. [Ord. 648, 1960; Ord. 530, 1957; Ord. 455-A, 1954; prior code § 3.03.030].

2.46.050 Term of office.

Each member of the Commission so selected and appointed shall hold office for a term of four years, or until ~~their~~ successor is appointed and qualified. [Ord. 455-A, 1954; prior code § 3.03.040].

2.46.060 Organization and procedures.

(A) Meetings.

(1) The Commission shall determine the order of business for the conduct of its meetings, and shall meet on call of its chair~~person~~ or, in the event of ~~their~~ inability to serve, its vice-chair~~person~~, or three of its members.

~~(2) Notwithstanding SCCC 2.38.130, and as a specified exception thereto, the Commission need not hold regular meetings at least once each month, but shall hold meetings as necessary to conduct business on a timely basis.~~

~~(23)~~ All meetings of the Civil Service Commission shall be open and public, and all persons shall be permitted to attend any meeting of the Commission; provided, however, that the Civil Service Commission may, notwithstanding SCCC 2.38.130 and as a specified exception thereto, hold closed sessions during a regular or special meeting with prior written notice and representation thereat by County Counsel, where appropriate, to consider the appointment, employment or dismissal of a public officer or employee, or to hear complaints or charges brought against such officer or employee by another public officer, person or employee, unless such officer or employee against whom the complaints or charges are brought requests a public hearing.

~~(34)~~ The Commission may exclude from any such open or closed meetings, during the examination of a witness, any or all other witnesses in the matter being investigated by the Commission.

(B) Officers. The members of the Commission shall, at their first meeting, select one of their number to act as their chair~~person~~ and another to act as vice-chair~~person~~, and the Civil Service Commission so created shall annually, at the first regularly designated meeting in January, select two of its members for such positions, and neither officer shall ~~immediately~~ ~~succ~~ ~~ee~~ ~~serve~~ ~~again~~ ~~in~~ ~~that~~ ~~position~~ ~~ed~~ ~~himself~~.

(C) Quorum. Three members shall constitute a quorum for transaction of business by the Commission.

(D) Minutes. The Commission shall keep minutes of its proceedings, records of all examinations conducted, and shall, as a Commission or a designated part thereof, make investigations concerning the enforcement and effect of the service.

(E) Reports. The Commission shall make an annual report to the Board of Supervisors.

(F) Vacancies. Vacancies occurring in the Commission shall be filled by the Board of Supervisors for the remainder of the unexpired term only.

(G) ~~Support~~County Staff. The Personnel Director shall serve as Secretary to the Civil Service Commission, and shall provide sufficient staff support for the Commission to perform its duties. This section may be amended only in accordance with SCCC 3.04.030.

(H) Compensation. Except as otherwise provided in this subsection, the members of the Civil Service Commission shall receive no compensation for their attendance at meetings of the Commission, but may receive reasonable traveling expenses between their usual place of business or residence and the place of meeting of the Commission, and may receive such other reasonable expenses as are incurred in the discharge of their official duties. Each member of the Commission shall receive as compensation for services the sum of \$75.00 for each meeting at which the member is in attendance and which is held to conduct a hearing on an appeal by an employee. The compensation shall be granted on a per hearing basis without regard to the number of days required for the hearing and shall be in addition to expenses which such members may otherwise be entitled to receive.

(I) Removal. The Board of Supervisors may, by a four-fifths vote of all its members, remove a Commissioner from office during ~~their~~his term of appointment, after stating in writing the reasons for removal, and allowing such Commissioner a reasonable opportunity to be heard in ~~their~~his own defense. [Ord. 3679 § 1, 1985; Ord. 3142, 1981; Ord. 3048, 1981; Ord. 2847, 1980; Ord. 648, 1960; Ord. 455-A, 1954; prior code § 3.03.050].

CIVIL SERVICE COMMISSION
2017 – 2018 BIENNIAL 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 regarding 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

2017: In 2017, the Commission met on the third Thursday of January, April, and July at 5:45 p.m. in the Board of Supervisors’ Chambers in the County Governmental Center. The Commission’s scheduled October meeting was cancelled for lack of quorum. Additionally, Commissioners held the first Wednesday afternoon and third Wednesday all day of each month for potential appeal hearings. There was one (1) disciplinary appeal hearing held before the Commission.

2018: During 2018, the Commission met on the third Thursday of January, April, and July at 5:45 p.m. in the Board of Supervisors’ Chambers in the County Governmental Center. The Commission’s scheduled October meeting was cancelled for lack of quorum. Additionally, Commissioners held the first Wednesday afternoon and third Wednesday all day of each month for potential appeal hearings. There were four (4) disciplinary appeal hearings scheduled before the Commission.

Commission Structure

The Commission consists of five members, each nominated for full Board approval by each Supervisor. The Commission members in 2017 and 2018 were: First District, Carmen Potro; Second District, Bob Pursley; Third District, Dina Hoffman; Fourth District, Olivia Madrigal; and Fifth District, Kevin Fink.

In January, the Commission elects a Chair and a Vice-Chair for a one-year term. In 2017, the Commission Chair was Bob Pursley and the Vice-Chair was Kevin Fink. In 2018 the Commission Chair was Kevin Fink and the Vice-Chair was Bob Pursley.

Attendance

The columns below indicate Commission attendance for 2017:

Meeting	Hoffman	Madrigal	Potro	Pursley	Fink
January 19	X	A	X	X	A
April 20	A	X	A	X	X
July 20	X	A	X	X	X
October 19	NA	NA	NA	NA	NA
Disciplinary Hrg April 19 & 20	X	A	X	X	X

The columns below indicate Commission attendance for 2018:

Meeting	Madrigal	Potro	Pursley	Hoffman	Fink
January 18	X	X	X	X	A
April 19	X	X	X	X	A
July 19	A	X	A	X	X
October 18	NA	NA	NA	NA	NA
Disciplinary Hrg March 13 & 14	A	X	X	X	A
Disciplinary Hrg June 20 & 21	X	X	X	A	A
Disciplinary Hrg August 15	X	X	A	X	X
Disciplinary Hrg Sept 19 & 20	X	A	A	X	X

X = Present; A = Absent; NA = Meeting cancelled due to lack of quorum

Commission Staff

The Commission is staffed by the County Personnel Department. Ajita Patel, Deputy Director/Interim Personnel Director served as the Commission Secretary. Thornton Kontz served as Commission attorney.

Accomplishments

1. During 2017 - 2018, the Commission conducted a total of five (5) disciplinary hearings as required by the Civil Service Rules for appeals of terminations, suspensions, and demotions.
2. Continued to monitor the usage of Provisional Appointments.
3. Reviewed classification actions for compliance with the Civil Service Rules.
4. The Commission established a subcommittee to consider improvements as needed to the Civil Service Rules.

Future Goals

1. The Commission will continue to conduct disciplinary appeal hearings.
2. The Commission will provide oversight regarding the usage of provisional appointments.
3. The Commission will continue to review classification actions.
4. The Subcommittee will review their findings and present recommendations to the full Commission regarding any improvements to the Civil Service Rules.

SUMMARY FOR DELEGATED CLASSIFICATIONS

July - September 2018

Department	Action	Proposed or Currently Established Class	Class After Personnel Study
County Administrative Office	Reclassify vacant Resource Planner I/II/III/IV to Planner I/II/III/IV	Resource Planner I/II/III/IV	Planner I/II/III/IV
District Attorney	Reclassify vacant Departmental Administrative Analyst to DA Inspector I/II	Dept'l Admin Analyst	DA Inspector I/II
District Attorney / Sheriff's Office	Job Specification Update	Criminalist I/II	Same
Information Services	Job Specification Update	Communications Manager	Same
Public Works	Add two new 1.0 FTE Program Coordinator positions	Program Coordinator	Same
Sheriff's Office	Alternately Staff Sheriff's Lieutenant with Sheriff's Chief Deputy	Sheriff's Lieutenant	Sheriff's Lieutenant / Sheriff's Chief Deputy

**SUMMARY FOR DELEGATED CLASSIFICATIONS
October - December 2018**

Department	Action	Proposed Class (if applicable)	Class After Personnel Study
District Attorney	Add new 1.0 FTE Victim Services Representative	Victim Services Representative	Same
General Services	Reclassify vacant Administrative Services Manager	Assistant/Departmental Administrative Analyst	Assistant/Departmental Administrative Analyst
General Services	Reclassify Building Maintenance Worker II	Building Maintenance Worker III	Building Maintenance Worker III
General Services	Job Specification Update & Realigned Salary of Building Construction Project Manager	N/A	Same
General Services	Reclassify vacant Building Maintenance Superintendent	Building Construction Project Manager	Building Construction Project Manager
Health Services Agency	Add two new 1.0 FTE Sr./Mental Health Client Specialist positions	Sr./Mental Health Client Specialist	Same
Health Services Agency	Add new 1.0 FTE Mental Health Client Specialist position	Mental Health Client Specialist	Same
Health Services Agency	Add new 1.0 FTE Senior/Mental Health Client Specialist position	Senior/Mental Health Client Specialist	Same
Health Services Agency	Add new 1.0 FTE Mental Health Supervising Client Specialist position	Mental Health Supervising Client Specialist	Same
Health Services Agency	Reclassify vacant Cal Child Services Specialist to Office Assistant III/II/I	Cal Child Services Specialist	Office Assistant III/II/I
Health Services Agency	Add new 1.0 FTE Health Services Manager	Health Services Manager	Same
Human Services Department	Reclassify vacant Public Health Nurse II	Senior Mental Health Client Specialist	Senior Mental Health Client Specialist
Parks	Reclassify Senior Accountant Technician	Assistant Departmental Administrative Analyst	Assistant Departmental Administrative Analyst
Planning	Reclassify vacant Departmental Fiscal Officer	Senior/Departmental Administrative Analyst	Senior/Departmental Administrative Analyst
Sheriff's Office	Job Specification Update of Civil Process Supervisor	N/A	Same
Sheriff's Office	Add new 1.0 FTE Administrative Aide position	Administrative Aide	Same
Sheriff's Office	Add two new 1.0 FTE Deputy Sheriff/Trainee positions	Deputy Sheriff/Trainee	Same

PROVISIONAL REPORT
July 2018 – September 2018

Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
Animal Services	Animal Health Specialist	To ensure coverage needed due to several vacancies during the busiest time of the year for shelter	Provisional	Recruitment completed, selection made

Number of Provisional Appointments

Type of Appointment	July - September 2017	July - September 2018
Provisional	1	1
Provisional Promotion	2	0
Provisional Substitute	0	0
Provisional Substitute Promotion	3	0
Provisional to Probationary	0	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.

PROVISIONAL REPORT
October 2018 – December 2018

Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
Health Services Agency	Detention Nurse Specialist II	To ensure 7 days/week nursing services coverage at Juvenile Hall	Provisional	Recruitment pending

Number of Provisional Appointments

Type of Appointment	October - December 2017	October – December 2018
Provisional	2	1
Provisional Promotion	1	0
Provisional Substitute	0	0
Provisional Substitute Promotion	1	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.



**County of Santa Cruz Board of Supervisors
Agenda Item Submittal**

From: Ryan Coonerty, Vice Chair, Third District Supervisor
(831) 454-2200

Subject: Third District Reappointment to the Civil Service Commission

Meeting Date: December 11, 2018

Recommended Action(s):

Approve reappointment of Dina Hoffman as the Third District appointee to the Civil Service Commission, in accordance with County Code Section 2.46.050, for a term to expire December 31, 2022.

Executive Summary

Approve reappointment to fill a Third supervisorial district appointee position for the Civil Service Commission, for a term to expire December 31, 2022.

Background

Based on the applications received, Dina Hoffman has been nominated to serve an additional term as a supervisorial district appointee.

Submitted by:

Ryan Coonerty, Vice Chair, Third District Supervisor

cc:

Dina Hoffman
Civil Service Commission

APPOINTED
12/11/18



**County of Santa Cruz Board of Supervisors
Agenda Item Submittal**

From: Greg Caput, Fourth District Supervisor
(831) 454-2200

Subject: Reappointment to the Civil Service Commission

Meeting Date: December 11, 2018

Recommended Action(s):

Approve reappointment of Olivia Madrigal as the Fourth District appointee to the Civil Service Commission, in accordance with County Code Section 2.46.050, for a term to expire December 31, 2022.

Executive Summary

Approve reappointment to fill a Fourth supervisorial district appointee position for the Civil Service Commission, for a term to expire December 31, 2022.

Background

Based on the applications received, Olivia Madrigal has been nominated to serve an additional term as a supervisorial district appointee.

Submitted by:

Greg Caput, Fourth District Supervisor

cc:

Olivia Madrigal
Civil Service Commission

APPOINTED
12/11/18