



COUNTY OF SANTA CRUZ

PERSONNEL DEPARTMENT

AJITA PATEL, DIRECTOR

701 OCEAN STREET, SUITE 510, SANTA CRUZ, CA 95060-4073
(831) 454-2600 FAX: (831) 454-2411 TDD: 711

MEMORANDUM

DATE: July 11, 2022
TO: Civil Service Commission
FROM: Ajita Patel, Personnel Director
RE: Civil Service Designation – General Manager Animal Services

County Code section 3.12.040 identifies those officers and employees that are not included within the County's Civil Service system. The Animal Shelter will be experiencing turnover due to the resignation of the long held unrepresented executive management General Manager Animal Services position. This position has been reviewed for non-civil service designation.

The General Manager Animal Services position plans, organizes and manages the County's animal shelters and animal control services. This position is responsible for the overall operation of the agency and oversees a comprehensive program that emphasizes public education and animal welfare. The General Manager position reports directly to and is appointed by the Animal Shelter Board of Directors. The General Manager Animal Services is currently a Civil Service position and staff recommends that this position be designated as an at-will non-civil service position to better align with all other similarly situated department head positions.

A four-fifths vote of the Commission is required to suspend competitive examinations pursuant to 3.12.010. Subsequent to your Commission's approval, a four-fifth vote by the Board of Supervisors is required to amend County Code section 3.12.040, pursuant to 3.04.030.

Thank you in advance for your consideration.

Cc: Nicole Coburn, Assistant County Administrative Officer

SUMMARY FOR DELEGATED CLASSIFICATIONS

April - June 2022

Department	Action	Proposed Class (if applicable)	Class After Personnel Study
Clerk of the Board	Vacant reclassification of Economic Development Coordinator	Principal/Senior/Associate/Assistant Administrative Analyst	Principal/Senior/Associate/Assistant Administrative Analyst
Health Services Agency	Add (2) new 1.0 FTE positions	Clinic Physicians	Clinic Physicians
Health Services Agency	Vacant reclassification of Accounting Technician	Sr. Accounting Technician	Sr. Accounting Technician
Health Services Agency	Vacant reclassification of Admin Aide	Clerical Supervisor I	Clerical Supervisor I
Human Services Department	Vacant reclassification of Mental Health Supervising Client Specialist	Social Work Supervisor I	Social Work Supervisor I
Human Services Department	Vacant reclassification of Program Manager	Assistant Division Director - HSD	Assistant Division Director - HSD
Human Services Department	Add (2) new 1.0 FTE positions	Social Worker II	Social Worker II
Information Services	Vacant reclassification of IT Net/Comm Analyst II	IT Net/Comm Analyst III	IT Net/Comm Analyst III
Parks	Vacant reclassification of Recreation Coordinator	Program Coordinator	Program Coordinator
Parks	Vacant reclassification of Parks Maintenance Supervisor	Parks Superintendent	Parks Superintendent
Parks	Vacant reclassification of Secretary	Clerk II	Clerk II
Probation	Vacant reclassification of Program Coordinator	Senior Departmental Administrative Analyst	Senior Departmental Administrative Analyst
Probation	Add new 1.0 FTE position	Senior Departmental Administrative Analyst	Senior Departmental Administrative Analyst

Department	Action	Proposed Class (if applicable)	Class After Personnel Study
Probation	Add new 1.0 FTE position	Probation Division Director	Probation Division Director
Public Defender	Vacant reclassification of (4) Public Defender Investigator I/II	Public Defender Investigator III	Public Defender Investigator III
Public Defender	Add new 1.0 FTE position	Chief Public Defender Investigator	Chief Public Defender Investigator
Public Defender	Add (2) new 1.0 FTE positions	Paralegal	Paralegal
Public Defender	Add new 1.0 FTE position	Sr. Legal Secretary	Sr. Legal Secretary
Public Defender	Add (4) new 1.0 FTE positions	Legal Secretary I/II	Legal Secretary I/II
Public Defender	Add new 1.0 FTE position	Receptionist	Receptionist
Public Works	Job specification update	Sanitation Maintenance Worker I	Sanitation Maintenance Worker I
Public Works	Job specification update	Sanitation Maintenance Worker II	Sanitation Maintenance Worker II
Public Works	Job specification update	Sanitation Maintenance Worker III	Sanitation Maintenance Worker III
Public Works	Job specification update	Pump Maintenance Mechanic	Pump Maintenance Mechanic
Public Works	Vacant reclassification of Engineering Tech III/II/I	Engineering Aide II/I	Engineering Aide II/I

PROVISIONAL REPORT
April 2022 – June 2022

Appointment Date	Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
6/11/22	General Services	Custodian Leadworker	To ensure maintenance of custodial needs while recruitment takes place	Provisional Substitute Promotion	Recruitment to be conducted in coming weeks.
6/13/22	Animal Services Authority	General Manager Animal Services	To ensure continuity of leadership while recruitment takes place	Provisional Promotion	Recruitment planning in progress. Position being changed to Non-Civil Service status.
6/25/22	Health Services Agency	Mental Health Supervising Client Specialist (2)	To ensure the continuation of critical Mental Health Services while recruitment takes place	Provisional Promotion	Recruitment to be conducted in coming weeks.

Number of Provisional Appointments

Type of Appointment	April - June 2021	April - June 2022
Provisional	25	0
Provisional Promotion	5	4
Provisional Substitute	0	0
Provisional Substitute Promotion	2	0
Provisional to Probationary	0	6

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 except as noted below under Section 2: Successive provisional appointments shall not be allowed, except that one additional temporary authorization for the same length of time as the original provisional appointment may be authorized by the Personnel Director provided that due diligence was exercised to establish an eligible list, or that other valid reasons exist to justify the extended provisional appointment which do not evade the competitive principles of the merit system. In the event that a provisional appointment is made for a COVID-19 pandemic response assignment (i.e., staffing shelters, public health response, fiscal reimbursement support, recruitment support, logistics, etc.), the appointment may be extended for the duration of the emergency as declared by federal, state, or county government. (Res. 144-2021, 5/25/21)