




# County of Santa Cruz

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## PERSONNEL DEPARTMENT

AJITA PATEL, INTERIM DIRECTOR  
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### MEMORANDUM

**DATE:** July 13, 2018  
**TO:** Civil Service Commission  
**FROM:** Ajita Patel, Interim Personnel Director   
**RE:** **Proposal to Increase the Length of Probationary Periods for New Classifications**

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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 Forensic Services Director.

The Forensic Services Director is a newly created classification. This position requires a unique combination of education, training, certification and technical proficiency, as well as supervision and management experience. This classification will serve as the Laboratory Director and is responsible for planning, organizing and directing the overall operations and activities of the Forensic Services Division. In addition, this classification will manage several highly specialized technical disciplines, including performing and monitoring complex casework in these disciplines. Providing a one (1) year probationary period offers both the employee and the department a longer evaluation period given the complex and technical nature of the assignment. Other positions in the department that have a one (1) year probationary period include Criminalist I/II, Deputy Sheriff and Correction Officer.

On June 12, 2018, 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: Jim Hart, Sheriff-Coroner

**SUMMARY FOR DELEGATED CLASSIFICATIONS**

April - June 2018

Department	Action	Proposed or Currently Established Class	Class After Personnel Study
Animal Services Authority	Update Job Spec	Animal Services Coordinator	Animal Services Coordinator
County Administrative Office	Create New Job Classification	County Budget Manager	County Budget Manager
County Administrative Office	Reclassify 1.0 FTE Deputy CAO	Deputy CAO	County Budget Manager
Health Services Agency	Add new 1.0 FTE Behavioral Health Program Manager	Behavioral Health Program Manager	Behavioral Health Program Manager
Health Services Agency	Add new 1.0 FTE Departmental Administrative Analyst	Departmental Administrative Analyst	Departmental Administrative Analyst
Health Services Agency	Add new 1.0 FTE Public Health Nurse II	Public Health Nurse II	Public Health Nurse II
Health Services Agency	Add THREE 1.0 FTE Limited Term Public Health Nurse II/I	Public Health Nurse II/I	Public Health Nurse II/I
Health Services Agency	Split & Combine - 1.0 FTE Public Health Nurse II to .7 FTE Public Health Nurse II & Reclassify .3 FTE Public Health Nurse II to Public Health Nurse III	Public Health Nurse II	Public Health Nurse II & Public Health Nurse III
Health Services Agency	Add new .2 FTE Public Health Nurse III and add to .3 FTE Public Health Nurse III for a total of .5 FTE Public Health Nurse III	Public Health Nurse III	Public Health Nurse III
Health Services Agency	Reclassify Vacant 1.0 FTE Limited Term IT App Dev/Supp Analyst II	IT App Dev/Supp Analyst II	IT Support Services Analyst II
Health Services Agency	Reclassify Vacant 1.0 FTE Limited Term IT App Dev/Supp Analyst II	IT App Dev/Supp Analyst II	Senior Accounting Technician
Human Services Department	Reclassify Vacant 1.0 FTE Administrative Services Officer II	Administrative Services Officer II	Administrative Services Manager
Planning	Add new 1.0 FTE Principal Planner	Principal Planner	Principal Planner
Planning	Create New Job Classification	Housing Program Manager	Housing Program Manager
Planning	Reclassify 1.0 FTE Housing Coordinator	Housing Coordinator	Housing Program Manager
Public Works	Alternately staff Director of Public Works with Deputy CAO	Director of Public Works	Director of Public Works/Deputy CAO
Sheriff's Office	Add new .50 FTE Senior Accounting Technician	Senior Accounting Technician	Senior Accounting Technician
Sheriff's Office	Add new 1.0 FTE Deputy Sheriff	Deputy Sheriff	Deputy Sheriff

**PROVISIONAL REPORT  
April 2018 – June 2018**

Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
District Attorney's Office	DA Inspector II	To provide the necessary investigative support and manage the demanding workload in the Consumer Affairs/Environmental Protection Unit.	Provisional	Recruitment completed, selection made
HSA	Director of Admin Services	To ensure continued coverage of duties including overseeing the budget and support functions for the Agency Director	Provisional Promotion	Recruitment in progress
General Services	Building Maintenance Worker III	To provide supervisory responsibility for staff conducting plumbing, electrical, carpentry & locksmith duties	Provisional Substitute Promotion	Pending return of employee on Workers Comp
Public Works	Asst. Director of Public Works	To ensure coverage at management level for recycling/solid waste & sanitation operations and recovery from storm damage. Plus, other vacancies at Director and Admin Services Manger levels.	Provisional Promotion	Recruitment completed, selection in progress
Public Works	Sr. Civil Engineer	To ensure management coverage for sanitation engineering projects.	Provisional Promotion	Recruitment pending

**Number of Provisional Appointments**

Type of Appointment	April - June 2017	April - June 2018
Provisional	1	1
Provisional Promotion	0	3
Provisional Substitute	1	0
Provisional Substitute Promotion	1	1
Provisional Demotion	0	0
Provisional to Probationary	3	4

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.