

SUMMARY FOR DELEGATED CLASSIFICATIONS

January - March 2020

Department	Action	Proposed Class (if applicable)	Class After Personnel Study
General Services	Job Specification Update	Building Maintenance Worker I/II	Building Maintenance Worker I/II
Human Services	Vacant Reclassification of Assistant Division Director	Program Manager - HSD	Program Manager - HSD
Human Services	Vacant Reclassification of Senior Receptionist	Office Assistant III	Office Assistant III
Aud-Cont-Treas-Tax	Job Specification Update	Accounting Analyst	Accounting Analyst
Recorders	New Classification	Recording Services Supervisor	Recording Services Supervisor
Public Works	New Classification	Climate Action Manager	Climate Action Manager
Sheriff's	Add New 1.0 FTE position	Program Coordinator	Program Coordinator
Health Services Agency	Vacant Reclassification of Senior Social Worker	Deputy Public Guardian	Deputy Public Guardian
Health Services Agency	Vacant Reclassification of Administrative Officer II	Deputy Director of Mental Health and Substance Abuse	Deputy Director of Mental Health and Substance Abuse
Health Services Agency	Delete vacant 1.0 FTE	Benefits Representative	N/A
Health Services Agency	Add New 1.0 FTE position	Health Client Benefits Representative	Health Client Benefits Representative

SUMMARY FOR DELEGATED CLASSIFICATIONS

April - June 2020

Department	Action	Proposed Class (if applicable)	Class After Personnel Study
Health Services Agency	Add new (Limited Term) 1.0 FTE position	Administrative Aide	Administrative Aide
Health Services Agency	Vacant Reclassification of Clinic Physician	Physician Asst/Nurse Pract	Physician Asst/Nurse Pract
Health Services Agency	Add new (Limited Term) 1.0 FTE position	Medical Assistant	Medical Assistant
Health Services Agency	Add new (Limited Term) .50 FTE position	Medical Assistant	Medical Assistant
Health Services Agency	Vacant Reclassification of Senior Departmental Administrative Analyst	Medical Assistant	Medical Assistant
Health Services Agency	Vacant Reclassification of Public Health Nurse III	Health Program Specialist	Health Program Specialist
Human Services Department	Vacant Reclassification of Sr. Human Services Analyst	Program Manager - HSD	Program Manager - HSD
Parks	Vacant Reclassification of Program Coordinator	Recreation Supervisor	Recreation Supervisor
Parks	Vacant Reclassification of Recreation Program Specialist	Recreation Supervisor	Recreation Supervisor
Recorder	Vacant Reclassification of Clerical Supervisor II/I	Recording Services Supv	Recording Services Supv

SUMMARY FOR DELEGATED CLASSIFICATIONS**July - September 2020**

Department	Action	Proposed Class (if applicable)	Class After Personnel Study
Animal Services	New Classification	Animal Services Operations Manager	Animal Services Operations Manager
Health Services Agency	Reclassify 1.0 FTE Public Health Nurse	Senior Health Educator	Senior Health Educator
Information Services	New Alternate Staffing Pattern	Add higher level of alternate staffing to IT Manager II	IT Manager II / IT Manager III
Sheriff's	New Classification	Sheriff's Property/Evidence Supervisor	Sheriff's Property/Evidence Supervisor

**PROVISIONAL REPORT
January – March 2020**

Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
HSA	Chief of Psychiatrist	Due to retirement it was critical to fill this position for the Behavioral Health Division to avoid disruptions in essential behavioral health services.	Provisional Promotion	Recruitment currently open
Personnel	Records Clerk	To support influx of employment transactions due to Primary Elections and various spring/summer positions and to provide clerical support for Personnel related programs with imminent deadlines.	Provisional	Position currently vacant as incumbent subsequently accepted a promotion
GSD	Building Maintenance Worker II	To assist with the completion of many remodeling projects in different County departments/areas.	Provisional	Limited term expires at the end of the fiscal year.
GSD	Building Maintenance Worker III	To ensure work continues on several large remodel/repair projects. As the lead, they perform semi-skilled maintenance work such as locksmithing, carpentry, plumbing, electrical and they plan, assign, and review the work of staff.	Provisional Substitute Promotion	Incumbent on leave and expected to return at the end of April. No recruitment scheduled at this time.

Number of Provisional Appointments

Type of Appointment	January – March 2019	January – March 2020
Provisional	1	2
Provisional Promotion	1	1
Provisional Substitute	1	0
Provisional Substitute Promotion	1	1
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.

PROVISIONAL REPORT

April 2020 – June 2020

Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
Health Services Agency	Health Center Manager	To provide immediate assistance with COVID-19 related tasks and credentialing related assignments in the Clinics.	Provisional	Limited term position through October 2020
Health Services Agency	Health Program Specialist	To provide immediate assistance with COVID-19 related assignments	Provisional	Limited term position through November 2020

Number of Provisional Appointments

Type of Appointment	April – June 2019	April – June 2020
Provisional	2	2
Provisional Promotion	2	0
Provisional Substitute	0	0
Provisional Substitute Promotion	2	0
Provisional to Probationary	4	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.

**PROVISIONAL REPORT
July 2020 – September 2020**

Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
Human Services	Social Work Supervisor II	Essential for the health and safety of Adult Protective Services clients as COVID-19 has created additional vulnerabilities for this population.	Provisional Promotion	Recruitment to be opened soon
Health Services	Director of Nursing	Essential position during COVID-19. Former incumbent resigned and dept needed a Director of Nursing immediately to promote leadership for nursing staff	Provisional Appt	Recruitment to be opened soon

Number of Provisional Appointments

Type of Appointment	July – September 2019	July – September 2020
Provisional	0	1
Provisional Promotion	1	1
Provisional Substitute	0	0
Provisional Substitute Promotion	0	0
Provisional to Probationary	3	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.