

**SUMMARY FOR DELEGATED CLASSIFICATIONS****October - December 2019**

<b>Department</b>	<b>Action</b>	<b>Proposed Class (if applicable)</b>	<b>Class After Personnel Study</b>
Sheriff's	Reclassify Administrative Services Manager	Sheriff's Administrative Manager	Sheriff's Administrative Manager
Parks	Reclassify vacant Aquatics Program Specialist	Aquatics Coordinator	Aquatics Coordinator
Health Services Agency	Job Spec Update	N/A	Public Guardian/Conservator
Health Services Agency	Reclassify IT Manager I	IT App & Dev Support Supervisor	IT App & Dev Support Supervisor
Human Services	Reclassify three Office Assistant II positions	Office Assistant III	Office Assistant III

**PROVISIONAL REPORT  
October 2019 – December 2019**

<b>Department</b>	<b>Classification</b>	<b>Reason for Filling Position</b>	<b>Type of Appointment</b>	<b>Recruitment Plan/Status</b>
Auditor Controller-Tax Collector	Accounting Manager	To cover for an extended medical leave	Provisional Substitute Promotion	Incumbent expected to return 3/18/20. Recruitment may be scheduled if leave is extended

**Number of Provisional Appointments**

<b>Type of Appointment</b>	<b>October – December 2018</b>	<b>October – December 2019</b>
Provisional	1	0
Provisional Promotion	0	0
Provisional Substitute	0	0
Provisional Substitute Promotion	0	1
Provisional to Probationary	2	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.