



COUNTY OF SANTA CRUZ

PERSONNEL DEPARTMENT

AJITA PATEL, PERSONNEL DIRECTOR

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

TO: Civil Service Commissioners
FROM: Ajita Patel, Staff to the Commission
SUBJECT: Civil Service Commission: 2022 Schedule of Meetings

Every year, the schedule of meetings for the next calendar year is distributed to Commissioners and posted on the Commission website. This memo contains the 2022 Commission schedule. The Commission traditionally reserves the first Wednesday afternoons of each month and the full third Wednesday of each month for potential appeal hearings. Quarterly business meetings are also held in the early evening of the third Thursday in January, April, July, and October. The Board of Supervisors' Chambers has been reserved for these dates.

The full schedule is listed below, so please mark your calendar:

Quarterly Meetings, Third Thursdays, 5:45 p.m.

January 20, 2022, April 21, 2022, July 21, 2022, October 20, 2022.

Dates held for potential appeal hearings:

First Wednesday, 1:30 p.m.-5:00 p.m.

January 5, 2022
February 2, 2022
March 2, 2022
April 6, 2022
May 4, 2022
June 1, 2022
July 6, 2022
August 3, 2022
September 7, 2022
October 5, 2022
November 2, 2022
December 7, 2022

Third Wednesday, 8:00 a.m.- 5:00 p.m.

January 19, 2022
February 16, 2022
March 16, 2022
April 20, 2022
May 18, 2022
June 15, 2022
July 20, 2022
August 17, 2022
September 21, 2022
October 19, 2022
November 16, 2022
December 21, 2022

Cc: General Services Department
Personnel Department Staff

**CIVIL SERVICE COMMISSION
2021 ATTENDANCE REPORT**

Meeting Dates, Time, and Location

In calendar year 2021 the Commission met in January, April, July, and October on the third Thursday at 5:45 p.m. These meetings were held remotely due to Shelter In Place and safety protocols. Additionally, Commissioners hold the first Wednesday afternoon and third Wednesday all day of each month for potential appeal hearings. There were no disciplinary appeal hearings in 2021.

Commission Structure

The Commission consists of five members, each nominated for full Board approval by each Supervisor. The Commission members in 2021 were: First District, Tamiko Collins; Second District, Steve Landau; Third District, Dina Hoffman; Fourth District, Olivia Madrigal; and Fifth District, Kevin Fink. In 2021, First District Commissioner Collins was appointed on January 26, 2021.

In January, the Commission elects a Chair and a Vice-Chair for one-year terms. In 2021 the Commission Chair was Olivia Madrigal, and the Vice-Chair was Kevin Fink.

Attendance

The columns below indicate Commission attendance for 2021:

Meeting	Hoffman	Madrigal	Fink	Landau	Collins
January 21	X	X	A	X	N/A
April 15	X	X	X	X	X
July 15	X	X	X	X	X
October 21	X	X	X	A	X

X = Present; A = Absent

NA = Cancelled Due to a Lack of Quorum or Commissioner Vacancy

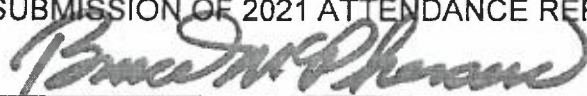
Commission Staff

The Commission is staffed by the County Personnel Department. Ajita Patel, Personnel Director, served as the Commission Staff. Thornton Kontz served as Commission attorney.

COUNTY OF SANTA CRUZ

Inter-Office Correspondence

DATE: November 3, 2021
TO: Various County Advisory Bodies
FROM: Chair Bruce McPherson
RE: SUBMISSION OF 2021 ATTENDANCE REPORTS



The purpose of this memo is to remind you that the advisory bodies listed below are required to submit attendance reports (only) to the Board of Supervisors at the conclusion of this year, documenting attendance at meetings held during 2021. The report is to be submitted to our office on or before January 31, 2022.

Agricultural Policy Advisory Commission
Ambulance Technical Advisory Group
Animal Nuisance Abatement Appeals Commission
Arts Commission
Assessment Appeals Board
Civil Service Commission
Community Health Centers Co-Applicant Commission
Deferred Compensation Advisory Commission
Commission on Disabilities
Emergency Management Council
Emergency Medical Care Commission
Commission on the Environment
Commission on Justice and Gender
Environmental Health Appeals Commission
Equal Employment Opportunity Commission
Fire Department Advisory Commission
First 5 Commission
Fish and Wildlife Advisory Commission
Santa Cruz-Monterey-Merced Managed Medical Care Commission (2021 only)

Your next full report highlighting activities during 2021 and 2022 will not be due until January 31, 2023.

Please send your 2021 attendance report directly to the office of the Board of Supervisors no later than January 31, 2022. If you have any questions, please feel free to contact Jesseka Rodriguez at extension 2200.

SUMMARY FOR DELEGATED CLASSIFICATIONS
October - December 2021

Department	Action	Proposed Class (if applicable)	Class After Personnel Study
Auditor-Controller Treasurer-Tax Collector	Vacant Reclassification of Senior Receptionist	Office Assistant III	Office Assistant III
Health Services Agency	Add new 1.0 FTE position	Accountant III	Accountant III
Health Services Agency	Add new 1.0 FTE position	Accounting Technician	Accounting Technician
Health Services Agency	Add new 1.0 FTE position	Administrative Aide	Administrative Aide
Health Services Agency	Vacant Reclassification of Associate Human Services Analyst	Assistant Director of Nursing	Assistant Director of Nursing
Health Services Agency	Vacant Reclassification of Office Assistant III	Medical Assistant	Medical Assistant
Health Services Agency	Vacant Reclassification of Senior Receptionist	Medical Assistant	Medical Assistant
Planning	Add new .50 FTE position	Planner IV	Planner IV
Public Defender	Vacant Reclassification of Administrative Services Officer II	Administrative Services Manager	Administrative Services Manager
Sheriff's Office	Add new 1.0 FTE position	Sheriff's Lieutenant	Sheriff's Lieutenant
Sheriff's Office	Vacant Reclassification of Accounting Technician	Administrative Aide	Administrative Aide

**PROVISIONAL REPORT
October 2021 – December 2021**

Appointment Date	Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
11.27.21	Probation	Institutional Supervisor	Coverage for an incumbent on a medical leave	Provisional Substitute Promotion	Will be separated with the expected return of incumbent in January, 2022
12.11.21	DA	Program Coordinator	Ensure continuity of Neighborhood Courts program	Provisional	Recruitment in progress
12.25.21	HSD	Clerk II	Ongoing need to maintain emergency shelter response to COVID-19 pandemic	Provisional	Limited Term expires 6.30.22
12.25.21	HSA	Clerk II	Administrative support for Public Health response to COVID-19 pandemic	Provisional	Limited Term expires 6.30.24
12.25.21	HSD	Assistant Departmental Admin Analyst	Ongoing need to maintain emergency shelter response to COVID-19 pandemic	Provisional	Recruitment planning in progress

Number of Provisional Appointments

Type of Appointment	October - December 2020	October - December 2021
Provisional	20	4
Provisional Promotion	0	0
Provisional Substitute	0	0
Provisional Substitute Promotion	1	1
Provisional to Probationary	1	3

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)