

SUMMARY FOR DELEGATED CLASSIFICATIONS
October - December 2020

Department	Action	Proposed Class (if applicable)	Class After Personnel Study
Auditor-Controller	New Classification	Investment Officer	Investment Officer
County Administrative Office	New Classification	County Public Information Officer	County Public Information Officer
County Administrative Office	Add new alternately staffed 1.0 FTE position	Assistant/Associate/Senior/Principal Administrative Analyst	Assistant/Associate/Senior/Principal Administrative Analyst
County Administrative Office	Vacant Reclassification of Sr. Administrative Analyst	County Public Information Officer	County Public Information Officer
Health Services Agency	Add (2) new (Limited Term) 1.0 FTE positions	Administrative Aide	Administrative Aide
Health Services Agency	Add (2) new (Limited Term) alternately staffed 1.0 FTE positions	Clinic Nurse II/I	Clinic Nurse II
Health Services Agency	Vacant Reclassification of Associate Human Services Analyst	Health Services Manager	Health Services Manager
Health Services Agency	Add (4) new (Limited Term) 1.0 FTE positions	Clerk I	Clerk I
Health Services Agency	Add (7) new (Limited Term) 1.0 FTE positions	Clerk II	Clerk II
Health Services Agency	Add new (Limited Term) 1.0 FTE position	Clinic Nurse II	Clinic Nurse II
Health Services Agency	Add new (Limited Term) 1.0 FTE position	Health Educator	Health Educator
Health Services Agency	Add (3) new (Limited Term) 1.0 FTE positions	Health Program Specialist	Health Program Specialist
Health Services Agency	Add (3) new (Limited Term) 1.0 FTE positions	Medical Assistant	Medical Assistant
Health Services Agency	Add (2) new (Limited Term) 1.0 FTE positions	Program Coordinator	Program Coordinator
Health Services Agency	Add (2) new (Limited Term) 1.0 FTE positions	Public Health Nurse II	Public Health Nurse II
Health Services Agency	Vacant Reclassification of Public Health Nurse II	Sr. Health Educator	Sr. Health Educator
Health Services Agency	Add (2) new (Limited Term) 1.0 FTE positions	Sr. Departmental Administrative Analyst	Sr. Departmental Administrative Analyst

SUMMARY FOR DELEGATED CLASSIFICATIONS
October - December 2020

Department	Action	Proposed Class (if applicable)	Class After Personnel Study
Health Services Agency	Add (2) new (Limited Term) 1.0 FTE positions	Sr. Public Health Investigator	Sr. Public Health Investigator
Human Services	Add new alternately staffed 1.0 FTE position	Accountant III/II	Accountant III/II
Human Services	Add new 1.0 FTE position	Administrative Aide	Administrative Aide
Human Services	Add (2) new (Limited Term) 1.0 FTE positions	Administrative Aide	Administrative Aide
Human Services	Delete (2) vacant 1.0 FTE position	Benefits Representative	N/A
Human Services	Add (12) new (Limited Term) 1.0 FTE position	Clerical Supervisor I	Clerical Supervisor I
Human Services	Add (9) new (Limited Term) 1.0 FTE positions	Clerical Supervisor II	Clerical Supervisor II
Human Services	Add (16) new (Limited Term) 1.0 FTE positions	Clerk II	Clerk II
Human Services	Add new (Limited Term) 1.0 FTE position	Departmental Administrative Analyst	Departmental Administrative Analyst
Human Services	Add new (Limited Term) 1.0 FTE position	Mental Health Client Specialist	Mental Health Client Specialist
Human Services	Add (5) new (Limited Term) 1.0 FTE positions	Program Coordinator	Program Coordinator
Parks	Add (3) new (Limited Term) 1.0 FTE positions	Recreation Program Specialist	Recreation Program Specialist

**PROVISIONAL REPORT
October 2020 – December 2020**

Department	Classification	Reason for Filling Position	Type of Appointment	Date of Appointment	Recruitment Plan/Status
HSA	Admin Aide (2)	To assist with COVID-19 complex admin support, vaccination planning and implementation	Provisional	12/12/20	Recruitment in progress - limited term positions end on 12/31/21
HSA	Clerk II	Assist with data entry and data management Covid-19 related activities	Provisional	12/12/20	Recruitment scheduled to open in coming weeks for this limited term position which ends on 12/31/21
HSA	Clerk II	Assist with data entry and data management Covid-19 related activities	Provisional	12/26/20	Recruitment scheduled to open in coming weeks for this limited term position which ends on 12/31/21
HSA	Clerk II	Continuity of operations needed for Covid-19 related emergency efforts	Provisional	12/26/20	Recruitment scheduled to open in coming weeks for this limited term position which ends on 12/31/21
HSD	Clerical Supervisor I (1) Clerical Supervisor II (5) Clerk II (6) Program Coordinators (2)	Continuity of operations needed for Covid-19 related emergency efforts	Provisional	All 12/26/20	Recruitment scheduled to open in coming weeks for these limited term positions which end on 12/31/21
HSD	Director of Admin Services	Critical high-level oversight for facilities, IT and budgets to meet demands intensified by Covid-19.	Provisional Substitute Promotion	11/28/20	Incumbent on leave and expected to return at the end of February. No recruitment scheduled at this time
Parks	Rec Program Specialist	To expedite the Board directive of opening as many as possible Learning & Enrichment camps	Provisional	12/12/20	New recruitment to open late January/early February.

Civil Service Rule 130, VI.C: 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.

Number of Provisional Appointments

Type of Appointment	October – December 2019	October – December 2020
Provisional	0	20
Provisional Promotion	0	0
Provisional Substitute	0	0
Provisional Substitute Promotion	1	1
Provisional to Probationary	0	1

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.



County of Santa Cruz Board of Supervisors

Agenda Item Submittal

From: Bruce McPherson, Vice Chair, Fifth District Supervisor
(831) 454-2200

Subject: Fifth District Reappointment to the Civil Service Commission

Meeting Date: December 8, 2020

Recommended Action(s):

Approve reappointment of Kevin Fink as the Fifth District appointee to the Civil Service Commission, in accordance with County Code Section 2.46.050, for a term to expire December 31, 2024.

Executive Summary

Approve reappointment to fill a supervisorial district appointee position for the Civil Service Commission, for a term to expire December 31, 2024.

Background

Based on the applications received, Kevin Fink has been nominated to serve an additional term as a supervisorial district appointee.

Submitted by:

Bruce McPherson, Vice Chair, Fifth District Supervisor

cc:

Kevin Fink
Civil Service Commission

APPOINTED
12/8/20



County of Santa Cruz Board of Supervisors

Agenda Item Submittal

From: Zach Friend, Second District Supervisor
(831) 454-2200

Subject: Second District Reappointment to the Civil Service Commission

Meeting Date: December 8, 2020

Recommended Action(s):

Approve reappointment of Steve Landau as the Second District appointee to the Civil Service Commission, in accordance with County Code Section 2.46.050, for a term to expire December 31, 2024.

Executive Summary

Approve reappointment to fill a Second supervisorial district appointee position for the Civil Service Commission, for a term to expire December 31, 2024.

Background

Based on the applications received, Steve Landau has been nominated to serve an additional term as a supervisorial district appointee.

Submitted by:

Zach Friend, Second District Supervisor

cc:

Civil Service Commission

APPOINTED
12/8/20