

## Chapter 3.04 GENERAL PROVISIONS

Sections:

- 3.04.010 Civil Service System adopted.
- 3.04.020 Interpretation of provisions.
- 3.04.030 Amendment of provisions.
- 3.04.040 Discrimination prohibited.
- 3.04.050 Appropriation of funds.
- 3.04.060 Notice of action.
- 3.04.070 Violations of Limited Civil Service System—Misdemeanor.

### 3.04.010 Civil Service System adopted.

Pursuant to the authority granted to it under the County Civil Service Enabling Act, Government Code Section 31100 et seq. Statutes of 1939, Chapter 982, and in order to establish an equitable and uniform procedure for dealing with personnel matters through a Civil Service Commission, and in order to place employment with the County on a merit basis for the purpose of obtaining the highest efficiency and as ensuring that the best qualified persons available shall be brought into the service of the County, the County adopts a following Limited Civil Service System as set forth in SCCC Chapters 3.04 through 3.28 3.12, 3.20 and 3.24 SCCC and SCCC 3.28.020 through 3.28.130 is adopted. [Ord. 455-A, 1954; prior code § 4.05.100].

### 3.04.020 Interpretation of provisions.

The interpretation of the provisions of SCCC Chapters 3.04 through 3.283.12, 3.20 and 3.24 SCCC and SCCC 3.28.020 through 3.28.130, and the rules established thereunder, shall be interpreted reasonably made under a fair import of their terms with the intention of a view to implementing effect their objectives and to promoting justice. [Ord. 455-A, 1954; prior code § 4.05.110].

### 3.04.030 Amendment of provisions.

SCCC Chapters 3.04 through 3.283.12, 3.20 and 3.24 SCCC and SCCC 3.28.020 through 3.28.130 may be amended by a four-fifths vote of the entire Board of Supervisors, with the approval of the Civil Service Commission, without submitting the same to a vote of the people, but no amendment repealing such provisions shall be effective until the proposition of its repeal shall first have been submitted to a vote of the qualified electors of the County at a general or special election and shall have received the affirmative vote of a majority of the electors voting on such proposition. [Ord. 455-A, 1954; prior code § 4.05.120].

### 3.04.040 Discrimination prohibited.

It is the policy of the County to ensure equal employment opportunity for all persons regardless of political affiliation, race, color, creed, religion, national origin, ancestry, disability, medical condition (cancer related and genetic characteristics), marital status, sex, sexual orientation, gender, gender identity, gender expression, age (over 18), veteran status, pregnancy, or any other non-merit factor. [Ord. 4534 § 1, 1999; Ord. 4291 § 1, 1994; Ord. 2847, 1980; Ord. 2448, 1977; Ord. 512, 1956; Ord. 455-A, 1954; prior code § 4.05.130].

#### **3.04.050 Appropriation of funds.**

The Board of Supervisors shall appropriate such funds as are necessary to carry out the provisions set forth in SCCC Chapters 3.04 through 3.283.12, 3.20 and 3.24 SCCG and SCCG 3.28.020 through 3.28.130. [Ord. 455-A, 1954; prior code § 4.05.140].

#### **3.04.060 Notice of action.**

Unless provided for otherwise in SCCC Chapters 3.04 through 3.283.12, 3.20 and 3.24 SCCG and SCCG 3.28.020 through 3.28.130 or the rules established thereunder Civil Service Rules, whenever notice of action is required, it shall be provided by personal delivery, or deposit in the United States mail, or posting on bulletin boards accessible to employees. [Ord. 2847, 1980; prior code § 4.05.150].

#### **3.04.070 Violations of Limited Civil Service System—Misdemeanor.**

Any persons willfully violating any of the provisions of the Limited Civil Service System as set forth found in SCCC Chapters 3.04 through 3.283.12 and 3.20 SCCG and SCCG 3.28.020 through 3.28.120, or the rules established thereunder which implement this system, shall be guilty of a misdemeanor. [Ord. 4339 § 1, 1994].

## Chapter 3.08 COUNTY CIVIL SERVICE COMMISSION

Sections:

**3.08.010 Rule prescription, amendment and enforcement powers.**

**3.08.020 Classification of positions.**

**3.08.030 Conferences regarding appointments.**

**3.08.040 Hearings on amendments.**

**3.08.050 Studies and recommendations.**

**3.08.060 Power to subpoena.**

**3.08.070 Employee's right to be heard.**

**3.08.010 Rule prescription, amendment and enforcement powers.**

Subject to the approval of the Board of Supervisors, the Civil Service Commission ~~so selected~~ shall prescribe, amend and enforce rules for the classified service. ~~These "Civil Service Rules"- shall and to~~ make effective the provisions set forth in ~~SCCC Chapters 3.04 through 3.283.12, 3.20 and 3.24 SCCC and SCCC 3.28.020 through 3.28.130, which rules and~~ shall have the force and effect of law. [Ord. 455-A, 1954; prior code § 4.05.200].

**3.08.020 Classification of positions.**

The ~~Civil Service Rules rules prescribed and enforced by the Civil Service Commission~~ shall provide for the classification of all positions in the classified service, ~~the creation and adjustment of creating and adjusting~~ classes of positions, and approved class specifications containing a descriptive title, a definition outlining duties and responsibilities, and the minimum qualifications for each class of position. [Ord. 455-A, 1954; prior code § 4.05.220].

**3.08.030 Conferences regarding appointments.**

The ~~Civil Service Rules rules prescribed and enforced by the Civil Service Commission~~ shall provide that the Commission may confer with the department heads or officers possessing the power to appoint concerning the qualifications for ~~at the~~ position to be filled; ~~and that in~~ the event a position to be filled is considered by the Commission and ~~the such~~ appointing authority to be peculiar and specific to one office the Commission shall ~~give consideration to the input expressions~~ of such appointing authority as to the qualifications for the position to be filled, the type of examination to be given and the contents of the examination to be given; ~~where this occurs, the, and that such~~ appointing authority may be present at any oral examination given ~~to~~ applicants for the position but shall not participate as an examiner. [Ord. 648, 1960; Ord. 455-A, 1954; prior code § 4.05.230].

**3.08.040 Hearings on amendments.**

The ~~Civil Service Rules~~rules prescribed and enforced by the Civil Service Commission shall provide for the holding of hearings on the adoption of amendments to theof rules ~~applying hereto and/or other matters~~. [Ord. 455-A, 1954; prior code § 4.05.240].

### **3.08.050 Studies and recommendations.**

The ~~Civil Service Rules~~rules prescribed and enforced by the Civil Service Commission shall provide that the Civil Service Commission may make studies and recommendations on subjects within its area of responsibility and the manner of administering programs within such areas. [Ord. 2847, 1980; Ord. 455-A, 1954; prior code § 4.05.250].

### **3.08.060 Power to subpoena.**

In any investigation or hearing conducted by the Commission in accordance with the provisions of the Limited Civil Service System or the Civil Service Rules, hereof, itthe Commission shall have the power toof subpoena ~~and to require the attendance of~~ witnesses and ~~the producing of such books or~~ documents pertinent to the investigation or hearing, and each Commissioner shall have the power to administer oaths to ~~such~~ witnesses. [Ord. 455-A, 1954; prior code § 4.05.260].

### **3.08.070 Employee's right to be heard.**

The ~~Civil Service Rules~~rules prescribed and enforced by the Civil Service Commission shall provide that ~~an~~ employees in the classified service ~~beare~~ given a reasonable opportunity by the Commission to be heard in ~~theirhis~~ own behalf if ~~they are is~~ affected by changes in classifications. [Ord. 2847, 1980; Ord. 455-A, 1954; prior code § 4.05.270].



## Chapter 3.12

### CLASSIFIED CIVIL SERVICE POSITIONS AND EXEMPT POSITIONS COVERAGE

Sections:

**3.12.010 Positions included in the classified service.**

**3.12.020 Emergency appointments.**

**3.12.030 Inclusions under special agreements.**

**3.12.040 ~~Positions e~~Exemptions from civil service.**

**3.12.010 Positions included in the classified service.**

The classified service shall comprise all positions not specifically declared exempt by SCCC [3.12.040](#); provided, however, ~~that if a~~~~that in the event of the creation of~~ new positions is created, or a position becomes vacant, or in the case of a vacancy in any position, either of which requires peculiar or exceptional qualifications or scientific, professional or expert character, and upon satisfactory evidence that competitive examinations to qualify applicants for such position or vacancy are impractical and that the position can best be filled by the selection of a person of recognized attainments, competitive examinations may be suspended by the Commission, upon an affirmative vote of four-fifths of the members, ~~;~~ However, but no such suspension of competitive examinations shall be general in nature, and all such suspensions must be reported, together with the reasons therefor, to the Board of Supervisors. [Ord. 2847, 1980; Ord. 455-A, 1954; prior code § 4.05.300].

**3.12.020 Emergency appointments.**

The ~~Civil Service Rules~~~~rules prescribed and enforced by the Commission~~ shall provide for emergency appointments without reference to the eligible list when such appointments are proven necessary to prevent stoppage of public business, loss of life, or damage to persons and property. [Ord. 4055 § 1, 1990; Ord. 2847, 1980; prior code § 4.05.305].

**3.12.030 Inclusions under special agreements.**

(A) Positions in the classified service created as a result of an agreement between the County of Santa Cruz and another public agency, whereby the County undertakes to perform some function or project or task for a specified length of time or to its completion, and such other public agency agrees to reimburse the County in whole or in part for any expenses incurred, shall be subject to the following conditions:

- (1) Upon the completion of the function, project or task, as provided in the agreement, employment with the County of persons filling such positions shall terminate.
- (2) Provisions of such agreement pertaining to qualifications, appointment, conditions of employment, and approval of persons employed shall take precedence over conflicting provisions

of ~~SCCC Chapters 3.04 through 3.283-12, 3.20 and 3.24 SCCC and SCCC 3.28.020 through 3.28.130,~~ or the ~~Civil Service Rules, rules of the Civil Service Commission, However, to the end that~~ the persons so employed shall receive the benefit of the County's Civil Service System insofar as the terms of the agreement between the County and such other public agency do not abrogate the provisions of this code or of said rules.

(3) Upon recommendation of the appointing authority, any or all of such positions may be filled in accordance with the provisions of SCCC [3.12.010](#).

(B) This section shall be applicable only as to those positions specifically designated by resolution of the Civil Service Commission and the Board of Supervisors adopted at the time a particular function, project or task is undertaken by the County. [Ord. 619, 1960; prior code § 4.05.310].

### **3.12.040 ~~Positions Exemptions~~ from civil service.**

All County employees shall be included in the Limited Civil Service System hereby adopted, with the exception of ~~except that~~ the following officers and employees ~~are declared exempt from the provisions hereof~~:

- (A) All officers elected by the people;
- (B) All members of any board or commission who hold their positions by virtue of appointment by the Board of Supervisors;
- (C) ~~Casual patients and i~~nmates held in County institutions;
- (D) All persons or officers serving the County without compensation;
- (E) Personnel employed on an extra-help basis for a maximum of 999 hours in a fiscal year, including persons:
  - (1) Employed for short-term projects,
  - (2) Employed on a seasonal basis to meet recurrent work peaks,
  - (3) Employed on an as-needed basis to meet peak load, emergency or other unusual work situations;
- (F) All interns and resident physicians associated with County institutions;

(G) Student nurses, emergency hospital aides or any persons partaking of any in-training or apprentice service training conducted by any County department or institution;

(H) Investigators, detectives or other persons paid from special funds furnished by the District Attorney and/or the Sheriff under the provisions of Government Code Sections 29400 et seq. and ~~Section 29430~~ et seq. ~~of the Government Code of the State of California~~;

(I) Persons employed on a seasonal basis as firefighters;

(J) All program participants employed under the Emergency Employment Act of 1971, or under such other similar Federally funded programs as are determined appropriate for exemption from civil service by the Civil Service Commission. ~~(This provision shall not apply to County employees who administer such programs)~~;

(K) The following particular classifications or officers:

- (1) Assistant County Administrative Officer,
- (2) Chief Probation Officer; provided, however, that the examination for vacancies in this office be conducted in accordance with traditional merit system procedures,
- (3) Chief Deputy District Attorney,
- (4) County Administrative Officer,
- (5) Senior Board Clerk (Public Works),
- (6) Sheriff's Chief Deputy,
- (7) County Supervisor's Analyst,
- (8) County Counsel,
- (9) Agricultural Commissioner—Director of Weights and Measures,
- (10) Special Qualifications Worker,
- (11) Supervisor's Staff Assistant,
- (12) Director of Public Works,

- (13) Planning Director,
- (14) Director of Parks, Open Spaces and Cultural Services,
- (15) Health Services Agency Director,
- (16) Chief Deputy District Attorney—Administration,
- (17) Medical Services Director/Health Officer,
- (18) Chief Assistant County Counsel,
- (19) Director of Mental Health Services,
- (20) Forensic Pathologist,
- (21) Deputy County Administrative Officer,
- (22) Undersheriff,
- (23) Chief of Staff—Board of Supervisors,
- (24) Human Services Director,
- (25) Assistant Director of Human Services Department,
- (26) Assistant Director of Health Services Agency,
- (27) Director of General Services,
- (28) Personnel Director,
- (29) County Budget Manager. [Ord. 5269 § 1, 2018; Ord. 5260 § 1, 2017; Ord. 5251 § 1, 2017; Ord. 5222 § 1, 2016; Ord. 5194 § 1, 2014; Ord. 5189 § 1, 2014; Ord. 5174 § 1, 2014; Ord. 4780, 2005; Ord. 4669, 2002; Ord. 4633 § 1, 2001; Ord. 4586 § 1, 2000; Ord. 4546 § 8, 1999; Ord. 4540 § 1, 1999; Ord. 4364 § 1, 1995; Ord. 4359A § 1, 1995; Ord. 4359 § 1, 1995; Ord. 4327 § 1, 1994; Ord. 4292 § 1, 1994; Ord. 4250 § 1, 1993; Ord. 4179 § 1, 1992; Ord. 4176 §§ 1, 2, 1992; Ord. 4039 § 1, 1989; Ord. 3963 § 3, 1988; Ord. 3900 § 1, 1988; Ord. 3865 §§ 1, 2, 1987; Ord. 3814 § 1, 1987; Ord. 3729 § 1, 1986; Ord. 3687 § 1, 1985; Ord. 3680 § 1, 1985; Ord. 3508 § 1, 1984; Ord. 3457 § 1, 1983; Ord. 3420 § 1, 1983; Ord. 3135, 1981; Ord. 3006, 1980; Ord. 2847, 1980; Ord. 2612, 1979; Ord. 2588, 1978; Ord. 2555, 1978; Ord. 2388, 1977; Ord. 2231, 1976;



Ord. 2172, 1975; Ord. 2169, 1975; Ord. 2096, 1975; Ord. 1699, 1972; Ord. 1644, 1971; Ord. 1453, 1969; Ord. 1380, 1968; Ord. 1058, 1965; Ord. 548, 1958; Ord. 455-A, 1954; prior code § 4.05.320].

**Chapter 3.16**  
**CLASSIFICATIONS**

Sections:

- 3.16.010 Classification plan—Contents—Adoption.**
- 3.16.020 Classification plan—Basis.**
- 3.16.030 Classification plan—Availability.**
- 3.16.040 Positions covered.**
- 3.16.050 Class specifications.**
- 3.16.060 Allocation of positions to classes.**
- 3.16.070 Use of class titles.**
- 3.16.080 Creation of new positions.**
- 3.16.090 Extra help—Classification.**
- 3.16.100 Change in classification—Notice and hearing.**
- 3.16.110 Reclassification.**
- 3.16.120 Delegation of classification actions.**

**3.16.010 Classification plan—Contents—Adoption.**

The classification plan shall consist of all County positions as grouped into classes as described by approved class specifications. The classification plan shall be adopted and may be revised as conditions require. The Director [of the Personnel Department](#) shall analyze the duties and responsibilities of all positions and shall recommend rules for the administration of the classification plan and for allocation of positions to classes. [Ord. 2614, 1979; prior code § 4.10.010].

**3.16.020 Classification plan—Basis.**

All positions having substantially the same duties and responsibilities, requiring substantially the same qualifications, to which the same descriptive title can fairly be applied and which can properly be subject to the same salary schedule, shall be included in a single class. [Ord. 2614, 1979; prior code § 4.10.030].

**3.16.030 Classification plan—Availability.**

Copies of the classification plan are available for inspection in the Personnel Department during office hours. [Ord. 2614, 1979; prior code § 4.10.020].

**3.16.040 Positions covered.**

All regular positions, except elected officials, shall be classified according to their duties and responsibilities. [Ord. 2614, 1979; prior code § 4.10.070].

**3.16.050 Class specifications.**

The classification plan shall include a class specification for each class. Each class specification will include the following information:

- (A) Class title;
- (B) A brief definition or description of the scope and nature of the class;
- (C) A detailed statement of tasks assigned to positions ~~within which are allocated to~~ the class; ~~the~~ which lists, however, statement shall be for illustrative purposes only and shall not be regarded as completely inclusive or exclusive for the purpose of designating lists of assigned tasks to be required in positions allocated to the class;
- (D) A statement of the education, experience, knowledge, skills, abilities, and physical characteristics required or deemed desirable in the class;
- (E) A statement, where necessary, of the particular factors or features which distinguish one class from other related classes. [Ord. 2614, 1979; prior code § 4.10.050].

#### **3.16.060 Allocation of positions to classes.**

Positions shall be allocated to their appropriate class upon comparison of the duties and responsibilities of the position with the class specifications. If the position cannot be properly allocated to any existing class, then the creation of a new class shall be proposed. [Ord. 2830, 1979; Ord. 2614, 1979; prior code § 4.10.040].

#### **3.16.070 Use of class titles.**

The class titles established in the classification plan shall be used in all official records of the County relating to personnel transactions. [Ord. 2614, 1979; prior code § 4.10.060].

#### **3.16.080 Creation of new positions.**

- (A) Whenever any appointing authority desires to have created any new position, a request and a specific description of the duties of ~~the~~ each position shall be made in writing to the County Administrative Officer.
- (B) ~~If~~ If the County Administrative Officer agrees with the appointing authority, the County Administrative Officer shall ~~first~~ make ~~his~~ his report and recommendation to the Board as to the need for such a new position. If the position is allowed, the Board shall refer the position to the Personnel Director for classification.

(C) For purposes of this section, a "new position" is defined as one which is not provided in the approved budget of the affected department. [Ord. 4339 § 2, 1994; Ord. 2830, 1979; Ord. 2614, 1979; prior code § 4.10.080].

**3.16.090 Extra help—Classification.**

In employing extra help, the department head shall notify the Personnel Director and ~~he shall~~ recommend the appropriate classification to be ~~used~~~~employed~~, said classification being the lowest consistent with the requirements of the job. [Ord. 2614, 1979; Ord. 489, 1956; prior code § 4.10.120].

**3.16.100 Change in classification—Notice and hearing.**

Any employees affected by any change in the classification plan or in the allocation of their position shall be notified of the intent to take such action by their department and shall be given a reasonable opportunity to be heard by the Director or, on appeal, by the Commission. [Ord. 2847, 1980; Ord. 2614, 1979; prior code § 4.10.110].

**3.16.110 Reclassification.**

(A) Whenever any appointing authority believes that the duties and responsibilities of any position under ~~their~~~~his~~~~her~~ jurisdiction warrant allocation to a different existing class or to a class not included in the existing classification plan, a written request with a specific recommendation and a specific description of the duties shall be made to the Personnel Director.

(B) The Personnel Director may initiate reclassification studies ~~based~~ on a written request from an employee, or based on the Personnel Director's own initiative. [Ord. 2830, 1979; Ord. 2614, 1979; prior code § 4.10.090].

**3.16.120 Delegation of classification actions.**

(A) Notwithstanding other provisions of these rules, the authority to classify or reclassify positions, and to create, modify and abolish classes and class specifications is delegated to the Personnel Director subject to the following:

(1A) The duties of the position are consistent with the class specification approved for the class;

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(2B) The change does not result in a new program or service or departmental reorganization which has not been approved by the Board of Supervisors;

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(3C) The operating department head involved agrees with the proposed action;

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(4D) The union agrees, if the position is in their bargaining unit;

(BE) A quarterly report shall be submitted to the Civil Service Commission showing all classification actions taken under ~~the~~ delegated authority authorized above.

(CF) If the action is to abolish an existing class or to create a new class, the action is final upon ~~approval~~adoption by the Board. [Ord. 3049, 1981; Ord. 2830, 1979; Ord. 2614, 1979; prior code § 4.10.100].



## Chapter 3.20 EXAMINATIONS AND ELIGIBLE LISTS

Sections:

**3.20.010 Examinations—Open competitive and promotional.**

**3.20.020 Examinations—Advertising.**

**3.20.030 Applicants—Basic qualifications.**

**3.20.040 Minimum employment standards.**

**3.20.050 Eligible lists.**

**3.20.060 Eligible certificates—Priority.**

**3.20.070 Credits for service in armed forces.**

**3.20.080 Recordkeeping for tests.**

**3.20.090 Delegation of personnel selection powers.**

**3.20.010 Examinations—Open competitive and promotional.**

The ~~Civil Service Rules~~ ~~rules prescribed and enforced by the Civil Service Commission~~ shall provide for open competitive examinations and promotional examinations, which shall fairly test and determine the qualifications, fitness and ability of each applicant to perform the duties of the position for which ~~they~~ ~~he~~ seeks employment. [Ord. 455-A, 1954; prior code § 4.05.400].

**3.20.020 Examinations—Advertising.**

The ~~Civil Service Rules~~ ~~rules prescribed and enforced by the Civil Service Commission~~ shall provide for the public advertisement ~~offer~~ all examinations. [Ord. 455-A, 1954; prior code § 4.05.410].

**3.20.030 Applicants—Basic qualifications.**

The ~~Civil Service Rules~~ ~~rules prescribed and enforced by the Civil Service Commission~~ shall provide that every eligible applicant shall possess the minimum job-related qualifications required and be physically able to perform the duties of the position applied for. [Ord. 2847, 1980; Ord. 648, 1960; Ord. 455-A, 1954; prior code § 4.05.420].

**3.20.040 Minimum employment standards.**

The ~~Civil Service Rules~~ ~~rules prescribed and enforced by the Civil Service Commission~~ shall provide that the minimum qualifications or standards prescribed for any class or grade of employment shall not be less than those which have been, or may hereafter be, prescribed for such County officers or employees by the State Legislature. [Ord. 455-A, 1954; prior code § 4.05.430].

**3.20.050 Eligible lists.**

The ~~Civil Service Rules~~rules prescribed and enforced by the Civil Service Commission shall provide for the creation of eligible lists upon which shall appear the names of successful applicants in the order of their standing in the examinations. ~~Such~~The eligible lists shall remain in effect for a maximum period of two years subject to the needs of the various County departments as determined by the Personnel Director. [Ord. 4649 § 1, 2002; Ord. 1843, 1973; Ord. 455-A, 1954; prior code § 4.05.470].

#### **3.20.060 Eligible certificates—Priority.**

The ~~Civil Service Rules~~rules prescribed and enforced by the Civil Service Commission shall provide for the order of priority of certification of employment lists. [Ord. 4339 § 3, 1994; Ord. 2830, 1979; Ord. 455-A, 1954; prior code § 4.10.480].

#### **3.20.070 Credits for service in armed forces.**

The ~~Civil Service Rules~~rules prescribed and enforced by the Civil Service Commission shall provide that the Civil Service Commission shall allow a credit of five percent of the total credits earned in competitive examinations ~~providing that a passing grade has been obtained~~, for positions within the classified service, ~~providing that a passing grade has been obtained~~, to all persons who have or who shall have served in the United States Army, Navy, Air Force, Marine Corps, Coast Guard, or in any division thereof in time of war, or any expedition of the armed services of the United States, and received an honorable discharge or a certificate of honorable act of service, proof of which shall be submitted to the Commission. [Ord. 2847, 1980; Ord. 455-A, 1954; prior code § 4.05.460].

#### **3.20.080 Recordkeeping for tests.**

When tests are given, a record of examination showing basis of rating shall be made. [Ord. 2847, 1980; Ord. 455-A, 1954; prior code § 4.05.450].

#### **3.20.090 Delegation of personnel selection powers.**

The Board of Supervisors may, at the request of the Civil Service Commission, contract with the legislative body of any city or county, or with any bureau or department of the State, or with any other competent agency or person, whose principal business is personnel selection, for the conducting of competitive examinations herein provided, to ascertain the ~~qualifications~~fitness of applicants for employment and for the performance of any other service in connection with personnel selection and administration. [Ord. 455-A, 1954; prior code § 4.05.440].

## Chapter 3.24 SEPARATIONS FROM CLASSIFIED SERVICE

Sections:

**3.24.010 Separations from classified service, disciplinary actions and leaves.**

**3.24.020 Layoffs.**

**3.24.030 Dismissals, suspensions and demotions.**

**3.24.040 Length of suspensions.**

**3.24.050 Military leave.**

**3.24.060 Status during leave of absence—Substitute appointments.**

**3.24.010 Separations from classified service, disciplinary actions and leaves.**

The ~~Civil Service Rules~~~~rules prescribed and enforced by the Civil Service Commission~~ shall provide for: the separation from the classified service of employees through layoff; disciplinary actions (suspension or dismissal or demotions); and leaves of absence. [Ord. 3700 § 2, 1985; Ord. 2847, 1980; Ord. 455-A, 1954; prior code § 4.05.600].

**3.24.020 Layoffs.**

The ~~Civil Service Rules~~~~rules prescribed and enforced by the Civil Service Commission~~ shall provide that whenever it becomes clearly evident that the necessity of any position in the classified service has become unnecessary to the best interest of the government of the County and to the public service, the Board of Supervisors may, after an open hearing on the matter, abolish such position from the classified service and lay off the employee holding such employment or position; provided, however, that such employee so laid off shall have ~~their~~~~his~~ name placed at the head of the prevailing eligible list and a reasonable attempt be made to place such employee in a position or grade in the classified service comparable with the position or grade from which ~~they were~~~~he was~~ removed by the layoff. If, within 24 months after the abolishment of such position or office, it is reestablished, all persons laid off at the time of the abolishment must be given an opportunity to return to their former positions under the classified service. [Ord. 2555, 1978; Ord. 455-A, 1954; prior code § 4.05.620].

**3.24.030 Dismissals, suspensions and demotions.**

The dismissal, suspension or demotion of any officer or employee in the classified service shall be as follows:

(A) Any officer or employee in the classified service may be dismissed, suspended, reduced in compensation or demoted by the appointing authority by a written order, stating specifically the reasons for the action. The order shall be filed with the ~~County~~ Personnel Director and a copy thereof shall be furnished without delay to the person to be dismissed, suspended or demoted.



(B) ~~The officer or employee w~~Within seven days after ~~receiving presentation to him of~~ the order ~~the officer or employee~~ may appeal ~~the order through the County Personnel Director~~ to the Civil Service Commission ~~by filing an appeal with the Personnel Director from the order~~. ~~Upon filing of the appeal, t~~The County Personnel Director shall ~~forthwith~~ transmit the order and appeal to the Civil Service Commission ~~as soon as possible for hearing~~.

This appeal provision shall not apply to provisional or probationary employees.

(C) Procedures applicable to disciplinary appeal hearings ~~shall be~~ specified in the Civil Service Rules ~~rules promulgated by the Civil Service Commission~~.

(D) Within 30 days from the filing of the appeal, the Commission shall schedule a hearing on the matter. Said hearing shall commence as soon as practical, ~~Following the hearing, and~~ the Commission shall either affirm, modify or revoke the order. With respect to a modification of an order of dismissal, the Commission has the authority to suspend an employee for a period up to and in excess of 30 days or take other actions ~~to modify as a modification of~~ the order. The appellant ~~is entitled to make the hearing a public hearing, and~~ may appear personally, produce evidence, ~~and~~ obtain counsel to represent ~~them/him/her and be entitled to a public hearing~~. If the appellant requests a later hearing date or a continuance, ~~the appellant he/she~~ shall be deemed to have waived any claim for additional compensation as a result of the delay, in the event the appellant is ordered reinstated.

(E) The findings and decision of the Civil Service Commission shall be certified to the department head or officer whose act was the basis for the hearing, and to the appellant, and ~~the decision~~ shall be enforced forthwith ~~and such decision followed by them, subject to any further right to appeal~~. [Ord. 4340 § 1, 1994; Ord. 4249 § 1, 1993; Ord. 4236 § 1, 1993; Ord. 3710 § 1, 1986; Ord. 3700 § 3, 1985; Ord. 2847, 1980; Ord. 2443, 1977; Ord. 2362, 1976; Ord. 1916, 1973; Ord. 455-A, 1954; prior code § 4.05.610].

#### **3.24.040 Length of suspensions.**

~~The rules prescribed and enforced by the Civil Service Commission shall provide for suspensions by~~ An appointing authority ~~may suspend an employee~~ for not longer than 30 days. [Ord. 3700 § 4, 1985; Ord. 455-A, 1954; prior code § 4.05.630].

#### **3.24.050 Military leave.**

Any employee required to perform active military service shall be granted the leave of absence provided by law. [Ord. 2847, 1980; Ord. 648, 1960; Ord. 455-A, 1954; prior code § 4.05.640].

#### **3.24.060 Status during leave of absence—Substitute appointments.**

(A) No new employee or probationer taking the position of a permanent employee in the classified service who has been granted a leave of absence ("substitute appointments") shall acquire status other than probationary status in the classified service during the period of the leave of absence in such position until the expiration of such leave of absence, and any extension or renewal thereof. Substitute appointments cannot achieve permanent status absent meeting the exception criteria in Section 130 of the County's Personnel Regulations.

(B) Any permanent employee in the classified service who requests reappointment to the position held by that person prior to the time they were granted a leave of absence, during the period of such leave of absence, or any extension or renewal thereof, shall be reappointed to such position. In event of severance from service by reason of such reappointment of such permanent employee, the person in the substitute appointment shall have their name returned to the eligible lists.

(C) Appointment to a probationary status by a new employee taking a such position during a leave of absence granted a permanent employee holding that position shall not be a bar to that probationer participating in an open examination for another position (persons holding substitute appointments may compete for other positions). making application for examination held under the provisions hereof for appointment to any position declared open for such examination. [Ord. 2847, 1980; prior code § 4.05.635].



## Chapter 3.28 APPOINTMENTS

Sections:

- 3.28.010 Appointment procedures.
- 3.28.020 Selection of appointees.
- 3.28.030 Appointment to vacant positions.
- 3.28.040 Appointment to previous class.
- 3.28.050 Provisional appointments pending examination.
- 3.28.060 Extra-help appointments.
- 3.28.070 Overlapping appointments.
- 3.28.080 Transfers and reinstatement.
- 3.28.090 Probationary period.
- 3.28.100 Promotions.
- 3.28.110 Rejection during probation after promotion.
- 3.28.120 List of appointments.
- 3.28.130 *Repealed.*

### 3.28.010 Appointment procedures.

(A) All applicants for appointment shall apply to the Personnel Department. Qualified applicants shall be examined as provided in the ~~County Code provisions ordinance of the County of Santa Cruz~~ establishing ~~the a-limited Ceivil Sservice System (SCCC Chapters 3.04 through 3.283.12, 3.20 and 3.24 SCCC and SCCC 3.28.020 through 3.28.130)~~ and the ~~Civil Service Regulations (sometimes referred to as "Civil Service Rules") regulations adopted thereunder.~~

(B) No officer, appointing authority, or department head may appoint any applicant to any classified position in County employment unless said applicant has been certified as eligible for such position by the Personnel Director; provided, however, that the findings of the Personnel Director regarding an applicant's eligibility may be appealed to the Civil Service Commission, whose decision in any such case shall be final.

(C) Notice of appointment of an applicant to any position must be filed with the Personnel Director and the Auditor sufficiently in advance of employment to permit necessary review and processing of such forms as shall be prescribed by the Personnel Director and the Auditor.

(D) The Personnel Director may require that persons to be hired for certain positions successfully complete a background investigation, including fingerprinting, prior to appointment when deemed necessary for the performance of official duties.

(E) ~~Depending on the requirements of the position as further detailed in rules promulgated by the Commission, All~~ persons selected for employment with the County ~~may be~~ required to have a physical examination or screening by the time of employment ~~and may be; provided, however, that continuance of such employment shall be~~ subject to a favorable recommendation by ~~an~~the examining physician within 15 days after date of employment. ~~Elected~~ive officials ~~are excluded from this subsection. and extra-help employees, Unless~~ the department head deems a physical examination necessary for ~~an~~the extra-help employee, ~~extra-help employees are also excluded excepted from this subsection provisions hereof.~~ Persons who have successfully completed a preemployment physical examination or screening for County employment within the previous six months may be exempted from an additional physical if:

- (1) They have experienced no sickness or injury requiring professional, medical or surgical services subsequent to the prior examination; and
- (2) The prior examination included all of the components necessary for evaluating the person's capabilities for the class of the new appointment. [Ord. 2847, 1980; Ord. 1655, 1971; Ord. 579, 1959; Ord. 489, 1956; prior code § 4.15.020].

#### **3.28.020 Selection of appointees.**

The ~~Civil Service Rules~~rules prescribed and enforced by the ~~Civil Service Commission~~ shall provide that department heads, boards or officers possessing by virtue of law the power to appoint shall, after the certification of an appropriate eligible list to such department head, board or officer, select one of the qualified persons that have been certified. [Ord. 2830, 1979; Ord. 648, 1960; Ord. 455-A, 1954; prior code § 4.05.510].

#### **3.28.030 Appointment to vacant positions.**

The ~~Civil Service Rules~~rules prescribed and enforced by the ~~Civil Service Commission~~ shall provide for the appointment to vacant positions within the classified service ~~in accordance with the rules adopted hereunder.~~ [Ord. 2847, 1980; Ord. 455-A, 1954; prior code § 4.05.500].

#### **3.28.040 Appointment to previous class.**

The ~~Civil Service Rules shall provide for the~~ appointment of an employee to a previous class where permanent status was attained ~~will be provided for in the civil service rules.~~ [Ord. 2847, 1980; Ord. 2131, 1975; prior code § 4.05.520].

#### **3.28.050 Provisional appointments pending examination.**

(A) In the absence of an appropriate eligible list, provisional appointments may be made without examination, ~~with the consent of the Commission,~~ but no such provisional appointments shall continue longer than the following:

- (1) For department head positions, 180 days;
- (2) For other positions, 90 days.

(B) 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 approved. [Ord. 2847, 1980; Ord. 2613, 1979; Ord. 2336, 1976; Ord. 481, 1956; Ord. 455-A, 1954; prior code § 4.05.560].

### **3.28.060 Extra-help appointments.**

The ~~Civil Service Rules~~rules prescribed and enforced by the ~~Civil Service Commission~~ shall provide for temporary appointment of persons on suitable eligible lists for a period not to exceed 999 hours in a fiscal year. The acceptance or refusal to accept such temporary appointment on the part of the persons on the eligible list shall not be a bar to appointment to a permanent position from such eligible lists. [Ord. 3687 § 2, 1985; Ord. 2847, 1980; Ord. 455-A, 1954; prior code § 4.05.550].

### **3.28.070 Overlapping appointments.**

Notwithstanding other provisions of this code, appointments to fill regular, budgeted positions being vacated may take place 60 working days in advance of the regular, budgeted positions becoming vacant. This provision shall also apply to an employee who is returning to a former department because of a probationary release and where all positions in the former class are filled. It shall be the responsibility of the appointing authority to ensure that no such overlapping appointment continues for more than 60 working days. [Ord. 5263 § 4, 2017; Ord. 4055 § 4, 1990; Ord. 3214 § 1, 1982; Ord. 2865, 1980; prior code § 4.15.025].

### **3.28.080 Transfers and reinstatement.**

The ~~Civil Service Rules~~rules prescribed and enforced by the ~~Civil Service Commission~~ shall provide for transfer within the classified service from one position to a similar position:

- (A) At the same range, or within five percent above the current class salary range at the fifth step; and
- (B) For reinstatement within two years of persons who have resigned or have, without fault or delinquency on their part, separated from the classified service. [Ord. 4055 § 3, 1990; Ord. 2830, 1979; Ord. 2131, 1975; Ord. 455-A, 1954; prior code § 4.05.590].

### **3.28.090 Probationary period.**

The ~~Civil Service Rules~~rules prescribed by the ~~Civil Service Commission~~ shall provide for a period of probation not less than six months nor more than one year immediately following appointment or promotion before such appointment or promotion is made complete, during which period a probationer



may be discharged, suspended, or reduced to ~~their~~his previous ~~position~~work without right of hearing in the matter, and ~~their~~his name may be removed from the eligible list. Notwithstanding the above, the Civil Service Rules~~rules prescribed by the Civil Service Commission~~ may provide for the extension of the period of probation. [Ord. 4117 § 1, 1991; Ord. 3700 § 1, 1985; Ord. 2847, 1980; Ord. 788, 1962; Ord. 455-A, 1954; prior code § 4.05.530].

### **3.28.100 Promotions.**

The Civil Service Rules~~rules prescribed and enforced by the Civil Service Commission~~ shall provide for promotion based on competitive examinations. The Commission may, at its discretion, restrict applicants for such promotional examinations to persons who are already employed under the classified service or who were appointed to positions excluded from the classified service through competitive examination and regular certification procedures when, in the opinion of the Commission, the number and experience of such applicants justifies such restriction. Eligible lists shall be created and promotion made therefrom in the same manner as prescribed for original appointment. Whenever practical, vacancies shall be filled by promotion. [Ord. 2417, 1977; Ord. 455-A, 1954; prior code § 4.05.580].

### **3.28.110 Rejection during probation after promotion.**

(A) The Civil Service Rules~~rules prescribed and enforced by the Civil Service Commission~~ shall provide that any employee rejected during the probation period from a position to which ~~they were~~he was promoted shall be reinstated to the same class of position from which ~~they were~~he was promoted. Any employee in the classified service who is promoted or transferred to a position not included in the classified service shall be reinstated to the class from which ~~they were~~he was promoted or transferred if, within six months after such promotion or transfer, action is taken to dismiss ~~that person~~him. However, in either of the cases provided for in this section, the employee may be discharged from the class in the classified service from which ~~they were~~he was promoted or transferred in the manner provided in the Civil Service Rules~~and the rules established hereunder~~ for the discharge of employees from the classified service. The right to return to the former class as applied in this section is limited to employees that have passed probation in the former class.

(B) If at any time during an employee's promotional probationary period a department head determines that the employee's performance is less than satisfactory, the department head will advise the former department head in writing. A department head who releases a promotional probationary employee will attempt to place the employee in ~~their~~his former class of position in any willing County department with a funded vacancy in that class. If the releasing department head is unsuccessful in placement of the employee, ~~they shall~~he will advise the former department, the Personnel Director and the County Administrative Office in writing 10 days prior to the release date. [Ord. 4055 § 2, 1990; Ord. 2847, 1980; Ord. 455-A, 1954; prior code § 4.05.540].

**3.28.120 List of appointments.**

The Commission ~~is authorized to request~~ shall maintain a list of all persons in County employ showing in connection with each name the position held, the date and character of every appointment, and ~~of every~~ change in status for that employee. ~~Each appointing officer or department head shall promptly transmit to the Commission all information required for the establishment and maintenance of such roster or list.~~

[Ord. 464, 1955; Ord. 455-A, 1954; prior code § 4.05.595].

**3.28.130 No employment of relatives of department heads.**

*Repealed by Ord. 5195.* [Ord. 489, 1956; prior code § 4.15.030].



## Chapter 3.32 PAYROLL PROVISIONS

Sections:

- 3.32.010 Basic workweek.**
- 3.32.020 Office hours.**
- 3.32.030 Time and attendance reports.**
- 3.32.040 Payroll period and deductions.**
- 3.32.050 Certification of personnel actions.**
- 3.32.060 Correction of certain administrative errors.**
- 3.32.070 County errors in earnings or deductions.**

### **3.32.010 Basic workweek.**

Except as otherwise provided by resolution of the Board of Supervisors, the basic workweek for all County offices, departments and institutions shall consist of 40 hours, eight hours a day, five days a week. [Ord. 4253 § 1, 1993; Ord. 983A, 1964; Ord. 633, 1960; Ord. 489, 1956; prior code § 4.25.010].

### **3.32.020 Office hours.**

(A) Except as otherwise provided by resolution of the Board of Supervisors, all County offices other than those identified in subsection (B), below, shall be kept open for the transaction of business continuously from 8:00 a.m. until 12:00 noon, and from 1:00 p.m. until 5:00 p.m. every day except Saturdays, Sundays and County holidays.

(B) Except as otherwise provided by resolution of the Board of Supervisors, the offices of the ~~Sheriff~~, County Clerk, Sheriff-Coroner, Assessor-Recorder, ~~Treasurer~~ and Auditor-Controller-Treasurer-Tax Collector shall be kept open for the transaction of business continuously from 8:00 a.m. until 5:00 p.m., including the noon hours, every day except Saturdays, Sundays and County holidays. [Ord. 4253 § 2, 1993; Ord. 1958, 1973; Ord. 489, 1956; prior code § 4.25.020].

### **3.32.030 Time and attendance reports.**

Each department head shall be responsible for maintaining the personnel and time records of their department, and shall certify ~~regularly on forms approved by the Board of Supervisors~~ time and attendance reports for their department for each payroll period. [Ord. 2847, 1980; Ord. 489, 1956; prior code § 4.25.030].

### **3.32.040 Payroll period and deductions.**

(A) Salary shall be paid regularly every two weeks. The first payroll period shall commence on Monday, January 1, 1962, and end the second Friday thereafter. Successive payroll periods shall be two weeks commencing on Saturday and ending the second Friday thereafter.

(B) Salaries shall be paid regularly on a day determined by the County Auditor, which day shall be no later than the Friday next succeeding the end of the payroll period for which payment is being made.

(C) The County Auditor shall make such deductions from salaries as are required by State and Federal law, and he is authorized to procure from employees written permission to make such other deductions as may be approved by the Board of Supervisors and to act thereon accordingly, except that upon receipt of a subsistence report certified to by the department head, the County Auditor may make appropriate deductions from an employee's salary for subsistence furnished to said employee by the County without having received written permission from the employee to make such deductions.

(D) The Board of Supervisors may by order adopt rules supplementing the provisions of this chapter. [Ord. 729, 1961; Ord. 489, 1956; prior code § 4.25.040].

#### **3.32.050 Certification of personnel actions.**

It shall be the duty of the Personnel Director to certify all personnel actions affecting the classification and rate of pay of County employees, with the exception of "step advancements" which shall be certified by the Auditor-Controller. [Ord. 2200, 1975; prior code § 4.25.050].

#### **3.32.060 Correction of certain administrative errors.**

(A) The Personnel Director is delegated authority by the Board of Supervisors to approve the correction of administrative errors in personnel or payroll transactions where required time deadlines have not been met, provided all of the following conditions are met:

- (1) The action is one for which the Personnel Director has the discretion to approve under County regulations;
- (2) The operating department can document its intent to take the action on a timely basis;
- (3) The operating department has collected or prepared substantiation for the action on a timely basis;
- (4) The Personnel Director was made aware of the error within three pay periods of the pay period in which the action was intended; and

(5) The Personnel Director notifies the Board of Supervisors of the action taken providing a report on how the error occurred and what corrections were made.

(B) The Personnel Director may request ~~that the~~ Board of Supervisors ~~approval of~~ any action which ~~the Personnel Director cannot be~~ approved under this delegated authority.

(C) This delegated authority does not extend to any personnel or payroll transaction for which authorization required under the ~~personnel regulations, Civil Service Rules,~~ another regulation, or a labor agreement was not obtained prior to the transaction. [Ord. 4148 § 1, 1991].

### **3.32.070 County errors in earnings or deductions.**

(A) Each County employee is provided a pay stub each pay period which identifies all deductions and earnings for said employee. Such employees are responsible for review of their pay stubs and for reporting any errors with respect to earnings or deductions on a timely basis as specified in subsection (C), ~~below of this section.~~

(B) Memoranda of understanding for County employees in different representation units contain grievance procedures for claiming any back pay for any County errors with respect to earnings or deductions. Such grievance procedures are the sole administrative remedy for such errors, except as specifically provided for in SCCC 3.32.060.

(C) Should an error by the County occur in earnings or deductions for an unrepresented County employee, said employee shall file a claim with the ~~County~~ Personnel Director on a form specified by the Personnel Director. In no event shall such a claim include monetary relief for more than 60 days prior to the date of receipt of the completed claim form with the Personnel Director. Such claim process is the sole administrative remedy for such errors, except as specifically provided for in SCCC 3.32.060. [Ord. 4246 § 1, 1993].

## Chapter 3.36 RETIREMENT

Sections:

**3.36.010 Contract with State Employees' Retirement System authorized.**

~~3.36.020 Contract—Authority of Chairman of Board of Supervisors.~~

~~3.36.030 Contract—Copy on file.~~

**3.36.010 Contract with State Employees' Retirement System authorized.**

A contract is hereby authorized between the Board of Supervisors of the County of Santa Cruz and the Board of Administration, California State Employees' Retirement System. The Chairperson of the Board of Supervisors is authorized and directed to execute the contract for and on behalf of the County, as well as any amendments thereto as may be approved by action of the Board. The Clerk of the Board is hereby directed to keep and maintain a copy of the contract and any amendments thereto on file in the Clerk's office. [Ord. 373, 1946; prior code § 4.35.010;]

~~3.36.020 Contract—Authority of Chairman of Board of Supervisors.~~

~~The Chairman of the Board of Supervisors is authorized, empowered and directed to execute such contract for and on behalf of the County of Santa Cruz, and such amendments thereto as may be approved by ordinance of the Board of Supervisors.~~ [Ord. 3156, 1981; Ord. 2559, 1978; Ord. 2358, 1976; Ord. 2044, 1974; Ord. 1911, 1973; Ord. 1660, 1971; Ord. 1598, 1971; Ord. 1392, 1969; Ord. 1388, 1969; Ord. 1357, 1968; Ord. 1340, 1968; Ord. 1213, 1966; prior code § 4.35.020;]

~~3.36.030 Contract—Copy on file.~~

~~The Clerk of the Board of Supervisors is hereby directed to keep and maintain a copy of said contract and the amendments thereto on file in the Clerk's office.~~ [Ord. 2187, 1975; prior code § 4.35.030].



**Chapter 3.40**  
**CONFLICTS OF INTEREST AND INCOMPATIBLE ACTIVITIES**

Sections:

**3.40.010 Adoption of conflict of interest codes.**

**3.40.020 Incompatible activities.**

**3.40.010 Adoption of conflict of interest codes.**

Each department shall adopt a conflict of interest code in accordance with the Political Reform Act of 1974, which shall designate those persons who make, participate in making, or use their official position to influence a governmental decision within the meaning of ~~the~~ the Act (see Title 2, California Code of Regulations, Section 18700). [Ord. 2398, 1977; prior code § 4.45.010].

**3.40.020 Incompatible activities.**

(A) A County officer or employee shall not engage in any employment, activity or enterprise, for compensation, which is inconsistent, incompatible, in conflict with or inimical to ~~theirhis or her~~ duties ~~or the~~ functions or responsibilities of ~~theirhis or her~~ appointing power or the County. ~~Such An~~ officer or employee shall not perform any work, service or counsel for compensation outside of ~~theirhis or her~~ County employment where any part of ~~theirhis or her~~ efforts will be subject to approval by any other officer, employee, board or Commission of the County, ~~unless otherwise approved in the manner prescribed by subsection (B) of this section.~~

(B) Each appointing power may determine, subject to the approval of the Board of Supervisors, those outside activities which, for employees under its jurisdiction, are inconsistent with, incompatible to or in conflict with their duties as County officers or employees in accordance with subsection (b) of Section [1126](#) of the Government Code.

(C) The Board may adopt personnel rules governing the application of this section. Such rules shall include provision for notice to employees of the determination of prohibited activities, of disciplinary action to be taken against employees for engaging in prohibited activities, and for appeal by employees from such a determination and from its application to an employee. [Ord. 3620 § 28, 1985; Ord. 2398, 1977; prior code § 4.45.020].



**SUMMARY FOR DELEGATED CLASSIFICATIONS**  
January - March 2019

<b>Department</b>	<b>Action</b>	<b>Proposed Class (if applicable)</b>	<b>Class After Personnel Study</b>
Board of Supervisors	Reclassify vacant Executive Secretary	Administrative Aide	Administrative Aide
General Services	Job spec update for Deputy Director, General Services	N/A	Same
Health Services Agency	Reclassify vacant Administrative Services Manager	Assistant Chief of Fiscal Services	Assistant Chief of Fiscal Services
Planning	Reclassify vacant Departmental Administrative Analyst	Accountant III/II/I	Accountant III/II/I
Planning	Reclassify vacant Office Assistant III	Accounting Technician	Accounting Technician
Sheriff's Department	Job spec update for Forensic Services Supervisor	N/A	Same
Sheriff's Department	Reclassify vacant Sr. Accounting Technician	Administrative Aide	Administrative Aide

**PROVISIONAL REPORT  
January 2019 – March 2019**

Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
Public Works	Electrical Instrumentation Supervisor	To ensure coverage during a leave of absence for monitoring 24/7 staff who are responsible for preventing sewer spills	Provisional/Substitute Promotion	Will return to previous position when incumbent returns from leave
Animal Services	Animal Service Asst.	To ensure coverage during a medical leave	Provisional Substitute	Will terminate when incumbent returns from leave
Probation	Group Supervisor II	To ensure coverage compliance at Juvenile Hall as per state mandates	Provisional	Recruitment pending
HSA	Sr. Health Services Manager	To ensure coverage while a new recruitment takes place	Provisional Promotion	Recruitment underway

**Number of Provisional Appointments**

Type of Appointment	January – March 2018	January – March 2019
Provisional	0	1
Provisional Promotion	1	1
Provisional Substitute	1	1
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.



# County of Santa Cruz

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## BOARD OF SUPERVISORS

701 OCEAN STREET, SUITE 500, SANTA CRUZ, CA 95060-4069  
(831) 454-2200 • FAX: (831) 454-3262 TDD/TTY - Call 711

**JOHN LEOPOLD**  
FIRST DISTRICT

**ZACH FRIEND**  
SECOND DISTRICT

**RYAN COONERTY**  
THIRD DISTRICT

**GREG CAPUT**  
FOURTH DISTRICT

**BRUCE MCPHERSON**  
FIFTH DISTRICT

February 12, 2019

Dear Members of the Civil Service Commission:

Thank you for submitting your report highlighting the activities of the Civil Service Commission in 2017 and 2018. While Board members review the Commission's minutes as they are received, we appreciate the opportunity to have this overview of the various issues considered by the Commission over the past two years. Your next report highlighting the Commission's work during calendar years 2019 and 2020 will not be due until January 31, 2021.

Again, thank you for your report and for supporting the work of County government.

Sincerely,

RYAN COONERTY, Chair  
Board of Supervisors

RC:jr

cc: Clerk of the Board