



County of Santa Cruz

PERSONNEL DEPARTMENT

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

MEMORANDUM

DATE: April 12, 2021
TO: Civil Service Commission
FROM: Ajita Patel, Personnel Director
RE: **Proposal to Increase the Length of Probationary Periods for New Classifications**

Pursuant to County Code 3.28.090, the Personnel Department is recommending that the Civil Service Rules, Section VI (E), Length of Probationary Period, be amended to include Sheriff's Coroner Investigator I, Sheriff's Coroner Investigator II and Sheriff's Supervising Coroner Investigator.

The Sheriff's Coroner Investigator I, Sheriff's Coroner Investigator II and Sheriff's Supervising Coroner Investigator are newly created classifications. These positions require a unique blend of technical proficiency, education and certifications that is acquired over an extended period through on-the-job experience, trainings and by attending State mandated courses.

The Sheriff's Coroner Investigator I and Sheriff's Coroner Investigator II will work under general supervision conducting death investigations to determine the cause and manner of deaths, determine the identification of the deceased and notify next of kin, collect, and preserve forensic evidence, collect, and review medical records, safeguard the personal effects of the decedent, prepare, and submit reports on the death investigation to the Forensic Pathologist, and work closely with all agencies concerned with the decedent's death. The Sheriff's Coroner Investigator II is a journey level classification that is expected to independently perform investigations with limited supervision and provide technical direction to the Sheriff's Coroner Investigator I.

Under direction, the Sheriff's Supervising Coroner Investigator classification will assist the Forensic Pathologist in the functions of the Coroner's Division such as direct, plan, and supervise the work of the Coroner Investigators and administrative staff. This class will also direct and/or conduct the more complex investigations.

A newly hired investigator will be tasked with completing an internal field training program consisting of but not limited to conducting at least one investigation related to the following

manners of death: Homicide, Suicide, Accident, Traffic accident, and natural, which can take up to six months to complete. The Sheriff's Coroner Investigator I is further required to successfully pass the Registry Certification examination from the American Board of Medicolegal Death Investigators (ABMDI) with two years of appointment. The Sheriff's Coroner Investigator II and the Sheriff's Supervising Coroner Investigator must successfully pass the Advanced Board examination from ABMDI within twelve months of appointment. Additionally, the Sheriff's Coroner Investigator I and II are mandated to successfully complete the 80-hour Peace Officer Standards and Training (POST) Coroner's Death Investigation Course and the 40-hour PC 832 Arrest Course within their first year of appointment.

A one-year probationary period is necessary to allow these classifications adequate time to complete required trainings and for the department to fully evaluate the incumbent's proficiency and aptitude in performing the duties involved with death investigations.

On March 11, 2021, the County notified the Service Employees International Union Local 521(SEIU), which represents these classifications, of this proposal. On March 22, 2021 SEIU concurred with this proposal.

cc: Jim Hart, Sheriff-Coroner

**PROVISIONAL REPORT
January 2021 – March 2021**

Date of Appointment	Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
1/09/21	HSD	Staff Development Trainer	To prevent the delay of induction classes and state mandated trainings for new Social Workers and Benefit Representative Trainees	Provisional Substitute Promotion	Personnel to open recruitment in coming weeks
1/09/21	HSA	Health Educator	Additional support needed during COVID-19 emergency efforts	Provisional	Recruitment completed; interviews in progress; Limited Term ends 6/12/22
1/09/21	HSA	Health Program Specialist	Additional support needed during COVID-19 emergency efforts	Provisional	Recruitment in progress; Limited Term ends 12/31/21
1/09/21	HSA	Admin Aide	Health Officer needed additional admin support during COVID-19	Provisional	Recruitment completed; interviews completed; candidate selected
1/09/21	HSA	Clerk II	Additional clerical support needed during COVID-19	Provisional	Recruitment scheduled to open in coming weeks for these Limited Term positions which end on 12/31/21
1/09/21	HSD	Clerical Supervisor II	Continuity of operations needed for COVID-19 related emergency efforts	Provisional	Recruitment scheduled to open in coming weeks for these Limited Term positions which end on 6/30/21
1/23/21	SHF	Cook	To ensure coverage for correctional facilities' kitchens as budgeted employees find other assignments prior to layoffs on 3.31.21.	Provisional	No recruitment planned as position scheduled for elimination as of 3/31/21

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.

1/23/21	HSD	Clerk II = 7 Clerical Supervisor I =3 Clerical Supervisor II = 2 Program Coordinator= 1	Continuity of operations needed for COVID-19 related emergency efforts	Provisional	Recruitment scheduled to open in coming weeks for these Limited Term positions which end on 6/30/21
2/06/21	HSA	Sr. Health Services Manager	Continuity of operations during COVID-19	Provisional Promotion	Recruitment in progress
2/06/21	HSD	Clerk II = 3 Clerical Supervisor I =6 Clerical Supervisor II =2 Program Coordinator = 2	Continuity of operations needed for COVID19 related emergency efforts	Provisional	Recruitment scheduled to open in coming weeks for these limited term positions which end on 6/30/21
2/06/21	HSD	Admin Aide	Continuity of operations needed for COVID-19 related emergency efforts	Provisional	Recruitment completed; interviews in progress; Limited Term ends 6/30/21
2/20/21	HSA	IT Support Services Analyst	Additional IT support needed during COVID-19	Provisional	Recruitment scheduled to open in the coming weeks
2/20/21	HSD	Clerk II =1 Clerical Supervisor I =1	Continuity of operations needed for COVID-19 related emergency efforts	Provisional	Recruitment completed; interviews in progress; Limited Term ends 6/30/21
3/06/21	GSD	Building Maintenance Worker I	To assist with the completion of many remodeling projects in different County departments/areas.	Provisional	Recruitment in progress
3/06/21	HSA	Clerk I	Additional clerical support needed during COVID-19	Provisional	Recruitment scheduled to open in coming weeks for these Limited Term positions which end on 6/12/21
3/06/21	HSD	Clerk II = 1. Clerk III =2	Continuity of operations needed for COVID-19 related emergency efforts	Provisional	Recruitment scheduled to open in coming weeks for these Limited Term positions which end on 12/31/21

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.

3/06/21	HSD	Clerical Supervisor II	Continuity of operations needed for COVID-19 related emergency efforts	Provisional	Recruitment scheduled to open in coming weeks for these limited term positions which end on 6/30/21
3/20/21	Parks	Parks Maintenance Worker I	To assist with the maintenance and cleanliness of County parks.	Provisional	Personnel to open recruitment in coming weeks.
3/20/21	HSA	Clerk I = 1 Clerk II = 1	Continuity of operations needed for COVID-19 related emergency efforts	Provisional	Recruitment scheduled to open in coming weeks for these limited term positions which end on 12/31/21
3/20/21	HSD	Clerk II = 2 Clerk III = 6 Clerical Supervisor I = 1	Continuity of operations needed for COVID-19 related emergency efforts	Provisional	Recruitment scheduled to open in coming weeks for these limited term positions which end on 12/31/21

Number of Provisional Appointments

Type of Appointment	January – March 2020	January – March 2021
Provisional	2	56
Provisional Promotion	1	1
Provisional Substitute	0	0
Provisional Substitute Promotion	1	1
Provisional to Probationary	0	2

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.

SUMMARY FOR DELEGATED CLASSIFICATIONS

January - March 2021

Department	Action	Proposed Class (if applicable)	Class After Personnel Study
Animal Services Agency	Add new (Limited Term) 1.0 FTE position	Administrative Officer II	Administrative Officer II
County Administrative Office	New Classification	Office of Response, Recovery and Resiliency (OR3) Director	Office of Response, Recovery and Resiliency (OR3) Director
Health Services Agency	Vacant Reclassification of IT App Dev/Supp Analyst III	IT Supp. Services Analyst II	IT Supp. Services Analyst II
Health Services Agency	Vacant Reclassification of Health Program Specialist	Accounting Technician	Accounting Technician
Health Services Agency	Vacant Reclassification of Medical Assistant	Clinic Nurse I	Clinic Nurse I
Human Services	Add ten new (Limited Term) 1.0 FTE position	Clerk II	Clerk II
Human Services	Add twelve new (Limited Term) 1.0 FTE position	Clerk III	Clerk III
Human Services	Add five new (Limited Term) 1.0 FTE position	Clerical Supervisor I	Clerical Supervisor I
Human Services	Add new (Limited Term) 1.0 FTE position	Program Coordinator	Program Coordinator
Human Services	Add four new (Limited Term) 1.0 FTE position	Social Worker I/II	Social Worker I/II
Human Services	Add new (Limited Term) 1.0 FTE position	MH Supervising Client Specialist	MH Supervising Client Specialist
Human Services	Add new (Limited Term) 1.0 FTE position	Senior Human Services Analyst	Senior Human Services Analyst
Human Services	New Classification	N/A	Quality Improvement Program Manager
Human Services	New Classification	N/A	Organizational Development Analyst - HSD
Human Services	Reclassification of Senior Human Services Analyst	Quality Improvement Program Manager	Quality Improvement Program Manager



County of Santa Cruz Board of Supervisors

Agenda Item Submittal

From: Manu Koenig, Vice Chair, First District Supervisor
(831) 454-2200

Subject: First District Appointment to the Civil Service Commission

Meeting Date: January 26, 2021

Recommended Action(s):

Approve appointment of Tamiko Collins as the First 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 appointment 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, Tamiko Collins has been nominated to serve as a supervisorial district appointee.

Submitted by:

Manu Koenig, Vice Chair, First District Supervisor

Attachments:

Tamiko Collins Application

cc:

Tamiko Collins
Civil Service Commission

1/26/2021



**Santa Cruz County
CA**

Accepted and filed
Feb 23, 2021 9:00 AM

**Agenda Item
DOC-2021-124**

Accept and file the Civil Service Commission report for calendar years 2019 and 2020, and take related actions, as recommended by Chair McPherson

Information

Department:	Board of Supervisors: Administration	Sponsors:	Chair, Board of Supervisors Bruce McPherson
Category:	BOS Administration - Board Letter	Functions:	General Government

Attachments

Board Memo
Civil Service Commission 2019-2020 Biennial Report

Board Letter

Recommended Action(s):

- 1) Accept and file the report prepared by the Civil Service Commission highlighting their activities during calendar years 2019 and 2020; and
- 2) Direct the chair to thank the members of the Civil Service Commission for their work on behalf of County government.

Executive Summary

Accept and file the report prepared by the Civil Service Commission highlighting their activities during calendar years 2019 and 2020.

Background

The purpose of this report is to highlight the activities, accomplishments, and future goals of the board during calendar years 2019 and 2020.

Meeting History

Feb 23, 2021 9:00 AM Video	Board of Supervisors	Regular Meeting	Draft
RESULT:	ACCEPTED AND FILED [UNANIMOUS]		
MOVER:	Ryan Coonerty, Third District Supervisor		
SECONDER:	Greg Caput, Fourth District Supervisor		
AYES:	Manu Koenig, Zach Friend, Ryan Coonerty, Greg Caput, Bruce McPherson		

Discussion

Add Comment

CIVIL SERVICE COMMISSION 2019 – 2020 BIENNIAL REPORT

Commission Role

The County Code, Section 2.46.020, specifies that the Civil Service Commission “shall prescribe, amend and enforce rules, for the classified service to make effective the provisions set forth in this chapter, which rules shall have the force of law.” The primary duties include the hearing of appeals regarding administrative personnel decisions, approving position classifications when there is not agreement between the County and the representation unit, and reviewing the processes and outcomes of the County’s Civil Service system.

Meeting Dates, Time, and Location

2019: In 2019, the Commission met on the third Thursday of January, April, and October at 5:45 p.m. in the Board of Supervisors’ Chambers in the County Governmental Center. The Commission’s scheduled July meeting was cancelled for lack of quorum. Additionally, Commissioners held the first Wednesday afternoon and third Wednesday all day of each month for potential appeal hearings. There was one (1) disciplinary appeal hearing held before the Commission.

2020: During 2020, the Commission met on the third Thursday of January, and October at 5:45 p.m. in the Board of Supervisors’ Chambers in the County Governmental Center. The Commission’s scheduled April and July meeting were cancelled pursuant to the Shelter In Place Orders as no essential business was scheduled for the Commission. Additionally, Commissioners held the first Wednesday afternoon and third Wednesday all day of each month for potential appeal hearings. There was one (1) disciplinary appeal hearing scheduled before the Commission.

Commission Structure

The Commission consists of five members, each nominated for full Board approval by each Supervisor. The Commission members in 2019 were: First District, Carmen Potro; Second District, Bob Pursley; Third District, Dina Hoffman; Fourth District, Olivia Madrigal; and Fifth District, Kevin Fink. In 2020 the Commissioners were the same as listed with the exception of the Second District whereby Commissioner Landau was appointed in October.

In January, the Commission elects a Chair and a Vice-Chair for a one-year term. In 2019, the Commission Chair was Dina Hoffman and the Vice-Chair was Kevin Fink. In 2020 the Commission Chair was Kevin Fink and the Vice-Chair was Dina Hoffman.

Civil Service Commission
2019- 2020 Biennial Report

Attendance

The columns below indicate Commission attendance for 2019:

Meeting	Hoffman	Madrigal	Potro	Pursley	Fink
January 17	X	X	A	A	X
April 18	X	X	X	X	X
July 18	NA	NA	NA	NA	NA
October 17	X	X	X	A	X
Disciplinary Hrg April 19 & 20	X	A	X	X	X

The columns below indicate Commission attendance for 2020:

Meeting	Madrigal	Potro	Pursley	Hoffman	Fink
January 16	X	A	A	X	X
April 16	NA	NA	NA	NA	NA
July 16	NA	NA	NA	NA	NA
	Madrigal	Potro	Landau	Hoffman	Fink
October 15	X	A	X	X	X
Disciplinary Hrg December 16	A	A	X	X	X

X = Present; A = Absent; NA = Meeting cancelled due to lack of quorum

Civil Service Commission
2019- 2020 Biennial Report

Commission Staff

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

Accomplishments

1. During 2019 - 2020, the Commission conducted a total of two (2) disciplinary hearings as required by the Civil Service Rules for appeals of terminations, suspensions, and demotions.
2. Continued to monitor the usage of Provisional Appointments.
3. Reviewed classification actions for compliance with the Civil Service Rules.
4. The Commission established a subcommittee to consider improvements as needed to the Civil Service Rules. (This item was impacted due to Shelter In Place).
5. Conducted disciplinary hearings.
6. In 2019 Chair Hoffman and Staff interviewed and researched presenters for the study session that was envisioned for 2020. (This item was impacted due to Shelter In Place).

Future Goals

1. The Commission will continue to conduct disciplinary appeal hearings.
2. The Commission will provide oversight regarding the usage of provisional appointments.
3. The Commission will continue to review classification actions.
4. The Subcommittee will review their findings and present recommendations to the full Commission regarding any improvements to the Civil Service Rules.
5. Hold a study session on the roles, responsibilities and best practices for facilitation and handling of administrative hearings.



COUNTY OF SANTA CRUZ

PERSONNEL DEPARTMENT

AJITA PATEL, DIRECTOR

701 OCEAN STREET, SUITE 510, SANTA CRUZ, CA 95060-4073

(831) 454-2600 FAX: (831) 454-2411 TDD: 711

DATE: April 6, 2021
TO: Civil Service Commission
FROM: Ajita Patel, Director of Personnel
RE: Temporary Change to Civil Service Rules – Provisional Appointments

Pursuant to the Civil Service Rules Section 130 I.B.3- Administration of the Civil Service System, the Personnel Department is recommending that the Provisional Appointment Section of the rules be modified.

Over this past year, several hundred extra-help Disaster Service Workers have been hired to support the shelter operations and other COVID-19 response efforts. These extra-help appointments are limited to work a maximum of 999 hours in a fiscal year pursuant to CalPERS regulations. During this time period many individuals reached the maximum limits or were close. Several options were considered in order to maintain some continuity of operations, many which were costly and had some operational challenges. In recent months, the Board has approved a number of limited term positions to support shelter operations and other COVID-19 response efforts, to which extra-help employees were converted to.

While many of these limited term positions have been filled provisionally for the time being, the current Civil Service Rules only allow for a 90-day appointment with one additional 90-day extension. Under the current rules, several recruitments would have to be opened up in order to transition the provisional appointments to probationary appointments. Since many of these recruitments would be entry-level positions, there is a strong likelihood of a large applicant pool resulting in many hours of staff time to process these recruitments. Furthermore, the operating departments would have to conduct interviews pursuant to the rules in order to make the final appointments. All of these steps would require a tremendous amount of effort in coordinating the details during a time where we already have challenges with staff resources due to the increased workload related to the pandemic. Lastly, the limited term appointments are of a temporary nature and are not intended to turn into permanent long-term positions.

Given that it is unclear how long the pandemic will last, the Personnel Staff recommend the Civil Services Rules regarding Provisional Appointments be modified for a temporary time-period as indicated in Attachment A. The recommendation also includes the deletion of this change upon the federal and/or state government declaring the end of this public health emergency. The temporary changes are not intended to evade the merit principles, rather support the current business model that provides structure for critical pandemic staffing.

CIVIL SERVICE RULE

Provisional Appointments.

1. 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:
 - a. For department heads - 180 days
 - b. For other positions - 90 days

When an eligible list is established and certified to an appointing authority, the appointing authority shall make an appointment from the list within 15 working days; provided, however, that the Personnel Director may authorize an additional 15 working days to make an appointment when additional time is required. The provisional appointment shall be automatically terminated upon the start date of the appointment of an individual from the eligible list, or, if no appointment has been made, upon expiration of the 15 or 30 working day period following certification of the eligible list. (Amended 1/4/83)

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 related to the COVID-19 pandemic response, the appointment may be extended for the duration of the declared emergency.
3. Provisional appointments under this section are subject to removal at the will of the appointing authority. No time served under provisional appointments shall contribute towards acquiring probationary or permanent status. (Res. 222-90, 4/17/90)