



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: January 04, 2024
TO: Civil Service Commission
FROM: Ajita Patel, Personnel Director
RE: Proposal to Increase the Length of Probationary Periods for New Classification

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 Criminalist III, which is in line with the one-year probationary period required for the Criminalist I and II classifications

Criminalist III is a newly created classification and represents the most senior level in the criminalist series. This position requires a unique blend of technical proficiency, education, certification, and aptitude. In general, the education and demonstrated proficiency must be acquired by attending numerous courses over an extended period of time, and incumbents must successfully complete formal internal training.

A one-year probationary period is necessary to allow this classification adequate time to adjust to the additional responsibilities of mentoring lower-level criminalists, assignments of the most complex and challenging forensic casework, and acting as a technical lead in their area of specialization. The highly complex and technical nature of the work involved requires a minimum of a one-year probation at this level to fully evaluate the employee's work product and capacity for growth.

On December 28, 2023, the County notified the Service Employees International Union Local 521(SEIU), which represents these classifications, of this proposal. On January 2, 2024, SEIU concurred with this proposal.

cc: Jim Hart, Sheriff-Coroner

**CIVIL SERVICE COMMISSION
2023 ATTENDANCE REPORT**

DRAFT

Meeting Dates, Time, and Location

In calendar year 2023 the Commission met in January, April, July, and October on the third Thursday at 5:45 p.m. Additionally, Commissioners hold the first Wednesday afternoon and third Wednesday all day of each month for potential appeal hearings. There were two (2) disciplinary appeal hearings in 2023.

Commission Structure

The Commission consists of five members, each nominated for full Board approval by each Supervisor. The Commission members in 2023 were: First District, Tamiko Collins; Second District, Steve Landau; Third District, Dina Hoffman; Fourth District, Olivia Madrigal; and Fifth District, Kevin Fink. In 2023, Fourth District Commissioner Madrigal was reappointed on January 31, 2023.

In January, the Commission elects a Chair and a Vice-Chair for one-year terms. In 2023 the Commission Chair was Steve Landau, and the Vice-Chair was Tamiko Collins.

Attendance

The columns below indicate Commission attendance for 2023:

Meeting	Hoffman	Madrigal	Fink	Landau	Collins
January 19	X	N/A	A	X	X
April 20	X	A	X	X	X
July 20	X	X	X	X	X
October 19 CANCELLED LACK OF QUORUM	N/A	N/A	N/A	N/A	N/A
Disciplinary Hrg					
September 20	X	X	A	X	X
November 28	X	A	X	X	A

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.

SUMMARY FOR DELEGATED CLASSIFICATIONS
October - December 2023

Department	Action	Proposed Class (if applicable)	Class After Personnel Study
General Services	Add new 1.0 FTE Position	Building Equipment Mechanic	Building Equipment Mechanic
General Services	Add new 1.0 FTE Position	Building Construction/Maintenance Worker II	Building Construction/Maintenance Worker II
General Services	Add new 1.0 FTE Position	Supervising Custodian	Supervising Custodian
General Services	Add new 1.0 FTE Position	Custodian Lead Worker	Custodian Lead Worker
General Services	Add (2) new 1.0 FTE Positions	Custodian	Custodian
General Services	Add new 1.0 FTE Position	Office Assistant III	Office Assistant III
General Services	Add new 1.0 FTE Position	Senior Accounting Technician	Senior Accounting Technician
Human Services	Add (13) new 1.0 FTE Positions	Benefit Representative Trainee	Benefit Representative Trainee
Human Services	Retitle of the Senior Social Worker (B) classification	Senior Social Worker FCS/APS	Senior Social Worker FCS/APS
Human Services	Retitle of the Social Work Supervisor II (B) classification	Social Work Supervisor II FCS/APS	Social Work Supervisor II FCS/APS
Human Services	Alternate Staffing of a 1.0 FTE Position	Social Worker II/I	Social Worker II/I
Information Services	Add new 1.0 FTE Position	Personnel Payroll Clerk	Personnel Payroll Clerk
Information Services	Add new 1.0 FTE Position	IT Manager II	IT Manager II
Public Works	Vacant Reclassification of Engineering Tech III	Sr./Engineering Associate	Sr./Engineering Associate
Public Works	Vacant Reclassification of Civil Engineering	Project Manager	Project Manager
Sheriff-Coroner	Add new 1.0 FTE Position	Forensic Services Supervisor	Forensic Services Supervisor
Sheriff-Coroner	Alternate Staffing of a 1.0 FTE Position	Senior/Departmental Admin Analyst	Senior/Departmental Admin Analyst
Sheriff-Coroner	Alternate Staffing of a 1.0 FTE Position	Senior/Departmental Admin Analyst	Senior/Departmental Admin Analyst

**PROVISIONAL REPORT
October-December 2023**

Appointment Date	Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
No New Appointments for the Quarter					

Number of Provisional Appointments

Type of Appointment	October-December 2022	October-December 2023
Provisional	1	0
Provisional Promotion	2	0
Provisional Substitute	0	0
Provisional Substitute Promotion	1	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 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)