



# County of Santa Cruz

## PERSONNEL DEPARTMENT

AJITA PATEL, DIRECTOR  
701 OCEAN STREET, SUITE 510, SANTA CRUZ, CA 95060-4073  
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### MEMORANDUM

**DATE:** April 20, 2023  
**TO:** Civil Service Commission  
**CC:** Nisha Patel, Deputy Director  
Erin Morimoto, Employment Services Division Manager  
**FROM:** Ajita Patel, Personnel Director   
**RE:** **Streamlining Recruitment Process**

Replacement  
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Pocket

Attached for your consideration are rule changes that support improvements to the recruitment process. As we have discussed over the last few months, County staff would like to see the recruitment process streamlined while maintaining merit system principles. One of the elements identified as a starting place was to review the existing rules to assess potential improvements that meet the needs of the current employment environment.

Staff identified the attached changes in the Civil Service Rules (Personnel Regulations 130) which will allow flexibility and some adjustments in the timelines. Outlined below are the outcomes if your Commission approves the recommended changes:

- 1) Including "Recruitment" in the heading will clarify that this section is about launching the search.
- 2) Replacing the words "examination" with "recruitment" will clarify that Section V. A through E is about launching the search.
- 3) Deleting language in Section V. H. will create flexibility and allow interested candidates to sit for examinations as often as they want which in turn increases the applicant pool.
- 4) Replacing "rule of ten" with "rule of list" in Section VI. B. 3. g. will allow departments to receive the entire list upon request. This expands the candidate pool for departments who can interview as many candidates as they want in rank order. Currently departments receive the top ten names and must submit justification for additional names if candidates waive or fail to show for the interview. This process requires staff time on both ends and creates delays especially since we are seeing greater candidate

waives recently. Changing to this system will ensure merit principles and allow departments full access to all qualified candidates. They can plan and interview as many candidates as they want. This form of sourcing is essential in today's environment.

5) Replacing "five" days with "three" in Section VI. B. 4. & C. 6. and 7. acknowledges a reasonable notification timeline for alternate methods of communication (electronic mail and cell phones) which were not available when the rules were originally created.

6) Deleting Section VI. D. conforms to the concept of "rule of list" for any number of vacancies.

If your Commission approves these changes, Staff will proceed with submitting your recommendations to the Board of Supervisors for approval, subsequent to review with the County Administrative Officer and Personnel Department Staff. These initial changes are just the beginning of further exploration into modernizing merit system principles.



# County of Santa Cruz

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

### MEMORANDUM

**DATE:** April 17, 2023  
**TO:** Civil Service Commission  
**CC:** Nisha Patel, Deputy Director  
Erin Morimoto, Employment Services Division  
**FROM:** Ajita Patel, Personnel Director *A Patel*  
**RE:** **Streamlining Recruitment Process**

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Attached for your consideration are rule changes that support improvements to the recruitment process. As we have discussed over the last few months, County staff would like to see the recruitment process streamlined while maintaining merit system principles. One of the elements identified as a starting place was to review the existing rules to determine if there were easy improvements that might be valuable in meeting with needs of the current employment environment. Staff identified the attached changes which will allow flexibility and some adjustments in the timelines to recruit. We look forward to discussion at the next meeting.

6. the use or attempted use of influence to gain advantage during the examination or selection process;
7. any false statement of material fact in connection with any stage of the examination, selection, appointment or employment process;
8. any deception or fraud in any stage of the examination or selection process, such as directly or indirectly obtaining information regarding examinations to which, as an applicant, he/she was entitled or taking part in the compilation, administration or correction of the examinations;
9. failure to sign the Loyalty Oath required by law, or modifying the Loyalty Oath so as to substantially alter its intent;
10. failure to submit his/her application correctly or within the prescribed time limits; or
11. violation of provision of the Civil Service Rules, County Ordinances, or State laws (including Government Code Sections 31114 and 31115), or rules or regulations adopted pursuant thereto, governing personnel matters.

(Amended 2/5/85, Res. 17C-85, 6/27/17)

## **SECTION V – RECRUITMENT & EXAMINATIONS**

- A. Purpose of Examinations: A system of examination is to be used to determine whether candidates meet the standards and qualifications, and further to determine the relative qualifications of candidates to perform the duties of the positions they seek.
- B. Filing of Qualifications Statement: To qualify for examinations, candidates shall file a statement of qualifications upon a form or forms prescribed by the Personnel Director.
- C. Examination Recruitment Announcements: The official **examination recruitment** announcement will show:
  1. title and salary range for the class;
  2. typical duties to be performed;
  3. minimum qualification requirements as officially established and such alternative equivalent standards for education or experience as may be approved by the Personnel Director;
  4. which components of the examination process might be administered during the process, but allow the actual components of the examination process to be determined after the final filing date based on number of applicants and level of applicants qualifications;
  5. other special conditions for admission to the examination, certification and employment; and
  6. final date applications may be filed if established.

D. Publicizing Recruitments Examinations: Examination aAnnouncements shall be released in sufficient time to provide a reasonable time for filing applications. Except for continuous recruitment, public announcement of all ~~entrance examinations recruitments~~ shall be made at least seven calendar days in advance of the closing date for receipt of applications. ~~Examinations, however, may be announced on a continuous basis.~~

E. Application Review:

1. An applicant who is not admitted to an examination because of failure to meet the basic employment standards or additional screening criteria which may include a competitive screening of qualifications, used in determining finalists shall be notified by either U.S. mail, telephone or electronic mail. Following the notice of application review, additional information may be provided by the applicant to the Personnel Director to demonstrate that the applicant meets the minimum qualifications for the position. This information must be provided before the date of the examination is established. The Personnel Director shall review any additional information, take appropriate action, and notify the applicant of the appropriate action.

Appeals:

2. Appeal of examination questions. Appeals of individual examination questions must be filed with the Personnel Director immediately following the administration of the examination component containing the appealed question. Appeals of an examination question will not be accepted once a grade has been assigned. Appealed questions will be reviewed by subject matter experts and testing specialists who will make a final determination on the retention or deletion of the question.
  3. Other examination appeals. Any appeal of an examination practice not covered in paragraphs 1 or 2 above must be filed in writing with the Personnel Director immediately following the administration of the examination practice. Appeals of an examination practice will not be accepted once a grade has been assigned. The Personnel Director shall respond to all appeals filed in a timely manner. Appeals of the Personnel Director's decision may be filed with the Civil Service Commission within 7 days of notice of the response of the Personnel Director. The Civil Service Commission shall review the appeal and the response of the Personnel Director and shall make a determination. The Civil Service Commission may use its discretion as to whether the appellant shall appear in person. The decision of the Civil Service Commission on any appeal shall be final.
- F. Nature of Tests. The Personnel Director shall prepare or direct the preparation of such tests of knowledge, skill, ability, personal or physical characteristics as may be required to determine the fitness of candidates, which tests may be written, oral, in the form of ratings of training and experience, or in the form of practical demonstrations of skill, or in any combination of these which may be most practicable.
- G. Assignment of Examination Weights. The Personnel Director shall assign weights to each part of the examination. The weights assigned to each part of the examination may be determined after the final filing date.
- H. Frequency of Examinations. Examinations may be given as frequently as the needs of County Government may require or justify. ~~Except for equivalent forms of the same test, candidates who have taken the written, oral or performance portion of an examination may not take the~~

~~same examination until 90 calendar days have elapsed from the original examination date. Subject to determination by the Personnel Director, a candidate may or may not be required to retake portions of an examination that were originally passed dependent upon the similarity of the examination content, with the exception that the entire examination must be retaken after 180 days have elapsed from the date of original examination. If an individual has been continuously employed in a class for Santa Cruz County which requires the same or higher skill level, the Personnel Director may waive this retake provision.~~

- I. Examination Review. To ensure that future use of tests will not be invalidated, contents of written, oral or performance examinations are not subject to review.
- J. Term of Candidate's Eligibility. The 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 eligible lists shall remain in effect for a maximum period of two years subject to the needs of various County departments as determined by the Personnel Director. However, if a list is abolished prior to being in effect for a period of six months, the applicants on that list may transfer their eligibility to any new list established for the same position. The term of the applicants eligibility shall continue from the date of the establishment of the original list.
- K. Scoring Examinations: The Personnel Director shall determine a final score for each applicant's examination in accordance with the weights for the several parts. Failure in any part of an examination shall disqualify the applicant in the entire examination. Subject to rules regarding veteran's preference, all applicants for the same class of position shall be accorded uniform and equal treatment in all phases of the examination procedure. The Personnel Director shall use appropriate techniques and procedures in scoring examination and for setting the passing grade, due regard may be given to the number of candidates and to the number of vacancies which may reasonably be expected to occur in the life of the eligible list.
- L. Rating of Training and Experience: If training and experience form a part of the total examination, the Personnel Director shall determine a procedure for the evaluation of the training and experience qualifications of the various applicants. Due regard shall be given to recency and quality, as well as quantity of experience and to the pertinence of the training.
- M. Investigations: The Personnel Director may establish rules and procedures for investigating and verifying the applicant's training, experience, character, and fitness.
- N. Veteran's Preference Credit: In establishing eligible lists resulting from examinations, the Personnel Director shall include the 5 percent credit for veteran's preference on open examinations, wherever appropriate, provided by the County Civil Service Ordinance. Applicants shall submit proof of military service by the final filing date.
- O. Oral Examinations: When an oral examination forms part of a total examination, the Personnel Director shall appoint an examination board, which shall consist of three or more persons, of which at least one shall be familiar with the requirements of the job or character of work in the class examined. In the event of last minute circumstances, beyond the control of the Personnel Director, an oral board of two members may render an official rating. Appointing authorities may observe oral examinations but shall not serve as raters for positions for which they are the appointing authority.

- P. Notice of Examination Results: Each applicant passing all parts of the examination shall be notified by the Personnel Director of the final rating as soon as the eligible list is established. Eligibles, upon written request and presentation of proper identification, shall be entitled to information concerning their relative position on a list. Applicants who fail any part of the examination or the total examination shall be notified of their failure.
- Q. Establishing of Eligible Lists: After each examination, the Personnel Director shall prepare an eligible list of persons with passing grades. The names of such persons shall be placed on the eligible list in the order of their final rating starting with the highest. The names of all eligibles with the same (tied) score will be certified together.
- R. Alternate Eligible Lists: If a vacancy exists in a class for which there is no eligible list, or there are five or fewer applicants available from the eligible list, the Personnel Director may prepare an appropriate eligible list for the class from one or more existing eligible lists. For this purpose, the Personnel Director shall select eligible lists for classes for which the minimum qualifications and examinations are similar to or higher than those required for the class in which the vacancy exists.
- S. Manpower Training Lists
1. At the request of the appointing authority and with the approval of the Personnel Director, an individual who has satisfactorily completed a minimum of 1040 hours of service in a manpower training program, established for entry level positions and approved by the Personnel Director, may be placed on a manpower training employment list. (Amended 6/9/81)
  2. Such a request must be in writing and include an evaluation of the individual's work performance. Such satisfactory and approved work performance shall constitute the examination process.
  3. The individual must meet all minimum requirements for the entry level class and serve the standard probationary period upon appointment.
- T. Transfer of Eligibility: Upon approval by the Personnel Director, the names of individuals having permanent status under the classified service of a public agency operating a civil service or merit system recognized by the California County Merit System may be placed on an open employment list for a comparable class in the Santa Cruz County Service. In each case, the following conditions must be met:
1. The class in which employment is contemplated must possess the same or lesser minimum qualifications as the class in which the individual holds permanent status.
  2. The individual must have been employed by the other public agency within one year prior to the date of his/ her application to the County of Santa Cruz.
  3. There must be written information submitted by the other public agency and on file with the Personnel Department confirming the individual's permanent status and containing the following statements:
    - (a) The employment record of the individual has been entirely satisfactory.

- (b) The individual has not been separated nor been considered for separation, due to fault or delinquency on his/her part.
  - (c) The individual was appointed to the class in which he/she holds permanent status from an eligible list resulting from a qualifying or competitive examination.
  - (d) If not currently employed by the other agency, the individual is eligible for re-employment in the class in which he/ she holds permanent status.
  - (e) The class in which permanent status is held appears to the other public agency to be closely related and comparable or greater in duties and qualifications to the class in which employment with Santa Cruz County is contemplated.
4. The names of such individuals shall be placed on the employment list in the order of their approval and shall follow any names which may already appear on the employment list. (Amended 11/22/83)

U. Qualifying Examinations. A "qualifying examination" is defined as a non-competitive examination. The result of such an examination is either a "pass" or "fail"; there is no rank on an eligible list. Qualifying examinations may be held at the discretion of the Personnel Director to test fitness:

1. For transfer or demotion of a permanent or probationary employee to a vacancy in a different class within the same occupational group; or
2. When an entire class is being reclassified, involving the abolition of the former class and reclassification of all positions to a higher class; or
3. When a position is reclassified upward and it is clear that the duties of the position have evolved without any purpose on the part of anyone to evade the competitive principles of the merit system, provided that the incumbent has occupied the position for at least one year and the reclassification is between classes in the same occupational group; or
4. When an employee is in a position that is reclassified and the reclassification represents a transfer or demotion in relationship to the former class and is within the same occupational group; or
5. For promotion of an incumbent to the next higher alternate class approved by the Civil Service Commission for a position; or
6. For appointment to a position in a class in which an employee had previous status, in accordance with County Code Section 4.05.520 (Appointment to Previous Class); or
7. For placement on a Manpower Training List in accordance with Civil Service Rules, Section V. S. 1; or
8. When ten or less applicants for an examination meet the minimum qualifications, and the examination consists of an evaluation of the training and experience qualifications of the applicants; provided, however, that the examination announcement must so state that this provision may be applied. (Amended 1/4/83)



(Revised 12/11/79; 1/15/80; 1/4/83 Reissued 6/84)

## **SECTION VI - APPOINTMENT AND PROBATION**

- A. Notification of Vacancy. When a vacancy exists, for which a replacement is desired, the department head shall inform the Personnel Director of the class title and special qualifications necessary in filling the position.
- B. Certification of Eligibles.
1. Definitions
    - a. Alternate Eligible Lists. An eligible list for a class with comparable or higher employment standards than the class with a vacancy, when no eligible list is available or there are five or fewer applicants available from the list for the class in which the vacancy exists.
    - b. Alternate Employment Lists. An employment list, other than an Open Competitive or Promotional Eligible list, for a class with comparable or higher employment standards than the class with a vacancy.
    - c. Certification. The official submission by the Personnel Director to an appointing authority of the names of eligibles from an appropriate employment list.
    - d. Eligible. A person whose name is on an employment list.
    - e. Eligible List. An official list of names of applicants who successfully passed an examination for a class and whose names are assigned in order of rank for certification to positions in a specific class.
    - f. Employment List. A list of persons who may be considered for employment or re-employment in a class.
    - g. Overfill List. A list of permanent or probationary employees whose positions have been reclassified downward but who remain in their former class, and whose names may be considered for appointment to a vacant, regular position in the same class.
    - h. Re-entry List. A list of employees who were laid off or displaced when probationary, whose names may be considered for appointment to a vacant position in the class from which laid off or displaced. (Amended 11/22/83)
    - i. Right To Return to Former Class List. A list of employees who have a right to return to their former class because of a release from a promotional probationary period or probation period resulting from a reclassification. This list shall not include the names of employees who were released from probation following a voluntary or involuntary demotion.
    - j. Re-employment List. A list of permanent displaced employees who were permanent when displaced or laid off, whose names may be considered for reappointment to a vacant position in the class from which laid off or displaced.

2. Priority of Use of Types of Employment Lists.

The Personnel Director shall certify to the appointing authority the names and addresses of eligibles who have demonstrated by examination that they are qualified to perform the duties of the class and that they have the required special qualifications.

The appointing authority shall fill the vacancy by appointing or reappointing a person from among those certified. (An appointing authority may also fill a vacancy through other provisions including demotion and appointment to a prior class, when appropriate.)

The order in which lists will be certified shall be as follows:

- a. Departmental Overfill List. Certification from a departmental overfill list takes precedent over all other types of certification. No other types of appointments are possible in the face of a department overfill list unless the employee(s) so decline(s) the offer of employment.
  - b. Departmental Re-employment List. Certification of departmental re-employment takes precedent over all other types of certification, except a departmental overfill list.
  - c. Departmental Right To Return to Former Class List. Certification of departmental Right to Return to Former Class takes precedent over other types of lists except a departmental overfill and a departmental re-employment list.
  - d. Countywide Overfill List.
  - e. Countywide Re-employment List.
  - f. Countywide Right To Return to Former Class List.
  - g. Open Competitive and Promotional Eligible Lists.
  - h. Transfer, Reinstatement, Re-entry, and Manpower Training Lists. Certification from Transfer, Reinstatement, Re-Entry, and Manpower Training Lists may be made along with Certification from eligible lists. (Amended 11/22/83)
  - i. Alternate Eligible Lists. Certification from an alternate eligible list may be made when there are 5 or fewer applicants available from the eligible list for the class in which the vacancy exists.
  - j. Alternate Employment Lists. Certification from an alternate employment list may be made when there are five or fewer applicants available from the eligible list for the class in which the vacancy exists.
3. Order in which Names are Certified from List.  
Amended 10/1/85 Res.550a-85; 11/22/94 Res. 561-94;
- a. Departmental Overfill List. Certification from a departmental overfill list is on a "rule of one" basis -- one name for one vacancy in order of seniority. The person certified must be offered the vacancy. The names of all persons with the same (tied) seniority will be certified together. The department may select from among those with the same seniority.

- b. Departmental Re-employment List. Certification from a departmental re-employment list is on a "rule of one" basis -- one name for one vacancy in order of seniority. The person whose name is certified must be offered the vacancy. The names of all persons with the same (tied) seniority will be certified together. The department may select from among those with the same seniority.
- c. Departmental Right to Return to Former Class List. Certification from a departmental right to return to former class list is on a "rule of one" basis -- one name for one vacancy in order of seniority. The persons whose name is certified must be offered the vacancy. The names of all persons with the same (tied) seniority will be certified together. The department may select from among those with the same seniority.
- d. Countywide Overfill List. All names on the countywide overfill list are certified together as a bloc in no particular order.
- e. Countywide Re-employment List. All names on the countywide re-employment list are certified in a bloc in order of seniority.
- f. Countywide Right to Return to Former Class List. All names on the countywide right to return to former class list are certified in a bloc in order of seniority.
- g. Open Competitive and Promotional and Extra-Help Eligible Lists.
  - 1) Certification from open competitive and promotional eligible lists is on a ~~"rule of ten" "rule of list"~~ basis ~~– entire list for vacant position in exam score order. – ten names for one vacant position in exam score order. If there is more than one vacancy, an additional name is certified for each additional vacancy. The names of all eligibles with the same (tied) score will be certified together. (While the Personnel Director may refer an entire eligible list, only those certified may be considered by the appointing authority for one vacancy.)~~
  - 2) For eligible lists for classes that are exclusively extra help, such as those for summer programs, the Personnel Director may certify an entire eligible list and the department may contact as many candidates as necessary, in examination score order, to meet their time line and staffing needs, provided that all candidates above those selected have been interviewed and cause for non-selection has been documented per standard procedure where required.
  - 3) The Personnel Director may selectively certify applicants that possess bona fide occupational qualifications which are specific to the position being filled.
  - 4) For hard-to-recruit-for positions, as defined by the Personnel Director, the Personnel Director may certify an entire eligible list. ~~The appointing authority may consider, as a maximum, those eligibles which are certifiable as provided elsewhere in these rules.~~
- h. Transfer, Re-entry and Reinstatement Lists. All names are referred together as a bloc in no particular order. (Amended 11/22/83)

- i. Manpower Training List. All names on the Manpower Training List are referred together as a bloc. Names appear on the list in order of the date on which placed on the list.
  - j. Alternate Eligible List. Names on an alternate eligible list developed from an open competitive or promotional eligible list shall be certified on the same basis as certification from a regular open competitive or promotional eligible list.
  - k. Alternate Employment Lists. Names on alternate list developed from other than an open competitive or promotional eligible list shall be certified together as a bloc in no particular order.
4. Interview Requirements. Amended 10/1/85 Res.550a-85
- a. Re-interview Provisions (all lists). When the department official making the hiring decision (from the eligibles certified) has already interviewed an individual for a previous certification for the class within the previous six months, the official may make a hiring decision without conducting an additional interview with the individual. Notwithstanding the above, the Personnel Director may require the departmental official to conduct and additional interview with the individual. (Amended 1/4/83)
  - b. Countywide Overfill List. Departments must offer to interview all persons on the list prior to receiving certification from another employment list with a lower priority.
  - c. Countywide Re-employment List. Departments must offer all persons on a countywide re-employment list the opportunity to be interviewed, provided, however, that when an open competitive or promotional eligible list and a re-employment list exist for the class, the appointing authority may be authorized to make a selection from the eligible list by the Personnel Director.
  - d. Countywide Right to Return to Former Class List. Departments must offer to interview all persons on the list prior to receiving certification from another employment list with a lower priority.
  - e. Open Competitive and Promotional Eligible Lists. As there is both an open competitive and promotional eligible list, departments may interview eligibles on both lists. However, departments need only interview from one list.

A department may request eligible lists on one of the following bases, unless approval is granted under 4a, above:

- 1) Departments may directly request the eligible lists and assume the responsibility of contacting the eligible candidates. Departments must offer to interview all persons on such a list above the eligible they choose to hire prior to making an offer of employment.
- 2) Departments may request Personnel to notify candidates on the eligible lists. Departments must offer to interview all persons who respond within five working days to a notice from the Personnel Department. Failure to respond to this notice will not automatically remove a candidate from an eligible list.

- f. Transfer, Reinstatement, Re-Entry and Manpower Training Lists. Departments may interview as few or as many as deemed necessary. There is no requirement that persons be interviewed or selected except that all persons on a re-entry list must be offered an interview. (Amended 11/22/83)
- g. Alternate Eligible List. Departments must offer to interview all persons on an alternate eligible list who respond within **three five** working days to a notice from the Personnel Department unless approval is granted under 4a, above. Failure to respond to this notice will automatically remove a candidate from an eligible list.
- h. Alternate Employment Lists. Departments may interview as few or as many persons on an alternate list developed from an employment list other than an open competitive or promotional eligible list. There is no requirement that persons be interviewed or selected.

C. Withholding or Removal of Names from Certification.

- 1. Overfill and Re-employment Lists - General. The names of persons who separate from County service voluntarily or for cause shall be removed from departmental and countywide overfill and re-employment lists.
- 2. Departmental Overfill List. An employee who declines an offer to be interviewed or an offer of appointment from a Departmental Overfill List shall have his/her name removed from the departmental and countywide overfill lists.
- 3. Departmental and Countywide Re-employment Lists. A laid off employee on a departmental or countywide re-employment list shall remain on those re-employment lists until:
  - a. He/she refuses one offer of an interview for, or one offer of re-employment in any department in the class from which laid off; OR
  - b. 24 months have elapsed from the date of original layoff, whichever occurs first.

A laid off employee's name may also be removed from re-employment lists on evidence that the person cannot be located by postal authorities.

The name of a person on a re-employment list who fails to reply within ten working days to a written certification notice shall be removed from the re-employment list. Such person's name may be restored to the list upon written request by the person.

Should a person serving a probation period as a result of an appointment from a countywide re-employment list not pass probation, that person's name shall be restored to the departmental and countywide re-employment lists for the period provided above, beginning from the date of restoration.

- 4. Departmental and Countywide Right to Return to Former Class List. An employee on a departmental or countywide right to return list shall remain on those lists until:
  - a. He/she refuses one offer of an interview for, or one offer of appointment in any department in the class; OR
  - b. 24 months have elapsed from the list was established; whichever occurs first.

5. Countywide Overfill List. An employee who refuses three offers of interview and/or appointment from a countywide overfill list shall have his/her name removed from the departmental and countywide overfill lists.
6. Open Competitive, Promotional, Extra-Help Eligible Lists.  
(Amended 2/5/85 Res. 17C-85)
  - a. Removal or withholding of names.
    - (1) The Personnel Director may remove the name of an eligible person from an eligible list for any of the reasons stipulated in Civil Service Rules Section IV B.
    - (2) The Personnel Director may remove a name from the eligible list on evidence that the eligible person cannot be located by postal authorities.
    - (3) The Personnel Director may remove the name of an eligible person that waives an interview three or more times during the life of the eligible list for the same classification. Such persons name may be restored to the list upon written request by the person and approved by the Personnel Director.
    - (4) The Personnel Director may withhold a name from certification on receipt of a statement from the eligible declining an appointment to a position.
    - (5) The Personnel Director may withhold a name from certification on receipt of a statement from the eligible stating he/she no longer desires consideration for a position in the class.
    - (6) The name of an eligible who fails to reply within **three five** working days to a written notice shall be removed from the list. Such person's name may be restored to the list upon written request by the person.
    - (7) The name of an eligible who fails to appear for a scheduled interview shall be removed from the list. Such person's name may be restored to the list upon written request from the person listing a reasonable excuse for the failure to appear.
    - (8) The Personnel Director may remove an eligible name from the list where the appointing authority has filed a valid job related objection to the person remaining on the list.
    - (9) The name of an eligible who accepts an offer of employment and subsequently declines employment shall be removed from the list.
  - b. The Personnel Director shall promptly notify the eligible in writing of the removal or withholding of the eligible's name from certification and the reason therefore, so as to allow sufficient time for an appeal for 1), 3), 8), and 9) in (a) above. The eligible's name shall be returned to the eligible list upon showing cause satisfactory to the Personnel Director or in accordance with the decision of the Commission upon appeal.
7. Transfer, Reinstatement, Re-entry and Manpower Training Lists.

- a. The Personnel Director may remove the name of a person from a Reinstatement, Re-Entry, or Manpower Training List for any of the reasons stipulated in Civil Service Rules Section IV B.
  - b. The Personnel Director may remove a name from a list on evidence that the person cannot be located by postal authorities.
  - c. The Personnel Director may withhold a name from certification to a department in which the appointing authority passes over the eligible's name in connection with three separate appointments, if the appointing authority submits valid reasons for withholding certification.
  - d. The name of a person on a list who fails to reply within **three five** working days to a written notice shall be removed from the list. Such person's name may be restored to the list upon written request by the person.
8. The Personnel Director shall promptly notify in writing persons on employment lists whose names are removed from employment lists, under the provisions of Paragraph C, "Withholding or Removal of Names from Certification," and the reasons therefore. (Amended 11/22/83; 2/7/84)
- D. Certification Methods. While the Personnel Director may refer an entire eligible list to a department, the appointing authority may consider, as a maximum, those eligibles which are certifiable as provided elsewhere in these rules.

~~If more than one vacancy in the same class is involved, one additional eligible may be considered for each additional vacancy.~~

E. Probation:

1. Length of Probationary Period. Except as provided elsewhere in these rules, a probationary period equivalent to no less than six months shall apply to all classes with the exception of certain classes approved by the Civil Service Commission which will have a probationary period equivalent to no more than one year. The Personnel Department will maintain a current list of these classes.

Notwithstanding the above, a probation period may be extended for a maximum of two months upon mutual agreement of the employee and the appointing authority. Such agreement shall be in writing and dated prior to the end of the regular probation period for the employee's classification.

An employee appointed from a County re-employment list to a position in a different department from the one from which laid off shall serve a probation period equivalent to six months regardless of the length of the probation period specified immediately above.

2. Probationary Status. No employee shall attain permanent status in any County classification without first having successfully completed the probation period for that classification. All persons appointed to regular or limited term positions in the classified service shall serve a probationary period if appointed to any class in which they have not previously held permanent status. A probationary period must also be served upon: reinstatement, substitute appointment, voluntary and involuntary demotion, appointment to a former higher class,

appointment to a position in the classified service from non-civil service status, re-designation of a classification from civil service exempt (i.e., at will) to civil service non-exempt (i.e., for cause), and appointment from a Countywide re-employment list.

A probationary employee who transfers to a new department or classification shall begin a new probation period in the new department or class. However, an employee serving a probation period as a result of an appointment from a Countywide re-employment list who transfers back to the original department from which laid off shall not serve a new probation period in that class in the original department if he/she had successfully completed probation prior to being laid off.

3. Removal of Unsatisfactory Probationers. If the appointing authority finds that the probationary employee is not satisfactory, the appointing authority shall remove the employee by notice in writing, with a copy to the Personnel Director, stating the reasons, and the decisions of the appointing authority in the matter shall be final.

Employees who have been rejected during a promotional probation period or probation period resulting from a reclassification shall be reappointed to a vacant position or a position held by a probationary employee in their former class and former department from which promoted or transferred, provided they had permanent status in the former class. In the event that there is no vacant position or position held by a probationary employee in their former class and department, the removed employee shall be reappointed to any vacant position or position held by a less senior probationary employee in the County. If there is no vacant position or position held by a probationary employee in the County, the removed employee will be placed on a departmental (the employee's former department) and countywide Right to Return to Former Class employment list. If there is an extra help assignment available, the removed employee will be allowed to bump into this assignment (in accordance with existing extra help restriction), while remaining on the employment list. In the event that the removed employee's former class is obsolete and/or no positions are budgeted in the County, the employee will be placed on one alternate eligible list which most closely relates to the former class as determined by the Personnel Director, with the same rights on the eligible list or for bumping into extra help as if it were the employee's former class. The above-described right to return to former class shall not apply to employees who are rejected during any type of probation period other than promotional probation or probation resulting from reclassification. (Amended 11/22/83; 2/7/84, 10/19/94; 5/2/95; 1/10/06)

F. Restoration of Probationary Employees to Eligible List.

1. Removed Probationary Employees. If the Personnel Director finds that the removal of a probationary employee pursuant to Section VI E3, above, would not necessarily disqualify the candidate for other employment, the Personnel Director may restore the removed probationary employee to the list for consideration for vacancies in departments other than the one in which he/she was removed.
2. Laid Off or Displaced Probationary Employees. Probationary employees who are laid off or displaced shall have their names restored to the eligible list from which appointed. (Amended 11/22/83)

G. 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 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)
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)

H. Emergency Appointments. If any department head finds it necessary to make an appointment without regard to the provisions of these rules in order to prevent the stoppage of public business, loss of life, or damage to persons and property, he may make an emergency appointment without reference to the eligible list, provided that he shall report the appointment to the Personnel Director, the County Administrative Officer and the Auditor-Controller as soon as the emergency condition reasonably permits, and provided that no such original appointment continues for more than thirty working days. An original emergency appointment may be extended for up to thirty (30) days at the request of the department head, with the approval of the Personnel Director and notice to the County Administrative Officer, the Auditor-Controller, and the Board of Supervisors. (Res. 222-90, effective 5/22/90)

I. Extra Help Appointments.  
(Amended 11/22/94 Res. 561-94)

1. Extra-help appointments are limited to a maximum of 999 hours in a fiscal year. (Amended 10/1/85, Res. 550a-85)
2. Extra-help appointments shall be made, when possible, from suitable eligible lists. With the exception of persons on eligible lists established exclusively for extra help, the acceptance

or refusal to accept extra help employment on the part of persons on the eligible list shall not be a bar to appointment to a regular position from such eligible list. In the absence of suitable eligible lists, extra help appointments may be made of qualified persons.

3. Extra help appointments may be made from persons participating in the Recall Program which includes a "recall list" for former employees receiving unemployment insurance benefits from the County. Participating persons are subject to the time lines specified by the Recall Program. The "recall list" from this program will not be considered a standard employment list for purposes of these rules.
  4. To appoint an extra help employee other than from an eligible list, a copy of application for employment shall be submitted to the Personnel Director for prior approval.
  5. No time served under an extra help appointment shall contribute towards acquiring probationary, provisional, or permanent status, nor shall extra help employees be entitled to other rights extended to regular County employees appointed to budgeted positions.
- J. Substitute Appointments. A substitute appointment may be made to a position in the Classified Service for a vacancy created by an authorized absence, or for a vacancy created by an extended disability leave covered under Labor Code Section 4850. A substitute appointment may be accomplished through a probationary or provisional appointment. Notwithstanding any other provisions of these rules, a person appointed as a substitute retains probationary or provisional status during the entire period of leave of absence not to exceed one (1) year in length. If after one (1) year a substitute appointment is not transitioned to a regular probationary appointment he/she will be terminated. The substitute appointment will end concurrent with the return from leave of the incumbent, unless the department head authorizes an overlap of up to ten (10) working days. The name of any person appointed as a substitute shall remain on any eligible list they are on at the time of the substitute appointment, or any eligible list they may be placed on during the substitute appointment. (Amended 8/12/81; Res. 222-90, 4/17/90)

Probationary service accrued during a substitute appointment may be credited towards permanent status provided that:

1. at the expiration of the substitute appointment the employee is selected from the eligible list for appointment to a permanently vacated position; and
  2. the employee was evaluated on a regular basis as prescribed in these rules during the period of substitute appointment and received overall satisfactory or better evaluations; and
  3. the department head certifies that the employee was assigned the full range of duties and responsibilities during the period of substitute appointment and performed satisfactorily or better.
- K. Temporary Underfill. A "temporary underfill" is defined as the filing of a vacant position at a lower class level than authorized by the Civil Service Commission for a limited time.

The purpose of a temporary underfill is to provide flexibility to appointing authorities:

1. When there has been a reorganization or reassignment of duties pending classification review and action, a position may be temporarily underfilled pending classification for a maximum of six months with the approval of the Personnel Director.

2. To fill a position at a lower level in the same occupational group for training or administrative purposes when such action would not evade or be detrimental to the merit principles. A position may be temporarily underfilled for such purposes for a maximum of one year with the approval of the Personnel Director.

- L. Appointment to Previous Class. As an alternate to appointment from an employment list, other than a departmental re-employment or departmental overfill list, upon approval of the appointing authority and Personnel Director, any current permanent or probationary employee included in or excluded from the Classified Service may be appointed to a vacant position in a class in which permanent status was previously acquired. The Personnel Director may require a qualifying examination depending upon the time lapse and change in employment standards or concept of the previous class. The Personnel Director shall administer a qualifying examination when more than two years have elapsed since the employee had status in the previous class.

Employees who return to a previous class at a higher level shall serve a new probationary period.

- M. Demotion. As an alternative to appointment from an employment list, other than a departmental re-employment or departmental overfill list, employees in the Classified Service may be assigned from a position in one class to a position in a lower class on either a voluntary or involuntary basis, with the approval of the appointing authority and Personnel Director. In all cases, the employee must meet the current employment standards for the lower class. (Amended 1/4/83) Employees who do not successfully complete the probationary period in the class to which they voluntarily or involuntarily demote have no right to return to their former higher class even if they previously attained permanent status in that higher class.

- N. Work in a Higher Class. In the event of a paid absence of more than 80 hours of service for other than vacation, annual leave or administrative leave, an employee may be temporarily assigned to perform the duties of a position in a higher class at the pay range authorized for the higher class, with the approval of the Personnel Director. No such temporary assignment shall continue longer than 90 days except that one additional temporary appointment for a maximum of 90 days may be authorized by the Personnel Director, provided that valid reasons exist to justify the extension.

This provision may be applied when the employee in the higher class is absent because of illness and is using annual leave, vacation, or administrative leave, following exhaustion of all accrued sick leave.

In all cases, the employee must meet the employment standards for the higher class, and must be appointed from an appropriate employment list if one exists.

No time served in a Work in a Higher Class appointment shall contribute towards acquiring probationary or permanent status in the higher class.

A Memorandum of Understanding between the County and a recognized employee organization may provide for work in a higher class appointment for a period of a paid absence or leave without pay of less than 80 hours of service, that such temporary assignments may be limited to a maximum period of less than 90 days (and one additional temporary appointment for a maximum period of less than 90 days), for such appointments of an employee who meets

the employment standards for the higher class but who may not be on an appropriate employment list, and/ or for such temporary assignments to cover for periods of paid leave and leaves of absence without pay. (Amended 12/22/87; 4/17/90)

(Section VI Amended 8/19/2014, Res. 195-2014)



# County of Santa Cruz

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## PERSONNEL DEPARTMENT

AJITA PATEL, DIRECTOR  
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### MEMORANDUM

**DATE:** April 17, 2023

**TO:** Civil Service Commission

**CC:** Nisha Patel, Deputy Director  
Erin Morimoto, Employment Services Division

**FROM:** Ajita Patel, Personnel Director *Ajita Patel*

**RE:** **Streamlining Recruitment Process**

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Attached for your consideration are rule changes that support improvements to the recruitment process. As we have discussed over the last few months, County staff would like to see the recruitment process streamlined while maintaining merit system principles. One of the elements identified as a starting place was to review the existing rules to determine if there were easy improvements that might be valuable in meeting with needs of the current employment environment. Staff identified the attached changes which will allow flexibility and some adjustments in the timelines to recruit. We look forward to discussion at the next meeting.

6. the use or attempted use of influence to gain advantage during the examination or selection process;
7. any false statement of material fact in connection with any stage of the examination, selection, appointment or employment process;
8. any deception or fraud in any stage of the examination or selection process, such as directly or indirectly obtaining information regarding examinations to which, as an applicant, he/she was entitled or taking part in the compilation, administration or correction of the examinations;
9. failure to sign the Loyalty Oath required by law, or modifying the Loyalty Oath so as to substantially alter its intent;
10. failure to submit his/her application correctly or within the prescribed time limits; or
11. violation of provision of the Civil Service Rules, County Ordinances, or State laws (including Government Code Sections 31114 and 31115), or rules or regulations adopted pursuant thereto, governing personnel matters.

(Amended 2/5/85, Res. 17C-85, 6/27/17)

## **SECTION V – RECRUITMENT & EXAMINATIONS**

- A. Purpose of Examinations: A system of examination is to be used to determine whether candidates meet the standards and qualifications, and further to determine the relative qualifications of candidates to perform the duties of the positions they seek.
- B. Filing of Qualifications Statement: To qualify for examinations, candidates shall file a statement of qualifications upon a form or forms prescribed by the Personnel Director.
- C. Examination Recruitment Announcements: The official **examination recruitment** announcement will show:
  1. title and salary range for the class;
  2. typical duties to be performed;
  3. minimum qualification requirements as officially established and such alternative equivalent standards for education or experience as may be approved by the Personnel Director;
  4. which components of the examination process might be administered during the process, but allow the actual components of the examination process to be determined after the final filing date based on number of applicants and level of applicants qualifications;
  5. other special conditions for admission to the examination, certification and employment; and
  6. final date applications may be filed if established.

D. Publicizing ~~Recruitments Examinations~~: Examination aAnnouncements shall be released in sufficient time to provide a reasonable time for filing applications. Except for continuous recruitment, public announcement of all ~~entrance examinations recruitments~~ shall be made at least seven calendar days in advance of the closing date for receipt of applications. ~~Examinations, however, may be announced on a continuous basis.~~

E. Application Review:

1. An applicant who is not admitted to an examination because of failure to meet the basic employment standards or additional screening criteria which may include a competitive screening of qualifications, used in determining finalists shall be notified by either U.S. mail, telephone or electronic mail. Following the notice of application review, additional information may be provided by the applicant to the Personnel Director to demonstrate that the applicant meets the minimum qualifications for the position. This information must be provided before the date of the examination is established. The Personnel Director shall review any additional information, take appropriate action, and notify the applicant of the appropriate action.

Appeals:

2. Appeal of examination questions. Appeals of individual examination questions must be filed with the Personnel Director immediately following the administration of the examination component containing the appealed question. Appeals of an examination question will not be accepted once a grade has been assigned. Appealed questions will be reviewed by subject matter experts and testing specialists who will make a final determination on the retention or deletion of the question.
  3. Other examination appeals. Any appeal of an examination practice not covered in paragraphs 1 or 2 above must be filed in writing with the Personnel Director immediately following the administration of the examination practice. Appeals of an examination practice will not be accepted once a grade has been assigned. The Personnel Director shall respond to all appeals filed in a timely manner. Appeals of the Personnel Director's decision may be filed with the Civil Service Commission within 7 days of notice of the response of the Personnel Director. The Civil Service Commission shall review the appeal and the response of the Personnel Director and shall make a determination. The Civil Service Commission may use its discretion as to whether the appellant shall appear in person. The decision of the Civil Service Commission on any appeal shall be final.
- F. Nature of Tests. The Personnel Director shall prepare or direct the preparation of such tests of knowledge, skill, ability, personal or physical characteristics as may be required to determine the fitness of candidates, which tests may be written, oral, in the form of ratings of training and experience, or in the form of practical demonstrations of skill, or in any combination of these which may be most practicable.
- G. Assignment of Examination Weights. The Personnel Director shall assign weights to each part of the examination. The weights assigned to each part of the examination may be determined after the final filing date.
- H. Frequency of Examinations. Examinations may be given as frequently as the needs of County Government may require or justify. ~~Except for equivalent forms of the same test, candidates who have taken the written, oral or performance portion of an examination may not take the~~

~~same examination until 90 calendar days have elapsed from the original examination date. Subject to determination by the Personnel Director, a candidate may or may not be required to retake portions of an examination that were originally passed dependent upon the similarity of the examination content, with the exception that the entire examination must be retaken after 180 days have elapsed from the date of original examination. If an individual has been continuously employed in a class for Santa Cruz County which requires the same or higher skill level, the Personnel Director may waive this retake provision.~~

- I. Examination Review. To ensure that future use of tests will not be invalidated, contents of written, oral or performance examinations are not subject to review.
- J. Term of Candidate's Eligibility. The 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 eligible lists shall remain in effect for a maximum period of two years subject to the needs of various County departments as determined by the Personnel Director. However, if a list is abolished prior to being in effect for a period of six months, the applicants on that list may transfer their eligibility to any new list established for the same position. The term of the applicants eligibility shall continue from the date of the establishment of the original list.
- K. Scoring Examinations: The Personnel Director shall determine a final score for each applicant's examination in accordance with the weights for the several parts. Failure in any part of an examination shall disqualify the applicant in the entire examination. Subject to rules regarding veteran's preference, all applicants for the same class of position shall be accorded uniform and equal treatment in all phases of the examination procedure. The Personnel Director shall use appropriate techniques and procedures in scoring examination and for setting the passing grade, due regard may be given to the number of candidates and to the number of vacancies which may reasonably be expected to occur in the life of the eligible list.
- L. Rating of Training and Experience: If training and experience form a part of the total examination, the Personnel Director shall determine a procedure for the evaluation of the training and experience qualifications of the various applicants. Due regard shall be given to recency and quality, as well as quantity of experience and to the pertinence of the training.
- M. Investigations: The Personnel Director may establish rules and procedures for investigating and verifying the applicant's training, experience, character, and fitness.
- N. Veteran's Preference Credit: In establishing eligible lists resulting from examinations, the Personnel Director shall include the 5 percent credit for veteran's preference on open examinations, wherever appropriate, provided by the County Civil Service Ordinance. Applicants shall submit proof of military service by the final filing date.
- O. Oral Examinations: When an oral examination forms part of a total examination, the Personnel Director shall appoint an examination board, which shall consist of three or more persons, of which at least one shall be familiar with the requirements of the job or character of work in the class examined. In the event of last minute circumstances, beyond the control of the Personnel Director, an oral board of two members may render an official rating. Appointing authorities may observe oral examinations but shall not serve as raters for positions for which they are the appointing authority.



- P. Notice of Examination Results: Each applicant passing all parts of the examination shall be notified by the Personnel Director of the final rating as soon as the eligible list is established. Eligibles, upon written request and presentation of proper identification, shall be entitled to information concerning their relative position on a list. Applicants who fail any part of the examination or the total examination shall be notified of their failure.
- Q. Establishing of Eligible Lists: After each examination, the Personnel Director shall prepare an eligible list of persons with passing grades. The names of such persons shall be placed on the eligible list in the order of their final rating starting with the highest. The names of all eligibles with the same (tied) score will be certified together.
- R. Alternate Eligible Lists: If a vacancy exists in a class for which there is no eligible list, or there are five or fewer applicants available from the eligible list, the Personnel Director may prepare an appropriate eligible list for the class from one or more existing eligible lists. For this purpose, the Personnel Director shall select eligible lists for classes for which the minimum qualifications and examinations are similar to or higher than those required for the class in which the vacancy exists.
- S. Manpower Training Lists
1. At the request of the appointing authority and with the approval of the Personnel Director, an individual who has satisfactorily completed a minimum of 1040 hours of service in a manpower training program, established for entry level positions and approved by the Personnel Director, may be placed on a manpower training employment list. (Amended 6/9/81)
  2. Such a request must be in writing and include an evaluation of the individual's work performance. Such satisfactory and approved work performance shall constitute the examination process.
  3. The individual must meet all minimum requirements for the entry level class and serve the standard probationary period upon appointment.
- T. Transfer of Eligibility: Upon approval by the Personnel Director, the names of individuals having permanent status under the classified service of a public agency operating a civil service or merit system recognized by the California County Merit System may be placed on an open employment list for a comparable class in the Santa Cruz County Service. In each case, the following conditions must be met:
1. The class in which employment is contemplated must possess the same or lesser minimum qualifications as the class in which the individual holds permanent status.
  2. The individual must have been employed by the other public agency within one year prior to the date of his/ her application to the County of Santa Cruz.
  3. There must be written information submitted by the other public agency and on file with the Personnel Department confirming the individual's permanent status and containing the following statements:
    - (a) The employment record of the individual has been entirely satisfactory.

- (b) The individual has not been separated nor been considered for separation, due to fault or delinquency on his/her part.
  - (c) The individual was appointed to the class in which he/she holds permanent status from an eligible list resulting from a qualifying or competitive examination.
  - (d) If not currently employed by the other agency, the individual is eligible for re-employment in the class in which he/ she holds permanent status.
  - (e) The class in which permanent status is held appears to the other public agency to be closely related and comparable or greater in duties and qualifications to the class in which employment with Santa Cruz County is contemplated.
4. The names of such individuals shall be placed on the employment list in the order of their approval and shall follow any names which may already appear on the employment list. (Amended 11/22/83)

U. Qualifying Examinations. A "qualifying examination" is defined as a non-competitive examination. The result of such an examination is either a "pass" or "fail"; there is no rank on an eligible list. Qualifying examinations may be held at the discretion of the Personnel Director to test fitness:

1. For transfer or demotion of a permanent or probationary employee to a vacancy in a different class within the same occupational group; or
2. When an entire class is being reclassified, involving the abolition of the former class and reclassification of all positions to a higher class; or
3. When a position is reclassified upward and it is clear that the duties of the position have evolved without any purpose on the part of anyone to evade the competitive principles of the merit system, provided that the incumbent has occupied the position for at least one year and the reclassification is between classes in the same occupational group; or
4. When an employee is in a position that is reclassified and the reclassification represents a transfer or demotion in relationship to the former class and is within the same occupational group; or
5. For promotion of an incumbent to the next higher alternate class approved by the Civil Service Commission for a position; or
6. For appointment to a position in a class in which an employee had previous status, in accordance with County Code Section 4.05.520 (Appointment to Previous Class); or
7. For placement on a Manpower Training List in accordance with Civil Service Rules, Section V. S. 1; or
8. When ten or less applicants for an examination meet the minimum qualifications, and the examination consists of an evaluation of the training and experience qualifications of the applicants; provided, however, that the examination announcement must so state that this provision may be applied. (Amended 1/4/83)

(Revised 12/11/79; 1/15/80; 1/4/83 Reissued 6/84)

## **SECTION VI - APPOINTMENT AND PROBATION**

- A. Notification of Vacancy. When a vacancy exists, for which a replacement is desired, the department head shall inform the Personnel Director of the class title and special qualifications necessary in filling the position.
- B. Certification of Eligibles.
1. Definitions
    - a. Alternate Eligible Lists. An eligible list for a class with comparable or higher employment standards than the class with a vacancy, when no eligible list is available or there are five or fewer applicants available from the list for the class in which the vacancy exists.
    - b. Alternate Employment Lists. An employment list, other than an Open Competitive or Promotional Eligible list, for a class with comparable or higher employment standards than the class with a vacancy.
    - c. Certification. The official submission by the Personnel Director to an appointing authority of the names of eligibles from an appropriate employment list.
    - d. Eligible. A person whose name is on an employment list.
    - e. Eligible List. An official list of names of applicants who successfully passed an examination for a class and whose names are assigned in order of rank for certification to positions in a specific class.
    - f. Employment List. A list of persons who may be considered for employment or re-employment in a class.
    - g. Overfill List. A list of permanent or probationary employees whose positions have been reclassified downward but who remain in their former class, and whose names may be considered for appointment to a vacant, regular position in the same class.
    - h. Re-entry List. A list of employees who were laid off or displaced when probationary, whose names may be considered for appointment to a vacant position in the class from which laid off or displaced. (Amended 11/22/83)
    - i. Right To Return to Former Class List. A list of employees who have a right to return to their former class because of a release from a promotional probationary period or probation period resulting from a reclassification. This list shall not include the names of employees who were released from probation following a voluntary or involuntary demotion.
    - j. Re-employment List. A list of permanent displaced employees who were permanent when displaced or laid off, whose names may be considered for reappointment to a vacant position in the class from which laid off or displaced.

2. Priority of Use of Types of Employment Lists.

The Personnel Director shall certify to the appointing authority the names and addresses of eligibles who have demonstrated by examination that they are qualified to perform the duties of the class and that they have the required special qualifications.

The appointing authority shall fill the vacancy by appointing or reappointing a person from among those certified. (An appointing authority may also fill a vacancy through other provisions including demotion and appointment to a prior class, when appropriate.)

The order in which lists will be certified shall be as follows:

- a. Departmental Overfill List. Certification from a departmental overfill list takes precedent over all other types of certification. No other types of appointments are possible in the face of a department overfill list unless the employee(s) so decline(s) the offer of employment.
  - b. Departmental Re-employment List. Certification of departmental re-employment takes precedent over all other types of certification, except a departmental overfill list.
  - c. Departmental Right To Return to Former Class List. Certification of departmental Right to Return to Former Class takes precedent over other types of lists except a departmental overfill and a departmental re-employment list.
  - d. Countywide Overfill List.
  - e. Countywide Re-employment List.
  - f. Countywide Right To Return to Former Class List.
  - g. Open Competitive and Promotional Eligible Lists.
  - h. Transfer, Reinstatement, Re-entry, and Manpower Training Lists. Certification from Transfer, Reinstatement, Re-Entry, and Manpower Training Lists may be made along with Certification from eligible lists. (Amended 11/22/83)
  - i. Alternate Eligible Lists. Certification from an alternate eligible list may be made when there are 5 or fewer applicants available from the eligible list for the class in which the vacancy exists.
  - j. Alternate Employment Lists. Certification from an alternate employment list may be made when there are five or fewer applicants available from the eligible list for the class in which the vacancy exists.
3. Order in which Names are Certified from List.  
Amended 10/1/85 Res.550a-85; 11/22/94 Res. 561-94;
- a. Departmental Overfill List. Certification from a departmental overfill list is on a "rule of one" basis -- one name for one vacancy in order of seniority. The person certified must be offered the vacancy. The names of all persons with the same (tied) seniority will be certified together. The department may select from among those with the same seniority.

- b. Departmental Re-employment List. Certification from a departmental re-employment list is on a "rule of one" basis -- one name for one vacancy in order of seniority. The person whose name is certified must be offered the vacancy. The names of all persons with the same (tied) seniority will be certified together. The department may select from among those with the same seniority.
- c. Departmental Right to Return to Former Class List. Certification from a departmental right to return to former class list is on a "rule of one" basis -- one name for one vacancy in order of seniority. The persons whose name is certified must be offered the vacancy. The names of all persons with the same (tied) seniority will be certified together. The department may select from among those with the same seniority.
- d. Countywide Overfill List. All names on the countywide overfill list are certified together as a bloc in no particular order.
- e. Countywide Re-employment List. All names on the countywide re-employment list are certified in a bloc in order of seniority.
- f. Countywide Right to Return to Former Class List. All names on the countywide right to return to former class list are certified in a bloc in order of seniority.
- g. Open Competitive and Promotional and Extra-Help Eligible Lists.
  - 1) Certification from open competitive and promotional eligible lists is on a ~~"rule of ten" "rule of list"~~ basis ~~– entire list for vacant position in exam score order. – ten names for one vacant position in exam score order. If there is more than one vacancy, an additional name is certified for each additional vacancy. The names of all eligibles with the same (tied) score will be certified together. (While the Personnel Director may refer an entire eligible list, only those certified may be considered by the appointing authority for one vacancy.)~~
  - 2) For eligible lists for classes that are exclusively extra help, such as those for summer programs, the Personnel Director may certify an entire eligible list and the department may contact as many candidates as necessary, in examination score order, to meet their time line and staffing needs, provided that all candidates above those selected have been interviewed and cause for non-selection has been documented per standard procedure where required.
  - 3) The Personnel Director may selectively certify applicants that possess bona fide occupational qualifications which are specific to the position being filled.
  - 4) For hard-to-recruit-for positions, as defined by the Personnel Director, the Personnel Director may certify an entire eligible list. ~~The appointing authority may consider, as a maximum, those eligibles which are certifiable as provided elsewhere in these rules.~~
- h. Transfer, Re-entry and Reinstatement Lists. All names are referred together as a bloc in no particular order. (Amended 11/22/83)

- i. Manpower Training List. All names on the Manpower Training List are referred together as a bloc. Names appear on the list in order of the date on which placed on the list.
  - j. Alternate Eligible List. Names on an alternate eligible list developed from an open competitive or promotional eligible list shall be certified on the same basis as certification from a regular open competitive or promotional eligible list.
  - k. Alternate Employment Lists. Names on alternate list developed from other than an open competitive or promotional eligible list shall be certified together as a bloc in no particular order.
4. Interview Requirements. Amended 10/1/85 Res.550a-85
- a. Re-interview Provisions (all lists). When the department official making the hiring decision (from the eligibles certified) has already interviewed an individual for a previous certification for the class within the previous six months, the official may make a hiring decision without conducting an additional interview with the individual. Notwithstanding the above, the Personnel Director may require the departmental official to conduct and additional interview with the individual. (Amended 1/4/83)
  - b. Countywide Overfill List. Departments must offer to interview all persons on the list prior to receiving certification from another employment list with a lower priority.
  - c. Countywide Re-employment List. Departments must offer all persons on a countywide re-employment list the opportunity to be interviewed, provided, however, that when an open competitive or promotional eligible list and a re-employment list exist for the class, the appointing authority may be authorized to make a selection from the eligible list by the Personnel Director.
  - d. Countywide Right to Return to Former Class List. Departments must offer to interview all persons on the list prior to receiving certification from another employment list with a lower priority.
  - e. Open Competitive and Promotional Eligible Lists. As there is both an open competitive and promotional eligible list, departments may interview eligibles on both lists. However, departments need only interview from one list.

A department may request eligible lists on one of the following bases, unless approval is granted under 4a, above:

- 1) Departments may directly request the eligible lists and assume the responsibility of contacting the eligible candidates. Departments must offer to interview all persons on such a list above the eligible they choose to hire prior to making an offer of employment.
- 2) Departments may request Personnel to notify candidates on the eligible lists. Departments must offer to interview all persons who respond within five working days to a notice from the Personnel Department. Failure to respond to this notice will not automatically remove a candidate from an eligible list.

- f. Transfer, Reinstatement, Re-Entry and Manpower Training Lists. Departments may interview as few or as many as deemed necessary. There is no requirement that persons be interviewed or selected except that all persons on a re-entry list must be offered an interview. (Amended 11/22/83)
- g. Alternate Eligible List. Departments must offer to interview all persons on an alternate eligible list who respond within **three five** working days to a notice from the Personnel Department unless approval is granted under 4a, above. Failure to respond to this notice will automatically remove a candidate from an eligible list.
- h. Alternate Employment Lists. Departments may interview as few or as many persons on an alternate list developed from an employment list other than an open competitive or promotional eligible list. There is no requirement that persons be interviewed or selected.

C. Withholding or Removal of Names from Certification.

- 1. Overfill and Re-employment Lists - General. The names of persons who separate from County service voluntarily or for cause shall be removed from departmental and countywide overfill and re-employment lists.
- 2. Departmental Overfill List. An employee who declines an offer to be interviewed or an offer of appointment from a Departmental Overfill List shall have his/her name removed from the departmental and countywide overfill lists.
- 3. Departmental and Countywide Re-employment Lists. A laid off employee on a departmental or countywide re-employment list shall remain on those re-employment lists until:
  - a. He/she refuses one offer of an interview for, or one offer of re-employment in any department in the class from which laid off; OR
  - b. 24 months have elapsed from the date of original layoff, whichever occurs first.

A laid off employee's name may also be removed from re-employment lists on evidence that the person cannot be located by postal authorities.

The name of a person on a re-employment list who fails to reply within ten working days to a written certification notice shall be removed from the re-employment list. Such person's name may be restored to the list upon written request by the person.

Should a person serving a probation period as a result of an appointment from a countywide re-employment list not pass probation, that person's name shall be restored to the departmental and countywide re-employment lists for the period provided above, beginning from the date of restoration.

- 4. Departmental and Countywide Right to Return to Former Class List. An employee on a departmental or countywide right to return list shall remain on those lists until:
  - a. He/she refuses one offer of an interview for, or one offer of appointment in any department in the class; OR
  - b. 24 months have elapsed from the list was established; whichever occurs first.

5. Countywide Overfill List. An employee who refuses three offers of interview and/or appointment from a countywide overfill list shall have his/her name removed from the departmental and countywide overfill lists.

6. Open Competitive, Promotional, Extra-Help Eligible Lists.  
(Amended 2/5/85 Res. 17C-85)

a. Removal or withholding of names.

(1) The Personnel Director may remove the name of an eligible person from an eligible list for any of the reasons stipulated in Civil Service Rules Section IV B.

(2) The Personnel Director may remove a name from the eligible list on evidence that the eligible person cannot be located by postal authorities.

(3) The Personnel Director may remove the name of an eligible person that waives an interview three or more times during the life of the eligible list for the same classification. Such persons name may be restored to the list upon written request by the person and approved by the Personnel Director.

(4) The Personnel Director may withhold a name from certification on receipt of a statement from the eligible declining an appointment to a position.

(5) The Personnel Director may withhold a name from certification on receipt of a statement from the eligible stating he/she no longer desires consideration for a position in the class.

(6) The name of an eligible who fails to reply within ~~three~~ **five** working days to a written notice shall be removed from the list. Such person's name may be restored to the list upon written request by the person.

(7) The name of an eligible who fails to appear for a scheduled interview shall be removed from the list. Such person's name may be restored to the list upon written request from the person listing a reasonable excuse for the failure to appear.

(8) The Personnel Director may remove an eligible name from the list where the appointing authority has filed a valid job related objection to the person remaining on the list.

(9) The name of an eligible who accepts an offer of employment and subsequently declines employment shall be removed from the list.

b. The Personnel Director shall promptly notify the eligible in writing of the removal or withholding of the eligible's name from certification and the reason therefore, so as to allow sufficient time for an appeal for 1), 3), 8), and 9) in (a) above. The eligible's name shall be returned to the eligible list upon showing cause satisfactory to the Personnel Director or in accordance with the decision of the Commission upon appeal.

7. Transfer, Reinstatement, Re-entry and Manpower Training Lists.



- a. The Personnel Director may remove the name of a person from a Reinstatement, Re-Entry, or Manpower Training List for any of the reasons stipulated in Civil Service Rules Section IV B.
  - b. The Personnel Director may remove a name from a list on evidence that the person cannot be located by postal authorities.
  - c. The Personnel Director may withhold a name from certification to a department in which the appointing authority passes over the eligible's name in connection with three separate appointments, if the appointing authority submits valid reasons for withholding certification.
  - d. The name of a person on a list who fails to reply within **three five** working days to a written notice shall be removed from the list. Such person's name may be restored to the list upon written request by the person.
8. The Personnel Director shall promptly notify in writing persons on employment lists whose names are removed from employment lists, under the provisions of Paragraph C, "Withholding or Removal of Names from Certification," and the reasons therefore. (Amended 11/22/83; 2/7/84)
- D. Certification Methods. While the Personnel Director may refer an entire eligible list to a department, the appointing authority may consider, as a maximum, those eligibles which are certifiable as provided elsewhere in these rules.

~~If more than one vacancy in the same class is involved, one additional eligible may be considered for each additional vacancy.~~

E. Probation:

1. Length of Probationary Period. Except as provided elsewhere in these rules, a probationary period equivalent to no less than six months shall apply to all classes with the exception of certain classes approved by the Civil Service Commission which will have a probationary period equivalent to no more than one year. The Personnel Department will maintain a current list of these classes.

Notwithstanding the above, a probation period may be extended for a maximum of two months upon mutual agreement of the employee and the appointing authority. Such agreement shall be in writing and dated prior to the end of the regular probation period for the employee's classification.

An employee appointed from a County re-employment list to a position in a different department from the one from which laid off shall serve a probation period equivalent to six months regardless of the length of the probation period specified immediately above.

2. Probationary Status. No employee shall attain permanent status in any County classification without first having successfully completed the probation period for that classification. All persons appointed to regular or limited term positions in the classified service shall serve a probationary period if appointed to any class in which they have not previously held permanent status. A probationary period must also be served upon: reinstatement, substitute appointment, voluntary and involuntary demotion, appointment to a former higher class,

appointment to a position in the classified service from non-civil service status, re-designation of a classification from civil service exempt (i.e., at will) to civil service non-exempt (i.e., for cause), and appointment from a Countywide re-employment list.

A probationary employee who transfers to a new department or classification shall begin a new probation period in the new department or class. However, an employee serving a probation period as a result of an appointment from a Countywide re-employment list who transfers back to the original department from which laid off shall not serve a new probation period in that class in the original department if he/she had successfully completed probation prior to being laid off.

3. Removal of Unsatisfactory Probationers. If the appointing authority finds that the probationary employee is not satisfactory, the appointing authority shall remove the employee by notice in writing, with a copy to the Personnel Director, stating the reasons, and the decisions of the appointing authority in the matter shall be final.

Employees who have been rejected during a promotional probation period or probation period resulting from a reclassification shall be reappointed to a vacant position or a position held by a probationary employee in their former class and former department from which promoted or transferred, provided they had permanent status in the former class. In the event that there is no vacant position or position held by a probationary employee in their former class and department, the removed employee shall be reappointed to any vacant position or position held by a less senior probationary employee in the County. If there is no vacant position or position held by a probationary employee in the County, the removed employee will be placed on a departmental (the employee's former department) and countywide Right to Return to Former Class employment list. If there is an extra help assignment available, the removed employee will be allowed to bump into this assignment (in accordance with existing extra help restriction), while remaining on the employment list. In the event that the removed employee's former class is obsolete and/or no positions are budgeted in the County, the employee will be placed on one alternate eligible list which most closely relates to the former class as determined by the Personnel Director, with the same rights on the eligible list or for bumping into extra help as if it were the employee's former class. The above-described right to return to former class shall not apply to employees who are rejected during any type of probation period other than promotional probation or probation resulting from reclassification. (Amended 11/22/83; 2/7/84, 10/19/94; 5/2/95; 1/10/06)

F. Restoration of Probationary Employees to Eligible List.

1. Removed Probationary Employees. If the Personnel Director finds that the removal of a probationary employee pursuant to Section VI E3, above, would not necessarily disqualify the candidate for other employment, the Personnel Director may restore the removed probationary employee to the list for consideration for vacancies in departments other than the one in which he/she was removed.
2. Laid Off or Displaced Probationary Employees. Probationary employees who are laid off or displaced shall have their names restored to the eligible list from which appointed. (Amended 11/22/83)

G. 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 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)
  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)
- H. Emergency Appointments. If any department head finds it necessary to make an appointment without regard to the provisions of these rules in order to prevent the stoppage of public business, loss of life, or damage to persons and property, he may make an emergency appointment without reference to the eligible list, provided that he shall report the appointment to the Personnel Director, the County Administrative Officer and the Auditor-Controller as soon as the emergency condition reasonably permits, and provided that no such original appointment continues for more than thirty working days. An original emergency appointment may be extended for up to thirty (30) days at the request of the department head, with the approval of the Personnel Director and notice to the County Administrative Officer, the Auditor-Controller, and the Board of Supervisors. (Res. 222-90, effective 5/22/90)
- I. Extra Help Appointments.  
(Amended 11/22/94 Res. 561-94)
1. Extra-help appointments are limited to a maximum of 999 hours in a fiscal year. (Amended 10/1/85, Res. 550a-85)
  2. Extra-help appointments shall be made, when possible, from suitable eligible lists. With the exception of persons on eligible lists established exclusively for extra help, the acceptance

or refusal to accept extra help employment on the part of persons on the eligible list shall not be a bar to appointment to a regular position from such eligible list. In the absence of suitable eligible lists, extra help appointments may be made of qualified persons.

3. Extra help appointments may be made from persons participating in the Recall Program which includes a "recall list" for former employees receiving unemployment insurance benefits from the County. Participating persons are subject to the time lines specified by the Recall Program. The "recall list" from this program will not be considered a standard employment list for purposes of these rules.
  4. To appoint an extra help employee other than from an eligible list, a copy of application for employment shall be submitted to the Personnel Director for prior approval.
  5. No time served under an extra help appointment shall contribute towards acquiring probationary, provisional, or permanent status, nor shall extra help employees be entitled to other rights extended to regular County employees appointed to budgeted positions.
- J. Substitute Appointments. A substitute appointment may be made to a position in the Classified Service for a vacancy created by an authorized absence, or for a vacancy created by an extended disability leave covered under Labor Code Section 4850. A substitute appointment may be accomplished through a probationary or provisional appointment. Notwithstanding any other provisions of these rules, a person appointed as a substitute retains probationary or provisional status during the entire period of leave of absence not to exceed one (1) year in length. If after one (1) year a substitute appointment is not transitioned to a regular probationary appointment he/she will be terminated. The substitute appointment will end concurrent with the return from leave of the incumbent, unless the department head authorizes an overlap of up to ten (10) working days. The name of any person appointed as a substitute shall remain on any eligible list they are on at the time of the substitute appointment, or any eligible list they may be placed on during the substitute appointment. (Amended 8/12/81; Res. 222-90, 4/17/90)

Probationary service accrued during a substitute appointment may be credited towards permanent status provided that:

1. at the expiration of the substitute appointment the employee is selected from the eligible list for appointment to a permanently vacated position; and
  2. the employee was evaluated on a regular basis as prescribed in these rules during the period of substitute appointment and received overall satisfactory or better evaluations; and
  3. the department head certifies that the employee was assigned the full range of duties and responsibilities during the period of substitute appointment and performed satisfactorily or better.
- K. Temporary Underfill. A "temporary underfill" is defined as the filling of a vacant position at a lower class level than authorized by the Civil Service Commission for a limited time.

The purpose of a temporary underfill is to provide flexibility to appointing authorities:

1. When there has been a reorganization or reassignment of duties pending classification review and action, a position may be temporarily underfilled pending classification for a maximum of six months with the approval of the Personnel Director.

2. To fill a position at a lower level in the same occupational group for training or administrative purposes when such action would not evade or be detrimental to the merit principles. A position may be temporarily underfilled for such purposes for a maximum of one year with the approval of the Personnel Director.

- L. Appointment to Previous Class. As an alternate to appointment from an employment list, other than a departmental re-employment or departmental overfill list, upon approval of the appointing authority and Personnel Director, any current permanent or probationary employee included in or excluded from the Classified Service may be appointed to a vacant position in a class in which permanent status was previously acquired. The Personnel Director may require a qualifying examination depending upon the time lapse and change in employment standards or concept of the previous class. The Personnel Director shall administer a qualifying examination when more than two years have elapsed since the employee had status in the previous class.

Employees who return to a previous class at a higher level shall serve a new probationary period.

- M. Demotion. As an alternative to appointment from an employment list, other than a departmental re-employment or departmental overfill list, employees in the Classified Service may be assigned from a position in one class to a position in a lower class on either a voluntary or involuntary basis, with the approval of the appointing authority and Personnel Director. In all cases, the employee must meet the current employment standards for the lower class. (Amended 1/4/83) Employees who do not successfully complete the probationary period in the class to which they voluntarily or involuntarily demote have no right to return to their former higher class even if they previously attained permanent status in that higher class.

- N. Work in a Higher Class. In the event of a paid absence of more than 80 hours of service for other than vacation, annual leave or administrative leave, an employee may be temporarily assigned to perform the duties of a position in a higher class at the pay range authorized for the higher class, with the approval of the Personnel Director. No such temporary assignment shall continue longer than 90 days except that one additional temporary appointment for a maximum of 90 days may be authorized by the Personnel Director, provided that valid reasons exist to justify the extension.

This provision may be applied when the employee in the higher class is absent because of illness and is using annual leave, vacation, or administrative leave, following exhaustion of all accrued sick leave.

In all cases, the employee must meet the employment standards for the higher class, and must be appointed from an appropriate employment list if one exists.

No time served in a Work in a Higher Class appointment shall contribute towards acquiring probationary or permanent status in the higher class.

A Memorandum of Understanding between the County and a recognized employee organization may provide for work in a higher class appointment for a period of a paid absence or leave without pay of less than 80 hours of service, that such temporary assignments may be limited to a maximum period of less than 90 days (and one additional temporary appointment for a maximum period of less than 90 days), for such appointments of an employee who meets

the employment standards for the higher class but who may not be on an appropriate employment list, and/ or for such temporary assignments to cover for periods of paid leave and leaves of absence without pay. (Amended 12/22/87; 4/17/90)

(Section VI Amended 8/19/2014, Res. 195-2014)

**SUMMARY FOR DELEGATED CLASSIFICATIONS**  
January - March 2023

Department	Action	Proposed Class (if applicable)	Class After Personnel Study
Auditor Controller Treasury Tax Collector	Add new (Permanent) 1.0 FTE Position	Tax Collection Supervisor	Tax Collection Supervisor
County Clerk	Vacant Reclassification of IT Support Services Analyst II	Program Coordinator	Program Coordinator
County Clerk	Establishment of a new classification	Assistant County Clerk	Assistant County Clerk
District Attorney	Add new (Permanent) 1.0 FTE Position	Victim Services Representative	Victim Services Representative
District Attorney	Add new (Limited Term) 1.0 FTE Position	Program Coordinator	Program Coordinator
General Services	Vacant Reclassification of Deputy Director of General Services	Building Maintenance Superintendent	Building Maintenance Superintendent
General Services	Vacant Reclassification of Maintenance Electronic/Mechanical Worker	Building Maintenance Supervisor	Building Maintenance Supervisor
Health Services Agency	Add new (Permanent) 1.0 FTE alternately staffed Position	Community Health Worker II/I	Community Health Worker II/I
Health Services Agency	Vacant Reclassification of Clerical Supervisor I	Program Coordinator	Program Coordinator
Health Services Agency	Vacant Reclassification of Public Health Nurse II	Clinic Nurse II/I	Clinic Nurse II/I
Health Services Agency	Vacant Reclassification of (Limited-Term) Clerk II position	Community Health Worker II/I	Community Health Worker II/I
Health Services Agency	Vacant Reclassification of (Limited-Term) Clerk I position	Community Health Worker II/I	Community Health Worker II/I
Health Services Agency	Vacant Reclassification of (Limited-Term) Clerk II position	Community Health Worker II/I	Community Health Worker II/I
Health Services Agency	Vacant Reclassification of (Limited-Term) Clerk II position	Community Health Worker II/I	Community Health Worker II/I
Human Services Department	Vacant Reclassification of Administrative Aide	Associate Human Services Analyst	Associate Human Services Analyst
Human Services Department	Vacant Reclassification of Office Assistant III	Division Secretary	Division Secretary
Human Services Department	Vacant Reclassification of Public Health Nurse II	Public Health Nurse III	Public Health Nurse III
Human Services Department	Vacant reclassification of a Sr. Departmental Administrative Analyst	Senior Human Services Analyst	Senior Human Services Analyst
Human Services Department	Vacant Reclassification of Sr. Departmental Administrative Analyst	Departmental Communications Officer	Departmental Communications Officer
Human Services Department	Add new (Permanent) 1.0 FTE position	Senior Human Services Analyst	Senior Human Services Analyst

**SUMMARY FOR DELEGATED CLASSIFICATIONS**  
January - March 2023

Department	Action	Proposed Class (if applicable)	Class After Personnel Study
Human Services Department	Add (2) new (Permanent) 1.0 FTE positions	Staff Development Trainer	Staff Development Trainer
Human Services Department	Vacant Reclassification of Sr. Social Worker	Program Mgr (B)	Program Mgr (B)
Human Services Department	Vacant Reclassification of Sr. Receptionist	Office Assistant III	Office Assistant III
Human Services Department	Re-establish obsolete classification	Sr Deputy Public Guardian	Sr Deputy Public Guardian
Human Services Department	Reclassification of a 1.0 FTE Mental Health Supervising Client Specialist	Sr Deputy Public Guardian	Sr Deputy Public Guardian
Personnel	Vacant Reclassification of Program Coordinator	Asst/Assoc/Sr./Principal Personnel Analyst	Asst/Assoc/Sr./Principal Personnel Analyst
Planning	Establishment of new classification and addition of new (Permanent) 1.0 FTE position	Unified Permit Center Manager	Unified Permit Center Manager
Planning	Add new (Permanent) 1.0 FTE position	Code Compliance Investigator III	Code Compliance Investigator III
Probation	Add new (Limited Term) 1.0 FTE position	Assistant Probation Division Director	Assistant Probation Division Director
Public Works	Vacant Reclassification of (4) Public Works Maintenance Worker II/I positions	Public Works Maintenance Worker III	Public Works Maintenance Worker III



**PROVISIONAL REPORT  
January 2023 – March 2023**

Appointment Date	Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
1/21/23	HSA	Psychiatric Medical Director	Continuity of psychiatric medical operations during long absence.	Provisional Promotion	Incumbent returned on 3/4/23
3/4/23	Animal Services	Animal Services Coordinator	To ensure coverage needed at the Watsonville Animal Shelter while recruitment is conducted.	Provisional Promotion	Recruitment to be conducted in coming weeks
3/18/23	Parks	Aquatics Coordinator	To manage and ensure the safety of the public and maintain the facility at the Simpkins Family Swim Center while recruitment is conducted.	Extra Help to Provisional Appointment	Recruitment to be conducted in coming weeks
3/18/23	HSA	Mental Health Supervising Client Specialist	To ensure supervisor coverage while recruitment is conducted.	Provisional Promotion	Recruitment currently open/in progress

**Number of Provisional Appointments**

Type of Appointment	January– March 2022	January– March 2023
Provisional	8	1
Provisional Promotion	0	3
Provisional Substitute	0	0
Provisional Substitute Promotion	0	0
Provisional to Probationary	3	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)



**County of Santa Cruz Board of Supervisors  
Agenda Item Submittal**

**From:** Ryan Coonerty, Third District Supervisor  
(831) 454-2200

**Subject:** Third District Reappointment to the Civil Service Commission  
**Meeting Date:** December 13, 2022

**Recommended Action(s):**

Approve reappointment of Dina Hoffman as the Third District appointee to the Civil Service Commission, in accordance with County Code Section 2.46.050, for a term to expire December 31, 2026.

**Executive Summary**

Approve reappointment to fill a Third supervisorial district appointee position for the Civil Service Commission, for a term to expire December 31, 2026.

**Background**

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

**Submitted by:**

Ryan Coonerty, Third District Supervisor

**cc:**

Dina Hoffman  
Civil Service Commission

**APPOINTED**  
12/13/22



**County of Santa Cruz Board of Supervisors**

**Agenda Item Submittal**

**From:** Felipe Hernandez, Fourth District Supervisor  
(831) 454-2200

**Subject:** Fourth District Appointment to the Civil Service Commission

**Meeting Date:** January 31, 2023

**Recommended Action(s):**

Approve appointment of Olivia Madrigal as the Fourth District appointee to the Civil Service Commission, in accordance with County Code Section 2.46.050, for a term to expire December 31, 2026.

**Executive Summary**

Approve appointment to fill a supervisorial district four appointee position for the Civil Service Commission, for a term to expire December 31, 2026.

**Background**

Based on the applications received, Olivia Madrigal has been nominated to serve as a supervisorial district four appointee.

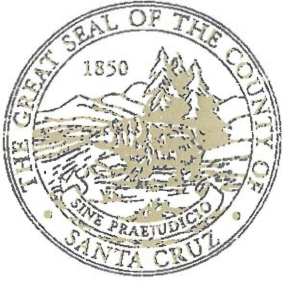
**Submitted by:**

Felipe Hernandez, Fourth District Supervisor

**Attachments:**

Olivia Madrigal Application

**APPOINTED**  
1/31/23



# 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

**MANU KOENIG**  
FIRST DISTRICT

**ZACH FRIEND**  
SECOND DISTRICT

**JUSTIN CUMMINGS**  
THIRD DISTRICT

**FELIPE HERNANDEZ**  
FOURTH DISTRICT

**BRUCE MCPHERSON**  
FIFTH DISTRICT

February 14, 2023

Dear Members of the Civil Service Commission:

Thank you for submitting your report highlighting the activities of the Civil Service Commission in 2021 and 2022. 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.

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

Sincerely,



ZACH FRIEND, Chair  
Board of Supervisors

ZF:jr

cc: Clerk of the Board



**County of Santa Cruz Board of Supervisors  
Agenda Item Submittal**

**From:** Board of Supervisors: Administration  
(831) 454-2200

**Subject:** Biennial Report of the Civil Service Commission  
**Meeting Date:** February 14, 2023

**Recommended Action(s):**

- 1) Accept and file the report prepared by the Civil Service Commission highlighting their activities during calendar years 2021 and 2022; 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 2021 and 2022.

**Background**

The purpose of this report is to highlight the activities, accomplishments, and future goals of the board during calendar years 2021 and 2022.

**Submitted by:**

Zach Friend, Chair, Board of Supervisors

**Attachments:**

Civil Service Commission 2021-2022 Biennial Report

## **CIVIL SERVICE COMMISSION 2021 – 2022 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

**2021:** In 2021 and 2022, the Commission met on the third Thursday of January, April, July, and October at 5:45 p.m. in a virtual format for safety reasons stemming from the pandemic. Additionally, Commissioners held the first Wednesday afternoon and third Wednesday all day of each month for potential appeal hearings. There were no disciplinary appeal hearings held before the Commission.

### Commission Structure

The Commission consists of five members, each nominated for full Board approval by each Supervisor. The Commission members in 2021 and 2022 were: First District, Tamiko Collins; Second District, Steve Landau; Third District, Dina Hoffman; Fourth District, Olivia Madrigal; and Fifth District, Kevin Fink.

In January, the Commission elects a Chair and a Vice-Chair for a one-year term. In 2021, the Commission Chair was Olivia Madrigal and the Vice-Chair was Kevin Fink. In 2022, the Commission Chair was Kevin Fink and the Vice-Chair was Steve Landau.

Civil Service Commission  
2021- 2022 Biennial Report

Attendance

The columns below indicate Commission attendance for 2021:

Meeting	Hoffman	Madrigal	Collins	Landau	Fink
January 21	X	X	X	X	A
April 15	X	X	X	X	X
July 18	X	X	X	X	X
October 21	X	X	X	A	X

The columns below indicate Commission attendance for 2022:

Meeting	Hoffman	Madrigal	Collins	Landau	Fink
January 20	X	X	X	X	X
April 21	X	X	X	X	X
July 21	X	X	X	X	X
October 20	X	X	X	X	X

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

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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.

2021-2022 Accomplishments

1. The Commission continued to monitor the usage of Provisional Appointments.
2. Reviewed classification actions for compliance with the Civil Service Rules.
3. The Commission subcommittee completed their review of the Civil Service Rules which included feedback from departmental stakeholders. Process changes were recommended that did not require rule changes.
4. The Commission held a full day study session on the roles, responsibilities and best practices for facilitation and handling of administrative hearings. Presenters were Jeff Sloan and Wendy Rouder from Sloan Sakai.

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. Commissioners will provide support with the Personnel Department's initiative to streamline the hiring process while balancing the maintenance of a Civil Service system.
5. In collaboration with counsel, review and revise disciplinary hearing rules as needed to ensure clarity and appropriate processes.