

SUMMARY FOR DELEGATED CLASSIFICATIONS

April - June 2023

Department	Action	Proposed Class (if applicable)	Class After Personnel Study
County Administrative Office	Establishment of a new classification	Emergency Services Analyst	Emergency Services Analyst
District Attorney	Add new (Permanent) 1.0 FTE Position	Victim Services Representative	Victim Services Representative
District Attorney	Filled Reclassification of an Administrative Aide	Executive Secretary	Executive Secretary
General Services	Establishment of a new classification	Sr. Plumber	Sr. Plumber
Health Services Agency	Add new (Permanent) 1.0 FTE Position	Mental Health Client Specialist I	Mental Health Client Specialist I
Health Services Agency	Add new (Permanent) 1.0 FTE Position	Sr. Mental Health Client Specialist I	Sr. Mental Health Client Specialist I
Health Services Agency	Add new (Permanent) 1.0 FTE Position	Community Mental Health Aide	Community Mental Health Aide
Human Services Department	Vacant Reclassification of Sr. Receptionist	Office Assistant III	Office Assistant III
Information Services	Alternate Staffing of a 1.0 FTE Position	IT App Dev/Sup Analyst IV/III	IT App Dev/Sup Analyst IV/III
Personnel	Vacant Reclassification of Program Coordinator	Assistant/Associate/Sr./Principal Personnel Analyst	Assistant/Associate/Sr./Principal Personnel Analyst
Planning	Establishment of a new classification	Code Compliance Manager	Code Compliance Manager
Probation	Add new (Permanent) 1.0 FTE Position	Assistant/Departmental Administrative Analyst	Assistant/Departmental Administrative Analyst

PROVISIONAL REPORT
April 2023 – June 2023

Appointment Date	Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
4/3/23	District Attorney	Legal Secretary I	To ensure continued coverage and meet daily court filing deadlines.	Provisional Appointment	Recruitment in progress
6/10/23	Planning	Code Compliance Manager	To ensure continuity of operations while recruitment is in progress.	Provisional Promotion	Recruitment in progress

Number of Provisional Appointments

Type of Appointment	April - June 2022	April - June 2023
Provisional	0	1
Provisional Promotion	4	1
Provisional Substitute	0	0
Provisional Substitute Promotion	0	0
Provisional to Probationary	6	6

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)