

## CIVIL SERVICE COMMISSION 2023 – 2024 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, review of delegated classification transactions, and oversight of the processes and outcomes of the County’s Civil Service system.

### Meeting Dates, Time, and Location

2023: In 2023 and 2024, the Commission met on the third Thursday of January, April, July, and October at 5:45 p.m. in the Board of Supervisors Chambers. Additionally, Commissioners held the first Wednesday afternoon and third Wednesday all day of each month for potential appeal hearings. There were four (4) 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 2023 and 2024 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 2023, the Commission Chair was Steve Landau and the Vice-Chair was Tamiko Collins. In 2024, the Commission Chair was Tamiko Collins and the Vice-Chair was Olivia Madrigal.

Attendance

The columns below indicate Commission attendance for 2023:

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

The columns below indicate Commission attendance for 2024:

Meeting	Hoffman	Madrigal	Collins	Landau	Fink
January 19	A	X	X	X	X
April 18	N/A	N/A	N/A	N/A	N/A
July 18	X	X	A	X	X
October 17	X	X	X	X	X
Disciplinary Hrg					
April 17 (Continuance)	A	A	X	X	X
November 7	A	X	X	X	X

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

### 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.

### 2023-2024 Accomplishments

1. The Commission conducted four (4) disciplinary appeal hearings.
2. The Commission provided oversight on the usage of provisional appointments and asked staff to create a report to reflect the yearly trends for annual comparative purposes.
3. The Commission reviewed classification actions, department civil service exemption requests, and requests for probationary period adjustments after conducting review and discussion with department representatives.
4. Commissioners reviewed Staff recommendations on streamlining the merit system hiring process and made numerous rule changes to balance merit based hiring and the current industry environment.

### Future Goals

1. The Commission will continue to conduct disciplinary appeal hearings.
2. The Commission will continue to review classification actions and other actions as required by the Civil Service Rules.
3. Commissioners will review Staff recommendations for further improvement in the Civil Service Rules for various areas.
4. In collaboration with counsel, review and revise disciplinary hearing rules as needed to ensure clarity and appropriate processes.

**SUMMARY FOR DELEGATED CLASSIFICATIONS**

**October - December 2024**

<b>Department</b>	<b>Action</b>	<b>Proposed Class (if applicable)</b>	<b>Class After Personnel Study</b>
<b>CDI - Department of Public Works</b>	Vacant Reclassification of Engineering Technician III/II/I	Senior/Engineering Associate	Senior/Engineering Associate
<b>Human Services Department</b>	Job Specification Update	Assistant Chief of Fiscal Services	Assistant Chief of Fiscal Services
<b>Parks</b>	Add new (Permanent) 1.0 FTE Position	Principal Planner	Principal Planner
<b>Public Defender's Office</b>	Vacant Reclassification of Senior Social Worker	Social Work Supervisor II/I	Social Work Supervisor II/I
<b>Sheriff-Coroner's Office</b>	Filled Reclassification of Sheriff's Community Services Officer	Departmental Communications Officer	Departmental Communications Officer

**PROVISIONAL REPORT  
OCTOBER-DECEMBER 2024**

Appointment Date	Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
11/19/24	HSD	SOCIAL WORKER SUPERVISOR II - FCS/APS	To ensure coverage needed due to two supervisors on medical leaves.	Provisional Substitute Promotion	No recruitment planned as incumbents plan to return before end of first 90 days.

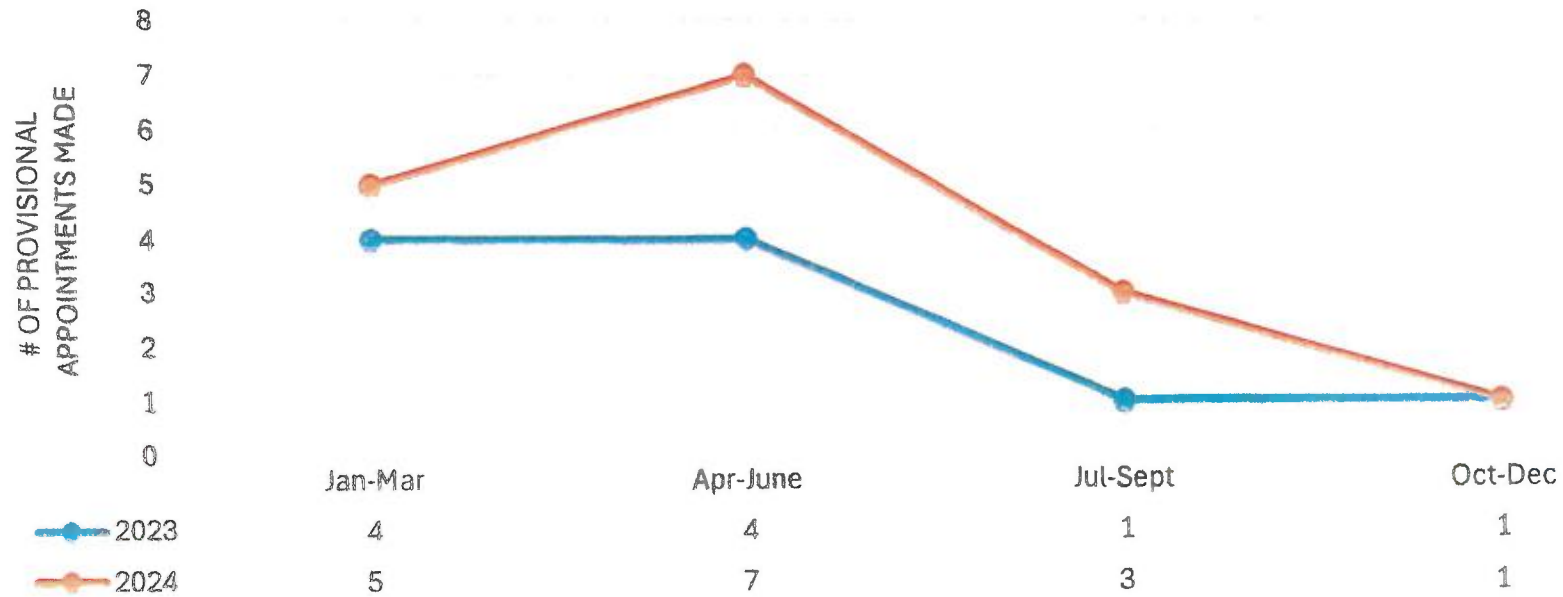
**NUMBER OF PROVISIONAL APPOINTMENTS**

Type of Appointment	October - December 2023	October - December 2024
Provisional	0	0
Provisional Promotion	0	0
Provisional Substitute	0	0
Provisional Substitute Promotion	1	1
Provisional to Probationary	0	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)



# PROVISIONAL REPORT



**SUMMARY FOR DELEGATED CLASSIFICATIONS****January - March 2025**

<b>Department</b>	<b>Action</b>	<b>Proposed Class (if applicable)</b>	<b>Class After Personnel Study</b>
<b>CDI - Department of Public Works</b>	Job Specification Update	Pump Maintenance Mechanic	Pump Maintenance Mechanic
<b>Health Services Agency</b>	Add a new alternately staffed 1.0 FTE position	Senior/Dept./Assistant Departmental Administrative Analyst	Senior/Dept./Assistant Departmental Administrative Analyst
<b>Health Services Agency</b>	Add a new 1.0 FTE position	Administrative Services Manager	Administrative Services Manager
<b>Health Services Agency</b>	Vacant Reclassification of a (ZZ9) Placeholder	Physicians Assistant/Nurse Practitioner	Physicians Assistant/Nurse Practitioner
<b>Health Services Agency</b>	Vacant Reclassification of a (ZZ9) Placeholder	Senior Behavioral Health Manager	Senior Behavioral Health Manager
<b>Human Services Department</b>	Vacant Reclassification of a Administrative Services Manager	Assistant Chief of Fiscal Services	Assistant Chief of Fiscal Services
<b>Public Defender's Office</b>	Alternate Staffing of a 1.0 FTE Position	Attorney IV/III/II/I - PD	Attorney IV/III/II/I - PD
<b>Public Defender's Office</b>	Add a new 1.0 FTE limited-term position	Administrative Aide	Administrative Aide
<b>Public Defender's Office</b>	Add a new alternately staffed 1.0 FTE position	Public Defender Investigator II/I	Public Defender Investigator II/I

**PROVISION REPORT  
JANUARY-MARCH 2025**

Appointment Date	Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
02/01/25	General Services	Director of Capital Projects	To ensure that the recently transitioned Capital Project and Real Property staff within the General Services Department receive the necessary support and to prevent project delays.	Provisional	Classification study in progress

**NUMBER OF PROVISIONAL APPOINTMENTS**

TYPE OF APPOINTMENT	JANUARY-MARCH 2024	JANUARY-MARCH 2025
Provisional	2	0
Provisional Promotion	1	1
Provisional Substitute	0	0
Provisional Substitute Promotion	2	0
Provisional to Probationary	0	1

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:** Zach Friend, Second District Supervisor

(831) 454-2200

**Subject:** Second District Reappointment to the Civil Service Commission**Meeting Date:** December 17, 2024**Recommended Action**

Approve reappointment of Steve Landau as the Second District appointee to the Civil Service Commission, in accordance with County Code Section 2.46.050, for a term to expire December 31, 2028.

**Executive Summary**

Approve reappointment to fill a supervisorial district two appointee position for the Civil Service Commission, for a term to expire December 31, 2028.

**Discussion**

Based on the applications received, Steve Landau has been nominated to serve as a supervisorial district two appointee.

**Submitted by:**

Zach Friend, Second District Supervisor

**County of Santa Cruz Board of Supervisors****Agenda Item Submittal****From:** Manu Koenig, First District Supervisor

(831) 454-2200

**Subject:** First District Reappointment to the Civil Service Commission**Meeting Date:** December 17, 2024**Recommended Action**

Approve reappointment of Tamiko Collins as the First District appointee to the Civil Service Commission, in accordance with County Code Section 2.46.050, for a term to expire December 31, 2028.

**Executive Summary**

Approve reappointment to fill a supervisorial district one appointee position for the Civil Service Commission, for a term to expire December 31, 2028.

**Discussion**

Based on the applications received, Tamiko Collins has been nominated to serve as a supervisorial district one appointee.

**Submitted by:**

Manu Koenig, First District Supervisor