

SUMMARY FOR DELEGATED CLASSIFICATIONS**April - June 2025**

Department	Action	Proposed Class (if applicable)	Class After Personnel Study
CDI - Planning Department	Vacant Reclassification of a Housing Specialist III	Planner IV	Planner IV
County Administrative Office	Alternate Staffing of a 1.0 FTE Position	Senior/Departmental Administrative Analyst	Senior/Departmental Administrative Analyst
General Services	Vacant Reclassification of a ZZ9 Placeholder	Deputy Director - General Services	Deputy Director - General Services
General Services	Job Specification Update	Automotive Mechanic	Automotive Mechanic
Personnel Department	Job Specification Update	Intern IV/III/II/I	Intern IV/III/II/I
Public Defender's Office	Alternate Staffing of a 1.0 FTE Position	Senior/Departmental Administrative Analyst	Senior/Departmental Administrative Analyst
Sheriff-Coroner's Office	Vacant Reclassification of a Sr. Account Clerk	Accounting Technician	Accounting Technician
Sheriff-Coroner's Office	Job Specification Update	Forensic Pathologist	Forensic Pathologist

SUMMARY FOR DELEGATED CLASSIFICATIONS			
July - September 2025			
Department	Action	Proposed Class (if applicable)	Class After Personnel Study
Sheriff-Coroner	Vacant Reclassification of a Sheriff Security Officer	Sheriff Record's Clerk	Sheriff Record's Clerk

**PROVISIONAL REPORT
APRIL-JUNE 2025**

Appointment Date	Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
4/12/25	Health Services Agency	CHIEF OF PUBLIC HEALTH	To provide continuous oversight and supervision of Public Health Programs while incumbent is on leave.	Provisional Substitute Promotion	No recruitment planned as incumbent plans to return.
4/26/25	CDI/Public Works	SENIOR ENGINEERING ASSOCIATE	To ensure continuous support within the Traffic Engineering section of CDI-Public Works, particularly in areas related to pedestrian, bicycle, and vehicular safety, while incumbent is on leave.	Provisional Substitute Promotion	No recruitment planned as incumbent plans to return.
6/21/25	Public Defender's Office	CHIEF PD INVESTIGATOR	Continuity of operations and oversight of the Public Defender Investigations Unit.	Provisional Promotion	Recruitment is in progress.

NUMBER OF PROVISIONAL APPOINTMENTS

TYPE OF APPOINTMENT	APRIL-JUNE 2024	APRIL-JUNE 2025
Provisional	1	0
Provisional Promotion	3	1
Provisional Substitute	0	0
Provisional Substitute Promotion	3	2
Provisional to Probationary	1	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)

**PROVISIONAL REPORT
JULY-SEPT 2025**

Appointment Date	Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
7/19/25	General Services	DEPTY DIR-GEN SVCS	To ensure continued coverage of duties while recruitment is underway.	Provisional Promotion	Recruitment underway.

NUMBER OF PROVISIONAL APPOINTMENTS

TYPE OF APPOINTMENT	JULY-SEPT 2024	JULY-SEPT 2025
Provisional	1	0
Provisional Promotion	1	1
Provisional Substitute	1	0
Provisional Substitute Promotion	0	0
Provisional to Probationary	4	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: Board of Supervisors

Subject: Biennial Report of the Civil Service Commission

Meeting Date: August 5, 2025

Formal Title: Accept and file the Civil Service Commission report for calendar years 2023 and 2024, and take related actions

Recommended Actions

1. Accept and file the report prepared by the Civil Service Commission highlighting their activities during calendar years 2023 and 2024; 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 2023 and 2024.

Discussion

The purpose of this report is to highlight the activities, accomplishments, and future goals of the board during calendar years 2023 and 2024.

Financial Impact

The recommended action does not have a financial impact.

Strategic Initiatives

N/A

Submitted By:

Felipe Hernandez, Chair

Recommended By:

Carlos J. Palacios, County Executive Officer

Artificial Intelligence Acknowledgment:

Artificial Intelligence (AI) did not significantly contribute to the development of this agenda item.

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.

Civil Service Commission
2023- 2024 Biennial Report

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

Civil Service Commission
2023- 2024 Biennial Report

Commission Staff

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

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.