

SUMMARY FOR DELEGATED CLASSIFICATIONS
April - June 2021

Department	Action	Proposed Class (if applicable)	Class After Personnel Study
Auditor	Vacant Reclassification of Collection Officer	Senior Departmental Administrative Analyst	Senior Departmental Administrative Analyst
Health Services Agency	Vacant Reclassification Clerk II	Accounting Technician	Accounting Technician
Health Services Agency	Vacant Reclassification of Deputy Director of Mental Health and Substance Abuse	Assistant Director of Health Services	Assistant Director of Health Services
Health Services Agency	Vacant Reclassification of Division Director of Environmental Health	Water Resources Program Manager	Water Resources Program Manager
Health Services Agency	Vacant Reclassification of Program Coordinator (two positions)	Assistant Departmental Administrative Analyst	Assistant Departmental Administrative Analyst
Health Services Agency	Vacant Reclassification of Public Health Nurse	IT Application Development/Support Analyst II	IT Application Development/Support Analyst II
Health Services Agency	Vacant Reclassification of Senior Health Services Manager	Assistant Director of Health Services	Assistant Director of Health Services
Human Services	Reclassification of Sr. Human Services Analyst	Organizational Development Analyst - HSD	Organizational Development Analyst - HSD
Human Services	Vacant Reclassification Program Coordinator	Assistant Human Services Analyst	Assistant Human Services Analyst
Sheriff's	Create new classification	Sheriff's Coroner Investigator I & II	Sheriff's Coroner Investigator I & II
Sheriff's	Create new classification	Sheriff's Coroner Investigator I & II	Sheriff's Coroner Investigator I & II
Sheriff's	Create new classification	Sheriff's Supervising Coroner Investigator	Sheriff's Supervising Coroner Investigator

PROVISIONAL REPORT
April 2021 – June 2021

Appointment Date	Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
4.03.21	HSD	Clerical Supervisor II	Coverage for an extended medical leave	Provisional Substitute Promotion	No recruitment planned Returned to previous class 5.01.21
4.03.21	HSA	Accounting Tech	To ensure the coverage for the increase in clerical accounting work due to COVID-19	Provisional	Limited Term ends 12.31.21
4.03.21	HSD	Clerk II – 2 Clerk III - 3 Clerical Supervisor I - 1	Ongoing need to maintain the emergency shelter response to COVID-19 pandemic	Provisional	Limited Term ends 12.31.21
4.03.21	HSD	Clerical Supervisor I -	Ongoing need to maintain the emergency shelter response to COVID-19 pandemic	Provisional Promotion	Limited Term ends 12.31.21
4.03.21	HSD	Clerk II	Ongoing need to maintain the emergency shelter response to COVID-19 pandemic	Provisional	Limited Term ends 09.30.21
4.17.21	SHF	Supervising Correction Officer	To cover for incumbent on an extended medical leave	Provisional Substitute Promotion	Recruitment pending
4.17.21	HSD	Clerical Supervisor I	Ongoing need to maintain the emergency shelter response to COVID-19 pandemic	Provisional Promotion	Limited Term ends 12.31.21
4.17.21	HSD	Clerical Supervisor I	Ongoing need to maintain the emergency shelter response to COVID-19 pandemic	Provisional Promotion	Limited Term ends 12.31.21

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: a. For department heads – 180 days; b. For other positions – 90 days.

4.17.21	HSD	Clerk II -1	Ongoing need to maintain the emergency shelter response to COVID-19 pandemic	Provisional	Limited Term ends 09.30.21
4.17.21	HSD	Clerk III 1	Ongoing need to maintain the emergency shelter response to COVID-19 pandemic	Provisional	Limited Term ends 12.31.21
4.17.21	HSD	Clerk II 4	Ongoing need to maintain the emergency shelter response to COVID-19 pandemic	Provisional	Limited Term ends 12.31.21
5.01.21	Personnel	Sr. Receptionist	To ensure reception coverage with minimal impact on other Personnel staff that are dedicated to full workloads including COVID-19 response (hiring of Disaster Services Workers etc.)	Provisional	Considering multiple options for long term planning
5.01.21	Parks	Park Maintenance Worker I - 2	To ensure parks are clean, maintained and open during the heavy usage summer season	Provisional	Recruitment planning in progress
5.01.21	HSA	Clerk III	Ongoing support for response to COVID-19 pandemic	Provisional	Limited Term ends 12.31.21
5.15.21	HSD	Clerk II	Ongoing support for response to COVID-19 pandemic	Provisional	Limited Term ends 09.30.21
5.15.21	HSD	Clerk III	Ongoing support for response to COVID-19 pandemic	Provisional	Limited Term ends 12.31.21

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: a. For department heads – 180 days; b. For other positions – 90 days.

5.15.21	HSA	Clerk I	Clerical support for the call center and Communicable Disease Unit in response to the COVID-19 pandemic.	Provisional	Limited Term ends 06.12.22
5.15.21	HSA	Assistant Departmental Administrative Analyst	Ongoing need to maintain the emergency response to COVID-19 pandemic and Department of Operations Center	Provisional	Limited Term ends 12/31/21
5.15.21	HSA	IT App Dev/Sup Analyst	On going support with programming and coding for automation and quality assurance for COVID-19 response.	Provisional	Limited Term ends 06.12.22
5/15/21	HSD	Clerical Supervisor I	Ongoing support for response to COVID-19 pandemic	Provisional	Limited Term ends 09.30.21
5.29.21	HSD	Clerk II	Ongoing support for response to COVID-19 pandemic	Provisional	Limited Term ends 12.31.21
6.12.21	HSA	Asst Departmental Administrative Analyst	Additional support needed for the COVID-19 vaccination and testing branches.	Provisional Promotion	Limited Term ends 06.30.22
6.26.21	HSD	Assistant Human Services Analyst	To provide direct oversight for homeless shelters including staff management	Provisional Promotion	Limited Term ends 12.31.21

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: a. For department heads – 180 days; b. For other positions – 90 days.

Number of Provisional Appointments

Type of Appointment	April – June 2020	April – June 2021
Provisional	2	25
Provisional Promotion	0	5
Provisional Substitute	0	0
Provisional Substitute Promotion	0	2
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: a. For department heads – 180 days; b. For other positions – 90 days.