

SUMMARY FOR DELEGATED CLASSIFICATIONS
October - December 2022

Department	Action	Proposed Class (if applicable)	Class After Personnel Study
Auditor-Controller	Filled Reclassification of a Payroll Supervisor	Payroll Administrator	Payroll Administrator
Auditor-Controller	Add new (Permanent) 1.0 FTE Position	Accountant I	Accountant I
County Administrative Office	Vacant Reclassification of a Sr. Receptionist	Office Assistant I/II/III	Office Assistant I/II/III
Health Services Agency	Add new (Permanent) 1.0 FTE Position	Sr. Departmental Administrative Analyst	Sr. Departmental Administrative Analyst
Health Services Agency	Add new (Permanent) 1.0 FTE Position	Administrative Aide	Administrative Aide
Health Services Agency	Add new (Permanent) 1.0 FTE Position	Public Health Nurse I/II	Public Health Nurse I/II

**PROVISIONAL REPORT
October 2022 – December 2022**

Appointment Date	Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
10/29/22	HSA	Director of Environmental Health	To ensure continued coverage of managing and directing Environmental Health programs including hazardous materials management, wastewater management, solid waste management, employee and substandard housing, recreational health, water supply, food protection and vector control.	Provisional Promotion	Recruitment underway
11/26/22	Public Defender	Admin Services Manager	To ensure continuity of administrative services due to vacancy while recruitment takes place.	Provisional Promotion	Recruitment to be conducted in coming weeks
12/5/22	Public Defender	Chief PD Investigator	To provide leadership and supervision to investigatory unit while recruitment takes place.	Provisional Appointment	Recruitment to be conducted in coming weeks
12/10/22	Comm Dev & Infrastructure	Transfer Truck Driver	To ensure continuity of Public Works operations while incumbent is on leave.	Provisional Substitute Promotion	Recruitment to be conducted in coming weeks

Number of Provisional Appointments

Type of Appointment	October– December 2021	October– December 2022
Provisional	4	1
Provisional Promotion Transaction 31	0	2
Provisional Substitute	0	0
Provisional Substitute Promotion	1	1
Provisional to Probationary	3	2

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)