

SANTA CRUZ COUNTY  
CIVIL SERVICE COMMISSION  
Minutes for July 18, 2024 at 5:45 p.m.

**Present:** Vice Chair Olivia Madrigal, Steve Landau, Dina Hoffman, Kevin Fink

**Absent:** Chair Tamiko Collins

**Staff present:** Ajita Patel, Personnel Director (Secretary)  
Erin Morimoto

1. Call to Order: 5:54 p.m.
2. Minutes of January 18, 2024 reviewed. (No April minutes due to lack of quorum).  
Motion/Second: Fink/Landau. Passed unanimously.
3. Additions and corrections to agenda: None
4. Oral Communications
  - a. Public Comment: None
  - b. Secretary's Report:
    - i. County budget was approved for FY 2024/2025.
    - ii. Recruitment challenges with some difficult to recruit for positions.
    - iii. Improvements in retention rate. Last year 91% retention & 9% turnover; this year 92% retention & 8% turnover.
    - iv. Landau noted an increase in Personnel outreach presence on LinkedIn. Erin Morimoto commented that Employment Services lost the Talent Acquisition Analyst and staff have filled in the gaps. LinkedIn presence is helping with applicant pools.
    - v. 2 disciplinary hearings scheduled.
5. Old Business: None
6. New Business: None
7. Reports:
  - a) Adopted Delegated Classification Reports from January – March 2024 & April - June 2024  
Motion/Second: Hoffman/Landau. Passed unanimously.
  - b) Provisional Report from January – March 2024 & April – June 2024  
For information purposes only. No vote needed.
8. Correspondence items reviewed: None
9. Adjournment: 6:11 p.m.
10. Next quarterly meeting is scheduled for Thursday, October 17, 2024



# COUNTY OF SANTA CRUZ

## PERSONNEL DEPARTMENT

AJITA PATEL, DIRECTOR

701 OCEAN STREET, SUITE 510, SANTA CRUZ, CA 95060-4073

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EMPLOYMENT SERVICES

EMPLOYEE RELATIONS &  
SALARY ADMINISTRATION

EQUAL EMPLOYMENT  
OPPORTUNITY

RISK MANAGEMENT

### MEMORANDUM

DATE: October 17, 2024

TO: Civil Service Commission

FROM: Ajita Patel, Personnel Director *AP*  
Erin Morimoto, Principal Personnel Analyst *EM*

RE: Civil Service Designation – Director of Child Support Services

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County Code section 3.12.040 identifies those officers and employees that are not included within the County's Civil Service System. The Department of Child Support Services will be experiencing turnover, due to the retirement of the long held unrepresented executive management Director of Child Support Services position. As this position becomes vacant, it has been reviewed for non-civil service designation.

The Director of Child Support Services is the department head for the Santa Cruz/San Benito County Regional Department of Child Support Services. This position directs and manages a complex two-County organization, sets departmental goals, and provides direction on long-term planning. The Director manages an annual budget of \$5.9 million and oversees personnel issues for 28 employees at the County of Santa Cruz and an annual budget of \$1.62 million and 11 employees at San Benito County.

Fourteen out of twenty department head positions are designated as non-civil service at-will positions, and five of the positions are elected officials. The Director of Child Support Services is currently a civil service position and staff is requesting that the position be designated as an at-will non-civil service

position when the position becomes vacant, to better align with all other similarly situated department head positions.

A four-fifths vote of the Commission is required to suspend competitive examinations pursuant to County Code 3.12.010. Subsequent to your Commission's approval, a four-fifths vote by the Board of Supervisors is required based on County Code 3.04.030 to amend County Code section 3.12.040 to add Director of Child Support Services to the exemption list.

Thank you in advance for your consideration.

cc: Nicole Coburn, Assistant County Administrative Officer

**SUMMARY FOR DELEGATED CLASSIFICATIONS****July - September 2024**

<b>Department</b>	<b>Action</b>	<b>Proposed Class (if applicable)</b>	<b>Class After Personnel Study</b>
<b>Board of Supervisors</b>	Filled Reclassification of Sr. Receptionist	Administrative Aide	Office Assistant III
<b>Information Services Department</b>	Add a new 1.0 FTE position	IT Business Systems Analyst	IT Business Systems Analyst
<b>Sheriff-Coroner's Office</b>	Alternate Staffing of a 1.0 FTE Position	Criminalist III/II/I	Criminalist III/II/I
<b>General Services</b>	Alternate Staffing of a 1.0 FTE Position	Sr. Auto Mechanic/ Auto Mechanic	Sr. Auto mechanic/ Auto Mechanic

**PROVISIONAL REPORT  
JULY-SEPTEMBER 2024**

<b>Appointment Date</b>	<b>Department</b>	<b>Classification</b>	<b>Reason for Filling Position</b>	<b>Type of Appointment</b>	<b>Recruitment Plan/Status</b>
7/20/24	HSA	SUPVGT WATER QLTY SPEC	Continuity of operations while recruitment/interviews underway.	Provisional promotion	Recruitment completed. Interviews being scheduled.
7/20/24	Public Defender	SR LEGAL SECRETARY	To ensure coverage during a leave.	Provisional Substitute	No recruitment planned as incumbent plans to return.
8/12/24	PERSONNEL	COUNTY SAFETY OFFICER	Provide necessary safety program oversight for the County	Provisional	Recruitment in progress.

**NUMBER OF PROVISIONAL APPOINTMENTS**

<b>Type of Appointment</b>	<b>July-September 2023</b>	<b>July-September 2024</b>
Provisional	0	1
Provisional Promotion	0	1
Provisional Substitute	0	1
Provisional Substitute Promotion	1	0
Provisional to Probationary	4	4

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)