



COUNTY OF SANTA CRUZ

CIVIL SERVICE COMMISSION

701 OCEAN STREET, SUITE 310, SANTA CRUZ, CA 95060-4073
(831) 454-2600 FAX: (831) 454-2411 TDD: (831) 454-2123

DATE: January 10, 2011
FROM: Laurie Hill, Staff to the Commission
TO: Civil Service Commission
SUBJECT: Staff Report for January 20, 2011

The following is the staff report for the listed agenda items for this meeting:

VI. A. Civil Service Rule Change: At the November 18, 2010 meeting, the Commission approved staff's recommendation to change the Civil Service Rules that define the causes for disciplinary action and added "dishonesty" to this list of causes. The Commission's recommendation must now be approved by the Board of Supervisors. Staff will present this to the Board before the next Civil Service Commission meeting.

VII. B. Election of Commission Officers: Section 2.46.060 of the County Code, provides that "the members of the commissionshall annually, at the first regularly designated meeting in January, select two of its members for such positions (chair and vice-chair) and neither officer shall succeed himself." The Commission shall elect a chair and vice-chair at the January 20, 2011 regular meeting.

VII C. Consider discontinuing the Commission's review of the quarterly Employment Services Division Workload Report: At the November 18, 2010 meeting, the Commission asked staff about the Commission's role regarding this report. Staff offered that the report was provided for information purposes only. Commissioners then questioned whether their review of the report was necessary and asked that this item return for discussion at this meeting.

CIVIL SERVICE COMMISSION 2010 ANNUAL 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 of administrative personnel decisions, approving position classifications when there is not agreement between the County and the representation unit, and reviewing the processes and outcomes of the County’s Civil Service system.

Meeting Dates, Time, and Location

This year the Commission met in January, February (cancelled for lack of quorum), April, May, July, September, and November on the third Thursday at 5:45 p.m. in the Board of Supervisors’ Chambers in the County Governmental Center. Additionally, Commissioners hold the first Wednesday afternoon and third Wednesday all day of each month for potential appeal hearings. There was one disciplinary appeal hearing and one Commission decision still under appeal in 2010.

Commission Structure

The Commission consists of five members, each nominated for full Board approval by each Supervisor. The Commission members in 2010 were: First District, Carmen Potro; Second District, James Maxwell; Third District, Robert Taren; Fourth District, Olivia Madrigal; and Fifth District, Margaret Leonard (appointed March 23, 2010).

In January, the Commission elects a Chair and a Vice-Chair for one-year terms. In 2010 the Commission Chair was Robert Taren and the Vice-Chair was James Maxwell.

Attendance

The columns below indicate Commission attendance for 2010:

Meeting	Taren	Madrigal	Potro	Maxwell	Leonard
January 21	A	X	X	X	
February 18	CANCELLED				
April 14 Hearing	X	A	X	X	X
April 15	X	X	X	X	A
May 20	X	X	A	X	X
July 15	X	X	X	X	X
September 16	A	X	X	X	X
November 18	A	X	X	A	X

X = Present; A = Absent

Commission Staff

The Commission is staffed by the County Personnel Department. Laurie Hill, Senior Personnel Analyst, served as the Commission Secretary. Thornton Kontz served as Commission attorney.

Goals and Accomplishments

1. Expressed their appreciation to retiring Commissioner Jack Gordon for his over eleven years of service and oriented new Commissioner Margaret Leonard.
2. Conducted a complete review of the Commission's response to employee concerns regarding the Whistleblower Hotline.
3. In April 2009, in response to employee representatives, the Commission increased the frequency of their meetings from four to eight per year. In April 2010, the Commission, in response to a request from the Board, reduced that number to six meetings per year.
4. Continued to review staff reports regarding Provisional Appointments.
5. Held one disciplinary appeal hearing.
6. Recommended adding "Dishonesty" to the Civil Service Rule list of causes for disciplinary action.
7. Staff further reduced the distribution of hard copy agendas by relying on email notification of the Commission's website's posted agenda materials.
8. The Commission maintains the goal of acting on all appeals, classification issues, and civil service issues brought before it. That goal was met in 2010 and will continue throughout 2011.

Future Goals

1. The Commission will continue its review of provisional appointments.
2. The Commission will continue to familiarize themselves with the Civil Service rules and will consider improvements as needed.
3. Continue, as needed, the work of the ad hoc committee to address concerns raised by employees.

SUMMARY FOR DELEGATED CLASSIFICATIONS - November & December, 2010

DEPARTMENT	ORIGINAL CLASS	CLASS AFTER PERSONNEL STUDY	ACTION
Health Services Agency	Public Health Investigator	Senior Public Health Investigator	Alternate-staff
Health Services Agency	Victim Services Rep	Victim Services Rep	New position approved by BOS. Classification study approved for Victim Services Rep
Health Services Agency	Medical Assistant	Medical Assistant	New position approved by BOS. Classification study approved for Medical Assistant
Health Services Agency	Sr. Human Services Analyst	Sr. Human Services Analyst	New position approved by BOS. Classification study approved for Sr. Human Services Analyst
Human Services Department	Eligibility Worker II/I	Eligibility Worker III	Reclassify vacant position
Human Services Department	Eligibility Worker II/I	Eligibility Worker III	Reclassify vacant position
Human Services Department	Eligibility Worker II/I	Eligibility Worker III	Reclassify vacant position
Human Services Department	Eligibility Worker II/I	Eligibility Worker III	Reclassify vacant position
Human Services Department	Eligibility Worker II/I	Eligibility Worker III	Reclassify vacant position

**PROVISIONAL REPORT
October- December 2010**

Department	Classification	Reason for Filling Position	Type of Appointment
General Services	Division Manager - General Services	Incumbent out on a medical leave of absence; department operationally needed to fill position temporarily.	Provisional Substitute Promotion
Human Resources Agency	Clerical Supervisor II	Incumbent on a medical leave; position provides supervision to staff within unit.	Provisional Substitute Promotion
Personnel	Assistant Personnel Analyst	Incumbent out for an extended period of time; position provides supervision to staff within unit.	Provisional Substitute Promotion

Number of Provisional Appointments

Type of Appointment	October- December 2009	October-December 2010
Provisional	1	
Provisional Promotion	1	
Provisional Substitute		
Provisional Substitute Promotion	1	3
Provisional to Probationary		3

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.

Workload Report**Starting Date: 10/01/2009****Report Ending Date: 12/31/2009**

Lists Opened 17
 Applications Entered 734
 Applications Rejected 250
 Candidates Scheduled for Examination 276
 Total Examinations Administered 310

Test Types:

Written Exam 124
 Oral Examination 21
 Performance Examination 1
 Training & Experience Rating 71
 Qualifications Appraisal 34
 Assessment Center 3
 Agility Test 55
 Bilingual Performance Test 1
 Written Essay 0
 Total 310

Vacancies Opened 43
 Eligible Candidates 287
 Referrals 55
 Candidates Referred 346
 Appointments 21

Workload Report**Starting Date: 10/01/2010****Report Ending Date: 12/31/2010**

Lists Opened 28
 Applications Entered 1046
 Applications Rejected 203
 Candidates Scheduled for Examination 434
 Total Examinations Administered 424

Test Types:

Written Exam 0
 Oral Examination 115
 Performance Examination 23
 Training & Experience Rating 123
 Qualifications Appraisal 49
 Assessment Center 0
 Agility Test 114
 Bilingual Performance Test 0
 Written Essay 0
 Total 424

Vacancies Opened 30
 Eligible Candidates 355
 Referrals 75
 Candidates Referred 547
 Appointments 24



County of Santa Cruz

BOARD OF SUPERVISORS

701 OCEAN STREET, SUITE 500, SANTA CRUZ, CA 95060-4069
(831) 454-2200 • FAX: (831) 454-3262 TDD: (831) 454-2123

JOHN LEOPOLD
FIRST DISTRICT

ELLEN PIRIE
SECOND DISTRICT

NEAL COONERTY
THIRD DISTRICT

TONY CAMPOS
FOURTH DISTRICT

MARK W. STONE
FIFTH DISTRICT

AGENDA: 12/14/10

December 8, 2010

BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

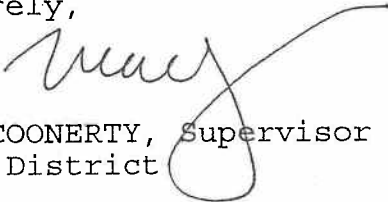
RECEIVED
PERSONNEL DEPT
10 DEC 15 PM 2:01

RE: APPOINTMENT TO CIVIL SERVICE COMMISSION

Dear Members of the Board:

I recommend the appointment of Dina Hoffman to the Civil Service Commission, in accordance with County Code Section 2.46.050, for a term to expire December 31, 2014.

Sincerely,


NEAL COONERTY, Supervisor
Third District

NC:pmp

cc: Dina Hoffman
✓ Civil Service Commission

5239C3

APPOINTED

12-14-10



County of Santa Cruz

BOARD OF SUPERVISORS

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FIRST DISTRICT

ELLEN PIRIE
SECOND DISTRICT

NEAL COONERTY
THIRD DISTRICT

TONY CAMPOS
FOURTH DISTRICT

MARK W. STONE
FIFTH DISTRICT

AGENDA: 12/14/10

December 6, 2010

BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

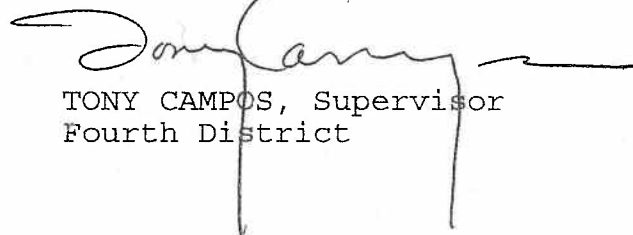
RECEIVED
PERSONNEL DEPT
10 DEC 15 PM 2:01

RE: REAPPOINTMENT TO CIVIL SERVICE COMMISSION

Dear Members of the Board:

I recommend the reappointment of Olivia Madrigal to the Civil Service Commission, in accordance with County Code Section 2.46.050, for a term to expire December 31, 2014.

Sincerely yours,



TONY CAMPOS, Supervisor
Fourth District

TC:pmp

cc: Olivia Madrigal
✓ Civil Service Commission

5238C4

APPOINTED

12-14-10



COUNTY OF SANTA CRUZ

PERSONNEL DEPARTMENT

701 OCEAN STREET, SUITE 310, SANTA CRUZ, CA 95060-4073
(831) 454-2600 FAX: (831) 454-2411 TDD: (831) 454-2123
MICHAEL MCDUGALL, DIRECTOR

TO: Civil Service Commissions
FROM: Laurie Hill, Secretary to the Commission
SUBJECT: Civil Service Commission: 2011 Schedule of Meetings

Every year, the schedule of meetings for the next calendar year is distributed to Commissioners, representation units and County staff members. This memo contains the 2011 Commission schedule. The Commission traditionally reserves the first Wednesday afternoons of each month and the full third Wednesday of each month for potential appeal hearings. Quarterly business meetings are also held in the early evening of the third Thursday in January, February, April, May, July, August, October and November. The Board of Supervisors' Chambers has been reserved for these dates.

The full schedule is listed below, so please mark your calendar:

Quarterly Meetings, Third Thursdays, 5:45 p.m.

January 20, 2011, March 17, 2011, May 19, 2011, July 21, 2011, September 15, 2011 and November 17, 2011

Dates held for potential appeal hearings:

First Wednesday, 1:30-5:00 p.m.

January 5, 2011
February 2, 2011
March 2, 2011
April 6, 2011
May 4, 2011
June 1, 2011
July 6, 2011
August 3, 2011
September 7, 2011
October 5, 2011
November 2, 2011
December 7, 2011

Third Wednesday, 8:00 a.m. - 5:00 p.m.

January 19, 2011
February 16, 2011
March 16, 2011
April 20, 2011
May 18, 2011
June 15, 2011
July 20, 2011
August 17, 2011
September 21, 2011
October 19, 2011
November 16, 2011
December 21, 2011

Cc: SEIU Local 521
District Attorney Assoc.
Susan Mauriello, CAO
General Services Department

Operating Engineers
Middle Management Assoc.
Board of Supervisors
Personnel department Staff
Each Department Head