



COUNTY OF SANTA CRUZ

PERSONNEL DEPARTMENT

MICHAEL J. MCDUGALL, DIRECTOR

AJITA PATEL, DEPUTY DIRECTOR

701 OCEAN STREET, SUITE 310, SANTA CRUZ, CA 95060-4073

(831) 454-2600 FAX: (831) 454-2411 TDD: (831) 454-2123

DATE: November 8, 2010

TO: Civil Service Commissioners

FROM: Laurie Hill, Senior Personnel Analyst

SUBJECT: Proposed Civil Service Rule Change: Causes for Disciplinary Action

On September 16, 2010, the Commission received the original request from the Personnel Department and approved this potential Civil Service Rule modification for review and public comment at this meeting.

Santa Cruz County Civil Service Rules 130 Section XIV B. provides the County with fourteen causes for disciplinary action.

In the course of reviewing several recent disciplinary matters we discovered that "dishonesty" was a serious element in many of these cases. Dishonesty is not specifically listed as a cause for disciplinary action under our Civil Service Rules.

The County of Santa Cruz routinely compares itself to a designated list of eight comparable counties: Santa Clara, San Mateo, Sonoma, Marin, Napa, Contra Costa, Solano, and Monterey.

Five of the eight comparable counties list "dishonesty" as a cause for disciplinary action: San Mateo, Marin, Contra Costa, Solano and Sonoma¹. (Monterey does not have a distinct list of causes.)

The Personnel Department recommends amending the Santa Cruz County Civil Service Rules, in order to more closely match our comparable agencies, by adding "dishonesty" to the list of causes for discipline.

If approved by the Commission tonight, this recommended change will be presented to the Board of Supervisors for their concurrence.

¹ Sonoma County's policy specifically reads: Falsification of any records, such as medical forms, timecards or employment applications or making material dishonest work-related statements to other employees at work or committing perjury.

CIVIL SERVICE RULE SECTION 130 XIV. B

Causes for Disciplinary Actions. The following may be considered as causes for dismissal, suspension, reduction in compensation or demotion, although dismissals, suspension, reductions in compensation or demotions may be made for other causes:

1. Fraud in securing appointment.
2. Incompetency.
3. Inexcusable neglect of duty
4. Physical or mental limitations rendering the employee incapable of performing the essential functions of the position after considering reasonable accommodation.
5. Insubordination
6. Unauthorized or wasteful use of public funds, supplies, and equipment.
7. Drunkenness on duty.
8. Addiction to use of narcotics or habit-forming drugs.
9. Inexcusable absence without leave.
10. Conviction of any felony or of a misdemeanor involving moral turpitude.
11. Discourteous treatment of the public or other employees.
12. Willful disobedience.
13. Violation of the Civil Service Ordinance or rules of the Commission.
14. Negligent or willful damage to public property.

SUMMARY FOR DELEGATED CLASSIFICATIONS - September & October, 2010

| DEPARTMENT | ORIGINAL CLASS | NEW CLASS | ACTION |
|--|--|--|---|
| Health Services Agency | Assistant Director - Health Services Agency | Assistant Director - Health Services Agency | New position approved by Board of Supervisors. Classification study approved for Assistant Director - Health Services Agency |
| Health Services Agency/Human Services Department | Assistant Director Human Services Department | Assistant Director - Health Services Agency or Human Services Department | Job Specification Update and Title Change approved by Board of Supervisors to incorporate the new position for Assistant Director - Health Services Agency. |
| Health Services Agency | Sr. Mental Health Client Specialist | Sr. Mental Health Client Specialist | New position approved by Board of Supervisors. Classification study approved for Sr. Mental Health Client Specialist |
| Health Services Agency | Mental Health Client Specialist | Health Client Benefits Representative | Reclassify vacant position |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**PROVISIONAL REPORT
JULY – SEPTEMBER 2010**

| Department | Classification | Reason for Filling Position | Type of Appointment |
|------------------------|---------------------------------|---|----------------------------------|
| District Attorney | Attorney II – District Attorney | Increase in homicide and gang related cases led to departmental reorganization resulting in a vacancy in the domestic violence unit which needed to be filled to meet the departments timelines. | Provisional |
| Health Services Agency | Clinic Nurse III | Incumbent out on a medical leave; department operationally needed to have a supervisor onsite for medical staff. | Provisional Substitute Promotion |
| Personnel | Personnel Technician | Incumbent serving in a higher position as a supervisor for an employee on maternity leave; department operationally needed to fill position to provide technical support to the Employment Services Division. | Provisional Substitute Promotion |
| Public Works | Sanitation Maintenance Worker I | Position voluntarily vacated; incumbent responsible for maintenance of wastewater treatment and water treatment plants; candidate hired as a result of placement via layoffs. | Provisional Promotion |

Number of Provisional Appointments

| Type of Appointment | July – September 2009 | July – September 2010 |
|----------------------------------|------------------------------|------------------------------|
| Provisional | | 1 |
| Provisional Promotion | | 1 |
| Provisional Substitute | | |
| Provisional Substitute Promotion | 2 | 2 |
| Provisional to Probationary | | |

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: 07/01/2009
Report Ending Date: 09/30/2009

Workload Report
Starting Date: 07/01/2010
Report Ending Date: 09/30/2010

| | |
|--------------------------------------|-----|
| Lists Opened | 12 |
| Applications Entered | 491 |
| Applications Rejected | 142 |
| Candidates Scheduled for Examination | 142 |
| Total Examinations Administered | 376 |

Test Types:

| | |
|------------------------------|-----|
| Written Exam | 108 |
| Oral Examination | 18 |
| Performance Examination | 0 |
| Training & Experience Rating | 114 |
| Qualifications Appraisal | 46 |
| Assessment Center | 0 |
| Agility Test | 85 |
| Bilingual Performance Test | 5 |
| Written Essay | 0 |
| Total | 376 |

| | |
|--------------------------------------|-----|
| Lists Opened | 16 |
| Applications Entered | 947 |
| Applications Rejected | 385 |
| Candidates Scheduled for Examination | 247 |
| Total Examinations Administered | 247 |

Test Types:

| | |
|------------------------------|-----|
| Written Exam | 0 |
| Oral Examination | 65 |
| Performance Examination | 6 |
| Training & Experience Rating | 74 |
| Qualifications Appraisal | 35 |
| Assessment Center | 0 |
| Agility Test | 65 |
| Bilingual Performance Test | 2 |
| Written Essay | 0 |
| Total | 247 |

| | |
|---------------------|-----|
| Vacancies Opened | 39 |
| Eligible Candidates | 393 |
| Referrals | 48 |
| Candidates Referred | 676 |
| Appointments | 10 |

| | |
|---------------------|-----|
| Vacancies Opened | 25 |
| Eligible Candidates | 227 |
| Referrals | 69 |
| Candidates Referred | 375 |
| Appointments | 36 |



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 J. MCDUGALL, PERSONNEL DIRECTOR
AJITA PATEL, DEPUTY DIRECTOR

M E M O R A N D U M

Date: October 1, 2010
To: Laurie Hill
From: Ajita Patel, Deputy Director
Re: Ethics Training

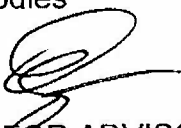
Per Assembly Bill 1234 the Civil Service Commission members are required to complete a training on Ethics once every two years. Our records show that Margaret Leonard, Robert Taren, and Carmen Potro are all due for this training. If these members have attended an Ethics training since October 1, 2008, or if there are any other members not noted above that have completed the training please submit the certificate or proof of completion to the Personnel Office Records Division so we can update our database.

If these members have not yet taken the Ethics training, a variety of options are available to them. The Institute For Local Government (ILG) offers free on-line classes, \$25 self-study tests, and occasional training sessions which comply with the requirements of AB 1234. Additional information on these classes can be found at the ILG website: www.ca-ilg.org/trust. In addition, the California Fair Political Practices Commission offers a free online training at www.localethics.fppc.ca.gov. This training is also in compliance with AB 1234.

Reminder: Upon completion of the Ethics training, please provide the certificate or proof of completion to the Personnel Office Records Division so we may update our list. Thank you.

COUNTY OF SANTA CRUZ

Inter-Office Correspondence

DATE: October 4, 2010
TO: Various County Advisory Bodies
FROM: Chairperson Tony Campos 
RE: ATTENDANCE ROSTERS FOR ADVISORY BODIES
REQUIRED TO SUBMIT REPORTS AT THE CONCLUSION
OF ODD NUMBERED YEARS

The purpose of this memo is to remind you that the advisory bodies listed below are required to submit reports at the conclusion of odd numbered years:

- Hazardous Materials Advisory Commission
- Historic Resources Commission
- Housing Advisory Commission
- Human Services Commission
- In-Home Supportive Services Advisory Commission
- Integrated Waste Management Local Task Force
- Latino Affairs Commission
- Mental Health Advisory Board
- Mobile and Manufactured Home Commission
- On-Site Sewage Disposal Technical Advisory Group
- Parks and Recreation Commission
- Planning Commission
- Santa Cruz-Monterey-Merced Managed Medical Care Commission
- Seniors Commission
- Treasury Oversight Commission
- Water Advisory Commission
- Women's Commission
- Workforce Investment Board

Therefore, your next report (previously identified as an annual report) will not be due until the end of calendar year 2011 highlighting actions for both calendar years 2010 and 2011.

However, the Board directed that all advisory bodies--regardless of whether they are submitting a report in a given year or not--are required to submit an attendance report to the Board at the end of each calendar year.

Please send your 2010 attendance report directly to the office of the Board of Supervisors no later than January 31, 2011. If you have any questions, please feel free to contact Terry Dorsey at extension 2200.

5204C6