

**Please join us for a reception
to honor**



Robert Taren
Civil Service Commissioner

Appointed by
Supervisor Mardi Wormhoudt
January 2003 – December 21, 2010

Thursday, March 17, 2011
5:30 P.M.

CAO Conference Room



SUMMARY FOR DELEGATED CLASSIFICATIONS - January & February, 2011

DEPARTMENT	PROPOSED or CURRENTLY ESTABLISHED CLASS	CLASS AFTER PERSONNEL STUDY	ACTION
Health Services Agency	Chief of Clinic Services	Chief of Clinic Services	New position approved by BOS. Department requested Chief of Clinic Services. Classification study approved for Chief of Clinic Services.
Health Services Agency	Departmental Administrative Analyst	Redevelopment Project Mgr.	Reclassify vacant position at department's request. Existing position Departmental Administrative Analyst. Classification study approved for Redevelopment Project Manager.
Health Services Agency	Senior Accounting Technician	Senior Accounting Technician	New position approved by BOS. Department requested Senior Accounting Technician. Classification study approved for Senior Accounting Technician.
Personnel Department	Administrative Services Officer II	Principal Personnel Analyst	Reclassify vacant position at department's request. Existing position Administrative Services Officer II. Classification Study approved for Principal Personnel Analyst.

**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.



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

GREG CAPUT
FOURTH DISTRICT

MARK W. STONE
FIFTH DISTRICT

February 8, 2011

Civil Service Commission
701 Ocean Street
Santa Cruz, CA 95060

Dear Members of the Commission:

Thank you for submitting your report highlighting the activities of the Commission in 2010. This report provides an excellent overview of the various issues considered by the Commission this past year.

With the recent modifications to the requirements for the submission of reports by County advisory bodies, you will not be required to submit your next report until after the conclusion of calendar year 2012 (due by January 31, 2013). Your next report should highlight the activities of the Commission in calendar years 2011 and 2012.

Again, thank you for preparing your report for the Board's consideration. We sincerely appreciate your contributions to the work of County government.

Sincerely,

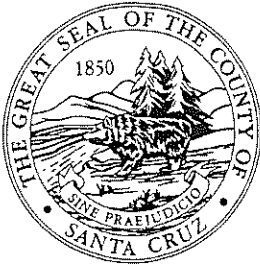
MARK W. STONE, Chairperson
Board of Supervisors

MWS:pmp

cc: Clerk of the Board

4956A6

RECEIVED
FEB 15 PM 1:41



County of Santa Cruz

COUNTY CLERK / ELECTIONS

701 OCEAN STREET, ROOM 210, SANTA CRUZ, CA 95060-4076
831-454-2060 (Elections) 831-454-2470 (County Clerk) TOLL-FREE: 866-282-5900
FAX: 831 454-2445 TDD: 831-454-2123
E-MAIL: gail.pellerin@co.santa-cruz.ca.us
Web Sites: www.sccoclerk.com and www.votescount.com

January 21, 2011

GAIL L. PELLERIN, COUNTY CLERK

Civil Service Commission
Laurie Hill
Government Center, Room 510
Santa Cruz, CA 95060

Re: Annual Statement of Economic Interest due **April 1, 2011**

Dear Laurie Hill,

The Political Reform Act requires that officials and employees who are designated in an agency's conflict of interest code must file a Statement of Economic Interests, Form 700 every year.

Filers who **assumed office between 10/01/10 and 12/31/10**, and filed assuming office statements are **NOT** required to file the 2010 annual statement.

I have enclosed one Statement of Economic Interests 2010/2011 Form 700 and Reference Pamphlet that you may copy and distribute to all filers in your office. These forms are also available on the Fair Political Practices Commission's web site at www.fppc.ca.gov. The SEI Form 700 is interactive. Annual statements are due no later than **April 1, 2011**. The period covered by this annual statement is January 1, 2010, through December 31, 2010.

Also enclosed is the list of people from your office that filed last year. **If there is a date next to the persons name on the list they are NOT required to file a statement.** If there are **any discrepancies** between my list and your current list, please either add the person to the list or indicate why that person cannot file and **return that same** updated list with your department's 700s. I am also including a Fines and Waivers Policy in this packet along with a contact information sheet for you to update.

Please distribute the following information to the appropriate official:

Expanded Statement: many officials hold more than one position covered under the ACT and therefore, may submit an expanded statement by completing **ONE (1)** Form 700 covering the disclosure for all positions, and **making sufficient copies BEFORE signing** so that each filing officer receives an **originally signed copy** of the statement.

If you have any questions regarding this letter please do not hesitate to contact Crystal at 454-2408 or crystal.bertheau@co.santa-cruz.ca.us.

Send completed forms to:

Crystal Bertheau
County Clerk/Elections Department
701 Ocean Street, Room 210
Santa Cruz, CA 95060

March 2, 2011

Civil Service Commission
County of Santa Cruz
c/o County Personnel Department
701 Ocean Street, Room 310
Santa Cruz, CA 95050

11 MAR - 8 PM '11

**RE: VIOLATION OF COUNTY REGULATIONS AND MERIT SYSTEM STANDARDS-
POLITICAL FAVORITISM**

It has come to my attention that a violation of County regulations and State Merit System standards has occurred by the appointment of a Board aide as an Eligibility Worker III for which the person is not qualified, contrary to County Code Section 3.20.030.

Background

There has been a County hiring freeze for a considerable period. The Human Resources Department (HRD) has requested to fill vacant eligibility worker (EW) positions for some time. Approval has been given recently by the CAO to fill five EW III positions, two of which by Board aides who would otherwise lose their employment with the County due to a County Supervisor losing a recent election.

Tony Campos was a County Supervisor until he lost the most recent election. Each County Supervisor has several aides, in the job classes of County Supervisor's Analyst or Supervisor's Staff Assistant. Board aides are excluded from Civil Service ("exempt") under the County Code, and are normally excluded from taking place in promotional examinations.¹

Two of Tony Campos' aides have been appointed to EW III positions. Apparently this took place in December 2010. The name of one of them is Gustavo Gonzalez. [See e-mail on page 3 below, dated December 22.] The name of the other is Irma Marquez.

Irma Marquez previously was an EW and an EW Supervisor, while in the classified service. Her appointment as an EW III was consistent with County Civil Service Rules Section VIII 3.

Gustavo Gonzalez was in a civil service [classified] position in the County Planning Department as a technician prior to his employment as a Board aide.

State Merit System services is responsible for auditing County and ensuring that federal and state merit system standards apply to all recruitment and appointments in HRD. See California Code of Regulations, Title 2, Division 5, local agency personnel standards.

¹Under Civil Service Rule Section VII, unclassified employees may only compete in promotional examinations if they were previously appointed through the required Civil Service recruitment and examination process to a classified position. Both Ms. Marquez and Mr. Gonzalez meet this exception and thus they could compete in promotional exams.

There is a continuous PROMOTIONAL recruitment for EWIII. Appointments to the class of EWIII are typically from employees in the class of EWII.

The class of EW III requires:

(1) one year of experience as an EW II or three and one-half years of public contact experience interviewing clients for purposes of gathering information, determining eligibility and setting up and maintaining eligibility case records for one or more public assistance programs.

and

(2) **Thorough knowledge of:** (a) Laws, rules and regulations applicable to public assistance programs; **and** (b) common community resources; **and** (c) human motivation and behavior.

Discussion

Experience as a County Supervisor's aide or as a planning/code compliance technician does not provide the necessary experience or knowledge required under County regulations and State Merit System standards for the job class of Eligibility Worker III.

HRD has indicated that G. Gonzalez will be provided induction training for Medi-cal. Induction training is **never** provided to EWIII appointees, as they are supposed to be at the advanced journey level and possess program knowledge. Very occasionally brief remedial/refreshers [not induction] training has been provided to employees under special circumstances---a supervisor who wishes to demote back to being an EW, a Social Worker who is bumped back to EW during layoffs. The only reasonable basis for providing induction training to Mr. Gonzalez is because he has little or none of the required knowledge regarding income maintenance programs.

The status of the current eligible list for EW III is unknown. There should be a number of names of EWIIIs, however, on the EW III list. This raises the question as to why two Board aides were appointed in the face of current HRD employees in EW classes.

Employees in the class of EWII have questioned the basis of the appointment of the Board aides as they possessed the required experience and knowledge of the EWIII job class. However, they are unwilling to come forward for fear of retaliation in the absence of an effective County whistleblower provision.

Conclusions

It is clear that Mr. Gonzalez does not meet the experience or knowledge requirements of the class of EWIII. Accordingly, his appointment is contrary to County and State Merit System standards and is thus illegal pursuant to County Code Section 3.20.030, and the appointment constitutes a misdemeanor pursuant to County Code Section 3.04.070.

It is requested that your Commission investigate the appointment in question and hold the person responsible for directing the appointment of Mr. Gonzalez accountable.

Yours truly,



Pruitt Tully
3095 Marina Drive #29
Marina, CA 93933

cc: County Personnel Director
County Grand Jury

Here is text of e-mail in HRA [Wildman is a division director]:

From: Claudine Wildman
Sent: Wednesday, December 22, 2010 2:31 PM
To: hra_EBSD
Subject: EBSD Update

Hello Everyone -

I am pleased to announce that we have filled one of the five new EWIII positions. Please join me in congratulating and welcoming Gustavo Gonzalez to the EBSD and the BCC on January 3rd. Gustavo comes to us as a transfer from Supervisor Campos office. He has a wealth of community and customer service experience.

As a reminder, if you are an EWII and have not yet applied to be an EWIII - remember EWIII is a continuous recruitment and you can apply at any time. New applications will be reviewed beginning January 3rd. Those that meet the minimum qualifications will be added to the list and interviews will start soon thereafter. Here is the link to the EWIII job description.

<http://sccounties01.co.santa-clarita.ca.us/personnel/Specs/SC6spec.html>

If you are an EWIII and have interest in transferring to the BCC, please let me know by COB December 30, 2010.

Happy Holidays!

Claudine