

SUMMARY FOR DELEGATED CLASSIFICATIONS

April - June 2019

Department	Action	Proposed Class (if applicable)	Class After Personnel Study
Agricultural Extension	Reclassify a Division Secretary	Secretary	Secretary
Auditor-Controller Treasure Tax Collector	Reclassify a vacant Senior Account Clerk	Senior Receptionist	Senior Receptionist
Auditor-Controller Treasure Tax Collector	Reclassify a vacant Secretary	Administrative Aide	Administrative Aide
County Administrative Office	Add a 1.0 FTE (Limited Term) Departmental Admin. Analyst	Departmental Admin. Analyst	Departmental Admin. Analyst
General Services	Job spec update for County Safety Officer	N/A	Same
Health Services Agency	Add two 1.0 FTE (Limited Term) Mental Health Client Specialists	Mental Health Client Specialist	Mental Health Client Specialist
Health Services Agency	Reclassify a vacant Accounting Clerical Supervisor II	Sr. Medical Billing Technician	Sr. Medical Billing Technician
Health Services Agency	Reclassify a vacant Public Health Nurse II/I	Mental Health Client Specialist	Mental Health Client Specialist
Health Services Agency	Reclassify a vacant IT Support Analyst II/I	Accountant III/II/I	Accountant III/II/I
Health Services Agency	Add a 1.0 FTE (Limited Term) Sr. Mental Health Specialist	Sr. Mental Health Specialist	Sr. Mental Health Specialist
Health Services Agency	Add two 1.0 FTE Deputy Public Guardian	Deputy Public Guardian	Deputy Public Guardian
Health Services Agency	Add a 1.0 FTE Administrative Aide	Administrative Aide	Administrative Aide
Health Services Agency	Add a 1.0 FTE Mental Health Supervising Client Specialist	Mental Health Supervising Client Specialist	Mental Health Supervising Client Specialist
Health Services Agency	Add a 1.0 FTE Sr./Dept'l/Asst. Departmental Administrative Analyst	Sr./Dept'l/Asst. Departmental Administrative Analyst	Sr./Dept'l/Asst. Departmental Administrative Analyst
Health Services Agency	Job spec update for Sr. Lab Assistant / Phlebotomist	N/A	Same
Health Services Agency	Job spec update for Detention Nurse II/I	N/A	Same
Human Services	New Classification	Business Analytics Manager - H.S.D	Business Analytics Manager - H.S.D
Human Services	Reclassify a vacant Sr. Human Services Analyst	Business Analytics Manager - H.S.D	Business Analytics Manager - H.S.D
Information Services	Reclassify an IT APP Dev/Sup Supervisor	IT Manager II	IT Manager II
Probation	Job spec update for Group Supervisor II/I	N/A	Same
Probation	Job spec update for Sr. Group Supervisor	N/A	Same
Probation	Job spec update for Institutional Supervisor	N/A	Same
Probation	Job spec update for Housekeeper	N/A	Same
Probation/Sheriff-Coroner	Job spec update for Head Cook	N/A	Same
Probation/Sheriff-Coroner	Job spec update for Cook	N/A	Same
Sheriff-Coroner	Reclassify a vacant Office Assistant III	Legal Process Clerk II	Legal Process Clerk II

SUMMARY FOR DELEGATED CLASSIFICATIONS

July - September 2019

Department	Action	Proposed Class (if applicable)	Class After Personnel Study
Assessor	Reclassify vacant Appraiser II	Auditor/Appraiser I/II	Auditor/Appraiser I/II
Health Services Agency	Job Spec Update for Lab Assistant, Phlebotomist	N/A	Same
Human Services	Job Spec Update for Human Services Department Director	N/A	Same
Parks	Reclassify vacant Clerk II	Recreation Program Specialist	Recreation Program Specialist
Sheriff-Coroner	Reclassify vacant Office Assistant I/II	Legal Process Clerk II	Legal Process Clerk
Sheriff-Coroner	Reclassify vacant Sheriff's Security Officer	Sheriff's Property Clerk	Sheriff's Property Clerk

PROVISIONAL REPORT

April 2019 – June 2019

Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
General Services	Maintenance Electrician	To ensure the maintenance of all electrical functions, assist with new construction and provide back up support to the Sr. Electrician	Provisional Substitute Promotion	Filling in for employee out on a medical leave.
Ag Commissioner	Ag. Weights and Measures Inspector I	To ensure that two state mandated programs comply with the required Department of Food & Agriculture Agreement	Provisional Substitute Promotion	Filling in for employee out on a medical leave.
Animal Services Authority	Animal Care Worker	To ensure the health and safety of animals during busiest time of the year.	Provisional	Recruitment completed; selection made
Health Services Agency	Medical Care Program Eligibility Supervisor	To cover business needs due to vacancy while recruitment takes place	Provisional Promotion	Recruitment completed; selection made
Parks	Aquatics Supervisor	To ensure the safety of the public at Simpkins Pool Center	Provisional	Recruitment completed; probationary selection/appointment in progress.
General Services	Warehouse Supervisor	To meet the needs of County departments and their different needs such as storage, supplies, deliveries, etc.	Provisional Promotion	Recruitment opening in new fiscal year.

Number of Provisional Appointments

Type of Appointment	April – June 2018	April – June 2019
Provisional	1	2
Provisional Promotion	3	2
Provisional Substitute	0	0
Provisional Substitute Promotion	1	2
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: a. For department heads – 180 days; b. For other positions – 90 days.

**PROVISIONAL REPORT
July 2019 – September 2019**

Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
Sheriff's Office	Clerical Supervisor I	24/7 staffing schedule needing immediate supervision	Provisional Promotion	Recruitment completed selection made

Number of Provisional Appointments

Type of Appointment	July – September 2018	July – September 2019
Provisional	1	0
Provisional Promotion	0	1
Provisional Substitute	0	0
Provisional Substitute Promotion	0	0
Provisional to Probationary	2	3

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