



# COUNTY OF SANTA CRUZ

## CIVIL SERVICE COMMISSION

701 OCEAN STREET, SUITE 310  
SANTA CRUZ, CA 95060

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

### CIVIL SERVICE COMMISSION AGENDA NOTICE OF PUBLIC MEETING

Location: Board of Supervisors' Chambers  
County Government Center  
701 Ocean Street, Fifth Floor  
Santa Cruz, CA 95060

Date and Time: Thursday, September 16, 2010 at 5:45 p.m.

A regular meeting of the Civil Service Commission has been set for **5:45 p.m., Thursday, September 16, 2010** at the County Government Center, Board of Supervisors' Chambers, 701 Ocean Street, Fifth Floor, Santa Cruz, California.

This agenda is to invite you to participate in a public meeting of the Santa Cruz County Civil Service Commission. Please review the agenda for items of interest to you. You may come to the meeting and speak, or you may send a letter, which will be considered at the meeting. The letter should be addressed to the Personnel Director or Chair of the Civil Service Commission, and should reference the agenda date and specific items of interest to you.

### AGENDA

- I. Call to Order
- II. Attendance
- III. Approval of Minutes for July 15, 2010 regular meeting
- IV. Additions and Corrections to Agenda
- V. Oral Communications
  - a. Public Comment
  - b. Secretary's Report: Quarterly Reports
- VI. Old Business
- VII. New Business
  - a. Conflict-of-Interest Code Biennial Review: No changes recommended

- b. Consider Civil Service Rule Change: Add dishonesty to causes for disciplinary action
- VIII. Report: Adopt Delegated Classification Actions
- IX. Correspondence Items
  - a. Letter from County Clerk, dated June 28, 2010, Conflict of Interest
- X. Adjourn to closed session: Commission will meet to discuss outstanding litigation (Appellate Docket # H035387 and Santa Cruz Superior Court #CV 163520). This portion of the meeting shall be closed to the public in accordance with Government Code 54947 and 54954.5.
- XI. Commission Counsel Report: Will be given at the conclusion of the closed session on any reportable action(s) taken in the closed session.
- XII. Adjournment

Next Commission Meeting: Thursday, November 18, 2010

### **Meeting Announcements**

The Commission will receive Oral Communications prior to regularly scheduled action items. Any person may address the Commission on any item of interest to the public, before or during the Commission's consideration of the item, restricted to three minutes per individual, provided that no action shall be taken on any item not appearing on the agenda. Commissioners may choose to follow up at a later time, either individually or on a subsequent Civil Service Commission agenda.

The County of Santa Cruz does not discriminate on the basis of disability, and no person shall, by reason of a disability, be denied the benefits of its services, programs, or activities. The Board of Supervisors' Chambers are located in an accessible facility. If you wish to attend this meeting and you will require special assistance in order to participate, please contact Laurie Hill at 454-2948 (TDD number 454-2123) at least 72 hours in advance of the meeting in order to make arrangements. As a courtesy to those affected, please attend the meeting smoke and scent free.

**Action Items Will Be Heard According to the Agenda Schedule**

SANTA CRUZ COUNTY  
CIVIL SERVICE COMMISSION  
Minutes for July 15, 2010  
5:50 p.m.  
701 Ocean Street, Room 500  
Santa Cruz, California

Present: Chair Robert Taren, James Maxwell, Olivia Madrigal, Carmen Potro and Margaret Leonard.

Staff present: Laurie Hill, staff to the commission. Ajita Patel, Deputy Director of Personnel

1. Approved minutes of the meeting of May 20, 2010. Motion/Second: Leonard and Madrigal  
AYES: 5  
NOES: 0  
ABSTAIN: 0  
ABSENT: 0
2. Adopted Delegated Classification Report. Motion/Second: Madrigal and Potro  
AYES: 5  
NOES: 0  
ABSTAIN: 0  
ABSENT: 0
3. Received and filed the Employment Services Workload Report.
4. Received and filed the Provisional Appointment Report
5. The meeting was adjourned at 5:57 p.m.
6. Next meeting is scheduled September 16, 2010.



# COUNTY OF SANTA CRUZ

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## 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: September 16, 2010  
TO: Civil Service Commissioners  
FROM: Laurie Hill, Senior Personnel Analyst  
SUBJECT: Quarterly Reports

As you will recall, the Civil Service Commission met quarterly for several years: January, April, July and October.

At these meetings the Commission reviewed Employment Services Division Workload and Provisional Appointment reports. The Workload report compared quarterly activity to the previous year.

The Commission now meets the 3<sup>rd</sup> Thursday of January, March, May, July, September, and November.

As a result in this change in meeting schedule, the Commission can now expect to review both the Employment Services Division Workload and Provisional Appointment reports in January, May, July, and November.



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DATE: September 16, 2010  
TO: Civil Service Commissioners  
FROM: Laurie Hill, Senior Personnel Analyst  
SUBJECT: Conflict-of-Interest Code

The Political Reform Act requires every local government agency to review its conflict-of-interest code biennially. The Commission received a reminder from the County Clerk.

The Civil Service Commission is covered under the declaration provided by the Personnel Department (Resolution #342-2006).

The Personnel Director reviews the code and signs the verification. No Civil Service Commission amendments are necessary at this time, and the Commission does not need to take any action.



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DATE: September 16, 2010

TO: Civil Service Commissioners

FROM: Laurie Hill, Senior Personnel Analyst

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

Santa Cruz County Civil Service Rules 130 Section XIV B. provides the County with 14 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 Sonoma<sup>1</sup>. (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, this recommended change will be placed on an upcoming agenda for review and public comment. After this hearing, if the Commission votes to proceed, the recommendation will be presented to the Board of Supervisors for their concurrence.

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<sup>1</sup> 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.







# County of Santa Cruz

## COUNTY CLERK / ELECTIONS

701 OCEAN STREET, ROOM 210, SANTA CRUZ, CA 95060-4076  
831-454-2060 TOLL-FREE: 866-282-5900 FAX: 831 454-2445 TDD: 831-454-2123  
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Web Sites: [www.scco clerk.com](http://www.scco clerk.com) & [www.votescount.com](http://www.votescount.com)

GAIL L. PELLERIN, COUNTY CLERK

June 28, 2010

Laurie Hill  
Civil Service Commission  
Rm 510  
Government Center

The Political Reform Act requires every local government agency to review its conflict-of-interest code biennially. No later than October 1 of each even-numbered year, each agency must submit to the County Board of Supervisors a notice indicating whether or not an amendment is necessary. The enclosed, "2010 Local Biennial Notice," form must be returned to the County Clerk **no later than October 1, 2010**. **Please submit a copy of your current code.**

Please review the enclosed fact sheets. If amendments to an agency's conflict-of-interest code are necessary, the amended code must be forwarded to the Board for approval within **90 days** of filing the biennial notice. For example, if your agency files its notice on October 1, 2010, indicating that an amendment is necessary, the amendment is due to the Board of Supervisors by December 30, 2010. An agency's amended code is not effective until it has been approved by the Board of Supervisors. The procedure to follow is to send the amended code to the County Clerk's office and our office will put it on the Board's agenda. If you have **ANY** questions please call Crystal Bertheau at 454-2408.

The Fair Political Practices Commission offers free seminars on how to amend a conflict-of-interest code. To register for a seminar, call the FPPC at (866) ASK-FPPC, and press 4. Information is also available on the FPPC's website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

**Send the Biennial Notice and copy of your current code to:**

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



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