

Civil Service Commission Minutes
Thursday, October 18, 2007

The Civil Service Commission held a quarterly meeting on Thursday, October 18, 2007 in the Board of Supervisors' Chambers, 701 Ocean Street, Santa Cruz, California.

ORDER OF BUSINESS

1. Call to Order: Vice Chair Judy Jones called the meeting to order at 5: 50p.m.
2. Attendance: Commissioners present: Vice Chair Judy Jones, Patricia Fink and Jack Gordon. Absent: Commission Chair Michael Barsi and Commissioner Robert Taren. Present: Thornton Kontz, Commission Attorney, Laurie Hill, Secretary to the Commission, Ajita Patel, Deputy Director of Personnel, and Personnel Analysts Terri Cobbs, Christa Schleiner, Kim Begley, and Nisha Patel.
3. Approval of Minutes: The minutes of the July 19, 2007 meeting were approved 3-0-2.
4. Oral Communications: There were no oral communications.
5. Secretary Report: Secretary Hill, reported with regrets, that Dania Torres Wong, Personnel Director, had resigned and accepted a position with a public labor law firm. Commission was provided with a strike and delete version of the new SEIU MOU, approved by the Board on October 2. Vice Chair Jones commended both the County and SEIU for the three year agreement. Negotiations continue with the Mid Management group and will start with the DA Attorneys in November.
6. Old Business:

Report of ad hoc committee on Civil Service oversight, job specifications, job reclassification and the Whistleblower Hotline. Both committee members, Commissioners Barsi and Taren, were not present at the meeting. Commission attorney, Thornton Kontz, reported that the ad hoc committee did not meet and that concerns had surfaced regarding the Brown Act. It was unclear at this time whether the committee would be able to meet. Kontz said that he wanted to assure SEIU that the memorandum he received would be kept privileged. Kontz also noted that the County had produced a memorandum responding to the public comment that had been received. At the request of Vice Chair Jones, Secretary Hill distributed the following materials that were developed, including the referenced memo, after the distribution of the Commission agenda:

- 1) Memo, dated October 16, 2007, from Ajita Patel, Deputy Director of Personnel and Rama Khalsa, Health Services Agency Administrator, addressing the concerns regarding personnel processes that were presented at the Commission meeting on July 19, 2007,
- 2) Personnel Management Program Review: Report of Findings, dated April 2007, that was conducted by Cooperative Personnel Services Merit System Services, and
- 3) Adopted proposal dated September 7, 2007 between the County of Santa Cruz and SEIU regarding Article 21.1 Classification Action.

Ajita Patel offered that the Personnel Department remained available to respond to any inquiries of the ad hoc committee and added that the memo was an interim response to the oral testimony of July 19, 2007. Vice Chair Jones observed that the memo addressed all of the issues and noted that the work of the Ad Hoc Committee would likely continue. Copies of the above listed materials were made available to all attendees.

Staff Report on Civil Service Rules governing appeal hearings and subpoenas: Staff requested a deferral of this item and noted that no appeal hearings were scheduled. Hill reported that we have a working draft that requires a lot more discussion and requested the opportunity for the new Personnel Director to review prior to our submittal. Jones accepted the deferral and the Commission left it to the Personnel Department as to when the item returns before the Commission.

Update on website development for Civil Service Agendas and Minutes: Information Services Department has developed a prototype for the website. The site will be located within the County Commissions' webpage and would include the staff contact information, an introductory statement as to purpose of the Commission, meeting agendas and minutes, and will include an archive of previous agendas and minutes, as well as link to the Civil Service Rules and the County Code chapter regarding the Commission. The site should be available for the January meeting. Vice Chair Jones asked if the site would be interactive, and Hill responded that the reader would be available to send messages to the staff member assigned to the Commission.

7. New Business:

Request for 12 month probation period for new classification of Latent Print Examiner and Latent Print Examiner Trainee: Moved by Commissioner Fink, seconded by Commissioner Gordon, approved 3-0-2.

8. Reports

a. Delegated Classification Actions: Two lists included, one representing classifications surfaced in the annual budget process and one list of classifications not related to the budget. Commission was provided with a list of all job classification titles and the date that they were last updated. This list also highlighted classifications currently under review. Ms. Patel clarified the classification process following the adoption of the budget. Ms. Cobbs described the extension of the limited term positions due to grant related funding. Commissioner Gordon noted a concern that there are long term employees in limited term positions. Ms. Patel indicated that the rotation of these assignments is not related to seniority and that senior staff's seniority is recognized if funding cuts occur. Commissioners noted the transfer of custodians from Health Services to General Services and the elimination of vacant Public Works Maintenance Workers. Commissioner Gordon moved to adopt the report, seconded by Commissioner Fink. Approved 3-0-2. Commissioner Jones commented on the job specification revision dates, observing that several of the specifications were under review and Commissioner Fink stated that several job specifications were outdated. Ms. Patel added that the list was distributed to SEIU with the agenda packet.

- b. The Commission received and accepted Employment Services Division Workload Report.

9. Received correspondence:
 - a. Letter dated July 20, 2007 from SEIU regarding Working Group on Civil Service Reform.
 - b. Letter dated July 31, 2007 from Rama Khalsa, Director of Health Services Agency in response to SEIU regarding moving of personnel records.

11. Adjournment: There being no other business or public comment, the quarterly meeting was adjourned at 6:18 p.m.

Respectfully submitted,

Laurie Hill, Staff to the Commission