

SANTA CRUZ COUNTY  
CIVIL SERVICE COMMISSION  
Minutes for November 21, 2013 at 5:45 p.m.  
701 Ocean Street, Room 500  
Santa Cruz, California

Present: Olivia Madrigal, Dina Hoffman, Bob Pursley and Margaret Leonard

Absent: Carmen Potro

Staff present: Ajita Patel, Deputy Director

1. Approved minutes of the meeting of July 18, 2013. No minutes for September 19, 2013 due to lack of quorum.  
Motion/Second: Hoffman and Pursley. Passed unanimously.
2. Changes or additions to the agenda:  
None
3. Oral Communications:  
None
4. Secretary's Report:
  - a) Distributed information regarding Ethics Training required for the Commissioners. Asked Commissioners to complete as soon as possible for those who have not completed yet.
  - b) Reminded Commissioners that there is a disciplinary hearing scheduled for December 18, 2013 and a hearing on January 16, 2014 regarding use of certification lists filed by the Correctional Officer Association.
  - c) Staff reported that Commissioner Leonard has decided to step down at the expiration of her term on December 31, 2013. Staff thanked her for her time and dedication in her volunteer position for the Civil Service Commission.
5. Old Business:  
None
6. New Business:
  - a) Consider modification of Civil Service designation for the Chief Deputy County Counsel as proposed in staff correspondence from Deputy Director of Personnel. Dana McRae, County Counsel present to answer questions. No questions received.  
Motion/Second: Madrigal and Hoffman. Passed unanimously.
  - b) Consider change in probationary period for Benefits Representative Trainee (formerly Eligibility Worker I) as proposed in staff correspondence from Deputy Director. Staff reported that SEIU is in concurrence with recommendation to extend the probationary period beyond the time employee is in the classroom setting. Cecilia Espinola, Human Service Director present to answer questions. No questions received.  
Motion/Second: Hoffman and Leonard. Passed unanimously.

7. Report:

a) Provisional Report – No action required informational only.

b) Adopted Delegated Classification Report.

Motion/Second: Hoffman and Leonard. Passed unanimously.

8. Correspondence Items:

None.

Adjournment: 6:10 p.m.

Next meeting is scheduled for January 16, 2014 at 5:45 p.m.