



County of Santa Cruz

BOARD OF SUPERVISORS

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NEAL COONERTY
 THIRD DISTRICT

TONY CAMPOS
 FOURTH DISTRICT

MARK W. STONE
 FIFTH DISTRICT

AGENDA: 2/3/09

January 22, 2009

BOARD OF SUPERVISORS
 County of Santa Cruz
 701 Ocean Street
 Santa Cruz, CA 95060

RE: ANNUAL REPORT OF THE CIVIL SERVICE COMMISSION

Dear Members of the Board:

Attached is the 2008 Annual Report of the Civil Service Commission. I recommend that the Board accept and file this report and direct the Chairperson to thank the members of the Commission for their efforts on behalf of the County.

Sincerely,

NEAL COONERTY, Chairperson
 Board of Supervisors

NC :pmp
 Attachment

cc: Civil Service Commission

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**CIVIL SERVICE COMMISSION
2008 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

The Commission meets in regular sessions the third Thursday of January, April, July, and October 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 were two disciplinary appeal hearings in 2008.

Commission Structure

The Commission consists of five members each elected for full Board approval by the Board of Supervisors. The Commission members in 2008 are: First District, Judy Johnson; Second District, Michael Barsi; Third District, Robert Aren; Fourth District, Patricia Fink (though not elected and Olivia N. Fink acted in her stead, 2008); and Fifth District, Jack Gordon.

In January, the Commission elects a Chair and Vice-Chair for one-year terms. In 2008 the Commission Chair was Patricia Fink and the Vice-Chair was Jack Gordon.

rescheduled to November 12*					
March 5 Appeal Hearing	X	A	X	X	X
Sept. 17 Appeal Hearing	X	X	X	A	X

X = Present; A = Absent; E = Excused.

Civil Service Commission
2008 Annual Report
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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. The Commission participated in the selection of the Personnel Director.
2. In both public meetings and through their ad hoc committee the Commission continued to hear and respond to concerns from Service Employee International Union regarding the Commission's oversight of the County's Whistleblower complaint program and use of provisional appointments.
3. The Commission responded to Grand Jury report entitled "Handpicked for the Job."
4. The Commission held two disciplinary appeal hearings.
5. Staff began to use the Commission's website for basic agenda distribution in lieu of hard copy distribution.
6. The Commission maintains the goal of acting on all appeals, classification issues, and civil service issues brought before it. That goal was met in 2008 and will continue throughout 2009.

Future Goals

1. The Commission will continue its review of provisional appointments.
2. The Commission will continue its review of possible revisions to the Civil Service rules governing appeal hearings.
3. Continue, as needed, the work of the ad hoc committee to address concerns raised by employees.
4. Expand website access to more quarterly meeting agenda materials.