



# County of Santa Cruz

## Personnel Department

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Michael J. McDougall, Personnel Director Ajita Patel, Deputy Director

**Meeting Date:** November 7, 2017  
**Date:** October 26, 2017  
**To:** The Board of Supervisors  
**From:** Michael McDougall, Personnel Director  
**Subject:** Adopt Ordinance Amending County Code And Adopt Resolution Amending Civil Service Rules

At the request of the Personnel Director, the County's Civil Service Commission voted 4-0 on October 19, 2017 to recommend that your Board exclude the position of Director of General Services from the Civil Service System.

In addition to the Civil Service action, County Code Section 3.04.030 requires your Board's approval by a four-fifths vote to execute a change to the Civil Service Ordinance. This proposed change is included in the attached staff report recommended by the Civil Service Commission.

On October 19, 2017, the Civil Service Commission also approved a one-year probationary period for the new classification of Tax Manager. With your Board's concurrence, this job title will be added to the list of job classifications that serve a one-year probationary period.

IT IS THEREFORE RECOMMENDED that your Board:

1. Adopt the attached Ordinance in concept amending County Code Section 3.12.040 to exempt the class of Director of General Services from Civil Service and return on November 14, 2017, for final adoption. This action requires a four-fifths vote by your Board.
2. Adopt the attached amendment to Resolution No. 247-76 to amend the Personnel Regulations by adding the Tax Manager classification to the list of job titles required to serve a twelve month probationary period; and
3. Authorize the Personnel Director, the Auditor-Controller- Treasurer-Tax Collector, and County Administrative Officer to take all necessary administrative steps to effectuate the changes as described in this letter.

**Submitted by:**



Michael McDougall, Personnel Director 10/30/2017

**Recommended:**

Carlos J. Palacios, County Administrative Officer

**Attachments:**

- a Ordinance amending SCCC 3.12.040
- b Ordinance, SCCC 3.12.040 (strikeout-underline copy)
- c Resolution amending Resolution 247-76, Tax Manager probationary period
- d Memo to Civil Service Commission