



# County of Santa Cruz

---

## PERSONNEL DEPARTMENT

MICHAEL J. MCDUGALL, DIRECTOR  
AJITA PATEL, DEPUTY DIRECTOR  
701 OCEAN STREET, SUITE 510, SANTA CRUZ, CA 95060-4073  
(831) 454-2600 FAX: (831) 454-2411 TDD: 711

### MEMORANDUM

DATE: October 13, 2017  
TO: Civil Service Commission  
FROM: Ajita Patel, Deputy Director of Personnel  
RE: Civil Service Designation – General Services Director

---

Pursuant to County Code 3.12.010, the Personnel Department is recommending that the unrepresented executive management position of Director of General Services be designated as non-civil service. The previous General Services Director retired on October 7, 2017, therefore no current incumbent will be impacted.

The Director of General Services position is an executive management position responsible for directing the operations of the General Services Department, including building maintenance and repair, janitorial services, plant acquisition, construction projects, warehouse operations and automotive fleet maintenance and repair. The incumbent also provides administrative oversight for the Office of Emergency Services and County fire protection and serves as the designated Purchasing Agent for the County.

Section 3.12.040 of the Santa Cruz County Code identifies those officers and employees that are not included within the County's Civil Service System. This position reports to the County Administrative Officer (CAO) and is also an integral part of the leadership team in carrying out the policy directives of the Board of Supervisors. There are several department head level positions which are already exempt from civil service. Your approval will bring parity amongst the department head classifications.

Thank you in advance for your consideration.

cc: Michael J. McDougall Personnel Director  
Carlos Palacios, County Administrative Officer