

Civil Service Commission

1055 MONTEREY STREET, SUITE D-250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday July 27, 2016 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



AGENDA

MEMBERS OF THE COMMISSION
President Robert Bergman
Vice President Erwin Ohannesian
Wayne Caruthers
Erica Stewart
William Tappan

1. **Call to Order / Flag Salute / Roll Call**
2. **Public Comment Period**
Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.
3. **Minutes**
The following draft minutes are submitted for approval:
 - a. May 25, 2016
4. **IT Classification Study Presentation – (Receive and File)**
5. **Specifications – Revised**
 - a. Director of Social Services
6. **Probationary Period for Classified Department Heads**
7. **Reports**
 - a. Commission President
 - b. Commission Counsel
 - c. Commission Secretary
8. **Closed Session (per Government Code Section 54956.9): Conference with Legal Counsel – Existing Litigation *Maez v. County of San Luis Obispo Civil Service Commission***
9. **Closed Session (per Government Code Section 54957): Hearing and Deliberations Process regarding Appeal #A15-03**
10. **Adjournment**

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, May 25, 2016 @ 9:00 AM
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION
Robert Bergman, President
Erwin Ohannesian
Wayne Caruthers
Erica Stewart
William Tappan

Present: President Bergman, Vice President Ohannesian, Commissioner Caruthers, Commissioner Stewart

Absent: Commissioner Tappan

Staff: Acting Commission Secretary Natalie Walter, Commission Clerk Lacey Gabriel

Counsel: Commission Counsel Tim McNulty

1. Call to Order/ Flag Salute/ Roll Call

President Bergman called the meeting to order at 9:00 AM and led the flag salute.

2. Public Comment Period

President Bergman asked for Public Comment. Being none, he closed the public comment period.

3. Minutes – April 27, 2016

President Bergman asked for corrections or revisions to the April 27, 2016 meeting minutes. Commissioner Caruthers made a motion to approve the minutes as presented; Vice President Ohannesian seconded the motion. President Bergman abstained as he was absent from the April 27, 2016 Meeting. Commissioner Tappan was absent. The motion passed 3-0-2.

4. Specifications – New/Revised

a/b. Parks Superintendent/Assistant Director of Parks & Recreation: Personnel Analyst, Mark McKibben, presented the specifications and introduced Larry Iaquinto, Parks Superintendent. Mr. McKibben explained the purpose for the revised and new specifications. The Commission questioned Mr. McKibben and Mr. Iaquinto. President Bergman asked if there was public comment on either of the specifications. Being none, Commissioner Caruthers made a motion to approve the revised and new specifications; Commissioner Ohannesian seconded. The motion passed 4-0-1.

c. Purchasing Manager: Personnel Analyst, Mark McKibben, presented the new specification. He explained the purpose for the new specification. The Commission questioned Mr. McKibben. President Bergman asked for public comment. Being none, Commissioner Caruthers made a motion to approve the new specification; Commissioner Stewart seconded. The new specification was approved as presented. The motion passed 4-0-1.

d/e. Airport Operations Specialist/Airport Maintenance Worker: Personnel Analyst, Mark McKibben, presented the revised specifications and introduced Craig Piper, Assistant Director of Airports. Mr. McKibben explained the purpose for the revised specifications. The Commission questioned Mr. McKibben and Mr. Piper. President Bergman asked for public comment. Being none, President Bergman asked for a motion to approve the revised specifications. Commissioner Ohannesian made a motion to approve; Commissioner Caruthers seconded. The motion passed 4-0-1.

f. Community Health Nurse I, II: Personnel Analyst, Frank Stapleton, presented the new specification and introduced Dr. Penny Borenstein, Public Health Administrator/County Health Officer. He explained the purpose for the new

Civil Service Commission

specification and notified the Commission of a typo in the specification to be amended. The Commission questioned Mr. Stapleton and Dr. Borenstein. President Bergman asked for public comment. Being none, President Bergman made a motion to approve the new specification as amended; Commissioner Caruthers seconded. The motion passed 4-0-1.

g. Public Health Nurse I, II, Senior: Personnel Analyst, Frank Stapleton, presented the new specification with Dr. Borenstein of the Health Agency. Mr. Stapleton explained the purpose for the new specification. The Commission questioned Mr. Stapleton. President Bergman asked for public comment. Being none, Commissioner Stewart made a motion to approve; Caruthers seconded. The motion passed 4-0-1.

5. Reports

- a. Commission President: No report.
- b. Commission Counsel: No report.
- c. Commission Secretary: Acting Commission Secretary, Natalie Walter, requested dates for a Hearing to come before the Commission on June 22, 2016 after the Regular Scheduled Meeting and all day June 23, 2016. Ms. Walter informed the Commission that Civil Service Commission Clerk, Lacey Gabriel, has been promoted to another position in the Human Resources Department. She will be training a new clerk to fill the position.

6. Adjournment

President Bergman adjourned the meeting at 9:53 AM

** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*



Human Resources Department

SAN LUIS OBISPO COUNTY

Tami Douglas-Schatz, Director

County Government Center, 1055 Monterey Street • Suite D-250, San Luis Obispo, CA 93408-2110

- Telephone 805.781.5959
- Fax 805.781.1044
- Email HR@co.slo.ca.us

TO: Civil Service Commission
DATE: July 27, 2016
FROM: Mark McKibben, Personnel Analyst
SUBJECT: Countywide Information Technology Classification Modernization Initiative June 2016

RECOMMENDATION

It is recommended that your Commission receive and file this report outlining the Countywide Information Technology Classification Modernization Initiative.

DISCUSSION

In June 2016, the Human Resources Department initiated a study of IT-related positions across the County. The need for the study was identified by an ad-hoc task force comprised of multiple County departments with varying needs of IT support. Cooperative Personnel Services was contracted to conduct the study which encompasses approximately 150 incumbents, 60 individual classifications and 16 departments. See attached list of positions included in the study.

Information Technology is a constantly evolving industry, requiring employees and employers to be agile and adaptive to change. Employees in this industry have multiple disciplines and career paths available to them in both the private and public sectors. One goal of the study is to more clearly define the IT-related positions across the County. This will allow for better defined career pathways, facilitation of employee movement across departments, and improve our ability to compare positions in the market.

Like other classification efforts, this process will be led by the Human Resources Department, with input from department management and incumbent staff. The appropriate employee associations will be involved as will your Commission. HR is responsible for the communication and coordination of the project. Updates will be provided to your Commission on a regular basis.

Positions by Department

Department	Job Classification	No. of Pos.
Agricultural Commissioner	DEPARTMENTAL AUTOMA SPEC III	1
	Geographic Info Systems Analyst III	1
Agricultural Commissioner Total		2
Assessor	ASSESSMENT ANALYST I	1
	ASSESSMENT ANALYST II	1
		1
		1
	Geographic Info Systems Analyst II	1
		1
	Geographic Info Systems Analyst III	1
	Sr Geographic Info systems Analyst	1
Assessor Total		10
Auditor-Controller	AUDITOR-ANALYST II	1
		1
	AUDITOR-ANALYST III	1
		1
		1
		1
		1
		1
	DEPARTMENTAL AUTOMA SPEC III	1
	DIVISION MANAGER AUDITOR CONTROLLER	1
FINANCIAL ANALYST III	1	
	1	
PRINCIPAL FINANCIAL SYSTEMS SUPPORT	1	
Auditor-Controller Total		13
Clerk-Recorder	SYSTEMS ADMINISTRATOR III	1
Clerk-Recorder Total		1
Department of Social Services	ADMINISTRATIVE ASSISTANT III	1
	DEPARTMENTAL AUTOMA SPEC I	1
	DEPARTMENTAL AUTOMA SPEC II	1
	DEPARTMENTAL AUTOMA SPEC III	1
		1
		1
	DIVISION MANAGER SOCIAL SERVICES	1
	PROGRAM MANAGER I	1
PROGRAM MANAGER II	1	
	1	

Department	Job Classification	No. of Pos.
	PROGRAM MANAGER II	1
		1
	SOCIAL SVCS PROGRAM REVW SPEC	1
		1
		1
		1
		1
		1
		1
		1
	SOFTWARE ENGINEER III	1
	SR DIV MGR-SOCIAL SERVICES	1
	SR SOFTWARE ENGINEER	1
		1
		1
	SYSTEMS ADMINISTRATOR III	1
Department of Social Services Total		25
District Attorney	DEPARTMENTAL AUTOMA SPEC III	1
District Attorney Total		1
Human Resources	DEPARTMENTAL AUTOMA SPEC III	1
	PERSONNEL ANALYST II	1
Human Resources Total		2
ITD	COMMUNICATIONS TECHNICIAN I	1
	COMMUNICATIONS TECHNICIAN II	1
		1
		1
		1
	DEPARTMENTAL AUTOMA SPEC II	1
		1
		1
		1
	DEPARTMENTAL AUTOMA SPEC III	1
		1
		1
	Geographic Info Systems Program Manager	1
	INFORMATION TECHNOLOGY MANAGER	1
		1
		1
	INFORMATION TECHNOLOGY PROJECT MGR II	1
		1
		1
	INFORMATION TECHNOLOGY PROJECT MGR III	1

Department	Job Classification	No. of Pos.
		1
ITD Total		64
Library	DEPARTMENTAL AUTOMA SPEC II	1
Library Total		1
Planning Department	DEPARTMENTAL AUTOMA SPEC I	1
	DEPARTMENTAL AUTOMA SPEC II	1
	DEPARTMENTAL AUTOMA SPEC III	1
	Geographic Info Systems Analyst III	1
	SYSTEMS ADMINISTRATOR III	1
Planning Department Total		5
Probation Department	DEPARTMENTAL AUTOMA SPEC I	1
	DEPARTMENTAL AUTOMA SPEC III	1
		1
	PROGRAM MANAGER I	1
Probation Department Total		4
Public Health Department	DEPARTMENTAL AUTOMA SPEC I	1
	DEPARTMENTAL AUTOMA SPEC II	1
	DEPARTMENTAL AUTOMA SPEC III	1
		1
		1
		1
	Geographic Info Systems Analyst II	1
Public Health Department Total		7
Public Works ISF	DEPARTMENTAL AUTOMA SPEC II	1
	DEPARTMENTAL AUTOMA SPEC III	1
	PROGRAM MANAGER II	1
	Sr Geographic Info systems Analyst	1
Public Works ISF Total		4
Sheriff-Coroner	DEPARTMENTAL AUTOMA SPEC II	1
	DEPARTMENTAL AUTOMA SPEC III	1
		1
	SR SOFTWARE ENGINEER	1
	SYSTEMS ADMINISTRATOR III	1
	TECHNOLOGY SUPERVISOR	1
Sheriff-Coroner Total		6
Treasurer-Tax Collector-Public	DEPARTMENTAL AUTOMA SPEC III	1
Treasurer-Tax Collector-Public Total		1
SLO County Child Support Servi	SYSTEMS ADMINISTRATOR III	1
SLO County Child Support Servi Total		1
Grand Total		147



Human Resources Department

SAN LUIS OBISPO COUNTY

Tami Douglas-Schatz, Director

County Government Center, 1055 Monterey Street • Suite D-250, San Luis Obispo, CA 93408-2110

- Telephone 805.781.5959
- Fax 805.781.1044
- Email HR@co.slo.ca.us

TO: Civil Service Commission

DATE: July 27, 2016

FROM: Jamie Russell, Personnel Analyst

SUBJECT: Revised Class Specification: Director of Social Services

RECOMMENDATION:

It is recommended that the Commission approve the revised Director of Social Services class specification as proposed.

DISCUSSION:

In preparation for the anticipated retirement of the current Social Services Director incumbent, and considering the class specification was last updated in 1993, the Human Resources Department is proposing revisions to the Director of Social Services class specification. The key substantive changes are as follows:

- 1) Minimum qualifications have been revised to reflect industry standards and consistency with other executive-level classifications in the County.
- 2) Duties have been broadened, with a greater emphasis on executive level responsibilities and less emphasis on duties which are administrative in nature and more appropriately performed by subordinate managers.
- 3) The representative duties, knowledge and skills sections have been revised to reflect the vital and characteristic duties and responsibilities of this classification. The proposed revisions provide an updated list of representative duties and job functions, providing current and more accurate information regarding the positions and associated responsibilities.
- 4) As part of the ongoing Specification Update Program, formatting changes have been incorporated into the revisions. Additionally, some of the language in the representative duties and employment standards sections has been updated to reflect current Human Resources standards.

OTHER AGENCY INVOLVEMENT:

The Administrative Office has been involved in development of this specification and concurs with the specification as proposed.

Attachments:

Director of Social Services Class Specification – Current Version
Director of Social Services Class Specification – Proposed Version

COUNTY SOCIAL SERVICES DIRECTOR

DEFINITION:

Under general administrative direction of the County Board of Supervisors and within the state law and rules, is responsible for administration of the overall public social service program of the County Social Services Department; plans, organizes and directs a large staff through supervisory personnel; and does other work related as required.

TYPICAL TASKS:

Plans, organizes, coordinates and directs the operation of the County Social Services Department program based on policy direction provided by the County Board of Supervisors; federal requirements and state regulations and policy; acts as a liaison between the County governing body, Social Services Department and governmental agencies.

Develops and prepares Social Services Department budget estimates for submission to the County Board of Supervisors; presents budget requests to the Board with accompanying justification; formulates policies and procedures, supervises preparation of statistical reports to the Board on caseloads or other factors affecting Social Services Department operations; delegates administrative, technical and supervisory responsibility as appropriate; cooperates with the California Department of Social Services (CDSS) and Department of Health Services (DHS) to ensure program goals are being met; analyzes, interprets and evaluates the effect federal, state and local legislation, rules, policies and procedures will have on County Social Services programs; provides for public relations programs within the County to clarify Social Services Department programs; gives leadership in developing community interest and understanding of needs of the people and in planning ways these needs can be met; addresses local civic organization on various aspects of Social Services programs; explains and interprets rules and regulations concerning the administration of Social Services programs to the Board of Supervisors, employees and others; meets and confers with representatives of other social agencies in the area on matters related to the development of new programs, coordinating of services offered and solving problems of interagency relationships; assists in the establishment of Social Services Department salary levels; develops personnel policies, standards of performance and promotes staff development programs; maintains effective standards of operation and practice; discusses problems and policies with representation of SDSS and attempts to reach a solution; may represent the department at appeal hearings or serve on Qualifications Appraisal Boards; and performs other duties as required.

EMPLOYMENT STANDARDS:

Knowledge of: Organizational structure, methods and procedures; principles of supervision; personnel management practices and training; federal, state and local Social Services programs and their supporting legislation; budget and fiscal management, cost accounting and public funding; socioeconomic backgrounds, human behavioral problems and the need for and functions of public

Social Services; current sociological trends and their impact on public Social Services; social planning and utilization of resources; principles of social work including group work and community organization; methods of providing information and liaison techniques necessary for the interpretation of programs essential to the internal operation of a department and for the department's public relations.

Ability to: Plan, direct and coordinate activities to achieve efficiency of operation and meet program goals; analyze situations accurately and adopt an effective course of action; prepare departmental budget requests and present them before the County governing body; to interpret to interested persons or organizations the public assistance programs as set forth in the laws, rules and regulations.

EDUCATION/EXPERIENCE:

Either A: One year as a County Social Services Director or as an Assistant County Social Services Director or comparable level classes in a California County Social Services department.

Or B: Master's degree from a graduate school of social work or a Master's Degree from a two-year counseling program; and

EITHER: Three years of progressively responsible administrative experience in a public Social Service program. (One year of additional qualifying experience may be substituted for the graduate education requirement);

Adopted: 3-21-41
Revised: 10-27-93

3
4
5
6 **DIRECTOR OF SOCIAL SERVICES**

7
8 **DEFINITION:**

9 Under general administrative direction, plans, directs, manages, and oversees the activities and
10 operations of the Department of Social Services in compliance with county, state, and federal
11 laws and regulations; coordinates assigned activities with other departments and outside
12 agencies; and provides highly responsible and complex administrative support to the County
13 Administrative Officer.

14
15 **DISTINGUISHING CHARACTERISTICS**

16
17 This Department Head classification is responsible for directing the activities of the Department
18 of Social Services. The position at this class level serves as a member of the County's senior
19 management team and provides advice and counsel to the County Administrative Officer
20 regarding strategic policy and problem-solving issues relating to the assigned department and
21 the County overall. Department Heads provide policy advice and recommendations to the Board
22 of Supervisors.

23
24 **REPRESENTATIVE DUTIES:**

25 (Not in order of importance)

- 26
27
- 28 • Act as liaison between the County Administrative Officer, Board of Supervisors and the
29 divisions of the Department of Social Services to ensure that County policies are
30 followed and that the department has adequate resources to maintain both mandated
31 and expected levels of service
 - 32 • Direct, coordinate, and participate in the development and implementation of
33 department goals, objectives, policies, procedures and priorities that balance both

34 mandated services and community social service needs; provide staff leadership on
35 policy planning for social service delivery and related activities

36

37 • Plan, direct and coordinate multi-disciplinary related social services and programs
38 including needs assessment, program design and planning, implementation, evaluation
39 and reporting

40

41 • Direct the preparation of the department budget; administer and monitor the budget to
42 ensure the accomplishment of objectives within budget restrictions

43

44 • Coordinate department activities with those of other departments and outside agencies
45 and organizations; provide staff assistance to the County Administrative Officer and
46 Board of Supervisors; prepare and present staff reports and other necessary
47 correspondence

48

49 • Select, supervise, train and evaluate managerial, professional, technical and clerical
50 subordinates

51

52 • Perform related duties as assigned

53

54 **EMPLOYMENT STANDARDS:**

55

56 **Knowledge of:**

57

58 • Principles and practices of social welfare and integrated social services policy and
59 administration, including current trends in service delivery planning, policy,
60 management, program evaluation, and related issues

61

62 • County, state and federal legislative processes and legislative developments applicable
63 to contemporary social service issues

64

- 65 • Organizational and management practices as applied to the analysis and evaluation of
66 programs, policies and operational needs
67
- 68 • Pertinent local, State and Federal laws, rules and regulations
69
- 70 • Principles of financial administration, including public budgeting, alternative financing
71 methods and funding sources
72

73 **Ability to:**

- 74
- 75 • Plan, organize, direct and coordinate the activities of a complex and diverse social
76 services agency
77
- 78 • Properly interpret and make decisions in accordance with appropriate laws, regulations,
79 and policies
80
- 81 • Successfully develop, control and administer the department budget and expenditures
82
- 83 • Work cooperatively and effectively with Board of Supervisors, County Administrative
84 Officer, other departments and officials and employees, other agencies, commissions,
85 and advisory boards
86
- 87 • Communicate effectively both orally and in writing
88
- 89 • Maintain liaison with various private and public agencies, and deal successfully with the
90 public and other interested groups
91
- 92 • Select, supervise, train and evaluate staff
93
- 94

95 **EDUCATION AND EXPERIENCE:**

96
97 Graduation from an accredited four-year college or university with a bachelor's degree in
98 business administration, public administration, social sciences or a closely related field.

99
100 In addition, six years of progressively responsible administrative experience in the human
101 services, social welfare, or health services field, at least two years of which involved directing,
102 planning, organizing and coordinating social service programs or equivalent senior level
103 management experience in a public agency.

104
105 **LICENSES AND CERTIFICATES:**

106
107 A valid driver license is required at the time of application. A valid CALIFORNIA driver license is
108 required at the time of appointment and must be maintained throughout employment.

109
110 This class specification generally describes the duties and responsibilities characteristic of the
111 positions(s) within this class. The duties of a particular position within a multi-position class
112 may vary from the duties of other positions within the class. Accordingly, the essential
113 functions of a particular position (whether it be a multi-position class or a single-position class)
114 will be identified and used by medical examiners and hiring authorities in the selection process.
115 If you have any questions regarding the duties or the working conditions of the position, please
116 contact the Human Resources Department at 805.781.5959.

117
118 Adopted: 03-21-41
119 Revised: 10-27-93
120 Revised: 07-27-16



HUMAN RESOURCES DEPARTMENT

SAN LUIS OBISPO COUNTY

TAMI DOUGLAS-SCHATZ, DIRECTOR

County Government Center, 1055 Monterey Street Suite D-250, San Luis Obispo, CA 93408

To: Civil Service Commission

From: Jamie Russell, Personnel Analyst

Date: July 27, 2016

Subject: Recommendation to Change Civil Service Rule 11.03 to increase the initial probationary period for the Director of Social Services and to provide for a one year probationary period for any future Department Heads placed into the classified service.

RECOMMENDATION:

It is recommended that the Commission adopt the rule language as set out in Attachment 2 increasing the initial probationary period for the Director of Social Services and to provide for a one year probationary period for any future Department Heads placed into the classified service.

BACKGROUND:

Department Head Status in Civil Service:

San Luis Obispo County currently employs 18 appointed Department Heads. With the exception of the Library Director and Director of Social Services, all other appointed San Luis Obispo County Department Heads are "at will" employees of the County and serve at the will and pleasure of either the Board of Supervisors or County Administrative Officer. "At will" employees are not subject to a probationary period or provided civil service protection. Over the past couple of decades, it has become customary for public employers to classify employees at the executive management level – i.e., department heads, as "at will" employees. In an effort to be consistent with the County's 1999 Board-approved policy of moving Department Head positions out of civil service into "at will" status as the positions become vacant, the Director of Social Services position was evaluated for removal and it was determined that the position should remain in the classified service.

In 2013, the Commission approved an increase of the probationary period for the Library Director from six months to one year. At that time, Human Resources staff conducted an analysis on classified Department Heads in other agencies. The analysis conducted was instructive regarding probationary period standards of executive level staff members. Based upon this external analysis and internal needs, and to ensure consistency in probationary periods for all Department Heads in civil service, it is recommended that the probationary period be increased to one-year for the Director of Social Services and any future Department Head positions placed in the classified service.

DISCUSSION:

The purpose of a probationary period is to provide the employer with an opportunity to evaluate an individual's conduct and performance on the job to determine if an appointment to the civil service should become final. The Civil Service Commission has acknowledged the need for certain classifications to have a longer probationary period. Civil Service Rule 11.03 includes a six-month probationary period for all classified positions commencing with the date of appointment, with the exception of Library Director, Deputy Sheriff, Sheriff's Dispatcher, Sheriff's Correctional Deputy, Sheriff's Senior Correctional Deputy (lateral transfer), Juvenile Services Officer I, Juvenile Services Officer II (lateral transfer), Deputy Probation Officer I, Deputy Probation Officer II (lateral transfer), Employment Resource Specialist I, Social Worker I and Social Services Investigator, which shall serve an initial probationary period of one year. The proposed rule change would include all appointed Department Heads in the classified service into this list of classifications requiring a one year probationary period.

As a comparison, the above-referenced analysis conducted by Human Resources of 44 counties found that 32 counties (or 73%) have a standard practice of a one-year initial probationary period for professional level management and supervisory staff. Eighteen (18) of these counties (or 41%) have a one-year probationary period for all positions. This data supports the recommendation for a one year probationary period for Department Heads in the classified service and clearly demonstrates that San Luis Obispo County's six-month probationary period is not consistent with industry standards for executive level management.

The recommended one-year probationary period is being proposed for several reasons:

1. *Complexity and nature of duties and responsibilities.* Department Heads perform the most complex duties with significant consequence of error. Assessment of an incumbent's actions during this initial period of learning and after only six months may unfairly create a premature determination the incumbent is not successful when, in fact, the evaluation period is too brief.
2. *Creation and implementation of vision.* Department Heads are expected to create and maintain a leader's vision, to set long and short term standards and goals and to take effective measures to achieve each of these missions. This cannot be accomplished until an incumbent has a clear and thorough understanding of the County as an organization, the programs it provides, the needs of the community, and the assigned department as a whole. Once the new Department Head's vision is established, it is expected that he or she will produce measurable outcomes within the initial probationary period. It is unrealistic to expect a new Department Head to successfully accomplish this in the first six months of employment.
3. *Performance Management.* Department Heads have significant responsibility in the performance management of their staff. It takes a minimum of one year to adequately assess how a Department Head manages staff performance such as conducting annual performance evaluations and addressing significant personnel issues. Six months is not a sufficient amount of time for an assessment of a Department Head's abilities and effectiveness in evaluating, motivating and improving staff performance and addressing any existing performance issues.

Department Heads must function as effective executives and collaborative team members in order for the County to successfully deliver its service mission to citizens. Significant deficiencies in performance or breakdowns in team relationships at this level constitute a very real threat to the organization's well-being. A six-month probationary period provides too little of an opportunity for measuring consistency and evaluating the employee as a fully functioning Department Head. Six months is not sufficient to provide an accurate assessment of a new Department Head's performance before an incumbent earns permanent employment status. The recommended one-year probationary period provides sufficient time for the incumbent to perform

the full range of Department Head responsibilities and to demonstrate his or her ability to fully and consistently meet performance expectations. Additionally, a one-year probationary period appropriately acknowledges the important role this position serves in the community and the importance the County places on the position.

In consideration of the upcoming retirement of the current Director of Social Services, it is requested that the Commission approve the recommended one-year probationary period by revising Rule 11.03. This change will assist with clear communication in the selection process and to the new incumbent and provide an adequate amount of time to evaluate the new incumbent's performance. This recommended action is consistent with past practice and the Civil Service Commission Procedural Guidelines which provides for routine rule changes.

OTHER AGENCY INVOLVEMENT:

The County Administrative Officer and Human Resources Director have agreed to the proposed rule change. The Civil Service Commission may approve this request without meeting and conferring with any labor organization because Department Heads are unrepresented classifications.

Attachments:

Attachment 1: Proposed Rule Change – Strike Out Version

Attachment 2: Proposed Rule Change – Final Version

Proposed Rule Change
July 27, 2016
Strikeout Version

11.03 DURATION OF PROBATIONARY PERIODS:

Except as provided below, the probationary period for all classified positions shall be the equivalent of six months of full time paid service commencing with the date of appointment. All Department Heads within the classified service~~Library Director~~, Deputy Sheriff, Sheriff's Dispatcher, Sheriff's Correctional Deputy, Sheriff's Senior Correctional Deputy (lateral transfer) Juvenile Services Officer I, Juvenile Services Officer II (lateral transfer), Deputy Probation Officer I, Deputy Probation Officer II (lateral transfer), Employment Resource Specialist I, Social Worker I and Social Services Investigator shall serve a probationary period of the equivalent of one year of full time paid service. The probationary period shall not include any period of leave with pay exceeding 20 business days. A person having received a noncompetitive appointment to the higher classification after an upward reclassification of his/her currently held position shall be deemed to have satisfactorily served a probationary period in that position consistent with Rule 5.05(a). [Ord. 2.40.080(j)] (7/22/92) (8/26/98)(03/17/05) (09/28/11)

Proposed Rule Change
July 27, 2016
Final Version

11.03 DURATION OF PROBATIONARY PERIODS :

Except as provided below, the probationary period for all classified positions shall be the equivalent of six months of full time paid service commencing with the date of appointment. All Department Heads within the classified service, Deputy Sheriff, Sheriff's Dispatcher, Sheriff's Correctional Deputy, Sheriff's Senior Correctional Deputy (lateral transfer) Juvenile Services Officer I, Juvenile Services Officer II (lateral transfer), Deputy Probation Officer I, Deputy Probation Officer II (lateral transfer), Employment Resource Specialist I, Social Worker I and Social Services Investigator shall serve a probationary period of the equivalent of one year of full time paid service. The probationary period shall not include any period of leave with pay exceeding 20 business days. A person having received a noncompetitive appointment to the higher classification after an upward reclassification of his/her currently held position shall be deemed to have satisfactorily served a probationary period in that position consistent with Rule 5.05(a). [Ord. 2.40.080(j)] (7/22/92) (8/26/98)(03/17/05) (09/28/11)