

**PERSONNEL DEPARTMENT POLICY**  
**San Luis Obispo County**

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<b>Topic: Recruitment, Certification and Appointment of Non-Civil Service Employees</b>	
<b>Subject:</b> Examination Process	<b>Revised:</b> June 2006
<b>CSC Rule:</b> 2.13	<b>Approval:</b> _____
<b>Location:</b> P:\PERSONNEL DEPT. POLICIES - 2004\Final Policies 2004\EXAMINATION PROCESS\Recruitment, Certification and Appointment.doc	<b>Date:</b> _____
	<b>Note:</b> Original signed copy on file in Personnel Department.

The San Luis Obispo County Civil Service Ordinance, State codes, and court orders have exempted certain classes from Civil Service Status. The critical distinction between the classified and unclassified service is that employees in the classified service are entitled to the protection of the Civil Service Rules to ensure that appointments and promotions are based on merit; whereas, officers or employees in the unclassified service are not.

The unclassified service includes the following pursuant to:

A. Ordinance Section 2.40.060

(a)

1. All officers elected by the people (includes Auditor-Controller, Assessor, County Clerk-Recorder, District Attorney, Sheriff, Supervisors, and Treasurer-Tax Collector.
2. Assistant District Attorney
3. County Administrative Officer
4. Undersheriff
5. Members of all Boards and Commissions
6. All persons serving the County without compensation
7. All persons serving the County pursuant to contracts entered into by the Board of Supervisors for a specified period of time or special projects.
8. All officers who, by reasons of state law, serve at the will and pleasure of the board of supervisors.
9. Legislative Assistant
10. Director of Planning and Building
11. Assistant County Administrative Officer
12. Personnel Director
13. Director of Public Works/Transportation
14. Behavioral Health Administrator
15. Chief Probation Officer
16. Director of Child Support Services
17. Chief Information Officer
18. Veterans' Service Officer
19. Health Agency Director
20. Public Health Administrator – Health Officer
21. All persons serving as temporary help employees

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22. Nacimiento Project Manager

- (b) The classified service shall include all other county jobs hereafter created regardless of the method or manner of payment of compensation whether monthly per diem, per folio or otherwise.

B. Government Code Section 1301, and County Ordinance 2.40.060(a)(8)

1. County Health Officer

C. Government Code Section 27640-27641, and County Ordinance 2.06.010 and 2.06.020

1. County Counsel

D. Food and Agricultural Code Section 2002 and 2121, Business and Professions Code Section 12200, and County Ordinance 2.20.040.

1. Agricultural Commissioner and Sealer of Weights and Measures

E. Court Employees:

**Effective 1/01/02 all court employees are exempt from Civil Service status and protection and are governed by the San Luis Obispo County Superior Court Rules.**

Under certain circumstances, the Personnel Department may assist in the recruitment, certification, and/or payroll enrollment of unclassified employees. To avoid confusion by the unclassified employee, all recruitment literature, correspondence to the incumbent regarding employment status, and certification information must clearly indicate that the position is in the unclassified service.