

Meeting Location: Board of Supervisors Chambers
575 Administration Dr., Ste. 104A
Santa Rosa, CA 95403

CIVIL SERVICE COMMISSION

Thursday, April 18, 2019

Disabled Accommodation: If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact Marissa Georges at (707) 565-6195, as soon as possible to ensure arrangements for accommodation.

Materials related to an item on this Agenda submitted to the Commission after distribution of the agenda packet are available for public inspection in the Human Resources office at the above address during normal business hours.

- I. **Call to Order**
- II. **Approval of Minutes of March 7, 2019**
- III. **Director's Report**
- IV. **Public Comment**
Before addressing the Commission, please state your name and who you represent, if applicable. Comments will be limited to 3 minutes.
- V. **Agenda Items**
 - A. **Adopt Rule Amendment to Civil Service Rules 1, 6.4, 8.5, and 9.3-9.7**
Colleen Goetz, Human Resources Analyst III.
- VI. **Reports**
 - A. **Establish New Classification: Intern-Work Experience**
Recommendation: Approve the new classification of Intern-Work Experience.
Amy Kraus, Human Resources Analyst III.
- VII. **Other Scheduling Matters**
- VIII. **Commissioners Closed Session**
- IX. **Reconvene from Closed Session**
- X. **Commissioners Open Session**
- XI. **Appeals**
- XII. **Adjourn**

CIVIL SERVICE COMMISSION AGENDA

April 18, 2019

The next Civil Service Commission meeting will be **Thursday, May 2, 2019** at 3:00 p.m., in the Sonoma County Board of Supervisors Chambers. The Agenda deadline for this meeting is 2:00 p.m., Monday, April 22, 2019.



HUMAN RESOURCES DEPARTMENT

To: Civil Service Commissioners
From: Colleen Goetz, Human Resources Analyst
Date: April 18, 2019
Re: Amendments of Civil Service Rules 1, 6.4, 8.5, and 9.3-9.7

As the result of a side table with Service Employees' International Union (SEIU) Local 1021 regarding a number of topics related to extra-help, and the County's desire to develop a Work Experience Intern classification to provide opportunities for workforce development program participants, Human Resources is proposing amendments of Civil Service Rules (CSR) 1, 6.4, 8.5, and 9.3 through 9.7. These amendments will update the intern definition, provide extra-help employees with the ability to earn County service/promotional points, and allow for hours worked in extra-help status to count towards the completion of a probationary period. The following is an overview of proposed rule changes. The specific amendments to the Civil Service Rules are attached in Track Changes format for your review.

CSR 1

Human Resources is developing a Work Experience Intern classification to provide opportunities for participants of formal workforce development programs, which assist individuals who may have significant barriers to employment. Human Resources is proposing the definition of "Intern" be updated to include individuals enrolled in a formal workforce development program.

CSR 6.4 (3)

The proposed amendment to CSR 6.4 (3) will provide candidates who have worked for the County in an extra-help capacity, within the last five years, with one County service point to be added to their final examination score for each 2,080 hours worked. Similar to the provisions for permanent County employees, County service points will be computed to the recruitment final filing date and the maximum number of County service points a candidate can receive is five.

CSR 8.5

In order to maintain consistency with Rule 1, Human Resources proposes adding language to the "Intern" definition of CSR 8.5 (E) to include individuals enrolled in a formal workforce development program. Further, Human Resources proposes updating the number of extra-help employment types from four to five, to be reflective of the correct number.

CSR 9.3-9.7

Human Resources is proposing the addition of CSR 9.3 (I) which will allow hours worked as an extra-help employee to count towards completion of up to 520 hours of a six month probationary period or 1,040 hours of a one year probationary period if the individual is appointed to an allocated position reporting to the same supervisor, in the same department, classification, and assignment worked immediately prior to appointment, and they did not have a break in service in excess of six months immediately preceding their permanent appointment. The other amendments to CSR 9.3-9.7 update language where necessary to allow for the addition of 9.3 (I) and to change the pronouns of "him/her" to more gender neutral language.

Enclosure: Proposed Amendment of Rules 1, 6.4, 8.5, and 9.3-9.7



RULES OF THE CIVIL SERVICE COMMISSION

COUNTY OF SONOMA

RULE 1

DEFINITION OF TERMS

The following words and terms used in these rules shall have the meaning indicated below unless the context clearly indicates otherwise.

"ADMINISTRATIVE MANAGEMENT" means an employee customarily having responsibility for formulating, administering or managing the implementation of County policies and programs.

"ALLOCATION OF CLASS" means the official determination that employees of a particular class shall be compensated at a specific salary or salary range.

"ALLOCATION OF POSITION" means the official authorization for a specific position to be utilized by a specific department.

"ALTERNATE POSITION" means a single position which may be filled alternatively by an employee in either of two or more classes, at the discretion of the appointing authority. The highest alternate class shall be construed as the normal working level of such position, and each lower alternate class shall be construed as a level suitable for recruitment and training.

"ANSWER SHEET" means a form of paper or machine scored form or similar material on which a candidate records responses to items contained on a written examination and which the candidate shall surrender to a proctor at the completion of the examination. The answer sheet shall constitute the official record of the candidate's response to each item.

"APPLICANT" means a person who, according to these rules, has made formal application for employment on the County's official application form.

"APPOINTING AUTHORITY" means the board, commission, group of persons, officer or person having the power by lawfully delegated authority to make appointment to or removal from positions in the County service and conduct or finalize employee performance appraisals.

"APPOINTMENT" means the designation of an individual for employment in a specific position, and is effective on the date the individual begins work in the position.

"CANDIDATE" means a person who has been admitted to an examination for County employment.

"CENTRAL PERSONNEL OFFICE" means the office of the Civil Service Commission of the County of Sonoma.

"CERTIFICATION" means the official notification to an appointing authority of those qualified candidates who may be appointed to a vacant position in the classified service.

"CLASS" or "CLASS OF POSITIONS" includes all positions which possess similar duties, responsibilities and qualifications.

"CLASSIFICATION PLAN" means an orderly arrangement of all positions into classes.

"CLASSIFICATION SERIES" means a series of closely related classes which have similar titles and duties and constitute a common progression for promotion for employees.

"CLASSIFIED SERVICE" means all positions in the County service except those specifically placed in the "unclassified" service.

"CLOSELY RELATED CLASS" means any class which has been determined by the Human Resources Director to have sufficiently similar duties and minimum qualifications to make a change of status compatible with Merit System Standards. (revised 7/1/10)

"COMPENSATION" as used in the Civil Service Ordinance, means the base salary (i.e., specific pay rate within the pay range) paid to an employee by reason of service in a classification but does not include such items as specialty assignment pay, premium pay, allowances, reimbursable employment expenses or any other form of consideration. This list of items excluded from the definition of "compensation" is illustrative only and not definitive.

The foregoing definition of "Compensation" shall not take effect until March 15, 1994 as to any case concerning the removal from a specialty assignment of an employee covered by the 1990-94 Memoranda of Understanding (MOUs) between the County and the SCSOEA Law Enforcement Nonsupervisory and Supervisory Units and the SCSOEA Corrections and Probation Nonsupervisory and Supervisory Units during the guarantee period specified in Article 8 of both MOUs. "Specialty Assignment" shall have the same meaning as used in Article 8 of those MOUs.

Prior to March 15, 1994, such cases shall be governed by the existing definition of compensation, which reads as follows: "'Compensation' means the salary, wage, allowances, and all other forms of valuable consideration, earned by or paid to an employee by reason of service in any position, but does not include monetary reimbursement for necessary expenses incurred by employees."

"COMPENSATION PLAN" means a schedule of salaries established by resolution or ordinance for the several classes of positions included in the classification plan, so that all positions of a given class will be paid at the salary range established for the class.

"CONTINUOUS SERVICE" means continuous employment by the County, whether with or without pay status.

"COUNTY" means the County of Sonoma.

"COUNTY BUSINESS DAY" means a day when all County offices are open to the public for transaction of business.

"CUT-OFF POINT" means that point in a ranking of examination scores which is determined by the Human Resources Director as equaling the minimum passing grade established for that examination.

"DEMOTION" means the reassignment of an employee from a position in one class to a position in another class which is allocated to a lower salary or salary range.

"DEPARTMENT" means a branch of the County government with one or more employees under the charge of a specific individual, who is known as the "DEPARTMENT HEAD".

"DEPARTMENT HEAD" means a person in charge of a specific branch of County government, or his/her designee.

"DISMISS OR DISMISSAL" can be synonymous with the definition of separation, or could mean release from probation or removal from a classification, and the individual may not necessarily separate from County service. If the result for the individual is not separation, then the terms of the dismissal must be in accordance with these Rules. (Added 7/1/10)

"DUAL POSITION" means a position established to permit replacement of an employee who receives payment for unused leave or overtime credit upon separation; and for a period of time not greater than the amount of such leave or overtime. A dual position may also be established to permit the replacement of an employee for the duration of an authorized leave of absence. An employee in a dual position shall have either permanent, probationary or provisional

status, to be determined as provided in these rules for employees in permanent positions. (See Section 5.4 of Salary Resolution.)

"ELIGIBLE CANDIDATE" or "ELIGIBLES" means candidates whose names are on the employment list for a given class.

"EMPLOYEE" includes any person legally defined as an officer or employee of the County of Sonoma.

"EMPLOYMENT LIST" means a list of names, arranged in order of total examination score, of persons who have been found qualified for employment in a specific class.

"EXAMINATION" means one or more of the test methods authorized by these rules to determine the qualifications of one or more applicants and/or candidates.

"EXAMINATION ITEM" means any subdivision of an examination.

"EXTRA-HELP EMPLOYEE" means a person who is employed for the purpose of relieving or augmenting permanent staff in the accomplishment of work. Extra-help employees shall not be used to circumvent filling of permanently allocated positions. Extra-help employees shall be in the unclassified service and shall not have property rights to permanent or continued employment.

There are five types of extra-help employees:

1. Temporary - Temporary extra-help employees relieve or augment permanent staff on a continuous basis for a period not to exceed one calendar year without a substantial break in service (three continuous months), unless approved by the Human Resources Director and the County Administrator. Examples of the use of temporary employees include but are not limited to vacation, pregnancy and disability relief, and temporary assignment to assist a department with a workload that is too great to be dealt with expeditiously by permanent employees of the department.

2. Intermittent - Intermittent extra-help employees augment permanent staff when there is a need to maintain adequate work coverage either for short periods of time at recurrent intervals, or for ongoing periods of time for fewer than 4 days per pay period on a regular basis.

Examples of intermittent employment include, but are not limited to, "on-call" and "pool" staffing. The total number of hours an intermittent employee shall work in any twelve (12) month consecutive period cannot exceed the number of hours equivalent to what a full-time employee would work in eight (8) months, (i.e., 1380 hours excluding overtime).

3. Seasonal - Seasonal extra-help employees augment permanent staff by performing duties that are required at certain times or seasons of the year. Seasonal employment shall not extend beyond six (6) calendar months in any twelve (12) month consecutive period.
4. Emergency - Emergency extra-help employees are hired to meet the immediate requirements of an emergency situation in order to prevent stoppages of public business, loss of life, or damage to person or property, provide urgent aide to restore order, food and/or shelter, protect public health, or recover from loss of property. Such appointments are limited to 224 days from the date the Board of Supervisors ratifies the emergency. Emergency extra-help employment must be approved by the Human Resources Director. The Human Resources Director and the County Administrator must approve emergency extra-help employment if the employee works longer than 112 days. (Rev. 12/4/17).

5. Intern - means a student who is enrolled in a full-time or part-time academic or vocational curriculum which is directly related to the work the Intern performs for the County; [or an individual enrolled in a formal workforce development program](#).

An Intern may not work in excess of 1560 hours in a twelve month period from date of hire. An internship may extend beyond the initial twelve-month period to a maximum of thirty-six (36) consecutive months provided the Intern remains enrolled in the related academic curriculum [or formal workforce development program](#) throughout the thirty-six month period. Graduates of Law School may be employed as Graduate Law Clerks as long as their total employment does not exceed three consecutive years. Each individual who is employed as an Intern in excess of twelve consecutive months must be approved by the Human Resources Director beyond that period of time.

"FINAL FILING DATE" means the last date on which a person may submit a formal application for employment.

"FORM TEST" means any examination which is prepared for the purpose of repeated administration to a different group of candidates.

"FREE NAME" means a certifiable eligible who has no standing or priority.

"FULL-TIME EMPLOYEE" means an employee who is appointed to a permanently allocated position which is regularly scheduled for 80 hours of work in a bi-weekly pay period.

"HEARING" means a public meeting of the Civil Service Commission at which the adoption or amendment of these rules, and/or other personnel matters, may be considered.

"LAY-OFF" means the involuntary full or partial abolition of an employee's permanently allocated position due to lack of funds or lack of work, which may lead to the full or partial separation of the employee or the employee displacing to another position.

"TO BE LAID OFF" means to be subjected to lay-off.

"OPEN EXAMINATION" means a competitive examination in which any qualified person may participate.

"PART-TIME EMPLOYEE" means an employee who is appointed to a permanently allocated position which is regularly scheduled for less than 80 hours of work in a bi-weekly pay period.

"PAY STATUS" is defined in the Salary Ordinance of the County of Sonoma.

"PERMANENT EMPLOYEE" means an employee who has permanent status.

"PERMANENTLY ALLOCATED POSITION" means any position in the classified service which is allocated to a department by the Board of Supervisors in the current annual budget and is likely to require the services of an employee without interruption for more than one year.

"PERMANENT STATUS" means the status of an employee who is lawfully retained in a permanently allocated position after the completion of the probationary period provided for in these rules.

"PERSONNEL TRANSACTION" means the appointment, separation or reassignment of an employee.

"POSITION" means a group of duties and responsibilities requiring the full-time or part-time employment of one individual.

"PROBATIONARY EMPLOYEE" means an employee who is serving a probationary period.

"PROBATIONARY PERIOD" means a period which is used to determine the employee's fitness for permanent status.

"PROCTOR" means a person designated by the Human Resources Director to conduct an examination.

"PROJECT OR LIMITED TERM POSITION" An allocated position which exists only for a limited period of time for purposes of accomplishing a specific project, grant, or functions. Such positions shall be designated as project or limited term by job class title, attached to a specific project and/or funding source, and limited in duration to 60 consecutive months from the date the position(s) are allocated by the Board of Supervisors. (Revised 3/5/97; Corrected 6/1/04)

"PROMOTION" means the reassignment of an employee from a position in one class to a position in another class which is allocated to a higher salary or salary range.

"PROMOTIONAL EXAMINATION" means a competitive examination in which only qualified permanent and/or probationary County employees may participate.

"PROVISIONAL APPOINTMENT" means the appointment of a qualified person to a vacant position, pending a competitive examination for the class.

"REASSIGNMENT" means the separation of an employee from one position and the employee's concurrent appointment to another position.

"RECLASSIFICATION" means a change in allocation of a position by raising it to a higher class, reducing it to a lower class, or moving it to another class at the same level on the basis of substantial changes in the kind, difficulty, or responsibility of duties performed in such position. It includes abolition of a position and replacement with a position in another class in order to change classification.

"RECURRING DEFINED TERM" means a position where the incumbent's term is limited to a defined period of time coinciding with the term of the department head where the classification is authorized. The incumbent's employment ends upon the expiration of that defined period of time, unless the incumbent is reappointed by his/her department head. The defined term is designated within the particular job specification for that position. The termination of an incumbent's employment at the expiration of the defined term provided for herein, shall not be deemed or considered a dismissal, suspension or reduction in rank within the meaning of the Civil Service Ordinance. Neither the adoption nor the application of this definition shall affect the civil service status of any person holding any position of employment with the County at the time of this definition's adoption by the Commission. (Revised 7-7-05, 10-21-10)

"REQUEST FOR CERTIFICATION" means the official authorization for the Human Resources Director to certify candidates for appointment to a vacant position in the classified service.

"RESIGNATION" means the voluntary termination by an employee of the employee's employment.

"RESTORATION" (TO BE RESTORED) Pursuant to Rule 11.4, means an employee who has been re-employed in a job class due to layoff or displacement. Restoration only applies to the vacancy in a job class to which the employee has restoration rights, and only occurs in the department from which the employee was laid off/displaced. Restoration may only occur within two years of the effective date. (Added 11/15/12)

"RETITLE" means changing the title of a classification when duties and responsibilities are not substantively changed and the salary range is unchanged.

"SEPARATION" means the termination of employment of an individual.

"STANDING" means the order of priority on an employment list of each candidate who passes an examination. All candidates who have the same final examination score for the same examination shall be given the same standing.

"SUBSTITUTE POSITION" means a position established in lieu of a permanent position, and authorized in a closely related class which is allocated to the same or a lower salary or salary range. An employee in a substitute position which is

established for a period of six months or longer shall have either permanent, probationary or provisional status, to be determined as provided in these rules for employees in permanent positions. (See Section 5.3 of Salary Resolution.)

"SUPERVISORY EMPLOYEE" shall be defined in the County of Sonoma's Employee Relations Policy.

"TEST" means examination.

"TEST KEY" means a copy of every item used in a specific written examination showing the correct answer to each.

"TITLE" or "CLASS TITLE" means the official name of each class of positions.

"TRANSFER" means the reassignment of an employee from one position to another position in the same class, or from a position in one class to a position in another class which is allocated to the same salary range or which has a maximum difference of plus or minus four percent. (revised 7/1/10)

"UNCLASSIFIED SERVICE" is defined in the Civil Service Ordinance of the County of Sonoma.

"WAIVER" means the voluntary written relinquishment by a candidate of the candidate's standing on an employment list.

END OF RULE 1

RULE 6

SECTION 6.4 OPEN EMPLOYMENT LISTS

A. The names of candidates successful in open examinations shall be placed on open employment lists in the order of their final examination scores, beginning with the highest score, as determined in the following manner:

- (1) For each candidate who attains the announced minimum passing grade on each portion of the examination the grades on all portions shall be combined in accordance with the announced weights.
- (2) For each candidate who qualifies for Veterans Preference, five Veterans points shall be added to ~~his/her~~their combined score which shall be used in the certification of eligible candidates in accordance with Rule 7.2A.
- (3) For each candidate who occupies an allocated position in the County budget, one County service point shall be added to ~~his/her~~their final examination score for each completed full year of continuous service with permanent or probationary status. For each candidate who has worked in an extra-help capacity within the last five years, one County service point shall be added to their final examination score for every 2,080 hours worked. County service points are computed to the final filing date, to a maximum of five points ~~for up to five years continuous service.~~
- (4) Promotional points shall be given to an employee who was laid off and reinstated within two years of the date of layoff. The time between layoff and reinstatement shall not be counted as service.
- (5) The final examination score for each candidate shall be a whole number of points, not to exceed one hundred points. For this purpose, each score which is greater than a whole number by 0.5 or more shall be counted as the next greater whole number. Each score which is greater than a whole number by less than 0.5 shall be counted as the nearest whole number.

RULE 8

SECTION 8.5 EXTRA HELP APPOINTMENTS

Extra-Help employees are hired for the purpose of relieving or augmenting permanent staff in the accomplishment of work. ~~Four~~Five types of extra-help situations are as follows:

- A. Temporary extra-help employees relieve or augment permanent staff on a continuous basis for a period not to exceed one calendar year without a substantial break in service (three continuous months). These employees are to be hired from a list established by the Human Resources Department.
- B. Intermittent extra-help employees augment permanent staff when there is a need to maintain adequate work coverage either for short periods of time at regular intervals or for ongoing periods of time at less frequent intervals. These employees are to be hired from a list established by the Human Resources Department.
- C. Seasonal extra-help employees augment permanent staff by performing duties that are required at certain times or seasons of the year. These employees are to be hired from a list established by the Human Resources Department.
- D. In emergency situations as approved by the County Administrator, when it is necessary to prevent stoppage of public business, loss of life, or damage to persons or property, the appointing authority may request the Human Resources Director's approval to appoint any qualified person to assist in the emergency situation without reference to employment lists. The appointing authority shall immediately submit a standard notice of appointment to the Human Resources Director. No person so appointed shall be employed longer than forty (40) regular county business days.
- E. Intern extra-help employees are enrolled in a specific full-time academic curriculum directly related to the work the Intern performs for the County; or in a formal workforce development program. An internship is limited to a maximum of thirty-six consecutive months. Interns are to be hired through proceedings approved by the Human Resources Director.

RULE 9

SECTION 9.3 DURATION OF PROBATIONARY PERIOD

A. Prior to attaining permanent status in any class, an employee must complete a probationary period of not less than six months of work in the class, [except as provided in this section](#). In the case of alternate classes where the probation period for the lower class is designated to be longer than six months, the appointing authority may, at ~~his/her~~[their](#) discretion, waive part of the six month probation period in the higher class upon evidence of satisfactory performance in the higher class.

B. In the case of appointment or other actions, as described in Section 9.2A, to a part-time position, the length of the probationary period shall be 1,040 hours of work (excluding overtime), but shall not exceed one year from the date of hire.

C. The Civil Service Commission may extend the probationary period for any position for a period which shall not cause the total probationary period to exceed one year.

D. The probationary period shall date from the time of appointment to an allocated position, but shall not include time served as a provisional employee [or extra-help employee](#), except as provided in this section. ~~Time served as an extra help employee shall not be counted toward the completion of a probationary period.~~

E. The Civil Service Commission may establish a probationary period of longer than six months for certain job classes on the basis of the cycle of work or because the duration of the required training is such that it is not possible to adequately evaluate performances within a six month period.

F. Service as a provisional employee or time spent on a temporary promotion shall count toward completion of a probationary period as long as the individual is appointed to an allocated position in the same classification and as long as there is no break in service between the provisional appointment or temporary promotion and the permanent appointment.

G. Time spent on leave without pay shall not count toward completion of the probationary period. Sick leave and disability leave in excess of 160 hours cumulative for six month probation periods and in excess of 320 hours cumulative for one year probation periods shall not count toward completion of the probation period.

H. One year probation period for all Administrative Management and Attorney classes due to the difficulty in adequately evaluating performance in a lesser period of time. This section shall only apply to individuals hired or promoted into an Administrative Management or Attorney class after its effective date.

[I. Hours worked as an extra-help employee shall count towards completion of up to 520 hours of a six month probationary period or 1,040 hours of a one year probationary period if the individual is appointed to an allocated position reporting to the same supervisor, in the same department, classification, and assignment worked immediately prior to appointment, and they did not have a break in service in excess of six months immediately preceding their permanent appointment.](#)

SECTION 9.4 INTERRUPTION OF PROBATIONARY PERIOD

A. In the following instances, an employee shall resume the status which ~~he/she~~[they](#) had during ~~his/her~~[their](#) most recent employment in the same class. A permanent employee shall resume ~~his/her~~[their](#) permanent status. A probationary employee shall be required to complete only the balance of ~~his/her~~[their](#) probationary period:

(1) when ~~he/she is~~[they are](#) restored to a position in the same department in a class from which ~~he/she was~~[they were](#) separated because of lay-off or displacement;

- (2) when ~~he/she~~they returns to work in a position following a suspension or leave of absence;
- (3) when ~~he/she is~~they are transferred in the same class within the same or different department.

SECTION 9.5 WAIVER OF PROBATION PERIOD

A. An appointing authority, employee or employee organization may request that all or any part of a probationary period be waived by the Human Resources Director upon written request under the following circumstances:

- (1) an employee is reappointed to the same job class within two years of a resignation submitted in good standing;
- (2) an incumbent of a reclassified position has been placed in the new class by the Civil Service Commission.

B. If one of the parties does not agree with the decision of the Human Resources Director, ~~he or she~~they may appeal the decision to the Civil Service Commission. Such appeal shall be made in writing stating the specific reason for the appeal. Such appeal shall be filed within ten regular County business days from the date of the decision and shall be placed on the agenda of the earliest meeting of the Civil Service Commission.

SECTION 9.6 EXPIRATION OF PROBATIONARY PERIOD

A. The County Human Resources Director shall, in writing, notify the appointing authority of the date on which each employee's probationary period will expire. Such notification shall be made not less than one month prior to the date of expiration.

B. The appointing authority shall, in writing, reply to such notification not less than two weeks prior to the date of expiration, and shall inform the employee of the nature of the reply. The reply shall specify or request one of the following actions:

- (1) the employee shall assume permanent status;
- (2) the probationary period should be extended for a specified period;
- (3) the employee will be separated or demoted.

C. An employee in the classified Civil Service shall be deemed to have permanent status if ~~he/she was~~they were still employed at the end of the shift which began on the last working day of the designated probationary period.

D. If an appointing authority wishes to extend the probationary period of an employee, ~~he or she~~they must obtain the approval of the Civil Service Commission prior to the expiration of the probationary period. The appointing authority shall submit a written request to the Civil Service Commission specifying the reasons for the extension.

SECTION 9.7 DISMISSAL OF PROBATIONARY EMPLOYEES

A. A probationary employee may be dismissed at any time during the probationary period without right of appeal or hearing.

B. An employee who is dismissed (released from probation) during a probationary period shall be restored to any position in the class from which ~~he/she~~they had permanent or probationary status immediately prior to the position for which they are serving the new probationary period and in which they are being dismissed. (revised 7/1/10)

C. If an employee's dismissal during the probationary period is governed by 9.7B but the employee's former department prior to promotion has been renamed or functions of that department merged into another department, the employee shall be restored to a position in the class in the renamed or merged department from which ~~he/she~~they had permanent or probationary status immediately prior to the position for which they are serving the new probationary period and in which they are being dismissed. (revised 7/1/10)

If the employee's former department has not been merged and the functions are no longer performed by the County, Rule 11 applies. (revised 5/3/95)

D. If an employee's dismissal during probationary period is governed by 9.7B-C and the employee's return to their former position creates a layoff, Rule 11 applies. (added 7/1/10)

E. If an employee's dismissal during the probationary period is governed by 9.7B but the employee's former class from which ~~he/she~~they had been promoted has been retitled with the same or less pay range, the employee shall be restored to any position in the retitled class in accordance with Rule 9.7B. If the former class has been abolished rather than retitled, Rule 11 applies. (revised 5/3/95)

END OF RULE 9



DATE: April 18, 2019

TO: Civil Service Commission

SUBJECT: Establishing the New Intern Classification of INTERN-WORK EXPERIENCE

The Human Services Department (HSD) receives federal funding as part of the enactment of the Workforce Innovation and Opportunity Act (WIOA). The WIOA is intended to support individuals who need job training, improve coordination between agencies providing employment training services, and support economic development in communities. Locally, HSD uses WIOA funding to support the Sonoma County Youth Ecology Corps (SCYEC), which provides summer employment and work skills development to local youth. More recently, an additional internship program was developed through SCYEC where selected participants can further their skill development in a particular field of interest for a six-month internship experience. Currently, SCYEC interns, involved in the six-month internship, have been placed at General Services, Regional Parks, and the Sonoma County Water Agency, but they are not considered County interns, partly due to our lack of an appropriate job classification.

The County's current classification plan only includes Intern Extra-Help classifications for high school, undergraduate, and graduate students which all require enrollment in academic curricula. The County has a need to allow for Interns enrolled in formal workforce development programs, such as SCYEC, which operate outside of academic institutions. Across Sonoma County, there are initiatives underway to bridge career development post-formal education and pre-technical proficiency. This is an opportunity gap to address, which could enable entry-level and career-changing candidates enrolled in a formal workforce development program to gain experience and a skillset in, often, hard-to-fill technical and trades careers. Formal workforce development programs help youth and other individuals who typically experience significant barriers to employment, gain employment skills and work experience; and the programs assist employers and communities with developing and improving their workforce.

Therefore, it was determined that a new Intern classification should be created to address this unmet need in order for Departments to partner with formal workforce development programs and consider Interns actively engaged in formal programs. As a result, Human Resources staff recommends the Commission establish the new Intern-Work Experience classification, and that the proposed class specification be adopted.

Amy Kraus
Human Resources Analyst

INTERN-WORK EXPERIENCE

Definition

Under close supervision, participates in a structured on-the-job training assignment, receives training in various County department functions and procedures; and performs a wide variety of routine tasks.

Distinguishing Characteristics

Individuals hired into this class are extra-help. This extra-help classification provides practical work experience in the County's internship programs for participants who are enrolled in a formal workforce development program. Individuals employed in this class receive training in a variety of entry-level tasks to support development of occupational skill sets, and to develop an understanding of workplace responsibilities and required competencies. Initially, interns will work closely with workplace mentors and field supervisors during their work-based learning assignment. With demonstrated progress, interns will increase their independence and complete routine/entry-level tasks, processes, and procedures with less direct supervision.

Typical Duties

Duties include, but are not limited to, the following:

Works closely with supervisor/mentor and learns how to complete assigned routine duties and effectively participate in a workplace environment.

Learns to perform and assists in the completion of entry-level and routine, department-specific tasks, processes, and procedures.

Learns to perform, and may assist journey-level staff in landscaping, maintenance, or repair activities using simple tools, materials, and supplies.

May assist staff in researching information and/or preparing data, files, and/or reports.

Participates in appropriate staff meetings, and attends approved training sessions.

Other duties vary based upon where the intern is assigned to work.

Knowledge and Abilities

Some knowledge of: basic customer service skills; general goals and purposes of county and departmental programs, services, and operations; and basic occupational hazards and standard safety practices.

INTERN-WORK EXPERIENCE

2

XXXX

Ability to: Understand and follow oral and written instructions; work under supervision; learn and perform assigned tasks and routines; establish and maintain harmonious work relationships with co-workers and the general public; work in an efficient and safe manner.

Minimum Qualifications

Education: Current enrollment as a participant in a formal workforce development program.

Experience: None required.

License: Possession of a valid driver's license at the appropriate level including necessary endorsements as required by the State of California may be required depending upon assignment to perform the essential functions of the position.

CIVIL SERVICE COMMISSION MINUTES
Sonoma County Human Resources Department
March 7, 2019

PRESENT

Commissioners: Tricia Gwillim, Mark Walsh, Anthony Withington, Pat Sabo, John Hazdess

Human Resources Staff: Christina Cramer, Maggie Miller, Carol Allen, Jennifer Lelouarn, Spencer Keywood, Deena Thompson-Stalder, Tony Fortunato, Colleen Goetz, Marissa Georges

Commission Counsel: Jeff Berk

I. Call to Order

The meeting was called to order at 3:00 p.m.

II. Approval of Minutes

Motion: Commissioner Walsh
Second: Commissioner Withington
Ayes: 5 **Absent:** 0

III. Director's Report

Christina Cramer introduced HR's new Recruitment and Classification Supervising Analyst, Deena Thompson-Stalder.

IV. Public Comment

None

V. Reports

Position Review Study-Human Services/Family, Youth & Children (FYC)-Human Services Department Jennifer Lelouarn, Human Resources Analyst III presented the study to the Commission.

Recommendation: Approve the new classifications of Child Protective Services Social Worker and Child Protective Services Social Work Supervisor and the retention of incumbents in accordance with Civil Service Rule 3.3B.

Motion to approve: Commissioner Hadzess

Second: Commissioner Walsh

Questions: None

Ayes: 5 **Absent:** 0

VI. Agenda Items

Written report to the Commission: Information Technology Analyst I & II Alternative Class Series Jason Klumb, SEIU Area Director presented to the Commission and asked for answers to several questions listed on the last page of his report.

Commissioner Withington asked Counsel if this was the proper format for this report. Commissioner Hadzess asked if the report could be brought as a grievance or a hearing. Counsel stated that this could be brought to the Civil Service Commission in the form of a hearing. Commissioner Withington suggested to table the issue to a later date and have it agenzized in a hearing format so both sides can present their case. This would give HR and SEIU a chance to resolve issues raised in the report before presenting to the Commission.

Recommendation: Answer the "Questions to the Commission" regarding Alt-Classes.

Motion to table discussion for 3 months: Commissioner Withington

Second: Commissioner Walsh

Questions:

Ayes: 5 Absent: 0

VII. Other Scheduling Matters

VIII. Commissioners Closed Session

IX. Reconvene from Closed Session

X. Commissioners Open Session

Commissioner Walsh commended County of Sonoma HR and SEIU for working together well on the Human Services' Family Youth and Children Position Review Study. Commissioner Withington thanked HR for organizing a tour of North Coast Detention Facility.

XI. Appeals

XII. Adjourn

The Civil Service Commission meeting was adjourned at 3:40 p.m.