

Sonoma County

Civil Service Commission

Agenda

Patricia Sabo, Chair

John Hadzess, Vice Chair

Anthony Withington

Jerry Dunn

Jeff Berk

Janell Crane, HR Director

Spencer Keywood, Deputy HR Director

Yuka Kamiishi, Executive Assistant

Thursday, December 19, 2024

3:00 PM

HR Large Training Room/Virtual

575 Administration Drive 117C

Santa Rosa, CA 95403

Members of the public can attend, watch, or listen to the meeting using one of the three following methods:

1. Attend in person:

Human Resources Large Training Room

575 Administration Drive, Suite 117C, Santa Rosa, CA 95403

Limited seating is available for public participants.

2. [Watch/Listen to meeting in Zoom:](https://sonomacounty.zoom.us/j/91920112146?pwd=URLjfYOrHovaEhu2Zlc28zL0zAOzK6.1)

Participate by computer, tablet, or smartphone application. Full URL below:

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Accommodation Request:

If you need an accommodation or an alternative format to assist you in observing and commenting on this meeting, please contact the Commission Secretary at (707) 565-6195 or by email yuka.kamiishi@sonoma-county.org prior to 72 hours of the meeting to ensure arrangements for accommodation.

Public Comment:

Public Comment may be made live, in person, in the Commission meeting room. Available time for comments is determined by the Commission Chair based on agenda scheduling demands and the total number of speakers. To guarantee that your comment is received and considered by the Commission, you may attend the meeting in person or submit your comment in writing in advance of the meeting to yuka.kamiishi@sonoma-county.org before 1:30 p.m. on the day of the meeting. Please provide your name, the agenda items on which you wish to speak, and your comment in the email. These comments will be emailed to all Civil Service Commission members.

During the Meeting:

Members of the public who wish to comment may do so according to the following procedure. Commenters will be requested to line up by the podium when the Commission Chair announces Public Comment to commence. Upon completion of a comment, the individual should quietly take a seat or exit the meeting room. No standing unless in the queue to speak or exiting the meeting room. To comment on any subsequent items, this process is to be repeated.

Commitment to Civility:

The Civil Service Commission has adopted rules of procedures that include a commitment to civility. To assure civility in its public meetings, the public is encouraged to engage in respectful dialog that supports freedom of speech and values diversity of opinion. Commissioners, County staff, and members of the public are expected to establish and maintain a cordial and respectful atmosphere during discussions and

foster meaningful dialogue free of personal attacks. Members of the public must also adhere to the speaking time limit if one is indicated by the Chair.

Materials:

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 below location during normal business hours.

County of Sonoma Human Resources Department
575 Administration Drive, Suite 116B
Santa Rosa, CA 95403

3:00 p.m. Call to Order

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes from December 5, 2024**
- 4. Director's Report**
- 5. Agenda Items**
 - A. Election of Officers for 2025**
 - Chair of the Commission
 - Vice Chair of the Commission
- 6. Reports**
 - A. Health Officer – Department of Health Services – Specification Revision Study**

Jennifer Lelouarn, Human Resources Analyst

Recommendation: Approve revisions to the Health Officer classification specification.
 - B. Fire Services Officer and Deputy Fire Marshal – Permit Sonoma – Classification Revision Study**

Colleen Goetz, Principal Human Resources Analyst

Recommendation: Approve revisions to the Fire Services Officer classification specification and establish the Deputy Fire Marshal classification specification.
 - C. Person First Gender Neutral Language – Classification Specifications Study**

Colleen Goetz, Principal Human Resources Analyst

Recommendations:

1. Approve revisions to seven Human Services Department class specifications to reflect person first language and remove gender pronouns: Home Care Support Assistant, Home Care Support Specialist, Children's Residential Care Counselor I, Children's Residential Care Counselor II, Deputy Public Administrator/Guardian/Conservator, Supervising Deputy Public Administrator/Guardian/Conservator, and Chief Deputy Public Administrator/Guardian/Conservator.
2. Delegate authority to the Human Resources Director to revise all class specifications for the sole purpose of reflecting person first language and removing gender pronouns, following meet and confer with the representative labor organization.

D. Fiscal Year 2023/2024 Recruitment and Classification Unit Workload Summary Update and Civil Service Commission Statistics

Lisa Conner, Recruitment and Classification Manager, Human Resources

7. **Appeals**
8. **Other Scheduling Matters**
9. **Commissioners Closed Session**
10. **Reconvene from Closed Session**
11. **Commissioners Open Session**
12. **Public Comment**

Any member of the public may address the Commission on a matter not listed on the agenda but within the subject matter jurisdiction of the Commission. Please state your name and who you represent, if applicable. Comments may be limited to 3 minutes, or as determined at the discretion of the Chair. Under State Law, matters presented during public appearances cannot be discussed or acted upon by the Civil Service Commissioners.

13. Adjournment

The next Civil Service Commission meeting will be held on **Thursday, January 2, 2025**, at 3:00 p.m., in the HR Large Training Room at 575 Administration Drive, Suite 117C, Santa Rosa, CA 95403. The agenda deadline for this meeting is 1:30 p.m., Thursday, December 26, 2024.



Report to the Civil Service Commission Specification Revision Study

Job Classification Studied:	Health Officer
Department/Division:	Department of Health Services/Public Health
Position Reports to (Classification):	Director of Health Services
Incumbent:	NA
Bargaining Unit:	Unrepresented Administrative Management - Unit 0050
Study Requested by:	Department of Health Services

Recommendation:

Approve revisions to the Health Officer classification specification.

Justification Submitted in the Request:

The Department of Health Services submitted a request to update the Minimum Qualifications section of the Health Officer job classification, stating that the requirement to possess a Master’s Degree in Public Health from an accredited school within three years of appointment created an artificial barrier to employment. Based on the information submitted in the request, Human Resources (HR) agreed to conduct a review of the class specification.

Summary of Recommendation:

The Health Officer is appointed by the Board of Supervisors but reports to the Director of Health Services. This job classification serves as the County Health Officer and assesses the County's health status; establishes medical policies and protocols for the Department of Health Services; consults on

medical issues; and exercises statutory powers and authorities for the enforcement of all public health laws, regulations, and ordinances; among other related duties.

Due to the independence of judgement, decision making authority, consequence of error, and being a position of trust and confidence, the Health Officer is expected to have a thorough knowledge of the principles and practices of modern medicine; the medical principles and protocols associated with the management of public health and environmental health problems; the principles and practices of emergency medical services; and laws, ordinances, and regulations relating to public health, environmental health, hazardous materials, and emergency medical services.

Analysis

Upon review, HR determined that the classification as currently written meets the Department's needs relative to Typical Duties and Knowledge, Skills, and Abilities; however, it was noted that an update to the current language was needed to remove arbitrary barriers to employment in the Minimum Qualifications section of the specification. Namely, the mandate that an incumbent possess a Master's Degree in Public Health from an accredited school within three years of appointment. Further, it was determined that the requirement of graduation from an accredited medical school with a Doctor of Medicine degree and a minimum of three years of responsible work in a public health service that included both clinical and managerial experience be maintained, as this aligns directly with the ability to perform the essential functions of the position.

Given the County's effort to reduce artificial barriers, and finding no legal mandate or established industry best practice to obtain a Master's Degree in Public Health to successfully obtain the knowledge, skills, and abilities required of the job classification, it was determined that the degree was not necessary to perform the essential duties of the job. As such, the Master's degree requirement was removed.

Recommendation

Adopt the revised specification of the Health Officer job classification.

Report Prepared by:	Jennifer Lelouarn, Human Resources Analyst
Report Approved by:	Lisa Conner, Recruitment and Classification Manager
Date:	December 19, 2024

HEALTH OFFICER

Definition:

Under administrative direction, serves as the County Health Officer; assesses the County's health status; establishes medical policies and protocols for the Department of Health Services and consults with appropriate parties on medical issues; exercises statutory powers and authorities for the enforcement of all public health laws, regulations, and ordinances; provides public health leadership to improve community health; and performs related duties as required.

Distinguishing Characteristics:

The Health Officer is a County Officer appointed by the Board of Supervisors, but reports to the Director of Health Services. The position is one of trust and confidence and is responsible for providing medical oversight and enforcement of public health regulations for a wide variety of health programs and services. Work is performed using independent judgment subject to administrative policy direction of the Director of Health Services. The incumbent shall establish and modify medical policies and protocols for the Department of Health Services in consultation with the Director of Health Services, and serves as an advisor to elected and appointed officials, members of the medical profession, and the public on matters affecting public health and safety.

This position is distinguished from the Director of Health Services in that the Director is responsible for all policy development, fiscal, administrative, and programmatic functions of the Department, whereas the Health Officer provides medical oversight and leadership in community health.

Typical Duties:

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

Assesses and reports on the health status of the community, using multiple epidemiological survey and statistical methods; assists in the development of public health policy and implementation of effective public health interventions.

Enforces local health orders, ordinances and rules prescribed by the state and federal regulating entities.

Subject to the policy direction of the Director of Health Services, represents the Department of Health Services in and before professional, medical, community and governmental groups and organizations and local, state and national associations; attends and participates in related conferences; maintains liaison and coordinates the work of the department with federal, state and local health agencies, County officials, affected departments, and community organizations; represents the County before Boards, Commissions, State and Regional Committees.

Responds to media inquiries regarding community health and public health issues, in general, and provides public health consultation and direction to community agencies.

In conjunction with the department's Emergency Medical Services Program Administrator, serves a lead role in disaster and emergency preparedness and response.

Acts as local registrar of births, deaths and oversees disposition of human remains.

Performs other duties as required.

Knowledge and Abilities:

Thorough knowledge of: the principles and practices of modern medicine, including preventive medicine; the medical principles and protocols associated with the management of public health and environmental health problems; the principles and practices of emergency medical services, including advanced life support; laws, ordinances, and regulations relating to public health, environmental health, hazardous materials, and emergency medical services.

Considerable knowledge of: modern management principles and practices; organizational dynamics, conflict resolution, and behavior and performance management; public health administration; principles and practices of personnel management.

Ability to: establish and maintain effective working relationships with the Director of Health Services, County Administrator, the Board of Supervisors, other County managers, subordinates, community groups, other public health agencies, medical professionals, the general public, and others who have an interest in public health issues; evaluate and define community public health needs and develop cost effective proposals to meet defined needs; establish and maintain modern systems of record keeping, information retrieval, and statistical analysis of public health data; speak and write effectively and to prepare clear and comprehensive reports.

Minimum Qualifications:

Any combination of education, training and experience which would likely provide the knowledge and abilities listed herein. Normally this would include:

Education and Experience: Graduation from an accredited medical school with a Doctor of Medicine degree and a minimum of three years of responsible work in a public health service that included both clinical and managerial experience. Training in Family Practice, Pediatrics or Internal Medicine is desirable. ~~Additionally, possession of a Master's Degree in Public Health from an accredited school must be achieved within three years of appointment.~~

License/Certification: Possession of a valid Physician's and Surgeon's Certificate issued by the State of California.

Eligibility to obtain a Controlled Substances Registration Certificate issued by the United States Department of Justice. Eligibility to obtain Medi-Care and Medi-Cal provider licenses from program fiscal intermediaries.

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



Date: December 12, 2024

To: County of Sonoma Civil Service Commission

CC: Sonoma County Administrative Management Council (SCAMC); Spencer Keywood, Deputy Director Human Resources; Lisa Conner, Recruitment & Classification Manager; Colleen Goetz, Principal Human Resources Analyst; Jeremia Mills, Employee Relations Manager; Katie Audiss, Permit Sonoma Human Resources Officer; Steve Mosiurchak, Fire Warden/Fire Marshal

From: Colleen Goetz, Principal Human Resources Analyst

Re: Revisions to the Fire Services Officer classification specification and establishment of the Deputy Fire Marshal classification specification

Permit Sonoma submitted a classification study to the Human Resources (HR) Department requesting the review and revision of their existing Fire Inspector classification series to ensure that the classification specifications accurately reflected duties performed and the training and certification minimum qualifications reflected current State of California requirements. The HR Department engaged CPS HR Consulting Services (CPS HR) to conduct the classification study. Additionally, through the classification study process, it was recommended, and Permit Sonoma approved the creation of two new classifications, one that would serve as an entry to career ladder growth in the Fire Inspector series and the other to serve at the supervisory level. This memorandum is a summary of the Sonoma County Administrative Management Council (SCAMC) represented job class specifications studied in the enclosed CPS HR report, as well as HR's request to the Civil Service Commission to:

- Approve revisions to the Fire Services Officer classification specification
- Establish the Deputy Fire Marshal classification specification

In studying the Fire Inspector classification series, CPS HR also reviewed the current Fire Inspector I, Fire Inspector II, and Senior Fire Inspector classification specifications and recommended the establishment of a new Fire Prevention Specialist classification. A separate report regarding the recommendations for those Sonoma County Law Enforcement Association (SCLEA) represented specifications will be presented to the Commission following completion of the meet and confer process with SCLEA.

With my regards,

Colleen Goetz

Principal Human Resources Analyst - Recruitment & Classification
County of Sonoma - Human Resources Department

Enclosed: Deputy and Assistant Fire Marshal Class Study Report

November 5, 2024

County of Sonoma Permit Sonoma – Fire Prevention and Hazardous Materials Division

Classification Study Report:
Deputy Fire Marshal and Assistant Fire Marshal

SUBMITTED BY:
KRISTIN MORRIS
PRINCIPAL CONSULTANT

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I. Background/Introduction

Under contract with the County of Sonoma, CPS HR Consulting Services (CPS HR) was tasked with conducting classification studies for Permit Sonoma's existing Fire Inspector classification series, to include the Fire Inspector I (three incumbents), Fire Inspector II (one incumbent), and Senior Fire Inspector (one incumbent) classifications for purposes of updating the current classification specifications to ensure the training and certification requirements complied with Title 27, and potentially developing a new classification specification that would serve as an introductory rung on the career ladder to the Fire Inspector series. Subsequently, the Fire Services Officer classification (one incumbent) was included in the classification study; and CPS HR was asked to develop a new classification for a supervisor level.

This report represents the findings respective of the two management positions studied. CPS HR relied primarily upon the information provided in the Position Description Questionnaires (PDQs) completed by the incumbents and subject matter expert. The PDQs were reviewed by the Fire Marshal, who added comments regarding the incumbents' duties. Job evaluation (desk audit) interviews with the incumbents were conducted via Microsoft Teams (MS Teams). The Fire Marshal was also interviewed via MS Teams. During these interviews, the rationale behind the classification study request, the department's organizational structure, as well as the nature and scope of the duties performed were discussed.

II. Overview/Classification Analysis and Revision Tasks

In conducting the classification study, CPS HR:

1. Provided an orientation to the incumbents Miguel Hernandez, Scott Lapinski, Raymond Yim, Anthony (Dan) Patalano, Marcia Belforte, and Charles Rivers and Fire Marshal Steve Mosiurchack to explain the classification study process. County Human Resources representatives Colleen Goetz and Spencer Keywood, Permit Sonoma Human Resources Officer Katie Audiss, and union representative Damien Evans were also invited to the orientation.
2. Distributed PDQs to incumbents for the studied positions. Fire Marshal Mosiurchack acted as the subject matter expert (SME) for the proposed new supervisor level position.
3. Reviewed the PDQs completed by the incumbent and SME.
4. Reviewed the comments submitted by the Fire Marshal.
5. Reviewed the County's classification specification for the Fire Services Officer.
6. Met with incumbent and SME to conduct desk audit interviews; conducted follow up interview with the Fire Marshal.
7. Reviewed and analyzed pertinent information, inclusive of the duties performed by the incumbent and identified by the SME.
8. Reviewed the minimum qualifications required for Certified United Program Agencies, identified in the California Code of Regulations Title 27, Section 15260.
9. Reviewed and updated classification specifications for the Fire Services Officer, which included

retitling the Fire Services Officer to Assistant Fire Marshal.

10. Prepared proposed classification specification for the new Deputy Fire Marshal classification.
11. Submitted a Classification Study Report and revised/proposed classification specifications on November 5, 2024.

III. Analysis – Class Concepts

An accurate and up-to-date classification system provides an organization with the necessary tools for successfully administering recruitment, performance management, compensation, and succession planning programs. In addition to providing the basis for these types of human resources management and process decisions, position classification can also effectively support systems of administrative and fiscal control.

This management position classification analysis request was for the review of the Fire Services Officer classification and the development of a new classification specification for a Deputy Fire Marshal position. All participants of this study are a part of the Permit Sonoma Fire Prevention and Hazardous Materials Division.

Deputy Fire Marshal (new classification)

At the request of the department, CPS HR drafted a new classification for Deputy Fire Marshal. As noted on the draft classification specification, the Deputy Fire Marshal is the supervisory level class in the Fire Inspector series. An incumbent of this job class is responsible to supervise, organize, coordinate, assign, and evaluate the work of staff engaged in Fire Prevention new construction inspection program, operational permitting, fire code inspection, vegetation management inspection and chipping program, and hazardous materials programs; provides technical assistance and training related to program requirements, goals, rules, regulations, policies, and procedures; may respond to emergencies as a Hazardous Materials Officer and direct emergency responders. Additionally, the Deputy Fire Marshal assists with the management of the Certified Unified Program Agency (CUPA) program.

The PDQ was completed by Fire Marshal, Steve Mosiurchack; the duties are summarized as follows:

- Plans, organizes, directs activities, supervises, and evaluates the work performed by assigned personnel.
- Oversees the inspection of existing residential, commercial, and industrial units to enforce compliance with fire safety laws, codes, and ordinances; oversees the vegetation management inspection and chipping program; oversees the hazardous materials programs.
- Issues written orders for elimination of fire hazards; issues complaints to law enforcement agencies where there is evidence of willful violation of orders, laws, codes, and ordinances; may prepare arrest warrants, as needed.
- Assist with the management of the Certified Unified Program Agency (CUPA) program; may be assigned to manage the CUPA program in the absence of the Assistant Fire Marshal.
- Trains employees involved in fire inspection, fire prevention, vegetation management, emergency response, and routine inspections for the Hazardous Materials Program.

- Participates in selecting staff; makes recommendations to promote and/or discipline staff; recommends staffing changes and allocations.
- Conducts seminars, educational classes, and other instruction to explain and implement the hazardous materials program and oil spill response program.
- Evaluates processes and procedures; implements policy, procedure, and related service improvements.
- Oversees the investigation into the origin and causes of fire, determines if buildings are safe to enter; notifies proper authorities designated by law to pursue investigations; cooperates with authorities in collection of evidence and prosecution of cases.
- Responds to emergencies as command officer and direct emergency responders; serves as a member of the hazardous materials response team.
- Prepares and maintains records and reports; manages projects.
- Represents the department with individuals contacted in the course of work; provides information to the public concerning fire prevention practices and procedures; provides best management practices for hazardous materials, hazardous waste, and underground tank regulations.
- Attends seminars and workshops to stay current on developments in fire regulations, inspection procedures, hazardous materials, hazardous waste, underground tank regulations, and legislation and programs.

The minimum qualifications for this level are any combination of training and experience which would provide the opportunity to acquire the knowledge and abilities. Normally, this would include five years of experience in hazardous materials inspections, plan reviews, fire inspections, fire investigations, and fire code enforcement, which included experience acting as an Incident Commander; and possession of a bachelor degree from an accredited college or university or equivalent degree with major coursework in biological, chemical, environmental or soil science, environmental health, environmental or sanitary engineering, toxicology, industrial hygiene, fire science, fire administration, public administration, business administration, or a related field. An alternate qualifying pattern of seven years of experience in fire prevention, fire inspection, fire investigation, or conducting environmental compliance inspections. To become compliant with CUPA requirements, minimum qualifications were updated to show a minimum of 30 semester units of academic coursework which directly relates to the knowledge and abilities listed which must include a minimum of 30 semester units in natural science from an accredited college or equivalent units.

Additionally, Certificate of Completion as a “California Underground Storage Tank Inspector” as defined in 23 CCR, Section 2715, Subsection (j), (1) and (2); State Certification as a Hazardous Materials Specialist; Certificate of Completion for a Penal Code 832 course in arrest, search and seizure issued by the California Commission on Peace Officer Standards and Training; Aboveground Petroleum Storage Act (APSA) certification from the Office of the State Fire Marshal; completion of the Fire Inspector 2 certification as required by the Office of the State Fire Marshal; and either International Code Council (ICC) certification as a Fire Plans Examiner or certification as a Plans Examiner from the Office of the State Fire Marshal. Incumbents in this classification are designated as specialized peace officers for the purpose of enforcement of the laws and fire codes.

Fire Services Officer (new title Assistant Fire Marshal)

As noted in the classification specification, the Fire Services Officer is responsible for supervising, planning, assigning, and directing assigned staff, organizing, and conducting training for various fire agencies, and for coordinating the activities of the Hazardous Materials program.

The PDQ was completed by Charles Rivers; the duties are summarized as follows:

- Plans, organizes, and supervises the activities, programs, and operations of the hazardous materials and hazardous waste management compliance program and emergency plans; directs activities of the CUPA; identifies resources necessary for implementation of programs; determines and establishes priorities; develops and enforces divisional policies and procedures; coordinates the activities of other local agencies relating to the Hazardous Materials Program; directs mitigation efforts designed to eliminate or reduce the impact of potential hazards.
- Assesses need for training of employees, volunteers, and various fire agencies in order to formulate written training goals related to hazardous materials; develops and revises course outlines, lesson plans, training manuals, information sheets, visual aids, examinations, and other training materials; researches new information for inclusion in instructional material; selects, maintains, and operates various audio-visual equipment; develops and issues monthly training calendar and bulletins as well as monthly training schedules; conducts drills, lectures, and practical demonstrations.
- Manages and participates in training for employees involved in emergency response and routine inspections for Hazardous Materials Program; conducts seminars, educational classes, and other instruction to explain and implement the hazardous materials program and oil spill response program.
- Assigns, trains, supervises, and evaluates the work of staff; selects, promotes, and disciplines staff; recommends staffing changes and allocations; coordinates training for clerical staff, volunteers, and interns.
- Develops, prepares, monitors, and manages the approved divisional operating budget including monitoring incoming revenue and expenses.
- Researches new sources of funding; prepares and/or assists others in the preparation of grant requests; coordinates the application process; oversees activities related to the administration of grants; develops, prepares, and monitors contracts for services of the County's Hazardous Waste Disposal Programs, recommends fee structure for Hazardous Material Programs based on analysis of program revenues and expenditures.
- Reviews and responds to proposed or approved changes made to regulations, prepares information for staff and the public on new regulations, and holds public hearings and meetings to inform the public of new regulations and changes in existing regulations.
- Represents the Fire Prevention and Hazardous Materials Division to the public, County departments, and other agencies.
- Investigates origin, cause, and loss value of fires; notifies proper authorities designated by law to pursue investigations; cooperates with authorities in collection of evidence and prosecution of cases.

- Inspects existing residential, commercial, and industrial units to enforce compliance with fire safety laws, codes, and ordinances; inspects areas or places where there are large public gatherings; issues written orders for elimination of fire hazards; issues complaints to law enforcement agencies where there is evidence of willful violation of orders, laws, codes, and ordinances.
- Gathers and analyzes data regarding hazardous materials from a variety of sources; prepares and/or directs the preparation of staff reports with appropriate alternatives, solutions, and recommendations regarding matters of interest, concern, and attention of the Division and the Department.
- Monitors regulations applying to hazardous materials emergency responders and the Hazardous Materials Programs to assure compliance under state and federal laws and regulations; evaluates the Hazardous Materials Program for compliance with existing federal, state, and local criteria and standards; respond to public inquiries regarding hazardous materials, hazardous waste, and underground tank codes and regulations.
- Works with the Environmental Health Division of the Department of Health Services and the Agricultural Commissioner's Office in the periodic revision of the Sonoma County Hazardous Materials Response Plan; works with the District Attorney's Office on preparing for prosecution cases involving hazardous materials crimes; coordinates meetings of local, state, and federal agencies on issues relating to the Hazardous Materials Program, and serves as the group's secretary; posts appropriate legal notices and prepares and distributes minutes of the meetings; administers the Sonoma County Hazardous Materials Management Ordinance and other enactments pertaining to hazardous materials management.
- Evaluates emergency situations and advises responders on appropriate course of action; coordinates and conducts inter-agency incident critiques and serves as a backup for other emergency services.
- Attends seminars and workshops to stay current on developments in fire suppression and safety techniques, and legislation and programs.
- Responds to emergencies as command officer and directs emergency responders; serves as member of hazardous materials response team; may act in the absence of the Fire Warden/Fire Marshal, as directed.

The minimum qualifications for this level are any combination of experience, training and education that would provide the opportunity to acquire the knowledge and abilities needed to perform the duties. Typically, this would be two years of administrative, technical, or operations experience in a hazardous materials related program, including experience in a training assignment; and possession of a bachelor degree from an accredited college or university or equivalent degree with major coursework in biological, chemical, environmental, or soil science, environmental health, environmental or sanitary engineering, toxicology, industrial hygiene, fire science, fire administration, public administration, business administration, or a related field. An alternate qualifying pattern of seven years of experience in fire prevention, fire inspection, fire investigation, or conducting environmental compliance inspections. To become compliant with CUPA requirements, minimum qualifications were updated to show a minimum of 30 semester units of

academic coursework which directly relates to the knowledge and abilities listed which must include a minimum of 30 semester units in natural science from an accredited college or equivalent units.

Completion of Fire Instructor 1A and 1B or equivalent courses, State Department of Education Fire Instructors' Training Course, Hazardous Materials Management Certificate Program, and a bachelor's degree are highly desirable. A minimum of 20 hours hazardous materials field/management training and one year of supervisory experience is also desirable.

Additionally, completion of the following courses and possession of the following certifications within one year are required: Hazardous Materials Incident Commander certificate; Certificate of Completion for a Penal Code 832 course in arrest, search, and seizure issued by the California Commission on Police Officer Standards and Training; Assistant Hazardous Materials Safety Officer course; Hazardous Materials Specialist; International Code Council (ICC) California Underground Storage Tank Inspector (USTI); and Office of State Fire Marshal Aboveground Petroleum Storage Tank Act (APSA) Inspector.

Other relevant classification information used to update or create classification specifications include the following factors:

Decision Making

This factor consists of the decision-making responsibility and degree of independence or latitude that is inherent in the position and the impact of the decisions.

- The proposed Deputy Fire Marshal will exercise judgment when making decisions related to fire inspections, fire prevention, and the hazardous materials management. The Deputy Fire Marshal will review work activities and duties of assigned staff, ensures safe work practices, work quality, and accuracy; serves as technical resource; responds to Hazmat emergencies and responds to complaints from the public.
- The Fire Services Officer (retitle, Assistant Fire Marshal) exercises considerable judgment and initiative in establishing priorities for the CUPA program, hazardous materials management, divisional operating budget, grants, and related fire prevention programs.

Scope and Complexity

This factor defines the breadth and difficulty of the assigned function or program responsibility inherent in the classification.

- The Deputy Fire Marshal will be responsible for workload distribution and accountability, following up on complaints, and stepping in to resolve complex problems without compromising the relationships with other government partners.
- The Fire Services Officer (retitle, Assistant Fire Marshal) ensures administrative requirements are met for State and Federal reporting on environmental compliance including inspection and standard operating procedures; directs the development and implementation of goals, objectives, policies, and priorities for the CUPA. Ensures that ordinances are compatible, so that there are not conflicting ordinances within the district. The Fire Services Officer is second in command behind the Fire Marshal and is responsible for directing operations of the Fire Prevention and Hazardous Materials Division in the absence of the Fire Marshal.

Contact with Others Required by the Job

This factor measures the types of contacts and the purpose of the contacts. The studied classifications have contact with contractors, builders, property owners, business owners, vendors, emergency responders, law enforcement agencies, and the public to provide and obtain information.

Supervision Received and Exercised

This factor describes the level of supervision received from others and the nature of supervision provided to other workers. It relates to the independence of action inherent in a position. The proposed Deputy Fire Marshal will supervise the subordinate classifications of Fire Inspector I, Fire Inspector II, Senior Fire Inspector, and the proposed Fire Prevention Specialist. The Fire Marshal will provide supervision to the proposed Deputy Fire Marshal and the Fire Services Officer (retitle, Assistant Fire Marshal).

Knowledge, Skills, and Abilities

This factor defines the knowledge, skills, and abilities necessary to perform assigned responsibilities.

- The proposed Deputy Fire Marshal classification requires a considerable knowledge of principles, practices and techniques of fire prevention; federal, state, and local fire prevention codes and ordinances and regulations and best management practices for hazardous materials, hazardous waste, and underground tanks; Incident Command System; arrest warrants, search, and seizure procedures; principles and techniques of building inspection and building codes; practices, procedures, and equipment used in fire investigation; procedures and techniques of equipment such as fire extinguishers, sprinkler systems, and alarms. The Deputy Fire Marshal classification requires a working knowledge of CUPA regulations, hazardous materials response team; the principles and techniques used in investigating fire cause and origin; the principles in the preservation and rules of evidence; principles and practices of inspection and plan review; research methodology, report writing, basic statistics and their application, and effective teaching methods for the adult learner; principles and practices of supervision; computerized database management; written and oral communication, including language mechanics, syntax, and English composition.

Additionally, the proposed Deputy Fire Marshal needs the ability to prioritize, assign, direct, and supervise the work of others; schedule, train, and counsel assigned staff; assist staff with complex tasks or difficult situations; analyze problems and recommend effective solutions; perform fire prevention, hazardous materials and hazardous waste inspection, and enforcement work for a variety of buildings, structures, and installations; perform underground tank inspections; interpret and enforce a variety of codes, ordinances, and regulations pertaining to fire prevention, hazardous materials, hazardous waste, and underground tanks with firmness and tact; read and interpret building plans; maintain cooperative relationships with builders, contractors, and the general public; understand and accept differences in human behavior, to include those with diverse racial, ethnic, cultural, educational, generational, and socioeconomic backgrounds; identify fire hazards and recommend corrective actions; identify hazards associated with hazardous materials and

hazardous waste and recommend corrective action; identify types and determine causes of fires; recognize, identify, and preserve evidence; effectively interview witnesses and suspects; perform in the capacity of Hazardous Materials Officer; work effectively without close supervision; use computers, tablets, smart phones, various software programs, email, and internet based tools to conduct research and generate correspondence; compile and analyze comprehensive reports and statistical information; perform in the capacity of Incident Commander for hazardous materials; communicate effectively; organize activities; attend meetings; and be subject to emergency call at all hours.

- The Fire Services Officer (retitle, Assistant Fire Marshal) classification requires considerable knowledge of current fire prevention Incident Command System; fire safety, firefighting, and fire investigation principles, practices, and procedures; the principles and methods of employee training; the effective teaching methods for the adult learner; the principles and practices of hazardous materials management including hazardous materials, hazardous waste, underground tanks, and above-ground tanks; risk management and prevention programs; the Uniform Fire Code; CUPA regulations; hazardous materials response team; principles and practices relating to modern budget, program, and systems management; research methodology, report writing and basic statistics and their application; operations and functions of local government; principles and practices of supervision and management; computerized database management; written and oral communications skills including language mechanics, syntax, and English composition. The Fire Services Officer (retitle, Assistant Fire Marshal) classification requires working knowledge of National Fire Safety Standards, County Fire Laws, State Fire Codes, including Titles 19 and 24, Uniform Building Code, Health and Safety Code, National Fire Code and other federal, state, and local laws pertaining to fire prevention and fire suppression; building materials, construction, and principles of combustion as related to fire prevention; chemical properties and hazardous materials containment and mitigation; and rescue and emergency care procedures. The Fire Services Officer classification requires knowledge of continuing education needs of staff; available continuing education resources; the principles and techniques used in investigation fire cause and origin; the principles in the preservation and rules of evidence; and the principles and practices of inspection and plan review.

Additionally, the Fire Services Officer (retitle, Assistant Fire Marshal) needs the ability to plan, organize, and conduct fire science and safety training programs; demonstrate basic and advanced fire suppression, safety, and prevention techniques; communicate and interact in situations requiring instructions, persuasion, and counseling and to participate in conferences, group discussions, and individual interviews; coordinate visual observation and oral or written communication into concise, descriptive, written or oral formats that reflect continuity of thought and effectively convey concepts or conclusions; establish and maintain effective working relationships; understand and accept differences in human behavior, to include those with diverse racial, ethnic, cultural, educational, generational, and socioeconomic backgrounds; investigate fires and determine their origin and cause; understand, interpret, and ensure compliance with rules, regulations and ordinances, and

federal, state, and local legislation; keep accurate statistical records; operate various types of audio-visual equipment; prepare statistical and narrative reports; maintain records; plan, organize, and coordinate the activities of the County's Hazardous Materials Program; interpret federal, state, and local laws and regulations relating to the Hazardous Materials Program; select, train, supervise, and evaluate the work of staff; analyze administrative problems, reach practical conclusions, and institute effective changes; compile and analyze comprehensive reports and statistical information; perform in the capacity of Incident Commander for hazardous materials; attend meetings and be subject to emergency call at all hours.

IV. Other Information Relevant to Classification Analyses:

Point in Time Analysis

This study primarily captures the essential nature of positions that are expected to continue at a single point in time. Therefore, recommendations cannot be based upon all possible future changes, particularly in a rapidly changing environment where organizational needs, technologies, and skill requirements are continuously evolving. This classification analysis uses the point in time immediately prior to the submission of the PDQ and does not reflect prospective duties or changes in duties after the PDQ was submitted.

Preponderant Duties

In conducting classification analyses, including those where the scope of work is to review, update, and/or develop classification specifications, it is often found that positions are assigned a wide range of duties and that incumbents have various levels of responsibility at any one time; therefore, the positions must be analyzed based on their preponderant duties. Preponderance is a measure of importance, and the most preponderant duties of a position are those that support the primary purpose of the position. Sometimes the most time-consuming duties of a position are preponderant; however, consideration must sometimes be given to the responsibility and complexity of certain duties that do not occupy most of the incumbent's time. Overall, the determination of preponderance is a judgment call based on a consistent set of factors.

Level and Not Volume of Work

Position classification reflects the level of work performed by an employee and is generally independent of volume. For example, if one employee processes double the work of another, yet the percentages of time spent on those tasks and other duties are comparable, a single classification should be appropriate for both positions. In fact, study questionnaires do not ask for, and we do not consider, the relative productivity of employees when evaluating positions. Likewise, classifications are not distinguished by the amount of time spent by incumbents on tasks, or the volume of work assigned to positions since problems of excessive workload are properly solved by redistributing work or adding employees, not by creating new classifications.

Classification of the Position, Not the Employee

Position classifications should be consistent regardless of who holds the position. As such, a

classification study process classifies positions, not individual employees. Furthermore, classification does not consider the capabilities of individual employees or the efficiency and effectiveness of an incumbent. It is not a measure of how well an individual employee performs, but of the actual duties assigned to the employee. Thus, classification is not a tool to reward individual achievement, nor should classifications be created simply to reward length of service. Employees, supervisors, and managers often view job content through employee performance characteristics which are unrelated to the classification concept of evaluating the work which the organization has determined should be assigned to a specific position, irrespective of how well an employee performs that work.

Position Versus Classification

Position and classification are two words that are often thought of as interchangeable, but in fact, have very different meanings. In a position plan, a position is an assigned group of duties and responsibilities performed by one person. Sometimes the word “job” is appropriately used in the place of position. In contrast, a classification may contain only one position or may consist of several positions. When there are several positions assigned to one classification, it means that the same title is appropriate for each position because the scope, level, duties, and responsibilities of each position assigned to the classification are sufficiently similar (but not necessarily identical); the same core knowledge, skills, and other requirements are appropriate for all positions, and the same salary range is equitable for all positions.

Classification Versus Allocation

Classification is the process of identifying and describing the various kinds of work in an organization and grouping similar positions together based on job family, classification series, and classification distinctions. Allocation is more specifically tied to the placement and/or budgeting of positions within an organization. Thus, agencies may allocate a position within an organization based on the results of the classification analysis for that position.

V. Summary of Interviews

Deputy Fire Marshal

A desk audit interview was held with Fire Marshal, Steve Mosiurchack on January 4, 2024, via MS Teams to discuss the addition of this new classification. Fire Marshal Mosiurchack indicated that adding this classification will allow the department to have the right number of supervisory staff for Fire Prevention and Fire Inspection staff. The minimum qualifications were reviewed to ensure they were appropriate to perform the job, as well appropriate as a career ladder in the series. This position was also identified as one that could provide backup to the management of the CUPA program.

Fire Services Officer (retitle, Assistant Fire Marshal)

A desk audit interview was held with Fire Services Officer, Charles Rivers on May 22, 2023, via MS Teams. Fire Services Officer Rivers has been performing the Fire Services Officer duties for approximately one year and eight months, with prior experience as a Senior Fire Inspector with Permit Sonoma. During the interview, Officer Rivers confirmed information on the PDQ, answered additional questions about the duties performed on the job, and identified the knowledge, skills, and

abilities needed for the classification.

Interview with Fire Marshal, Steve Mosiurchack

An additional interview with Fire Marshal Mosiurchack was held on March 13, 2023, on June 5, 2023, and a subsequent interview on January 4, 2024, via MS Teams. Fire Marshal Mosiurchack discussed his vision for the division.

Fire Marshal Mosiurchack indicated that he supported the Deputy Fire Marshal title attached to the proposed supervisory classification because this is an industry standard and recognizes the work being done in the field.

Fire Marshal Mosiurchack’s comments on the Fire Services Officer indicated that he believed the position should be retitled to Assistant Fire Marshal to reflect the duties being performed. Fire Marshal Mosiurchack indicated that the department has had many transitions over the year, but the same job titles continued to be used, so the title needs to be updated. He said that some of the language in the classification specification needs to be corrected as it reflects old job functions, and he believes that a name change will be helpful in attracting qualified staff.

Additionally, Fire Marshal Mosiurchack shared the information provided by the California Environmental Protection Agency related to the minimum education requirements for staff engaged in CUPA responsibilities so that language could be incorporated in the revised classification specifications.

VI. Recommended Position Allocation and Analysis

Based on a review of the PDQs and interviews CPS HR has recommended changes to update the classification specification for Fire Services Officer to better align with the duties being performed by the incumbent, updating responsibilities to include those related to CUPA, and removing references or terms related to Firefighters. Additionally, the minimum education and experience requirements were also updated to ensure compliance with the CUPA regulations. CPS HR also created a new classification for the Deputy Fire Marshal, which creates a dedicated working supervisor in the series. CPS HR is also proposing a title change for the Fire Services Officer to Assistant Fire Marshal to better describe the duties being performed. These changes will help ensure that future recruitment efforts are successful in attracting qualified candidates.

Current Classification	Recommendation	Proposed Classification
	Create new classification	Deputy Fire Marshal
Fire Services Officer	Revise and retitle classification	Assistant Fire Marshal

VII. Classification Specification Review, Revision, and Development

The incumbent and the SME described duties and tasks that are needed for the studied positions. During the interviews, the incumbent, the Fire Marshal acting as a subject matter expert, and CPS HR clarified the importance and frequency of the tasks performed. The incumbent and Fire Marshal identified which of the KSAs were necessary for successful job performance. Additionally, CPS HR made changes to the classification specification to align them with the duties being performed as well as the new template format provided by Sonoma County Human Resources. As a result of this process and analysis, CPS HR developed a proposed new classification of Deputy Fire Marshal and revised the Fire Services Officer and retitled to Assistant Fire Marshal.

VIII. Next Steps

This report outlines the classification study and analysis process. It is recommended that the County of Sonoma take the necessary steps to adopt the new and revised classification specifications.

Should you have questions or concerns, please feel free to contact Karen Rodriguez at (916) 471-3348 or email krodriguez@cpsr.us, at any time.

IX. Appendix A – Revised and Proposed Classification Specifications

DEPUTY FIRE MARSHAL**Definition**

Under direction, supervises, organizes, coordinates, assigns, and evaluates the work of staff engaged in the Fire Prevention Division new construction inspection program, operational permitting, fire code inspection, vegetation management inspection and chipping program, and hazardous materials programs; provides technical assistance and training related to program requirements, goals, rules, regulations, policies, and procedures; may respond to emergencies as a Hazardous Materials Officer and direct emergency responders; and performs related duties as required.

Distinguishing Characteristics

This is the supervisory-level class in the Fire Inspector series. The Deputy Fire Marshal is responsible for supervising, coordinating, scheduling, training, and evaluating assigned staff, and for attempting to resolve difficult inspection, permit issuance, and enforcement problems before they reach the management level.

This class is distinguished from Senior Fire Inspector in that the Senior Fire Inspector is the lead level in the series. This class is distinguished from the Assistant Fire Marshal in that the latter has responsibility for the management of the Certified Unified Program Agency (CUPA) program.

Typical Duties

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

Plans, organizes, directs activities, supervises, and evaluates the work performed by assigned personnel.

Oversees the inspection of existing residential, commercial, and industrial units to enforce compliance with fire safety laws, codes, and ordinances; oversees the vegetation management inspection and chipping program; oversees the hazardous materials programs.

Issues written orders for elimination of fire hazards; issues complaints to law enforcement agencies where there is evidence of willful violation of orders, laws, codes, and ordinances; may prepare arrest warrants, as needed.

Assists with the management of the CUPA program; may be assigned to manage the CUPA program in the absence of the Assistant Fire Marshal.

Trains employees involved in fire inspection, fire prevention, vegetation management, emergency response, and routine inspections for the Hazardous Materials Program.

Participates in selecting staff; makes recommendations to promote and/or discipline staff; recommends staffing changes and allocations.

Conducts seminars, educational classes, and other instruction to explain and implement the hazardous materials program and oil spill response program.

Evaluates processes and procedures; implements policy, procedure, and related service improvements.

Oversees the investigation into the origin and causes of fire, determines if buildings are safe to enter; notifies proper authorities designated by law to pursue investigations; cooperates with authorities in collection of evidence and prosecution of cases.

Responds to emergencies as command officer and direct emergency responders; serves as a member of the hazardous materials response team.

Prepares and maintains records and reports; manages projects.

Represents the department with individuals contacted in the course of work; provides information to the public concerning fire prevention practices and procedures; provides best management practices for hazardous materials, hazardous waste, and underground tank regulations.

Attends seminars and workshops to stay current on developments in fire regulations, inspection procedures, hazardous materials, hazardous waste, underground tank regulations, and legislation and programs.

Performs related duties as required.

Knowledge and Abilities

Considerable knowledge of: the principles, practices, and techniques of fire prevention; federal, state, and local fire prevention codes, ordinances, and regulations, and best management practices for hazardous materials, hazardous waste, and underground tanks; Incident Command System; arrest warrants and search and seizure procedures; principles and techniques of building inspection and building codes; practices, procedures, and equipment used in fire investigation; procedures and techniques of equipment such as fire extinguishers, sprinkler systems, and alarms.

Working knowledge of: CUPA regulations, hazardous materials response team; the principles and techniques used in investigating fire cause and origin; the principles in the preservation and rules of evidence; principles and practices of inspection and plan review; research methodology, report writing, basic statistics and their application; effective teaching methods for the adult learner; principles and practices of supervision; computerized database management; written and oral communication, including language mechanics, syntax, and English composition.

Ability to: prioritize, assign, direct, and supervise the work of others; schedule, train, and counsel assigned staff; assist staff with complex tasks or difficult situations; analyze problems and recommend effective solutions; perform fire prevention, hazardous materials and hazardous waste inspection, and enforcement work for a variety of buildings, structures, and installations; perform underground tank inspections; interpret and enforce a variety of codes, ordinances, and regulations pertaining to fire prevention, hazardous materials, hazardous waste, and underground tanks with firmness and tact; read and interpret building plans; maintain cooperative relationships with builders, contractors, and the public; understand and accept differences in human behavior, to include those with diverse racial, ethnic, cultural, educational, generational, and socioeconomic backgrounds; identify fire hazards and recommend corrective actions; identify hazards associated with hazardous materials and hazardous waste and recommend corrective action; identify types and determine causes of fires; recognize, identify, and preserve evidence; effectively interview witnesses and suspects; perform in the capacity of Hazardous Materials Officer; work effectively without close supervision; use computers, tablets, smart phones, various software programs, email, and internet-based tools to conduct research and generate correspondence; compile and analyze comprehensive reports and statistical information; perform in the capacity of Incident Commander for hazardous materials; communicate effectively; organize activities; attend meetings; be subject to emergency call at all hours.

Minimum Qualifications

Experience and Education:

Any combination of experience, training, and education that would provide the opportunity to acquire the knowledge and abilities listed. A typical way to qualify is:

Five (5) years of experience in hazardous materials, plan reviews, and fire inspections, investigations, and enforcement, which included experience acting as an Incident Commander; and possession of a bachelor's degree from an accredited college or university or equivalent degree with major coursework in biological, chemical, environmental or soil science, environmental health, environmental or sanitary engineering, toxicology, industrial hygiene, fire science, fire administration, public administration, business administration, or a related field.

OR

Seven (7) years of experience in hazardous materials, plan reviews, and fire inspections, investigations, and enforcement, which included experience acting as an Incident Commander; and possession of an associate's degree or equivalent from an accredited college or university with major coursework in biological, chemical, environmental or soil science, environmental health, environmental or sanitary engineering, toxicology, industrial hygiene, fire science, fire

administration, public administration, business administration, or a related field and which includes a minimum of thirty (30) semester or equivalent units in a natural science.

For additional information on experience and education requirements, please refer to Title 27 California Code of Regulations (CCR) Section 15260.

License: Possession of, or the ability to obtain, a valid State of California Class C Driver's License, including valid and appropriate California endorsements, is required by the date of hire, and must be maintained throughout employment in this classification.

Required Certifications: Certificate of Completion as a "California Underground Storage Tank Inspector" as defined in 23 CCR, Section 2715, Subsection (j), (1) and (2); State Certification as a Hazardous Materials Specialist; Certificate of Completion for a Penal Code 832 course in arrest, search and seizure issued by the California Commission on Peace Officer Standards and Training; Aboveground Petroleum Storage Act (APSA) certification from the Office of the State Fire Marshal; completion of the Fire Inspector 2 certification as required by the Office of the State Fire Marshal.

Within two (2) years of hire, completion of the International Code Council (ICC) certification as a Fire Plans Examiner or certification as a Plans Examiner from the Office of the State Fire Marshal is required.

Additional Requirements: In accordance with California Code, Section 1029-1031, each employee shall be legally authorized to work in the United States under federal law, have no prior felony conviction, and not be under current formal probation supervision.

Probationary Period: Individuals newly hired into this position will serve a one (1) year probationary period.

~~CAT. NO. 1~~ Established 1/85Revised 8/85, 12/95; 9/03, XX/24Former title Fire Services Officer**~~FIRE SERVICES OFFICER~~ ASSISTANT FIRE MARSHAL****Definition**

Under general direction, supervises, plans, and directs the work of staff; organizes and conducts training of staff of various fire agencies; develops instructional material, schedules training sessions, and conducts classroom and field instruction; ~~coordinates the County Volunteer Fire Program~~; manages, plans, and coordinates the activities of the hazardous waste and materials regulatory programs ~~Hazardous Materials Program~~; acts as the Certified Unified Program Agency (CUPA) Manager; performs fire prevention work and enforces provisions of County Fire Ordinances and related state regulations; responds to emergencies and directs operations as necessary; and performs related duties as required. ~~Responds to emergencies and directs operations as necessary.~~

Distinguishing Characteristics

~~Incumbents of this job class are responsible for the development and operation of the County's fire training program.~~ The incumbent in this classification works under the direction of the Fire Marshal and is ~~are~~ expected to exercise considerable judgment and initiative in establishing priorities for the development and implementation of the County's ~~Volunteer fire~~ CUPA program, hazardous materials management, and related fire prevention ~~training~~ programs. The incumbents is ~~are~~ also responsible for the management of the ~~County's Volunteer Fire Program including the planning and monitoring of the~~ divisional operations ~~ng program budget, including related grants.~~ ~~The incumbents are also responsible for the Hazardous Materials Program. The incumbents perform duties similar to those of Deputy Fire Warden and Assistant County Fire Chief.~~ This class is distinguished from the Deputy Fire Marshal in that the latter is responsible for first-line supervision of Fire Inspectors and related staff. This class is distinguished from the Fire Warden/Fire Marshal in that the Fire Warden/Fire Marshal has responsibility for planning, directing, supervising, and managing the operational and administrative functions of the Fire Prevention/Hazardous Materials Division.

Typical Duties

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

Plans, organizes, and supervises the activities, programs, and operations of the hazardous materials and hazardous waste management compliance program and emergency plans; directs

activities of the CUPA; identifies resources necessary for implementation of programs; determines and establishes priorities.

Develops and enforces divisional policies and procedures; coordinates the activities of other local agencies relating to the Hazardous Materials Program; directs mitigation efforts designed to eliminate or reduce the impact of potential hazards.

Assesses need for training ~~of for~~ employees, volunteers, and various fire agencies in order to formulate written training goals related to hazardous materials; ~~—policies and procedures for the agencies and for individuals and groups within the agencies.~~

~~Develops~~ develops and revises course outlines, lesson plans, training manuals, information sheets, visual aides, examinations, and other training materials; researches new information for inclusion in instructional material; selects, maintains, and operates various audio-visual equipment ~~such as film projectors, overhead projectors, slide projectors, tape recorders, TV and video equipment;~~ develops and issues monthly training calendar and bulletins as well as monthly training schedules; conducts drills, lectures, and practical demonstrations.

~~Instructs fire agency personnel in a variety of subjects related to fire suppression, safety, emergency care and rescue equipment use and capability, salvage, damage estimation and supervision; supervises~~ Manages and participates in training for employees involved in emergency response and routine inspections for the Hazardous Materials Program; conducts seminars, educational classes, and other instruction to explain and implement the hazardous materials program and oil spill response program.

Assigns, trains, supervises, and evaluates the work of staff; selects, promotes, and disciplines staff; recommends staffing changes and allocations; coordinates training for clerical staff, volunteers, and interns.

~~Coordinates the activities of other local agencies relating to the Hazardous Materials Program.~~

Develops, prepares, monitors, and manages the approved divisional operating budget including monitoring incoming revenue and expenses;

~~r~~ Researches new sources of funding; prepares and/or assists others in the preparation of grant requests; coordinates the application process;

~~e~~ Oversees activities related to the administration of grants; develops, prepares, and monitors contracts for services of the County's Hazardous Waste Disposal Programs, recommends fee structure for Hazardous Material Programs based on analysis of program revenues and expenditures.

Reviews and responds to proposed or approved changes made to regulations; prepares information for staff and the public on new regulations; and holds public hearings and meetings to inform the public of new regulations and changes in existing regulations.

Represents the ~~Emergency Services Department~~ Fire Prevention and Hazardous Materials Division to the public, County departments, and other agencies;

~~During emergency responds to the Emergency Operation Center and participates in the operation of the center in accordance with SEMS.~~

~~Coordinates the County's Volunteer Fire Program, including development and implementation of policies, program budget, and other aspects of the program; monitors the use of funds for the Volunteer Fire Program, issues purchase orders, and maintains records pertaining to use of County funds, equipment contract requirements, and related subjects; assists in writing official reports involving complex volunteer emergency response situations.~~

~~Represents the County before Volunteer Fire Organizations to explain and answer questions regarding County Fire Service policies; makes recommendations regarding development of new policies and revisions to existing policies.~~

~~Develops and issues monthly training calendar and bulletins as well as monthly training schedules.~~

~~Conducts drills, lectures and practical demonstrations for fire personnel; responds to fires and rescue calls to observe results of training; participates in the reporting of complex volunteer emergency responses.~~

Investigates origin, cause, and loss value of fires; notifies proper authorities designated by law to pursue investigations; cooperates with authorities in collection of evidence and prosecution of cases.

Inspects existing residential, commercial, and industrial units to enforce compliance with fire safety laws, codes, and ordinances; inspects areas or places where there are large public gatherings; issues written orders for elimination of fire hazards; issues complaints to law enforcement agencies where there is evidence of willful violation of orders, laws, codes, and ordinances.

~~Plans, organizes and supervises the activities, programs and operations of the Hazardous Materials Program; identifies resources necessary for implementation of programs; determines and establishes priorities; develops and enforces divisional policies and procedures; coordinates the activities of other local agencies relating to the Hazardous Materials Program.~~

Gathers and analyzes data regarding hazardous materials from a variety of sources; prepares and/or directs the preparation of staff reports with appropriate alternatives, solutions, and recommendations regarding matters of interest, concern, and attention of the Division and the Department.

~~Develops, prepares and monitors contracts for services of the County's Hazardous Waste Disposal Programs, recommends fee structure for Hazardous Material Programs based on analysis of program revenues and expenditures.~~

Monitors regulations applying to hazmat emergency responders and the Hazardous Materials Programs to assure compliance under state and federal laws and regulations; evaluates the Hazardous Materials Program for compliance with existing federal, state, and local criteria and standards; respond to public inquiries regarding hazmat, hazardous waste, and underground tank codes and regulations.

~~Evaluate emergency situation and advise responders on appropriate course of action; coordinate and conduct inter-agency incident critiques and serves as a backup for emergency services.~~

Works with the Environmental Health Division of the Department of Health Services and the Agricultural Commissioner's Office in the periodic revision of the Sonoma County Hazardous Materials Response Plan; works with the District Attorney's Office on preparing for prosecution cases involving hazardous materials crimes; coordinates meetings of local, state, and federal agencies on issues relating to the Hazardous Materials Program, and serves as the group's secretary arranging meetings; posts appropriate legal notices, and prepares and distributes minutes of the meetings; administers the Sonoma County Hazmat Management Ordinance and other enactments pertaining to hazardous materials management.

Evaluates emergency situations and advises responders on appropriate course of action; coordinates and conducts inter-agency incident critiques and serves as a backup for other emergency services.

~~Selects and maintains a variety of training aids such as slides, film and manuals; maintains training records including statistics on training courses and participant evaluations; prepares statistical and narrative reports; conducts public demonstrations in fire prevention, suppression, rescue and evacuation.~~

Attends seminars and workshops ~~in order to~~ stay current on developments in fire suppression and safety techniques, and legislation and programs.

Responds to emergencies as command officer and directs emergency responders; serves as member of hazardous materials response team; may act in the absence of the Fire Warden/Fire Marshal, as directed.

Performs related duties as required.

Knowledge and Abilities

~~Thorough knowledge of: principles and practices relating to modern budget, program and systems management; research methodology, report writing and basic statistics and their~~

~~application; operations and functions of local government; principles and practices of supervisory and management practices; computerized data base management; written and oral communications skills including language mechanics, syntax and English composition.~~

Considerable knowledge of: current fire prevention Incident Command System; fire safety, fire fighting, ~~fire rescue~~, and fire investigation principles, practices, and procedures; the principles and methods of employee training; the effective teaching methods for the adult learner; the principles and practices of hazardous materials management including hazardous materials, hazardous waste, underground tanks, above-ground tanks, risk management, and prevention programs; the Uniform Fire Code; CUPA regulations; hazardous materials response team; principles and practices relating to modern budget, program, and systems management; research methodology, report writing, and basic statistics and their application; operations and functions of local government; principles and practices of supervision and management; computerized data-base management; written and oral communications skills including language mechanics, syntax, and English composition.

Working knowledge of: National Fire Safety Standards, County Fire Laws, State Fire Codes, including Titles 19 and 24, ~~Uniform Fire Code~~, Uniform Building Code, Health and Safety Code, National Fire Code and other federal, state, and local laws pertaining to fire prevention and fire suppression; building materials, construction, and principles of combustion as related to fire prevention; chemical properties; hazardous materials containment and mitigation; rescue and emergency care procedures; ~~written and oral communications, including language mechanics, syntax and English composition.~~

Knowledge of: continuing education needs of ~~fire personnel~~ staff; available continuing education resources ~~for fire personnel~~; ~~fire extinguishing and alarm systems~~; the principles and techniques used in investigating fire cause and origin; the principles in the preservation and rules of evidence; principles and practices of inspection and plan review.

~~**Knowledge and skill in: demonstrating basic and advanced fire suppression, safety and prevention.**~~

Ability to: plan, organize, and conduct fire science and safety training programs; demonstrate basic and advanced fire suppression, safety, and prevention techniques; communicate and interact in situations requiring instructions, persuasion and counseling and to participate in conferences, group discussions, and individual interviews; coordinate visual observation, oral, or written communication into concise, descriptive written or oral formats that reflect continuity of thought and effectively convey concepts or conclusions; establish and maintain effective working relationships ~~with staff, representatives of fire agencies, and educational institutions~~; understand and accept differences in human behavior, to include those with diverse racial, ethnic, cultural, educational, generational, and socioeconomic backgrounds; investigate fires and determine their origin and cause; understand, interpret, and ~~apply~~ ensure compliance with rules, regulations, and ordinances and federal, state, and local legislation; keep

accurate statistical records ~~regarding the use of funds, purchases, insurance premiums and volunteer rosters~~; operate various types of audio-visual equipment; prepare statistical and narrative reports; maintain records ~~for training programs~~; plan, organize, and coordinate the activities of the County's Hazardous Materials Program; interpret federal, state, and local laws and regulations relating to the Hazardous Materials Program; select, train, supervise, and evaluate the work of ~~clerical and technical~~ staff; ~~establish and maintain effective working relationships with federal, state and local officials and employees~~; analyze administrative problems, reach practical conclusions, and institute effective changes; ~~ensure proper compliance with federal, state and local legislation~~; compile and analyze comprehensive reports and statistical information; perform in the capacity of Incident Commander for hazardous materials; attend meetings ~~and~~; be subject to emergency call at all hours.

Minimum Qualifications

Experience and Education:

Any combination of experience, training, and education that would provide the opportunity to acquire the knowledge and abilities listed. A typical way to qualify is:

Two (2) years of administrative, technical, or operations experience in a hazardous materials related program, including experience in a training assignment; and possession of a bachelor's degree from an accredited college or university or equivalent degree with major coursework in biological, chemical, environmental or soil science, environmental health, environmental or sanitary engineering, toxicology, industrial hygiene, fire science, fire administration, public administration, business administration, or a related field.

OR

Four (4) years of administrative, technical, or operations experience in a hazardous materials related program, including experience in a training assignment; and possession of an associate's degree or equivalent from an accredited college or university with major coursework in biological, chemical, environmental or soil science, environmental health, environmental or sanitary engineering, toxicology, industrial hygiene, fire science, fire administration, public administration, business administration, or a related field. Qualifying education must include a minimum of thirty (30) semester or equivalent units in natural science.

For additional information on experience and education requirements, please refer to Title 27 California Code of Regulations (CCR) Section 15260. ~~Academic course work which directly relates to the knowledge and abilities listed. Normally, this course work would include fire science, fire administration, public administration, business administration, and/or other related courses~~

Desirable Qualifications: ~~These courses should include~~ Completion of Fire Instructor 1A and 1B or equivalent courses, ~~Completion of the~~ State Department of Education Fire Instructors'

Training Course, Hazardous Materials Management Certificate Program, and a bachelor degree ~~or an Emergency Medical Technician I Training Course~~ is/are highly desirable. A minimum of twenty (20) hours hazardous materials field/management training and one (1) year of supervisory experience is also desirable.

~~Experience: Any combination of training and experience which would provide an opportunity to acquire the knowledge and abilities listed. Normally, three years of fire suppression and prevention experience and/or two years of administration, technical or operations experience in a hazardous materials related program, including experience in a training assignment, would provide such opportunity. One year of supervisory experience is highly desirable.~~

License: Possession of, or the ability to obtain, a valid State of California Class C Driver's License, including valid and appropriate California endorsements, is required by date of hire, and must be maintained throughout employment in this classification at the appropriate level ~~including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.~~

Required Certifications: Completion of the following courses and possession of the following certifications within one (1) year of hire are required: Hazardous Materials Incident Commander certificate; Certificate of Completion for a Penal Code 832 course in arrest, search and seizure issued by the California Commission on Police Officer Standards and Training; Assistant Hazmat Safety Officer course; Hazardous Materials Specialist; International Code Council (ICC) California Underground Storage Tank Inspector (USTI); and Office of State Fire Marshal Aboveground Petroleum Storage Tank Act (APSA) Inspector.

Additional Requirements: In accordance with California Code, Section 1029-1031, each employee shall be legally authorized to work in the United States under federal law, have no prior felony conviction, nor be under current formal probation supervision. ~~Possession of a hazardous material "operational" level certificate of completion within one year. Completion of PC832 within one year. Possession of State Certificate of Hazardous Materials Specialist within one year.~~

~~**Certificate:** Possession of a valid certificate as an instructor in First-Aide or equivalent certificate is desirable. Completion of the Hazardous Materials Management Certificate Program is highly desirable.~~

~~**Citizenship Requirement:** Permanent resident aliens who wish to be employed as peace officers must apply for citizenship at least one year before application for such employment. If a permanent resident alien has not obtained citizenship within three years after application for employment or is denied citizenship he or she shall be disqualified for peace officer status.~~

Background Requirement: Candidates certified for employment must be willing to undergo and successfully complete an in-depth background investigation, including a psychological evaluation, finger printing, criminal history check, and a medical examination.

~~Conviction of a felony in this state or any other state or in any federal jurisdiction, or of any offense in any other state or in any federal jurisdiction, which would have been a felony if committed in this state, or any individual under current formal probation supervision is a disqualification for the Fire Services Officer.~~

~~**Retirement Eligibility:** Candidates in this classification are eligible for Public Safety Retirement which is defined by the County Employees' Retirement System.~~

Probationary Period: Individuals hired into this class will serve a one (1)-year probationary period.



Date: December 3, 2024

To: Civil Service Commission

CC: Service Employees' International Union - Local 1021 (SEIU); Sonoma County Law Enforcement Association (SCLEA); Sonoma County Administrative Management Council (SCAMC); Deputy Sheriffs' Association (DSA); Deputy Sheriffs' Law Enforcement Management Unit (DSLEM); Engineers and Scientists of California (ESC); International Union of Operating Engineers, Stationary Engineers - Local 39 (Local 39); Sonoma County Deputy Public Defender Attorneys' Association (SCDPDAA); Sonoma County Law Enforcement Managers Association (SCLEMA); Sonoma County Prosecutors' Association (SCPA); Sonoma County Public Defender Investigators' Association (SCPDIA); Western Council of Engineers (WCE); and Salary Resolution Department Head (DAHA), Confidential, and Unrepresented; Janell Crane, Director of Human Resources; Spencer Keyword, Deputy Director Human Resources; Lisa Connor, Recruitment & Classification Manager; Colleen Goetz, Principal Human Resources Analyst; Amy Kraus, Principal Human Resources Analyst; Jeremia Mills, Employee Relations Manager; Ashley Nolan, Principal Employee Relations Analyst

From: Colleen Goetz, Principal Human Resources Analyst

Re: Specification revisions to reflect person first language and remove gender pronouns

The Human Resources (HR) Department is focused on working to create a more inclusive and equitable work environment within the County of Sonoma and has identified multiple goals intended to remove barriers that may adversely impact individuals in underrepresented demographic groups. As part of this process, HR is committed to revising all job classifications in the County's Classification Plan to utilize gender neutral and person first language. This memorandum is a summary of job classification specification revisions performed by HR on

behalf of the Human Services Department (HSD) and HR's request that the Civil Service Commission:

1. Approve revisions to seven (7) HSD class specifications to reflect person first language and remove gender pronouns.
2. Delegate authority to the HR Director to revise all class specifications for the sole purpose of reflecting person first language and removing gender pronouns, following meet and confer with the representative labor organization.

Recommendation One (1): Revise seven (7) HSD classification specifications

To respectfully communicate with, and about, people with disabilities, HSD requested that HR revise seven (7) classification specifications to reflect person first language that places the individual before disabilities and life circumstances. HR recognized HSD's request as the first in a multiple-phase effort to modernize the County's Classification Plan to identify and remove barriers that may adversely impact individuals in underrepresented demographic groups. In addition, the changes reflect HR's efforts to standardize classification specification language and its commitment to promoting diversity, equity, inclusion, and a sense of belonging within our workforce. After determining that the requested changes did not substantially alter the specifications, HR accepted the study of the following classifications:

- Home Care Support Assistant (SEIU-25)
- Home Care Support Specialist (SEIU-25)
- Children's Residential Care Counselor I (SCLEA-30)
- Children's Residential Care Counselor II (SCLEA-30)
- Deputy Public Administrator-Guardian-Conservator (SEIU-05)
- Supervising Deputy Public Administrator-Guardian-Conservator (SEIU-05)
- Chief Deputy Public Administrator-Guardian-Conservator (SCAMC-50)

On September 12, 2024, HR released the study in the enclosed memorandum to SEIU, SCLEA, and SCAMC, recommending revisions to the seven (7) classifications. In addition, the memo recommended HR's intent to request that the Civil Service Commission delegate authority to the HR Director to revise all class specifications for the sole purpose of reflecting person first language and removing gender pronouns, following meet and confer with the representative labor organization. HR offered to meet and confer with the three bargaining units representing the seven (7) class specifications identified by HSD. Subsequently, SCLEA and SCAMC did not express concerns with the recommendations and SEIU asked to meet and confer. In summary, the revisions to the specifications addressed in the memo included:

- Person first language across all seven (7) specifications. Placing the person before disabilities and/or differences in generational and socioeconomic backgrounds. E.g., the Home Care Support Specialist class specification revisions:
 - Current language
 - “Incumbents in this class recruit, refer, and coordinate individuals to provide in-home care to eligible ~~elderly and disabled~~ clients of the Human Services Department.”
 - Replacement language
 - “Incumbents in this class recruit, refer, and coordinate individuals to provide in-home care to eligible clients of the Human Services Department who are elderly and have disabilities.”
- Use of Pronouns. Replacing gendered pronouns with possessive pronouns or other negotiated replacements. E.g., the Chief Deputy Public Administrator/Guardian/Conservator class specification revisions:
 - Current language

- “represents the Public Administrator/Guardian/Conservator in ~~his/her~~ absence;”
- Replacement language
 - “represents the Public Administrator/Guardian/Conservator in their absence;”

During a meet and confer session with SEIU, they agreed to the proposed person first, gender neutral revisions to the seven (7) classifications and delegated authority to the HR Director to revise all class specifications for the sole purpose of reflecting person first language and removing gender pronouns, following meet and confer with the representative labor organization. However, they expressed interest in discussing how those revisions would be historically documented. HR agreed with SEIU that because these revisions did not substantially alter the specifications and were not the result of a holistic study of the specifications, it would be more appropriate to leave the specification revision dates unchanged in the header of each specification and on [governmentjobs.com/careers/sonoma/classspecs](https://www.governmentjobs.com/careers/sonoma/classspecs). HR and SEIU also agreed that the following language would be added to the classification specifications:

****Specification History**

XX/XX revisions limited to person first, gender neutral language”

Examples of these revisions are enclosed in the seven (7) enclosed classification specifications and the Deputy Public Administrator-Guardian-Conservator County of Sonoma (CA) - Class Specification Bulletin.

Following SEIU’s agreement with the recommendations, on November 5, 2024, HR released the enclosed, “Memorandum and Enclosures, person first, gender neutral classification specification revisions” to all the County’s employee organizations.

Recommendation Two (2): Delegate authority to the HR Director to revise person first and genderized language

Through the revision of the seven (7) HSD classification specifications, HR takes the first step towards reflecting person first language and removing gender pronouns from the 800+ classification specifications currently active in the County’s Classification Plan. As the next step, in accordance with Civil Service Rule 2.3 A, and to further HR’s goal of removing these barriers from all class specifications, HR requests that the Civil Service Commission delegate authority to the HR Director to revise class specifications to reflect person first language and remove gender pronouns, after the person first, gender neutral revisions are agreed to by the representative labor organizations through the meet and confer process.

Under Rule 2.3 A, the Human Resources Director,

“shall perform and discharge, under the direction and control of the Civil Service Commission, such authority and duties as are delegated.”

Should HR’s request for delegated authority for the sole purpose of updating all job classifications to utilize gender neutral and person first language be approved, HR will provide the Civil Service Commission a year-end summary report of all impacted specifications agreed to by the representative labor organizations through the meet and confer process.

On November 5, 2024, HR released the official interested parties notice and offer to meet and confer over the impacts of these recommendations to all County employee organizations. Subsequently, the employee organizations did not express concerns with the recommendations, and on November 20, 2024, the meet and confer process was concluded.

Summary

Human Resources requests that the Civil Service Commission:

1. Approve revisions to seven (7) HSD class specifications to reflect person first language and remove gender pronouns.
2. Delegate authority to the HR Director to revise all class specifications for the sole purpose of reflecting person first language and removing gender pronouns, following meet and confer with the representative labor organization.

With my regards,

Colleen Goetz

Principal Human Resources Analyst - Recruitment & Classification

County of Sonoma - Human Resources Department

Enclosures:

- November 5, 2024, Memorandum and Enclosures, person first, gender neutral classification specification revisions to all County employee organizations
- September 12, 2024, Memorandum to SEIU, SCLEA, and SCAMC regarding proposed revisions to seven (7) HSD class specifications to reflect person first language and remove gender pronouns and delegate authority to the HR Director to revise all class specifications for the sole purpose of reflecting person first language and removing gender pronouns, following meet and confer with the representative labor organization
- Seven (7) HSD class specifications: Home Care Support Assistant (SEIU-25), Home Care Support Specialist (SEIU-25), Children's Residential Care Counselor I (SCLEA-30), Children's Residential Care Counselor II (SCLEA-30), Deputy Public Administrator-Guardian-Conservator (SEIU-05), Supervising Deputy Public Administrator-Guardian-Conservator (SEIU-05), Chief Deputy Public Administrator-Guardian-Conservator (SCAMC-50)



COUNTY OF SONOMA

HUMAN RESOURCES DEPARTMENT

Janell Crane, Director

Employment • Classification • Employee Relations • EEO • Training • Risk Management

Date: November 5, 2024

To: Deputy Sheriffs' Association (DSA), Deputy Sheriffs' Law Enforcement Management Unit (DSLEM), Engineers and Scientists of California (ESC), International Union of Operating Engineers, Stationary Engineers - Local 39 (Local 39), Sonoma County Deputy Public Defender Attorneys' Association (SCDPDAA), Sonoma County Law Enforcement Managers Association (SCLEMA), Sonoma County Prosecutors' Association (SCPA), Sonoma County Public Defender Investigators' Association (SCPDIA), Western Council of Engineers (WCE), and Salary Resolution Department Head, Confidential, and Unrepresented

CC: Service Employees' International Union - Local 1021 (SEIU); Sonoma County Law Enforcement Association (SCLEA); Sonoma County Administrative Management Council (SCAMC); Janell Crane, Director of Human Resources; Spencer Keyword, Deputy Director Human Resources; Lisa Connor, Recruitment & Classification Manager; Colleen Goetz, Principal Human Resources Analyst; Amy Kraus, Principal Human Resources Analyst; Jeremia Mills, Employee Relations Manager; Ashley Nolan, Principal Employee Relations Analyst

From: Colleen Goetz, Principal Human Resources Analyst

Re: Specification revisions to reflect person first language and remove gender pronouns

The Human Resources (HR) Department is focused on working to create a more inclusive and equitable work environment within the County of Sonoma and has identified multiple goals intended to remove barriers that may be adversely impacting individuals in underrepresented demographic groups. As part of this process, we have committed to revising all job classifications in the County's Classification Plan to utilize gender neutral and person first language. This memorandum is a summary of Human Resources (HR's) request that the Civil Service Commission:

Delegate authority to the HR Director to revise all class specifications for the sole purpose of reflecting person first language and removing gender pronouns, following meet and confer with the representative labor organization.

Study Request

To respectfully communicate with, and about, people with disabilities, the Human Services Department (HSD) requested that HR revise seven (7) classification specifications to reflect person first language that places the individual before disabilities and life circumstances. HR recognized HSD's request as the first in a multiple-phase effort to modernize the County's

Classification Plan to identify and remove barriers that may adversely impact individuals in underrepresented demographic groups and standardize classification specification language that reflects the County's commitment to promoting diversity, equity, inclusion, and a sense of belonging within our workforce. After determining that the requested changes did not substantially alter the specifications, HR accepted the study.

On September 12, 2024, HR released the study in the enclosed memorandum, recommending revisions to the seven (7) classifications and a request to the Civil Service Commission to delegate authority to the HR Director to revise all class specifications for the sole purpose of reflecting person first language and removing gender pronouns, following meet and confer with the representative labor organization. HR offered to meet and confer with the three bargaining units representing the seven (7) class specifications identified by HSD. They included Service Employees' International Union - Local 1021 (SEIU), Sonoma County Law Enforcement Association (SCLEA), and Sonoma County Administrative Management Council (SCAMC). Subsequently, SCLEA and SCAMC did not express concerns with the recommendations and SEIU asked to meet and confer.

During a meet and confer session with SEIU, they agreed to the proposed person first, gender neutral revisions to the seven (7) classifications. However, they expressed interest in discussing how those revisions would be historically documented. HR agreed with SEIU that because these revisions did not substantially alter the specifications and were not the result of a holistic study of specifications, it would be more appropriate to leave the specification revision dates unchanged in the header of each specification and on governmentjobs.com/careers/sonoma/classspecs. HR and SEIU also agreed that the following language would be added to the classification specifications:

"*Specification History

XX/XX revisions limited to person first, gender neutral language"

Examples of these revisions are enclosed in the Deputy Public Administrator-Guardian-Conservator Classification Specification and County of Sonoma (CA) - Class Specification Bulletin.

Recommendation for Specifications in the County's Classification Plan

Through the revision of the seven (7) HSD classification specifications summarized in the enclosed memorandum to SEIU, SCLEA, and SCAMC, HR takes the first step reflecting person first language and removing gender pronouns from the 800+ classification specifications currently active in the County's Classification Plan.

As the next step, in accordance with Civil Service Rule 2.3 A, and to further our goal of removing these barriers from all class specifications, HR will request that the Civil Service Commission delegate authority to the HR Director to revise class specifications to reflect person first language and remove gender pronouns, after the person first, gender neutral revisions are agreed to by the representative labor organizations through the meet and confer process.

Under Rule 2.3 A, the Human Resources Director,

“shall perform and discharge, under the direction and control of the Civil Service Commission, such authority and duties as are delegated.”

Should HR’s request for delegated authority for the sole purpose of updating all job classifications to utilize gender neutral and person first language be approved, HR will provide a year-end summary report of all impacted specifications to the Civil Service Commission.

This memorandum serves as the official interested parties notice and offer to meet and confer over the impacts of the study recommendations. Please let me know by 5 pm Wednesday, November 20, 2024, if there is interest in meeting or if you are happy to conclude the meet and confer process over email. If there is interest in meeting, please provide the name and contact information of the identified representative so that we may coordinate mutually agreeable dates/times to meet. I look forward to hearing from you soon.

With my regards,

Colleen Goetz
Principal Human Resources Analyst - Recruitment & Classification
County of Sonoma - Human Resources Department
colleen.goetz@sonoma-county.org
P: 1-707-565-1701

Enclosures:

- Memorandum to SEIU, SCLEA, and SCAMC regarding proposed revisions to seven (7) HSD class specifications to reflect person first language and remove gender pronouns and delegate authority to the HR Director to revise all class specifications for the sole purpose of reflecting person first language and removing gender pronouns, following meet and confer with the representative labor organization
- Deputy Public Administrator-Guardian-Conservator Classification Specification revisions agreed to by SEIU
- Example of a County of Sonoma (CA) - Class Specification Bulletin revised to reflect revisions limited to person first, gender neutral language

Date: September 12, 2024

To: Service Employees' International Union - Local 1021 (SEIU), Sonoma County Administrative Management Council (SCAMC), Sonoma County Law Enforcement Association (SCLEA)

CC: Janell Crane, Director of Human Resources; Spencer Keywood, Deputy Director Human Resources; Lisa Connor, Recruitment & Classification Manager; Colleen Goetz, Principal Human Resources Analyst; Jeremia Mills, Employee Relations Manager; Ashley Nolan, Principal Employee Relations Analyst; Joel Evans-Fudem, Service Employees' International Union - Local 1021 (SEIU), Field Representative; Damian Evans, Sonoma County Law Enforcement Association (SCLEA) President; Haunani Pakaki, Sonoma County Administrative Management Council (SCAMC) Representative

From: Colleen Goetz, Principal Human Resources Analyst

Re: Specification revisions to reflect person first language and remove gender pronouns

This memorandum is a summary of job class specification revisions performed by Human Resources (HR) on behalf of the Human Services Department (HSD) and HR's request that the Civil Service Commission:

1. Approve revisions to seven (7) HSD class specifications to reflect person first language and remove gender pronouns.
2. Delegate authority to the HR Director to revise all class specifications for the sole purpose of reflecting person first language and removing gender pronouns, following meet and confer with the representative labor organization.

HR has identified this as the first request, in a multiple-phase effort, to modernize the County's classification plan to identify and remove barriers that may adversely impact individuals in underrepresented demographic groups and standardize specification language that reflects the County's commitment to promoting diversity, equity, inclusion, and a sense of belonging within our workforce.

Recommendation One (1): Revise seven (7) HSD class specifications.

To respectfully communicate with, and about, people with disabilities, HSD requested that HR update the following seven (7) specifications to reflect person first language that places the individual before disabilities and life circumstances:

- Home Care Support Assistant (SEIU-25)

- Home Care Support Specialist (SEIU-25)
- Children's Residential Care Counselor I (SCLEA-30)
- Children's Residential Care Counselor II (SCLEA-30)
- Deputy Public Administrator-Guardian-Conservator (SEIU-05)
- Supervising Deputy Public Administrator-Guardian-Conservator (SEIU-05)
- Chief Deputy Public Administrator-Guardian-Conservator (SCAMC-50)

In a review of the request, HR accepted the study after determining that the requested changes did not substantially alter the specifications. Additionally, in reviewing the specifications, HR found the additional revision of gendered pronouns would eliminate possible disparate treatment language. In summary, the revisions to the specifications addressed in this memo include:

- Person first language across all seven (7) specifications. Placing the person before disabilities and/or differences in generational and socioeconomic backgrounds. E.g., the Home Care Support Specialist class specification revisions:
 - Current language
 - “Incumbents in this class recruit, refer, and coordinate individuals to provide in-home care to eligible ~~elderly and disabled~~ clients of the Human Services Department.”
 - Replacement language
 - “Incumbents in this class recruit, refer, and coordinate individuals to provide in-home care to eligible clients of the Human Services Department who are elderly and have disabilities.”
- Use of Pronouns. Replacing gendered pronouns with possessive pronouns or other negotiated replacements. E.g., the Chief Deputy Public Administrator/Guardian/Conservator class specification revisions:
 - Current language
 - “represents the Public Administrator/Guardian/Conservator in ~~his/her~~ absence;”
 - Replacement language
 - “represents the Public Administrator/Guardian/Conservator in their absence;”

Recommendation Two (2): Delegate authority to the HR Director to revise person first and genderized language.

HR is focused on working to create a more inclusive and equitable work environment within the County and has identified multiple goals intended to remove barriers that may be adversely impacting individuals in underrepresented demographic groups. As a measure of HR's ability to reach our goals, we have committed to revising all job classifications in the County's Classification Plan to utilize gender neutral and person first language, pending union meet and confer approval. Through the revision of the seven (7) HSD specifications summarized in the above recommendation, HR takes the first step in identifying and removing barriers from the 800+ classification specifications currently active in the County's Class Plan.

In accordance with Civil Service Rule 2.3 A, and to further our goal of removing these barriers from all class specifications by the end of the year, HR requests that the Civil Service Commission delegate authority to the HR Director to revise class specifications to reflect person first language and remove gender pronouns, following meet and confer with the representative labor organization. Under Civil Service Rule 2.3 A, the Human Resources Director,

“shall perform and discharge, under the direction and control of the Civil Service Commission, such authority and duties as are delegated.”

Should this request to delegate authority, for the sole purpose of updating all job classifications to utilize gender neutral and person first language, be approved, HR will provide a year-end summary report of all impacted specifications to the Civil Service Commission.

Summary:

Human Resources requests that the Civil Service Commission:

1. Approve revisions to seven (7) HSD class specifications to reflect person first language and remove gender pronouns.
2. Delegate authority to the HR Director to revise all class specifications for the sole purpose of reflecting person first language and removing gender pronouns, following meet and confer with the representative labor organization.

DEPUTY PUBLIC ADMINISTRATOR/GUARDIAN/CONSERVATOR

Definition

Under general supervision, investigates and may act for the legally appointed administrator of the estate of deceased individuals with no will or without an appropriate person willing or able to act as administrator; conducts the official County Investigation into conservatorship matters and may act for the legally appointed conservator for persons found by the Courts to be unable to properly care for themselves and/or their finances; follows the provisions of California Probate, Health and Safety, and Welfare & Institutions Codes, and other pertinent laws and regulations; and performs related duties as required.

Distinguishing Characteristics

This is the working level class in the Deputy Public Administrator/Guardian/Conservator (PA/PD/PC) series, and incumbents are expected to exercise independent judgment in performing case, estate, personal, and financial management services for adults who are older, dependent, and ~~gravely disabled/mentally ill adults~~ are gravely disabled/have mental illness, including those in a locked psychiatric treatment facility, other facility, or private home who are unable to act in their own best interest, or resist fraud or undue influence; and other case related duties, as assigned, involving conservatorship and/or decedent estates placed under the jurisdiction of the Public Administrator/Guardian/Conservator. The Deputy PA/PD/PC is responsible for knowing the extent of the authority and powers granted by the court and shall not act beyond those powers.

Incumbents may be assigned to any of the functions in support of the Public Administrator/Guardian/Conservator duties and responsibilities.

Direction and supervision is received primarily from the Supervising Deputy Public Guardian/Administrator/Conservator but may also be received from the Chief Deputy Public Administrator/Guardian/Conservator.

This class differs from that of the Supervising Deputy Public Administrator/Guardian/Conservator in that the latter is the supervisory level classification and is expected to be proficient in all functional areas, and to perform the most complex and difficult cases.

Incumbents in this classification are required to wear appropriate protective clothing when performing field duties.

Typical Duties

Duties may include but are not limited to the following:

In consultation with the Supervising Deputy, determines the need for conservatorship of person or estate, re-establishment of conservatorship, or estate administration under the applicable laws; conducts interviews to obtain appropriate information, in person and by phone; locates next of kin; reviews related records, documents, and other pertinent information; reviews the availability of alternative resources.

Conducts property searches; takes possession of and arranges for appraisal of estate assets, including but not limited to, real property, personal property, and investment and financial accounts; inventories and documents marshaled assets and property; liquidates assets, pays debts, reviews creditor's claims, and files taxes; documents the chain of custody; maintains records of assets and debts for the estate; protects the estate against loss and/or waste; may act as representative payee.

Investigates and evaluates case information to determine appropriate level of care and/or administration; creates and implements plan to manage estate and/or conservatee's care needs; may apply for and maintains eligibility for all public and private benefits; monitors well-being of conservatee; monitors proper use of authority; organizes and manages case load.

Communicates both orally and in writing with ~~older adults~~ who are older, gravely disabled/mentally ill adults and are gravely disabled/have mental illness, interested jurisdictions, family members, heirs, legal representatives, courts, physicians, health care providers, mental health professionals, and others related to initial and on-going case management while maintaining confidentiality in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and other applicable laws; works closely with Adult Protective Services social workers to protect older and dependent adults from financial abuse; communicates with and oversees vendors.

Provides legal supervision and monitors placement; authorizes treatment and medical care; makes decisions involving the conservatee's property and personal care; may make funeral arrangements and provide for final disbursement of estate.

Identifies the need for appropriate legal action; requests and assists in the preparation of legal documents related to the estate or conservatorship by County Counsel and private attorneys; reviews and proofreads all documentation related to the case; may represent the Public Administrator/Guardian/Conservator in Superior Court.

Maintains accurate estate and/or casework records and files; gathers, monitors, and documents estate income, bills, tax records, and correspondence to ensure accurate tracking and timeliness; prepares written reports and correspondence.

Serves as "Deputy of the Day" providing program information to members of the community; responds to referral requests; provides immediate intervention on urgent situations related to current cases.

Represents the Public Administrator/Guardian/Conservator at meetings and conferences; attends case conferences and community resource meetings representing the estate, the Public Administrator/Guardian/Conservator, and/or the County of Sonoma; attends California Public Administrator/Guardian/Conservator Association conferences and approved trainings in order to achieve and maintain required Association certification.

Performs related duties as assigned.

Knowledge and Abilities

Working knowledge of: basic principles and techniques of investigations, interviewing, and case management; the appropriate provisions of the California Probate, Health and Safety, and Welfare and Institutions Codes, and other pertinent laws and regulations as they relate to Public Administrator/Guardian/Conservator services; legal definitions and forms used in conservatorship and probate proceedings; various public welfare programs and community resources available to conservatees; concepts involved in wills, trusts, insurance policies, deeds and contracts; legal procedures and practices; courtroom procedures; research and recordkeeping methods; the special needs of adults who have disabilities, ~~led adults~~, mentally illness, and are frail-~~elderly~~ ~~populations~~; medical and psychiatric terminology, and current treatment methods.

Ability to: communicate clearly and effectively, both orally and in writing; investigate, assess, and evaluate data and develop an effective course of action; work independently in performing most work assignments, and in resolving problems and deviations; develop and maintain effective working relationships with the public, coworkers, clients, relatives and friends of clients, and employees of agencies involved with assigned caseload; effectively and tactfully communicate with persons under emotional stress; effectively work with clients who are difficult, unstable, mentally ill, potentially abusive, or violent; effectively organize and budget time and workload; establish and maintain systematic records including business, tax, and inventory records; use modern office equipment and computers sufficient for satisfactory work performance.

Minimum Qualifications

Education and Experience: Any combination of education, training, and experience which would likely provide the required knowledge and abilities.

Normally, this would include a Bachelor's degree in behavioral science, social welfare, behavioral health, business administration, legal studies, or related field; and one year experience determining eligibility for benefits as an Eligibility Worker, Social Services Worker, or closely related class in a county public social service, or similar, agency; or one year experience involving probate of estates, estate management, and/or legal guardianship/conservator duties.

OR

Academic course work at a college or university in behavioral science, social welfare, behavioral

health, business administration, legal, or related field; and two years of experience determining eligibility for benefits as an Eligibility Worker, Social Services Worker, or closely related class in a county public social service, or similar, agency; or two years experience involving probate of estates, estate management, and/or legal guardianship/conservator duties.

Certification: Certification by the California State Association of Public Administrators, Public Guardians, and Public Conservators is required within four years of appointment.

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

[*Specification History](#)

[XX/XX revisions limited to person first, gender neutral language](#)



County of Sonoma (CA)
DEPUTY PUBLIC
ADMINISTRATOR/GUARDIAN/CONSERVATOR

CLASS CODE	0069	SALARY	\$39.40 - \$47.89 Hourly \$3,162.79 - \$3,844.31 Biweekly \$6,852.71 - \$8,329.35 Monthly \$82,232.53 - \$99,952.18 Annually
BARGAINING UNIT	SEIU-05	ESTABLISHED DATE	November 01, 1991
REVISION DATE	June 06, 2013		

Definition

Under general supervision, investigates and may act for the legally appointed administrator of the estate of deceased individuals with no will or without an appropriate person willing or able to act as administrator; conducts the official County Investigation into conservatorship matters and may act for the legally appointed conservator for persons found by the Courts to be unable to properly care for themselves and/or their finances; follows the provisions of California Probate, Health and Safety, and Welfare & Institutions Codes, and other pertinent laws and regulations; and performs related duties as required.

Distinguishing Characteristics

This is the working level class in the Deputy Public Administrator/Guardian/Conservator (PA/PG/PC) series, and incumbents are expected to exercise independent judgment in performing case, estate, personal, and financial management services for older, dependent, and gravely disabled/mentally ill adults, including those in a locked psychiatric treatment facility, other facility, or private home who are unable to act in their own best interest, or resist fraud or undue influence; and other case related duties, as assigned, involving conservatorship and/or decedent estates placed under the jurisdiction of the Public Administrator/Guardian/Conservator. The Deputy PA/PG/PC is responsible for knowing the extent of the authority and powers granted by the court and shall not act beyond those powers.

Incumbents may be assigned to any of the functions in support of the Public Administrator/Guardian/Conservator duties and responsibilities.

Direction and supervision is received primarily from the Supervising Deputy Public Guardian/Administrator/Conservator but may also be received from the Chief Deputy Public Administrator/Guardian/Conservator.

This class differs from that of the Supervising Deputy Public Administrator/Guardian/Conservator in that the latter is the supervisory level classification and is expected to be proficient in all functional areas, and to perform the most complex and difficult cases.

Incumbents in this classification are required to wear appropriate protective clothing when performing field duties.

Typical Duties

appropriate information, in person and by phone; locates next of kin; reviews related records, documents, and other pertinent information; reviews the availability of alternative resources.

Conducts property searches; takes possession of and arranges for appraisal of estate assets, including but not limited to, real property, personal property, and investment and financial accounts; inventories and documents marshaled assets and property; liquidates assets, pays debts, reviews creditor's claims, and files taxes; documents the chain of custody; maintains records of assets and debts for the estate; protects the estate against loss and/or waste; may act as representative payee.

Investigates and evaluates case information to determine appropriate level of care and/or administration; creates and implements plan to manage estate and/or conservatee's care needs; may apply for and maintains eligibility for all public and private benefits; monitors well-being of conservatee; monitors proper use of authority; organizes and manages case load.

Communicates both orally and in writing with older adults, gravely disabled/mentally ill adults, interested jurisdictions, family members, heirs, legal representatives, courts, physicians, health care providers, mental health professionals, and others related to initial and on-going case management while maintaining confidentiality in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and other applicable laws; works closely with Adult Protective Services social workers to protect older and dependent adults from financial abuse; communicates with and oversees vendors.

Provides legal supervision and monitors placement; authorizes treatment and medical care; makes decisions involving the conservatee's property and personal care; may make funeral arrangements and provide for final disbursement of estate.

Identifies the need for appropriate legal action; requests and assists in the preparation of legal documents related to the estate or conservatorship by County Counsel and private attorneys; reviews and proofreads all documentation related to the case; may represent the Public Administrator/Guardian/Conservator in Superior Court.

Maintains accurate estate and/or casework records and files; gathers, monitors, and documents estate income, bills, tax records, and correspondence to ensure accurate tracking and timeliness; prepares written reports and correspondence.

Serves as "Deputy of the Day" providing program information to members of the community; responds to referral requests; provides immediate intervention on urgent situations related to current cases.

Represents the Public Administrator/Guardian/Conservator at meetings and conferences; attends case conferences and community resource meetings representing the estate, the Public Administrator/Guardian/Conservator, and/or the County of Sonoma; attends California Public Administrator/Guardian/Conservator Association conferences and approved trainings in order to achieve and maintain required Association certification.

Performs related duties as assigned.

Knowledge, Skills, and Abilities

Working knowledge of: basic principles and techniques of investigations, interviewing, and case management; the appropriate provisions of the California Probate, Health and Safety, and Welfare and Institutions Codes, and other pertinent laws and regulations as they relate to Public Administrator/Guardian/Conservator services; legal definitions and forms used in conservatorship and probate proceedings; various public welfare programs and community resources available to conservatees; concepts involved in wills, trusts, insurance policies, deeds and contracts; legal

and develop an effective course of action; work independently in performing most work assignments, and in resolving problems and deviations; develop and maintain effective working relationships with the public, coworkers, clients, relatives and friends of clients, and employees of agencies involved with assigned caseload; effectively and tactfully communicate with persons under emotional stress; effectively work with clients who are difficult, unstable, mentally ill, potentially abusive, or violent; effectively organize and budget time and workload; establish and maintain systematic records including business, tax, and inventory records; use modern office equipment and computers sufficient for satisfactory work performance.

Minimum Qualifications

Education and Experience: Any combination of education, training, and experience which would likely provide the required knowledge and abilities.

Normally, this would include a Bachelor's degree in behavioral science, social welfare, behavioral health, business administration, legal studies, or related field; and one year experience determining eligibility for benefits as an Eligibility Worker, Social Services Worker, or closely related class in a county public social service, or similar, agency; or one year experience involving probate of estates, estate management, and/or legal guardianship/conservator duties.

OR

Academic course work at a college or university in behavioral science, social welfare, behavioral health, business administration, legal, or related field; and two years of experience determining eligibility for benefits as an Eligibility Worker, Social Services Worker, or closely related class in a county public social service, or similar, agency; or two years experience involving probate of estates, estate management, and/or legal guardianship/conservator duties.

Certification: Certification by the California State Association of Public Administrators, Public Guardians, and Public Conservators is required within four years of appointment.

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

Specification History

XX/XX revisions limited to person first, gender neutral language

HOME CARE SUPPORT ASSISTANT

Definition

Under supervision, performs a variety of tasks associated with human service home care programs; provides direct care and support to a varying client base; serves as a liaison to provide information to underserved and at risk populations about social service programs within the Department and the County, and facilitate program referrals and provision of services.

Distinguishing Characteristics

Home Care Support Assistant is a journey level in the Home Care Support classification family. Incumbents may work in a variety of social supports programs providing basic care information and services to clients.

Supervision is received from a program supervisor, based on assignments. Home Care Support Assistant is distinguished from the Home Care Support Specialist class in that the former is responsible for providing more direct in-home care support services to the clients, while the latter is primarily focused on coordinating the registry of in-home providers and supporting provider training and periodic meetings.

Typical Duties

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

Assists clients in interviewing potential caregivers to meet service needs; helps establish work schedule and agreement.

Serves as a liaison assisting social workers by identifying and accessing appropriate resources and service providers for meeting client support needs, including Veterans Services, Social Security, and community programs that provide assistance with in-home services, housing, transportation, behavioral health, and food; refers issues and concerns to social workers for appropriate case management.

Assists with researching, locating, and identifying resources and service providers to meet client's support needs.

Assesses clients' homes for authorization of heavy cleaning services; facilitates arrangements for the cleaning services.

Assesses home environment for safety risks and identifies any client safety or health concerns to report to professional staff; completes home visit case notes and incident reports.

Uses guidelines and assessment standards to support the provision of services that meet the

client's needs in light of the capabilities of caregivers; reports findings to Social Worker and/or other staff.

Provides assistance and support to the Home Care Support Specialist in the maintenance of the registry, including contacting caregivers to confirm availability and conducting follow-up on client referrals.

Performs mandated reporting for Adult Protective Services; may request law enforcement welfare checks; make reports to Adult Protective Services, as needed.

Conducts home visits and provides home care, personal care, grocery shopping, medical appointment, and transportation coordination for high risk and dependent clients, on a temporary basis until the client can hire a regular caregiver.

Maintains and prepare provider orientation and other informational materials, assists with provider training.

Provides office support as needed, answering and directing calls, updating database and other records, handling mail, assembling informational packets; making copies of records, processing incoming and outgoing mail, etc.

Performs related duties as assigned.

Knowledge and Abilities

Knowledge of: Various human services programs which are available to at risk and underserved clients; basic of the needs, problems, attitudes, and behavior patterns of disadvantaged persons and of the community; family and social dynamics; observation and assessment techniques; home care standards, regulations, practices and techniques; basic health assessment procedures; techniques for effectively organizing and planning workload; special needs associated with common disabling conditions; office practices and procedures including filing, record keeping, and use of a computer; operation of office equipment.

Ability to: Relate well to ~~the disadvantaged, disabled, and elderly~~ members of the community who are elderly, have disabilities, and other disadvantages including those with mental health or chemical/alcohol dependency; coordinate service delivery for assigned cases by applying knowledge of standards of care, regulations, policies, procedures, and services of the Human Services Department; understand and act upon mandated adult abuse reporter regulations; observe situations and make rational assessments, complete necessary documentation and paperwork; adapt to different environments and unpleasant and possibly hazardous materials in field situations; read and write English; communicate effectively verbally and in writing with individuals from diverse socio-economic and cultural backgrounds; provide information on public assistance support programs; explain basic cleaning, upkeep home maintenance concepts to support a clean and safe home environment; write brief reports and keep records; follow oral and written instructions; communicate effectively with clients, providers, co-workers, and the public;

establish and maintain effective working relationships with County employees, clients, providers, representatives of other agencies, and the public.

Minimum Qualifications

Education and Experience: Any combination of education and work experience which would provide an opportunity to acquire the knowledge and abilities listed herein. Normally this would include, one year of experience, either paid or unpaid, which has provided personal first-hand knowledge of the in-home care and the needs, attitudes, and behavior patterns of members of the disadvantaged, disabled, and elderly members of the community who are elderly, have disabilities, and other disadvantages and required record keeping such as writing and maintaining case summary notes and/or related documentation. Experience working in programs and services related to behavioral health is highly desirable.

Special Requirement: Designated positions may require the ability to speak and write a language in addition to English.

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

***Specification History**

XX/XX revisions limited to person first, gender neutral language

HOME CARE SUPPORT SPECIALIST

Definition

Under general supervision, recruits, interviews, monitors, and coordinates in-home care providers for ~~elderly and disabled~~ clients of the Human Services Department who are elderly and have disabilities; maintains registry of in-home care providers; provides assistance, training, and advice to providers and clients related to maintaining an appropriate employment relationship; and performs related duties as required.

Distinguishing Characteristics

Incumbents in this class recruit, refer, and coordinate individuals to provide in-home care to eligible ~~elderly and disabled~~ clients of the Human Services Department who are elderly and have disabilities. They work closely with Social Service Workers who approve specific services to facilitate the delivery of services. The work involves significant telephone and in-person contact with both providers and clients.

Typical Duties

Important duties may include but are not limited to the following:

Develops and implements recruitment plans for in-home care providers; writes and places advertisements, announcements, and posters; contacts community organizations and gives presentations related to recruiting providers.

Develops, implements, and conducts, orientation and training for providers.

Interviews provider applicants, checks references, and makes determination if applicant should be accepted into registry.

Refers providers to jobs; matches providers and clients according to needs, skills, geographic preferences and other pertinent issues.

Provides appropriate job direction and support to providers regarding adherence to program policies and work guidelines.

Mediates problems between providers and clients; monitors and answers questions related to employment relationship; recommends action to remove providers from registry for non-compliance with program requirements.

Processes and maintains appropriate logs, records, files, and documentation; completes monthly statistics and reports.

Makes occasional home visits to assess client's needs for successful provider placement; confers with social workers and supervisors to discuss client needs.

Maintains and develops training materials, resources, and manuals for use by co-workers, providers and others.

Knowledge and Abilities

Working knowledge of: recruitment methods and techniques; principles and techniques of interviewing; techniques of conflict resolution; community resources; in-home care for ~~the elderly and disabled~~ adults who are elderly and have disabilities.

Knowledge of: standards of client confidentiality; issues related to the elderly, disabled and those with low incomes.

Ability to: recruit and refer individuals to provide in-home care to ~~the elderly and disabled~~ adults who are elderly and have disabilities; conduct orientation and training sessions; assist clients with employment interviews; match providers with caregivers; assist caregivers and clients in resolving conflicts and work related problems; complete necessary documentation and paperwork; work cooperatively and effectively with people from a wide variety of backgrounds including those with marginal job skills and ~~the elderly and disabled~~ adults who are elderly and have disabilities; communicate effectively verbally and in writing; understand, interpret and apply program guidelines consistently.

Minimum Qualifications

Education: Any combination of education and training which would provide the opportunity to acquire the knowledge and abilities listed. Normally, this would include academic coursework in gerontology, social work, sociology, psychology, health and related areas.

Experience: Any combination of experience which would provide an opportunity to acquire the above knowledge and abilities listed. Normally, two years of recent experience in providing or coordinating services for individuals with low income, ~~disabled, or elderly individuals would provide this opportunity~~ who are elderly or have disabilities.

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

*Specification History

XX/XX revisions limited to person first, gender neutral language

CHILDREN'S RESIDENTIAL CARE COUNSELOR I

Definition

Performs entry-level work, learning responsibility for the guidance, coaching, mentoring and supervision of the daily living activities of children at Valley of the Moon Children's Home. Under close supervision, the Care Counselor I provides for the daily needs of children and youth, 0–18+ placed at the Home, including maintaining ongoing security checks, some tasks in maintaining facility cleanliness and order; and performs other related duties as required.

Distinguishing Characteristics

In this entry level class for the series, the Residential Care Counselor I will perform routine activities, receive training in the care, guidance, coaching, mentoring and supervision of children and youth from birth to eighteen years of age who are dependent, abused, neglected or severely disabled ~~children from birth to eighteen years of age~~. Occasionally, an 18 year-old will be in residence. Be required to communicate effectively with children on a group or individual basis and work under close supervision of the Residential Care Counselor II. The emphasis in responsibility is placed upon the counseling and intensive supervision of children and youths. Incumbents in this class care for, guide and supervise children and youth ages birth through 18 years of age who are abused and neglected ~~children ages birth through 18 years of age who~~ and are currently housed at Valley of the Moon Children's Home. Occasionally, staff will be required to restrain children usually for less than ten minutes. If there is a need to restrain the child for an extended period of time, a supervisor must approve this action.

Those appointed to this job class shall serve a probationary period of one year.

Typical Duties

In the context of a social services focus, the Residential Care Counselor I learns to observe and respond to the daily needs of children and youths who are dependent, abused, emotionally disturbed, aggressive or neglected ~~children~~ who are temporarily placed in protective custody at the Home. Such care typically includes bathing, dressing, feeding of younger children; supervision of play, study and mealtime, shelter clean up, recreation and field trip activities of children as well as coaching, mentoring, and teaching using the established shelter model of care. Assists children with various projects and lessons regarding the model of care; responds to behavior issues; and communicates to teachers when a child seems to be experiencing difficulty with the lesson plan, without performing teaching duties.

Interfaces with staff, counselors, social workers, volunteers, foster parents and other resource persons providing medical care and case management services; provides child care services for children and youths who are ill, battered or have severely disabled ~~abilities children and youths~~; passes medication to individual children per written instructions from the Staff Nurse and/or Physician; performs basic first aid and CPR to children and staff as needed when trained to do so; summons assistance in emergency situations. Proactively interacts with children using an established method and philosophy. Documents behavior as required.

Learns to process admission of the children to the Shelter or assigned area; helps to minimize the trauma associated with the separation of children from family members or guardians; comforts and counsels children; transports and supervises children to and from hospital and various locations; learns to assist in restraining children when appropriate for the safety and protection of themselves and others, using established protocols, which may include restraining a child in a prone position. If there is a need to restrain a child for an extended period of time, a supervisor must approve this action.

Learns to perform minor clerical duties, such as: directing telephone calls to appropriate persons; taking messages; filing pertinent papers and forms, including incident and other reports as necessary. Checks children in and out of the assigned area; makes sure that all proper forms are complete; releases children to the proper authority.

Maintains proper living standards and health habits by instructing children in personal hygiene; supervises routine hygiene practices; observes the emotional and physiological conditions of the infants and children; makes referral as appropriate. Attends training courses, workshops and classes as required, including first aid and CPR. Documents behavior and other issues that are pertinent to the individual child's situation.

Learns how to subdue and restrain minors who are violent or attacking ~~minors~~ when appropriate, for the safety and protection of themselves and others; may defend against weapons; may need to apprehend minors in the line of duty.

Knowledge and Abilities

Knowledge of: sociology, behavioral and social psychology; social casework, social welfare, counseling and guidance, child development, behavioral and related sciences; relationship to personality development, behavior patterns, motivation and group and family dynamics; psychological, sociological, behavioral cultural factors and child development as they relate to dealing with children who are dependent, abused, or neglected ~~children~~; typical child and youth behavior patterns and methods of guidance, counseling and modification of behavioral patterns.

Learns working knowledge of child care services; daily care and nurturing of infants, young children and youth; personal hygiene, grooming; the ability to teach hygiene techniques to children; record keeping; departmental policy, regulations and functions; first aid and CPR; child abuse reporting laws; recreational activities for children and youth; food preparation and service. The Valley of the Moon Children's Home uses a specific method of interacting with children. Staff is expected to learn and use the prescribed method.

Ability to: effectively communicate orally and in writing, and to listen actively; read and comprehend instructions and standards and apply them to a variety of situations; make and record detailed observations. Write descriptive narratives, including incident or observation reports. Relate to a wide variety of individuals from varied socio-economic, cultural and ethnic backgrounds and experiences. Establish and maintain appropriate relationships with children and youths. Establish and maintain effective working relationships with coworkers, supervisors,

health and social service providers, parents, volunteers, foster parents, guardians, and family, law enforcement agencies, other County Departments and the public.

Learns to guide, teach and supervise children and youths; apply basic first aid; bathe, dress, feed and provide recreation where appropriate for infants, children and youths; perform light janitorial and maintenance tasks; direct groups of children and youths during work, meal and leisure time activities; manage aggressive behavior; restrain children for the safety and protection of themselves and others. Supervise children while in a school setting, working in collaboration with school staff to help children achieve their current educational goals. Work different shifts, weekends and holidays.

Minimum Qualifications

Education: Completion of sixty semester units at an accredited college with at least nine semester units in child development, sociology, behavioral and social psychology, social casework, social welfare, counseling and guidance, child psychology or a closely related field in behavioral science would provide an opportunity to acquire the knowledge and abilities listed.

Two years of full-time experience in a position equivalent to the level of Counselor I with Sonoma County may be substituted for thirty semester units of coursework.

Experience: Experience as a group or youth counselor or other experience related to working with children or youths would provide an opportunity to acquire the knowledge and abilities listed.

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

Additional Requirements: Candidates certified for employment must be willing to undergo and successfully complete an in-depth background investigation, including a psychological evaluation, finger printing, criminal history check and a medical examination.

***Specification History**

[XX/XX revisions limited to person first, gender neutral language](#)

CHILDREN'S RESIDENTIAL CARE COUNSELOR II

Definition

A journey-level position, responsible for the guidance, coaching, mentoring and supervision of the activities for children and youth at Valley of the Moon Children's Home. The Care Counselor II provides for the daily needs of children and youth assigned to the Home, maintains ongoing security checks of children and youth, ages 0– 18+ assigned to the Home; participates in the training of the Care Counselor I; performs minor clerical duties; transports infants, children and youth to and from various locations; performs simple tasks in maintaining facility cleanliness and order; and performs other related duties as required.

Distinguishing Characteristics

Positions in this class have greater responsibility and independence in exercising judgment and initiative than the first level in this series, especially in responding to the needs of children in addition to the responsibilities of the entry level. There is also some independence in providing and generating recreational and diversionary activities for children and youths as well as responsibility for the training and development of Children's Residential Care Counselor I positions. There can be, temporarily assigned to these journey level positions, the duties normally associated with the Supervising Residential Care Counselor class for the purposes of orientation, training, or for purposes of relief. The emphasis in responsibility is placed upon the counseling and intensive supervision of children and youths. incumbents in this class care for, guide and supervise children and youths ages birth through 18 years of age who are abused, ~~and neglected children ages birth through 18 years of age who~~ and are currently housed at Valley of the Moon Children's Home. Occasionally, staff will be required to restrain children for extended periods of time. If there is a need to restrain the child for an extended period of time, a supervisor must approve this action.

Individuals hired into this job class shall serve a probationary period of one year; those promoted from a permanent Children's Residential Care Counselor I position into the job class shall serve a probationary period of six months.

Typical Duties

In the context of the social services focus, the Residential Care Counselor II observes and responds to the daily needs of children and youths who are dependent, abused, emotionally disturbed, aggressive, or neglected ~~children~~ who are temporarily detained in protective custody at the children's home. The Residential Care Counselor II bathes, dresses, and feeds infants and younger children; supervises the play, study, mealtime, home clean up, recreation, and field trip activities of children. Staff may also accompany children to the on-site school and provide necessary support for teachers during school hours; assist children with various projects and lessons regarding the model of care; respond to behavior issues; communicate to teachers when a child seems to be experiencing difficulty with the lesson plan, without performing teaching duties.

Communicates with staff, counselors, social workers, volunteers, foster parents, and other resource persons providing medical care and case management services; provides child-care services for children and youths who are ill, battered, or have severely disabled abilities ~~children and youths~~; passes medication to individual children according to written instructions from the Staff Nurse and/or Physician; performs advanced first aid and CPR to children, youths, and staff as necessary; summons assistance in emergency situations.

Has an on-going communication with children at the home; models appropriate social skills; works closely with children to identify targeted behaviors and develops appropriate responses using the methodology adapted from the model; using the model of care teaches various social skills; initiates both positive rewards and discipline when appropriate; works with out of control verbally and sometimes physically children to remediate the problem; on occasion will restrain a child; and mediate disputes among youth.

Processes paperwork required to admit children to the home and helps to minimize the trauma associated with the separation of children from family members or guardians; comforts and counsels children; transports and supervises children to and from hospital and various locations. Escorts visitors inside the facilities and provides information about the facilities to visitors; maintains proper living standards and health habits by instructing children and youth in personal hygiene; supervises routine hygiene practices; observes the emotional and physiological conditions of the infants and children; makes referrals as appropriate.

Works closely with volunteers to set activities and assess their interactions.

Performs and writes incident and detention observation reports when necessary; documents the behavior of children and youth as well as other information necessary and required by the facility; are required to restrain children when appropriate for the safety and protection of themselves and others, using established protocols which may include restraining the child in a prone position. If there is a need to restrain a child for an extended period of time, a supervisor must approve this action. Attends required training courses, workshops, and classes including, annual training in CPR and First Aid.

May need to subdue and restrain minors who are violent or attacking, ~~minors~~ when appropriate, for the safety and protection of themselves and others; may defend against weapons; may apprehend minors in the line of duty.

Knowledge and Abilities

Working knowledge of: child care services; daily care and nurturing of infants, young children and youths; personal hygiene, grooming; the ability to teach hygiene techniques to children; record keeping; departmental policy, regulations and functions; First Aid and CPR; child abuse reporting laws; recreational activities for children and youth; food preparation and service.

Knowledge of: sociology, behavioral and social psychology; social casework, social welfare, counseling and guidance, child development, behavioral and related sciences; relationship to personality development, behavior patterns, motivation and group and family dynamics; psychological, sociological, behavioral cultural factors and child development as they relate to

dealing with [children who are](#) dependent, abused, or neglected ~~children~~; typical child and youth behavior patterns and methods of guidance, counseling and modification of behavioral patterns.

Ability to: effectively communicate orally and in writing and to listen actively; relate to a wide variety of individuals from different socio-economic, cultural and ethnic backgrounds; work under stress; make and record detailed observations; read and comprehend instructions and standards and apply them to a variety of situations; write descriptive narratives, including observation reports; establish and maintain appropriate and effective relationships with children and youth; establish and maintain effective working relationships with co-workers, supervisors, health and social services providers, families, law enforcement agencies, volunteers, foster parents, other Departments and the public.

Apply advanced first aid to children, youth and staff as needed; effectively control youth; restrain children or youth for the safety and protection of themselves and others; bathe, dress, feed and provide recreation where appropriate for infants, children, and youth; supervise and direct groups of youth during various activities, including, but not limited to, meals, leisure time, work and recreation; supervise children while in a school setting, working in collaboration with school staff to help children achieve their current educational goals without performing teaching duties; work different shifts and on weekends and holidays; restrain children or youth for the safety and protection of themselves and others.

Minimum Qualifications

Education: Completion of sixty semester units at an accredited college with at least nine semester units in child development, sociology, behavioral and social psychology, social casework, social welfare, counseling and guidance, child psychology or a closely related field in behavioral science would provide an opportunity to acquire the knowledge and abilities listed.

Two years of full-time experience equivalent to the level of Children's Residential Care Counselor I with Sonoma County may be substituted for thirty semester units of coursework.

Experience: Completion of twelve months of full-time experience at the level of Children's Residential Care Counselor I with Sonoma County would provide the opportunity to acquire the knowledge and abilities listed.

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

Additional Requirements: Candidates certified for employment must be willing to undergo and successfully complete an in-depth background investigation, including a psychological evaluation, finger printing, criminal history check, and a medical examination.

*Specification History

[XX/XX revisions limited to person first, gender neutral language](#)

DEPUTY PUBLIC ADMINISTRATOR/GUARDIAN/CONSERVATOR

Definition

Under general supervision, investigates and may act for the legally appointed administrator of the estate of deceased individuals with no will or without an appropriate person willing or able to act as administrator; conducts the official County Investigation into conservatorship matters and may act for the legally appointed conservator for persons found by the Courts to be unable to properly care for themselves and/or their finances; follows the provisions of California Probate, Health and Safety, and Welfare & Institutions Codes, and other pertinent laws and regulations; and performs related duties as required.

Distinguishing Characteristics

This is the working level class in the Deputy Public Administrator/Guardian/Conservator (PA/PG/PC) series, and incumbents are expected to exercise independent judgment in performing case, estate, personal, and financial management services for adults who are older, dependent, and ~~gravely disabled/mentally ill adults~~ are gravely disabled/have mental illness, including those in a locked psychiatric treatment facility, other facility, or private home who are unable to act in their own best interest, or resist fraud or undue influence; and other case related duties, as assigned, involving conservatorship and/or decedent estates placed under the jurisdiction of the Public Administrator/Guardian/Conservator. The Deputy PA/PG/PC is responsible for knowing the extent of the authority and powers granted by the court and shall not act beyond those powers.

Incumbents may be assigned to any of the functions in support of the Public Administrator/Guardian/Conservator duties and responsibilities.

Direction and supervision is received primarily from the Supervising Deputy Public Guardian/Administrator/Conservator but may also be received from the Chief Deputy Public Administrator/Guardian/Conservator.

This class differs from that of the Supervising Deputy Public Administrator/Guardian/Conservator in that the latter is the supervisory level classification and is expected to be proficient in all functional areas, and to perform the most complex and difficult cases.

Incumbents in this classification are required to wear appropriate protective clothing when performing field duties.

Typical Duties

Duties may include but are not limited to the following:

In consultation with the Supervising Deputy, determines the need for conservatorship of person or estate, re-establishment of conservatorship, or estate administration under the applicable laws; conducts interviews to obtain appropriate information, in person and by phone; locates next of kin; reviews related records, documents, and other pertinent information; reviews the availability of alternative resources.

Conducts property searches; takes possession of and arranges for appraisal of estate assets, including but not limited to, real property, personal property, and investment and financial accounts; inventories and documents marshaled assets and property; liquidates assets, pays debts, reviews creditor's claims, and files taxes; documents the chain of custody; maintains records of assets and debts for the estate; protects the estate against loss and/or waste; may act as representative payee.

Investigates and evaluates case information to determine appropriate level of care and/or administration; creates and implements plan to manage estate and/or conservatee's care needs; may apply for and maintains eligibility for all public and private benefits; monitors well-being of conservatee; monitors proper use of authority; organizes and manages case load.

Communicates both orally and in writing with ~~older adults~~ who are older, gravely disabled/mentally ill adults and are gravely disabled/have mental illness, interested jurisdictions, family members, heirs, legal representatives, courts, physicians, health care providers, mental health professionals, and others related to initial and on-going case management while maintaining confidentiality in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and other applicable laws; works closely with Adult Protective Services social workers to protect older and dependent adults from financial abuse; communicates with and oversees vendors.

Provides legal supervision and monitors placement; authorizes treatment and medical care; makes decisions involving the conservatee's property and personal care; may make funeral arrangements and provide for final disbursement of estate.

Identifies the need for appropriate legal action; requests and assists in the preparation of legal documents related to the estate or conservatorship by County Counsel and private attorneys; reviews and proofreads all documentation related to the case; may represent the Public Administrator/Guardian/Conservator in Superior Court.

Maintains accurate estate and/or casework records and files; gathers, monitors, and documents estate income, bills, tax records, and correspondence to ensure accurate tracking and timeliness; prepares written reports and correspondence.

Serves as "Deputy of the Day" providing program information to members of the community; responds to referral requests; provides immediate intervention on urgent situations related to current cases.

Represents the Public Administrator/Guardian/Conservator at meetings and conferences; attends case conferences and community resource meetings representing the estate, the Public Administrator/Guardian/Conservator, and/or the County of Sonoma; attends California Public Administrator/Guardian/Conservator Association conferences and approved trainings in order to achieve and maintain required Association certification.

Performs related duties as assigned.

Knowledge and Abilities

Working knowledge of: basic principles and techniques of investigations, interviewing, and case management; the appropriate provisions of the California Probate, Health and Safety, and Welfare and Institutions Codes, and other pertinent laws and regulations as they relate to Public Administrator/Guardian/Conservator services; legal definitions and forms used in conservatorship and probate proceedings; various public welfare programs and community resources available to conservatees; concepts involved in wills, trusts, insurance policies, deeds and contracts; legal procedures and practices; courtroom procedures; research and recordkeeping methods; the special needs of adults who have disabilities~~ed adults~~, mentally ill~~ness~~, and are frail~~elderly~~ ~~populations~~; medical and psychiatric terminology, and current treatment methods.

Ability to: communicate clearly and effectively, both orally and in writing; investigate, assess, and evaluate data and develop an effective course of action; work independently in performing most work assignments, and in resolving problems and deviations; develop and maintain effective working relationships with the public, coworkers, clients, relatives and friends of clients, and employees of agencies involved with assigned caseload; effectively and tactfully communicate with persons under emotional stress; effectively work with clients who are difficult, unstable, mentally ill, potentially abusive, or violent; effectively organize and budget time and workload; establish and maintain systematic records including business, tax, and inventory records; use modern office equipment and computers sufficient for satisfactory work performance.

Minimum Qualifications

Education and Experience: Any combination of education, training, and experience which would likely provide the required knowledge and abilities.

Normally, this would include a Bachelor's degree in behavioral science, social welfare, behavioral health, business administration, legal studies, or related field; and one year experience determining eligibility for benefits as an Eligibility Worker, Social Services Worker, or closely related class in a county public social service, or similar, agency; or one year experience involving probate of estates, estate management, and/or legal guardianship/conservator duties.

OR

Academic course work at a college or university in behavioral science, social welfare, behavioral

health, business administration, legal, or related field; and two years of experience determining eligibility for benefits as an Eligibility Worker, Social Services Worker, or closely related class in a county public social service, or similar, agency; or two years experience involving probate of estates, estate management, and/or legal guardianship/conservator duties.

Certification: Certification by the California State Association of Public Administrators, Public Guardians, and Public Conservators is required within four years of appointment.

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

[*Specification History](#)

[XX/XX revisions limited to person first, gender neutral language](#)

SUPERVISING DEPUTY PUBLIC ADMINISTRATOR/GUARDIAN/CONSERVATOR

Definition

Under direction of the Chief Deputy Public Administrator/Guardian/Conservator, plans, organizes, and supervises staff who investigate and may act for the legally appointed administrator of the estate of deceased individuals with no will or without an appropriate person willing or able to act as administrator, and who conduct the official County Investigation into conservatorship matters, and may act for the legally appointed conservator for persons found by the Courts to be unable to properly care for themselves and/or their finances; performs the most complex and detailed associated duties; follows the provisions of California Probate, Health and Safety, and Welfare & Institutions Codes, and other pertinent laws and regulations; may act for the Chief during periods of absence; and performs related duties as required.

Distinguishing Characteristics

This is the supervisory level class of the Deputy Public Administrator/Guardian/Conservator series. Incumbents make decisions requiring considerable independent judgment, are proficient in all functional areas, and are expected to perform the most complex and difficult cases, performing case, estate, personal, and financial management services for adults who are older, dependent, and gravely disabled/mentally ill adults or are gravely disabled/have mental illness, including those in a locked psychiatric treatment facility, other facility, or private home who are unable to act in their own best interest, or resist fraud or undue influence; and other case related duties as assigned involving conservatorship and/or decedent estates placed under the jurisdiction of the Public Administrator/Guardian/Conservator.

This classification is distinguished from the Chief Deputy Public Administrator/Guardian/Conservator in that the latter is designated as an administrative management class responsible for administration, budget, and long term planning activities.

Direction and supervision are received from the Chief Deputy Public Administrator/Guardian/Conservator but may also be received from the Division Director and/or the Public Administrator/Guardian/Conservator.

Incumbents in this classification are required to wear appropriate protective clothing when performing field duties.

Typical Duties

Duties may include but are not limited to the following:

Evaluates employees' work performance; counsels employees as needed; suggests actions to resolve work problems; recommends merit salary increases or justifies denial of such increases; recommends disciplinary action when required.

Assists in interviewing job applicants; makes recommendations on hiring; orients, trains, and/or supervises the training of new employees.

Provides clear direction to assigned program staff regarding program goals.

Evaluates and assesses effectiveness of program service delivery and proposes identified policy or procedure changes in assigned program.

Drafts procedures necessary or desirable for efficient and effective program service delivery and, upon approval, trains and supports staff to effect these procedures.

In consultation with the Chief Deputy, determines the need for conservatorship of person or estate, re-establishment of conservatorship, or estate administration under the applicable laws; conducts interviews to obtain appropriate information, in person and by phone; locates next of kin; reviews related records, documents, and other pertinent information; reviews the availability of alternative resources.

Conducts property searches; takes possession of and oversees appraisal of estate assets, including but not limited to, real property, personal property, and investment and financial accounts; inventories and documents marshaled assets and property; liquidates assets, pays debts, reviews creditor's claims, and files taxes; documents the chain of custody; maintains records of assets and debts for the estate; protects the estate against loss and/or waste; may act as representative payee.

Investigates and evaluates case information to determine appropriate level of care and/or administration; creates and implements plan to manage estate and/or conservatee's care needs; may apply for and maintains eligibility for all public and private benefits; monitors well-being of conservatee; monitors proper use of authority; organizes and manages case load.

Communicates both orally and in writing with ~~older~~ adults who are older, gravely disabled/mentally ill adults or are gravely disabled/have mental illness, interested jurisdictions, family members, heirs, legal representatives, courts, physicians, health care providers, mental health professionals, and others related to initial and on-going case management while maintaining confidentiality in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and other applicable laws; works closely with Adult Protective Services social workers to protect ~~older and dependent~~ adults who are older or dependent from financial abuse; communicates with and oversees vendors.

In consultation with the Chief Deputy, identifies the need for appropriate legal action; requests and assists in the preparation of legal documents related to the estate or conservatorship by County Counsel and private attorneys; reviews and proofreads all documentation related to the case; may represent the Public Administrator/Guardian/Conservator in Superior Court.

Maintains accurate estate and/or casework records and files; gathers, monitors, and documents estate income, bills, tax records, and correspondence to ensure accurate tracking and timeliness; prepares written reports and correspondence.

Represents the Public Administrator/Guardian/Conservator at meetings and conferences; attends case conferences and community resource meetings representing the estate, the Public Administrator, and/or the County of Sonoma; attends California Public Administrator/Guardian/Conservator Association conferences and approved trainings in order to maintain required Association certification, and to keep updated on changes and complexities regarding program issues.

Performs related duties as assigned.

Knowledge and Abilities

Considerable knowledge of: the principles and techniques of investigations, interviewing, and case management; the appropriate provisions of the California Probate, Health and Safety, and Welfare and Institutions Codes, and other pertinent laws and regulations as they relate to Public Administrator/ Guardian/Conservator; legal definitions and forms used in conservatorship and probate proceedings; various public welfare programs and community resources available to conservatees; concept involved in wills, trusts, insurance policies, deeds, and contracts; legal procedures and practices; courtroom procedures; research and recordkeeping methods; the special needs of ~~disabled~~ adults who have disabilities, mentally illness, and are frail-~~elderly populations~~; medical and psychiatric terminology and current treatment methods.

Some knowledge of: effective supervision; techniques and methods of training employees in work procedures.

Ability to: lead, assign, prioritize, train, and monitor the work of others; communicate clearly and effectively, both orally and in writing; investigate, assess, and evaluate data and develop an effective course of action; work independently in performing most work assignments, and in resolving problems and deviations; develop and maintain effective working relationships with the public, coworkers, clients, relatives and friends of clients, and employees of agencies involved with assigned caseload; effectively and tactfully communicate with persons under emotional stress; deal effectively with clients who are difficult, unstable, mentally ill, potentially abusive, or violent; effectively organize and budget time and workload; establish and maintain

systematic records including business, tax, and inventory records; use modern office equipment and computers sufficiently for satisfactory work performance.

Minimum Qualifications

Education and Experience: Any combination of education, training and experience which would provide the opportunity to acquire the knowledge and abilities listed.

Normally, this would include a Bachelor's degree in behavioral science, social welfare, behavioral health, business administration, legal studies, or related field; and two years experience involving all aspects of probate of estates, legal guardianship, conservatorship, and estate management, at a level comparable to Deputy Public Administrator/Guardian/Conservator.

OR

Academic coursework in behavioral science, social welfare, behavioral health, business administration, legal studies, or related field; and four years of experience involving all aspects of probate estates, legal guardianship, conservatorship, and estate management, at a level comparable to Deputy Public Administrator/Guardian/Conservator.

Certification: Certification by the California State Association of Public Administrators, Public Guardians, and Public Conservators; or within two years of employment, employees in this classification shall obtain required certification.

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

*Specification History

XX/XX revisions limited to person first, gender neutral language

CHIEF DEPUTY PUBLIC ADMINISTRATOR/GUARDIAN/CONSERVATOR

Definition

Under general direction of the Division Director, acts as the legally appointed administrator for the estate of a deceased individual and the legally appointed conservator for persons found by the Courts to be unable to properly care for themselves and/or their finances; plans, organizes, and directs the activities of the Public Administrator/Guardian/Conservator unit; develops policies and procedures; represents the Public Administrator/Guardian/Conservator in ~~his/her~~their absence; and performs related duties as required.

Distinguishing Characteristics

This is a single class assigned to the office of Public Administrator/Guardian/Conservator. The incumbent reports directly to the Division Director, but may also receive direction from the Public Administrator/Guardian/Conservator, and has the primary responsibility for planning and directing the overall operations of the unit.

This classification is distinguished from the Supervising Deputy Public Administrator/Guardian/Conservator in that the latter is designated as a first line supervisor.

Typical Duties:

Duties may include but are not limited to the following:

Plans, organizes, and directs the work of the Public Administrator/ Guardian/ Conservator unit; evaluates and assesses the effectiveness of the unit.

Proposes and revises policies and procedures as needed; recommends, develops, and implements program improvements and practices; prepares or directs the preparation of operating manuals and organization workflow charts.

Prepares and monitors the program budget; makes recommendations related to program expenditures; recommends to the Public Administrator/Guardian/Conservator methods and means necessary to meet policy objectives.

Evaluates employee work performance; recommends employees for merit increase or justifies denial of increase; hears and attempts to resolve complaints and grievances informally with employees and supervisory employees; may warn or reprimand employees.

Represents the Public Administrator/Guardian/Conservator at meetings, conferences, and in Superior Court; attends case conferences and community resource meetings representing the estate, the Public Administrator/Guardian/Conservator, and/or the County of Sonoma; attends California Public Administrator/Guardian/Conservator Association Conferences and approved

trainings in order to maintain required Association certification, and to stay current on changes and complexities regarding program issues; may represent the Public Administrator/Guardian/Conservator with the Board of Supervisors, Civil Service Commission, County Agencies, media, and other public or private organizations in ~~his/her~~ their absence.

Provides clear direction to the unit pertaining to guardianships, conservatorship, and estate management; provides clear direction related to applicable Welfare and Institutions, Health and Safety, and Probate Codes, and other applicable laws and regulations.

Performs outreach and education to establish good working relationships with other agencies providing services to target populations and the community at large.

May handle the most complex caseload or assist with the day-to-day caseload management when necessary; researches and stays current on changes in applicable laws and codes; conducts research to resolve complicated program issues beyond the scope of subordinate staff.

Prepares written reports, correspondence, and board agenda items; communicates both orally and in writing with ~~older~~ adults who are older, gravely disabled/mentally ill adults or are gravely disabled/have mental illness, interested jurisdictions, family members, heirs, legal representatives, courts, physicians, health care providers, mental health professionals, and others; works closely with Adult Protective Services social workers to protect ~~older and dependent~~ adults who are elderly or dependent from financial abuse; establishes and maintains accurate records and reports for the program.

Performs related duties as assigned.

Knowledge and Abilities

Thorough knowledge of: the appropriate provisions of the California Probate, Health and Safety, and Welfare and Institutions Codes, and other pertinent laws and regulations as they relate to Public Administrator and Public Guardian and Conservator; the principles and techniques of investigations, interviewing, and case management; legal definitions and forms used in conservatorship and probate proceedings; various public welfare programs and community resources available to conservatees; concepts involved in wills, trusts, insurance policies, deeds and contracts; legal procedures and practices; courtroom procedures; research and recordkeeping methods; the special needs of ~~disabled~~ adults who are elderly, have disabilities, mentally ill, and are frail-elderly populations; medical and psychiatric terminology and current treatment methods.

Working knowledge of: the principles and practices of personnel management, employee supervision, and training; budget development and fiscal management; principles and practices

of program management including planning and program analysis; data collection, research methodology, and application of basic statistics; report writing.

Ability to: listen effectively to conflicting viewpoints and resolve disputes between agencies, staff, and clients; communicate clearly and effectively, both orally and in writing; assess and evaluate data and develop an effective course of action; work independently in performing work assignments, and in resolving problems and deviations; plan, prioritize, review, direct, implement, evaluate, and perform the work of the unit; supervise, motivate, counsel, discipline, and train subordinate staff; evaluate employee work performance and suggest alternative work methods or special training; develop and maintain effective relationships with the public, coworkers, clients, relatives and friends of clients, and employees of agencies involved with the unit; effectively and tactfully communicate with persons under emotional stress; deal effectively with clients who are difficult, unstable, mentally ill, potentially abusive, or violent; prepare correspondence and reports on various subjects in a clear and concise manner; prepare and monitor budgets; negotiate, draft, implement, and interpret contracts; draft and implement clear and concise division policies, procedures, and operating manuals; answer procedural, factual, and technical questions related to estate administration and conservatorship services; use modern office equipment and computers sufficient for satisfactory work performance.

Minimum Qualifications

Education and Experience: Any combination of education, training, and which would likely provide the required knowledge and abilities. Normally, this would include a Bachelor's degree in behavioral science, social welfare, behavioral health, business administration, or related field; and three years experience equivalent to a Deputy Public Administrator/Guardian/Conservator, including one year at a level equivalent to Supervising Deputy Public Administrator/Guardian/Conservator.

OR

Some coursework in behavioral science, social welfare, behavioral health, business administration, or related field; and five years experience equivalent to a Deputy Public Administrator/Guardian/Conservator; including one year at a level equivalent to Supervising Deputy Public Administrator/Guardian/Conservator.

Certification: Certification by the California State Association of Public Administrators, Public Guardians, and Public Conservators; or within one year of employment, employees in this classification shall obtain required certification.

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

Chief Deputy Public
Administrator/Guardian/Conservator

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***Specification History**

XX/XX revisions limited to person first, gender neutral language



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Recruitment & Classification Unit Workload Summary Update & Civil Service Commission Statistics

Fiscal Year 2023/2024

December 19, 2024

Agenda



¡Empiece Aquí!
APRENDA COMO TENER ÉXITO EN EL PROCESO DE SOLICITUD
<http://bit.ly/3j888Yv>

¡Oportunidades de Empleo Disponible!
LISTA DE OPORTUNIDADES DE EMPLEO ACTUALIZADA FRECUENTEMENTE
<http://bit.ly/38x6Tvk>

CONDADO DE SONOMA

**¡Usted, es
quien
estamos
buscando!**



EL CONDADO DE SONOMA VALORA LA DIVERSIDAD Y SE DEDICA A CREAR UN ENTORNO LABORAL QUE PROPORCIONE A LAS PERSONAS UN SENTIDO DE PERTENENCIA. ESTAMOS COMPROMETIDOS A TENER UNA FUERZA LABORAL DIVERSA QUE REPRESENTA A LAS COMUNIDADES QUE SERVICIAMOS. EL CONDADO SE ENORGULLECE DE SER UN EMPLEADOR QUE OFRECE IGUALDAD DE OPORTUNIDADES EN EL QUE TODOS LOS ASPECTOS DEL EMPLEO SE BASAN EN EL MÉRITO, LA COMPETENCIA, EL DESEMPEÑO Y LAS NECESIDADES COMERCIALES.

PARA OBTENER INFORMACIÓN ACTUALIZADA SOBRE OPORTUNIDADES VISITE [HTTP://WWW.YOURPATHISONOMACOUNTY.ORG](http://WWW.YOURPATHISONOMACOUNTY.ORG)

- ▶ Recruitment and Classification Unit Workload Summary Update
 - Scope of Services
 - Allocation, Vacancy, and Turnover
 - Staffing & Recruitment Workload
 - Hiring & Separation Trends
 - Class Study Workload
 - Strategic Plan Work
 - Priorities for the Remainder of Fiscal Year 24/25 & CY 25
- ▶ Civil Service Commission Statistics

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R&C Unit Scope of Services

- ▶ Recruitment & Employment Services
- ▶ Civil Service Rules & Policy Interpretation
- ▶ Classification & Compensation Studies
- ▶ Position Changes
- ▶ Staffing Reductions
- ▶ Reorganizations
- ▶ Administer:
 - Background Check Services Contracts
 - Temporary Service Workforce Contracts
 - Applicant Tracking System Contract
 - Class & Comp Consultant Contracts
- ▶ HR Liaison, Employee, and Job Applicant Trainings
- ▶ Payroll Action and Position Allocation Approvals
- ▶ Coordinate Disaster Service Worker Staffing During Emergencies
- ▶ Work Related to the Racial Equity and Social Justice Strategic Pillar

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County Allocation, Vacancy, and Turnover Trends

	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total Increase
FTE Adopted in FY Budget	4061.33	4107.73	4155.73	4271.93	4390.73	4501.93	440.60
% Increase		1.1%	2.3%	2.8%	2.8%	2.5%	10.85%

	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Turnover Rate	9%	9%	12%	12%	9% (356 people)
Resignations	43%	45%	56%	51%	46% (165 people)
Retirements	41%	42%	35%	40%	42% (149 people)

	01/04/2019	01/02/2020	01/03/2021	01/04/2022	12/30/2022	12/29/2023
Vacancy Rate	8.90%	9.61%	9.07%	10.78%	12.31%	11.90% (534.71 FTEs)

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Staffing & Recruitment Workload Trends

	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Recruitments Conducted	341	423	473	466	463
No. of Apps Submitted	15,623	16,468	14,785	18,838	24,505

Staffing No.	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Totals	14**^	14**^	14.5**^	14.5**^	15.5**^
R&C Manager	1	1	1	1	1
Sup. Analysts	2	2*	2*	2*	2
HR Analysts	4.5 (+1.5)**	4.5 (+1.5)**	5 (+1.5)**	4.5 (+2)**	4.5 (+3)**
HR Techs	3 (+2)^	3 (+2)^	3 (+2)^	3 (+2)^	3 (+2)^

* One position underfilled with an HR Analyst

** Positions funded by other departments

^ Positions not performing recruitment/classification duties

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Recruitments by the Numbers

- ▶ Highest Volume Departments by Recruitment
 - Department of Health Services: 100
 - (80 in 22/23, 73 in 21/22, 86 in 20/21, 56 in 19/20)
 - Human Services Department: 68
 - (73 in 22/23, 56 in 21/22, 60 in 20/21, 44 in 19/20)
 - Permit Sonoma: 38

- ▶ Highest Volume Recruitments by Applications Submitted
 - Correctional Deputy I – 987 (639 in 22/23 = 54% increase)
 - Deputy Sheriff Trainee – 695 (559 in 22/23 = 24% increase)
 - Juvenile Correctional Counselor – 449
 - Park Aide Extra Help – 377
 - 911 Dispatcher – 339 (562 in 22/23 = 40% decrease)

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Hiring & Separation Trends

		FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 22/23 to FY 23/24
Hires:							
	Regular	334	358	440	533	621	16.5%
	Promotions	295	267	282	400	331	-17.3%
	TOTAL	629	625	722	933	952	2%
	EH	178	455	287	234	244	4.3%
	TOTAL	807	1080	1009	1167	1196	2.5%
Separations:							
	Regular	351	349	473	464	352	-24.1%

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Class Study Workload Statistics

▶ Class Studies Completed in FY 23/24

Type of Change	FY 21/22 Studies	FY 21/22 Results	FY 22/23 Studies	FY 22/23 Results	FY 23/24 Studies	FY 23/24 Results
Position Review	6	15	6	86.5	7	4
New Class	6	9	4	12	4	14
Spec Update	5	10	3	9	2	27
TOTAL	17	34	13	107.5	13	45

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Class Study Current Workload

- ▶ 48 Outstanding Study Requests
 - 12 of these class study requests were submitted in CY 2024
- ▶ Types of Outstanding Studies:
 - 33 – Position Reviews
 - 14 – Specification Updates
 - 1 – New Classifications
- ▶ Status of Outstanding Study Requests:
 - 8 – Released/In Meet and Confer
 - 32 – In Process
 - 4 – Accepted/Not Yet Started
 - 1 – Request Under Review
 - 3 – On Hold



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Summary and Updates on Outstanding Studies

- 1 Study Outstanding from 2020 (Compared to 3 in 22/23)
 - **Legal Processor Series in Sheriff's Office**
 - CSC approved new class specs and reclassification earlier this year.
 - Meet and confer over salary recommendation on-going.
- 2 Studies Outstanding from 2021 (Compared to 3 in 22/23)
 - **Probation Officer Series**
 - Released. In Meet and Confer.
 - **Senior Geographic Information Technician**
 - In Progress.
 - Study being conducted in parallel with ISD, HSD, SHF, and WTR IT studies due to overlapping classes.

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Summary and Updates on Outstanding Studies

- ▶ 9 Studies Outstanding from 2022 (Compared to 12 in 22/23)
 - Current Status: 3 Released, 6 In Progress
- ▶ 20 Studies Outstanding from 2023 (Compared to 22 in 22/23)
 - Current Status: 3 Released, 16 In Progress, 1 Accepted/Not Yet Started
- ▶ 13 Studies Outstanding from 2024
 - Current Status: 9 In Progress, 3 Accepted/Not Yet Started, 1 Under Review

- ▶ Average Age of a Class Study is 16 Months
 - This is up from a 10.5-month average in FY 22/23
 - Delays due to complexity of studies, size of studies, increased recruitment activity

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Summary of Significantly Sized Studies

- ▶ Administrative Services Management Study
 - 26 departments
 - 8 job classifications
 - Approx. 292 positions
 - Being conducted by Gallagher
- ▶ IT Studies
 - 5 departments
 - 37 job classifications
 - Approx. 141 positions
 - Being conducted by Gallagher
- ▶ HSD Economic Assistance Clerical Study
 - HSD department
 - 5 job classifications
 - Approx. 34 positions
 - Being conducted by CPS

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Strategic Plan: Racial Equity & Social Justice

- ▶ In FY 20/21, R&C began working on our objectives outlined in the County's Five-Year Strategic Plan
 - **Objective 1:** Identify opportunities to enhance recruitment, hiring, employee development, and promotional processes to reflect the value of having the perspectives of people of color represented at all levels in the County workforce.
 - **Objective 2:** Implement countywide strategies to recruit, hire, develop, promote, and retain County employees of color, produce an annual report card assessing progress, and update strategies as needed.

SONOMA COUNTY FIVE-YEAR STRATEGIC PLAN

2021-2026



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Racial Equity & Social Justice Work: Achievements and Progress

- ▶ Advertising and outreach to attract qualified and diverse applicant pools
- ▶ Increased participation in community-based events
- ▶ Proposed revisions to the MQs for 25 class specs to remove artificial barriers
- ▶ Proposed revisions to class specs to utilize gender neutral and person first language
- ▶ Civil Service Rule revisions: CSC approved gender-neutral language; Currently evaluating Rules and exam processes to identify barriers to employment
- ▶ Start Here training
 - 433 participants in FY 23/24. 1,390 since 2018 launch
- ▶ Employee Demographic Dashboard updates

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Priorities for the Remainder of FY 24/25 & Beyond

- ▶ Make progress on outstanding classification studies and reduce timelines
- ▶ Recruit!
- ▶ Refine internal guidance documents and educate County partners on best practices
- ▶ Continue evaluating CSR rules, class specs, and County recruitment/examination processes to identify and remove barriers
- ▶ Abolish Job Classification project
- ▶ Exploring additional ways increase our talent pipeline



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Civil Service Commission (CSC)

- ▶ The Civil Service Commission oversees the County personnel system; takes action on classification study recommendations and probation extensions; and hears appeals of classification, discipline, discrimination, examination, and layoff
- ▶ The Civil Service Commission has five members who are appointed to four-year terms by the Board of Supervisors
- ▶ During FY 23/24, the Civil Service Commissioners were:
 - Anthony Withington
 - Jerry Dunn
 - Patricia Sabo
 - John Hadzess
 - Mark Walsh – through December 2023
 - Jeff Berk – Appointed April 16, 2024
- ▶ The Commission is scheduled meet on the first and third Thursday of each month at 3:00pm

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CSC FY 23/24 Meeting Statistics

- ▶ The Commission met 12 times during the Fiscal Year
 - During those meetings, the Commission approved 8 classification studies which resulted in:
 - 7 updated specifications
 - 3 positions being reclassified
 - The creation of 12 new classifications
- ▶ The Commission approved updates to Section 21-12 of the CS Ordinance regarding Prohibition of Discrimination
- ▶ The Commission approved updates to CSR 2.2B regarding Public Comment
- ▶ The Commission heard and ruled on one appeal of Classification Study Request and one appeal of Minimum Qualification Determination

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sococareers



sococareers Happy Holidays to you and your loved ones! Enjoy and stay safe! ❤️

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County of Sonoma Human Resources Classification Study Log

December 19, 2024

Date of Request	Dept.	Job Class(es)	Division/Program	BU	Type	Req. By	Priority	Status	No of Pos.	No of Specs	No New Class	Analyst	Notes
01/29/20	SHF	Legal Processor Series	CIB	SEIU	PR	DEPT	1	R	12	0	4	AK	SALARY REPORT RELEASED Currently in Meet and Confer over Salary Recommendation.
01/05/21	PRB	Probation Officer Series	Adult	SCLEA	US	DEPT	1	R	0	4	0	CPS HR (AK)	REPORT RELEASED Currently in Meet and Confer.
11/18/21	PRD	Senior Geographic Information Technician	GIS	SEIU	PR	EE/DEPT	1	IP	1	TBD	TBD	Gallagher (CG)	Study launched 6/2/22. Desk audit completed. In progress. ISD, HSD, SHF, and WTR IT, and PRD GIT studies being conducted in parallel due to related classifications.
02/02/22	SHF	Community Services Officer II	PI	SEIU	PR	EE	1	IP	1	TBD	TBD	AK	Study launched 6/13/23. Desk audit completed. In progress.
03/02/22	SHF	Janitor	Det.	SEIU	PR	EE	1	IP	3	TBD	TBD	AK/JCL	Study launched 10/04/23. Desk audits in progress.
04/05/22	PRD	Geographic Information Technician II	IT	SEIU	PR	EE	1	IP	3	TBD	TBD	Gallagher (CG)	Study launched 6/02/22. Desk audit completed. In progress. ISD, HSD, SHF, and WTR IT, and PRD GIT studies being conducted in parallel due to related classifications.
04/19/22	RPK	Senior Park Planner	Planning	SEIU	US	DEPT	3	R	0	1	0	JL	REPORT RELEASED Currently in Meet and Confer.
06/07/22	SPI	Heavy Equipment Technician Series	Fleet	LOCAL 39	US	DEPT	3	IP	0	3	0	AK	Study launched in 7/12/22. In progress.
09/20/22	HSD	Welfare Fraud Investigator Series	WF	SCLEA/SCLEMA	PR	EE ORG	1	R	6	5	0	CPS HR (EP)	REPORT RELEASED Currently in Meet and Confer
09/30/22	PRD	Fire Inspector Class Series	FirePrev & Hazmat	SCLEA	US/NC	DEPT	2	R	0	4	2	CPS HR (CG)	REPORT RELEASED Currently in Meet and Confer for Represented classifications. Management level classifications presented to Civil Service Commission 12/19/24.
11/29/22	SPI	Assistant Facility Manager	Fac	SCAMC	PR	DEPT	1	IP	1	TBD	TBD	CG	Study launched 12/05/22. PDQ received 11/21/24. In progress.
12/09/22	HSD	Eligibility Workers & Supervisor	FYC	SEIU	PR	EE	1	IP	4	TBD	TBD	EP/JL	Study launched 4/04/23. Desk audits completed. In progress.

Study Codes:
 NC = New Class
 PR = Position Review
 US = Spec Update

Status Codes:
 IP = In Progress
 R = Released/Meet and Confer
 OH = On Hold
 UR = Under Review
 ANYS = Accepted, Not Yet Started

County of Sonoma Human Resources Classification Study Log

December 19, 2024

Date of Request	Dept.	Job Class(es)	Division/Program	BU	Type	Req. By	Priority	Status	No of Pos.	No of Specs	No New Class	Analyst	Notes
01/15/23	WTR	Water Agency Land Surveyor	Survey	SCAMC	PR	DEPT	1	R	0	0	1	CPS HR (AK)	REPORT RELEASED Offer to Meet and Confer has been sent.
02/02/23	SPI	Airport Operations Specialist	Airport	SEIU	PR	EE	1	IP	9	TBD	TBD	CPS HR (CG)	Study launched 2/7/24. Desk audits completed. In progress.
02/05/23	WTR	Water Agency Deputy Chief Engineer	Engineering	SCAMC	US	DEPT	3	IP	0	1	0	CG	Request received 02/05/23. Study in progress. Being conducted concurrently with WA Director of Engineering study.
05/08/23	PRB	Juvenile Correctional Counselor Series	Juvenile	SCLEA	US	DEPT/EE ORG	2	IP	0	4	0	CPS HR (AK)	Study launched 4/17/24. Desk audits completed. In progress.
05/18/23	PRD	Code Enforcement Series	Code Enforce.	SEIU	US	DEPT	2	IP	0	4	0	CG	Study launched 10/17/24. PDQs currently being completed. In progress.
05/30/23	DAO	Legal Assistant	Victim Svcs	SEIU	PR	EE	1	IP	1	TBD	TBD	DP/JT	Study launched 9/25/23. Desk audit completed. In progress.
06/07/23	SPI	Department Information System Coordinator	IT	SCAMC	PR	DEPT	1	IP	1	TBD	TBD	AK	Study launched 1/25/24. Desk audit completed. In progress.
06/12/23	PRD	Accountant III	Account.	SCAMC	PR	EE/DEPT	1	R	1	0	0	DP	REPORT RELEASED Currently in discussion with incumbent over study results.
07/11/23	CW	Administrative Services Management Series	N/A	SCAMC	PR	DEPT	1	IP	292	TBD	TBD	Gallagher (JL)	Study launched 12/05/23. Desk audits completed. In progress.
07/11/23	RPK	Park Ranger Series	Multi.	SCLEA	US	DEPT	1	R	0	4	0	AK	SPECS RELEASED In Meet and Confer.
07/14/23	WTR	Secretary	Admin.	SEIU	PR	EE	1	IP	1	TBD	TBD	JT/JL	Study launched 10/16/23. Desk audit completed. In progress.
07/17/23	WTR	Materials and Equipment Specialist	Maint.	SEIU	PR	EE	1	IP	1	TBD	TBD	CG	Study launched 10/02/23. Desk audit completed. In progress.

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County of Sonoma Human Resources Classification Study Log

December 19, 2024

Date of Request	Dept.	Job Class(es)	Division/Program	BU	Type	Req. By	Priority	Status	No of Pos.	No of Specs	No New Class	Analyst	Notes
07/19/23	HSD	IT Study	IT	Multi.	PR	Dept	1	IP	16	TBD	TBD	Gallagher (CG)	Study launched 1/16/24. Desk audits completed. In progress. ISD, HSD, SHF, and WTR IT, and PRD GIT studies being conducted in parallel due to related classifications.
07/28/23	PRB	Secretary	Adult Svcs	SEIU	PR	EE	1	IP	1	TBD	TBD	JL/BH	Study launched 7/30/24. Desk audit completed. In progress.
07/28/23	SHF	Administrative Aide	Purch.	UNREP	PR	DEPT	1	IP	1	TBD	TBD	Gallagher (CG)	Study launched 2/9/24. Desk audit completed. In progress.
08/09/23	RPK	Parks and Grounds Maintenance Worker II	Marketing	SEIU	PR	Dept	1	IP	1	TBD	TBD	CPS HR (AK)	Study launched 11/09/23. PDQ received 6/22/24. Desk audit to be scheduled soon. In progress.
08/09/23	ISD	ISD Classes	ISD	Multi.	PR/US	DEPT	1	IP	100+	TBD	TBD	Gallagher (CG)	Study launched 10/25/23. Desk audits completed. In progress. ISD, HSD, SHF, and WTR IT, and PRD GIT studies being conducted in parallel due to related classifications.
10/05/23	HSD	Economic Assistance Clerical Unit	EA	SEIU	PR	Dept	1	IP	34	TBD	TBD	CPS HR (EP)	Study launched on 2/14/24. Desk audits completed. In progress.
12/05/23	HSD	Administrative Aide	EA	SCAMC	PR	EE	1	ANYS	1	TBD	TBD	EP/JL	Request received 12/05/23. HR working with Department to identify launch date.
12/21/23	CRA	Senior CRA Specialist	CRA	SEIU	PR	EE	1	IP	1	TBD	TBD	CPS HR (AK)	Study launched 10/2/24. Desk audits completed. In progress.
01/23/24	SHF	Public Information Officer	SHF-Admin	SalRes	PR	EE	1	IP	1	TBD	TBD	CG/JCL	Study launched 4/11/24. Awaiting completion of PDQ.
01/30/24	PRD	Business Development Manager	Admin.	SCAMC	PR	DEPT	1	IP	1	TBD	TBD	Gallagher (DP)	Study launched 2/14/24. Desk audit completed. In progress. Study being conducted concurrently with Admin. Services Management Series due nature of position.
03/05/24	PRB	Probation Division Director I & II	Adult and Juv Services	SCLEMA	PR	Dept	1	IP	8	TBD	TBD	CPS HR (AK)	Study launched on 5/20/24. Desk audits completed. In progress.

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County of Sonoma Human Resources Classification Study Log

December 19, 2024

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03/11/24	SHF	Specific IT Classes	Admin & Comms	SEIU	PR	HR, Dept	1	IP	6	TBD	TBD	Gallagher (CG)	Study launched 6/5/24. Desk audits completed. In progress. ISD, HSD, SHF, and WTR IT, and PRD GIT studies being conducted in parallel due to related classifications.
03/13/24	WTR	Specific IT Classes	IT	SEIU	PR	HR, Dept	1	IP	2	TBD	TBD	Gallagher (CG)	Study launched 6/5/24. Desk audits completed. In progress. ISD, HSD, SHF, and WTR IT, and PRD GIT studies being conducted in parallel due to related classifications.
05/03/24	RPK	Senior Parks & Grounds Worker and Park Program Supervisor	Natural Resources	SEIU	PR	SEIU EE	1	IP	5	TBD	TBD	CPS HR (AK)	Study launched 9/18/24. Desk audits completed. In progress.
05/16/24	UCCE	Senior Office Assistant	Admin	SEIU	PR	EE	1	ANYS	1	TBD	TBD	JT/JL	Study accepted 12/3/24. HR working with Department to identify launch date.
08/13/24	SPI	Integrated Waste Operations Division Manager	Integrated Waste	SCAMC	PR	Dept	1	UR	1	TBD	TBD	DP	Request received 08/13/24. Under review.
09/25/24	PRD	Surveyor Series	Survey	WCE	NC	DEPT	2	IP	0	0	2	DP	New classes determined necessary through discussions with department and as a result of meet and confer. In process.
10/07/24	PRD	Geologist Series	Geo.	WCE	US/NC	DEPT	2	IP	0	1	1	DP	New class and spec update determined necessary through meet and confer. In process.
10/22/24	DHS	Public Health Nurse II	Disease Control and Surveillance	ESC	PR	EE	1	ANYS	4	TBD	TBD	DP/SZ	Study accepted 11/20/24. Launch date TBD.
11/07/24	SHF	Sheriff's Captain and Sheriff's Captain Corrections	LE and Detention	DSLEM and SCLEMA	US	Dept	2	ANYS	0	2	0	CG/JCL	Study accepted 11/26/24. HR working with Department to identify launch date.
11/20/24	WTR	Water Agency Director of Engineering	Engineering	SCAMC	US	Dept	3	IP	0	1	0	CG	Study accepted 11/21/24. In progress. Being conducted concurrently with WA Deputy Chief of Engineering study.

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County of Sonoma Human Resources Classification Study Log

December 19, 2024

Date of Request	Dept.	Job Class(es)	Division/Program	BU	Type	Req. By	Priority	Status	No of Pos.	No of Specs	No New Class	Analyst	Notes
On Hold	DCSS	Child Support Officer Series	DCSS	SEIU	US	DEPT	3	OH	0	4	0	CG	Department recently re-engaged with Human Resources. Anticipate moving forward with study in January 2025.
On Hold	RPK	Lifeguard, Supervising Lifeguard	Parks	UNREP	US	DEPT	3	OH	0	2	0	AK	Study on hold per the requesting department.
On Hold	HRD	HR & Risk Analyst Series	Multi.	SCAMC	US/NC	DEPT	3	OH	0	TBD	TBD	CPS HR (LC)	First recommended action approved by the Commission in May 2023; Second phase not yet launched.

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Date: December 19, 2024
 To: Civil Service Commission
 From: Lisa Conner, Recruitment & Classification Manager
 Subject: Vacancy Rate Update

The following chart is a supplement to the Fiscal Year 2023/2024 Recruitment and Classification Unit Workload Summary Update & Civil Service Commission Statistics Report. It compares departments' total allocations (FTE), vacant FTE, and vacancy rates on January 22, 2024, June 28, 2024, and December 10, 2024.

Department	01/24 Total FTE	01/24 Vacant FTE	01/24 Vacancy Rate	06/24 Total FTE	06/24 Vacant FTE	06/24 Vacancy Rate	12/24 Total FTE	12/24 Vacant FTE	12/24 Vacancy Rate
Ag. and Open Space	36.00	3.00	8%	36.00	2.50	7%	36.50	1.00	3%
Ag. Commissioner	38.50	5.50	14%	38.50	4.50	12%	40.00	2.00	5%
Auditor-Controller	107.00	8.10	8%	107.00	6.10	6%	107.00	8.00	7%
Board of Supervisors/ County Administrator	80.00	13.50	17%	81.00	11.50	14%	81.00	12.50	15%
Child Support Services	65.00	4.10	6%	65.00	9.10	14%	62.00	9.10	15%
Clerk-Recorder- Assessor	116.00	6.00	5%	116.00	6.00	5%	117.00	6.00	5%
Community Development Comm.	53.50	8.00	15%	55.50	10.00	18%	53.50	5.00	9%
County Counsel	41.25	1.25	3%	41.25	0.25	1%	41.25	1.20	3%
District Attorney	136.50	11.00	8%	135.50	6.00	4%	137.50	9.00	7%
Economic Development	16.00	1.00	6%	16.00	1.00	6%	17.00	2.00	12%
Emergency Mgmt.	15.00	2.00	13%	15.00	1.00	7%	17.00	3.00	18%
Fairgrounds	27.00	4.00	15%	27.00	4.00	15%	27.00	6.00	22%
General Services*	96.00	15.00	16%	96.50	10.50	11%			
Health Services	711.83	142.46	20%	725.83	105.26	15%	737.83	101.22	14%
Human Resources	65.50	1.00	2%	66.50	3.00	5%	68.50	5.00	7%
Human Services	1019.55	118.70	12%	1019.55	89.70	9%	1,012.55	72.00	7%
Information Systems	118.50	13.00	11%	118.50	14.00	12%	119.50	17.00	14%
IOLERO	6.00	0.00	0%	6.00	0.00	0%	7.50	1.00	13%
LAFCO	3.70	0.70	19%	3.70	0.70	19%	3.70	0.70	19%
Office of Equity	9.00	1.00	11%	9.00	2.00	22%	12.00	5.00	42%
Permit Sonoma	183.50	19.50	11%	183.50	16.50	9%	178.00	11.00	6%
Probation	270.00	38.00	14%	270.00	24.00	9%	272.00	19.20	7%
Public Defender	61.00	1.00	2%	61.00	1.00	2%	62.00	1.00	1%

Department	01/24 Total FTE	01/24 Vacant FTE	01/24 Vacancy Rate	06/24 Total FTE	06/24 Vacant FTE	06/24 Vacancy Rate	12/24 Total FTE	12/24 Vacant FTE	12/24 Vacancy Rate
Public Infrastructure							277.00	21.00	8%
Regional Parks	141.00	19.90	14%	142.00	21.90	15%	144.00	20.70	14%
Retirement	15.00	0.00	0%	15.00	0.00	0%	15.00	0.00	0%
Sheriff	633.50	61.00	10%	634.50	30.50	5%	645.50	47.50	7%
Sonoma Water	260.00	12.00	5%	262.00	16.25	6%	261.00	12.00	5%
Transportation and Public Works*	175.00	9.00	5%	176.00	12.00	7%			
U.C. Cooperative Ext.	6.00	0.00	0%	6.00	0.00	0%	6.00	0.00	0%
TOTALS	4506.83	517.71	11.49%	4529.33	409.26	9.04%	4558.83	399.12	8.75%

* The General Services and Transportation and Public Works departments were consolidated into Public Infrastructure effective 07/01/24



Sonoma County
Civil Service Commission
Meeting Minutes

Sonoma County Human Resources Department

December 5, 2024

Present

Commissioners: John Hadzess (Vice Chair), Anthony Withington,
Jerry Dunn, Jeff Berk

Human Resources Staff: Janell Crane, Spencer Keywood, Yuka Kamiishi

Commission Counsel:

1. Call to Order

The meeting was called to order at 3:03 p.m.

2. Roll Call

Present: Jeff Berk, Jerry Dunn, John Hadzess, and Anthony Withington

Absent: Patricia Sabo

3. Approval of Minutes from November 21, 2024

Motion: Commissioner Withington

Second: Commissioner Dunn

Ayes – Roll Call Vote: 4 Abstain: 0 Absent: 1

4. Director's Report

Human Resources (HR) Director Janell Crane reported that there will be a holiday reception before the next meeting at 2:30 p.m. The Commission meeting will start at 3:00 p.m. as usual. The annual workload summary report will be presented at the meeting.

Director Crane also reported that the County's new executive leadership training program launched a day prior. It incorporates work associated with the Racial Equity Action Plan (REAP) that the Board of Supervisors approved earlier this year. Each department has a representative in this cohort who will be responsible for the REAP-related initiatives within their department. Deputy Director Spencer Keyword represents HR in this cohort.

5. Agenda Items

A. Civil Service Rule Revisions to Remove Gendered Pronouns

Item presented by Spencer Keyword, Deputy HR Director, on behalf of Jennifer Lelouarn, Human Resources Analyst.

Deputy Director Keyword explained the limited scope of this revision to the Civil Service Rules, which is focused on removing gendered pronouns to mitigate potential artificial barriers for candidates.

Motion: Commissioner Withington

Second: Commissioner Berk

Ayes – Roll Call Vote: 4 **Abstain:** 0 **Absent:** 1

Deputy Director Keyword noted that HR would bring other revisions to the Civil Service Rules forward at a later date to address other potential artificial barriers, format updates, and to improve document readability and accessibility.

Commissioner Withing requested the following rules be considered for revision:

- **Rule 2, Section 2.2B(1)** – Change the meeting time to 3:00 pm.
- **Rule 4, Section 4.3B** – Further consideration due to the recent delays in mail delivery.
- **Rule 10, Section 10.5C** – Provide the Commission no more than one-page summary of the appeal.

Commissioner Dunn noted Section 16.1, rule adoption date is outdated.

HR Recruitment and Classification Unit will return to the Commission in early 2025 with a recommendation as to whether an Ad Hoc Subcommittee would be beneficial to consider further revisions.

6. Reports

N/A

7. Appeals

N/A

8. Other Scheduling Matters

N/A

9. Commissioners Closed Session

N/A

10. Reconvene from Closed Session

N/A

11. Commissioners Open Session

Commissioner Dunn stated he did not receive the agenda packet in mail for today's meeting, which was mailed three days ago after it was published. He requested that the agenda be published earlier so the packet can be mailed the Friday before the meeting. Commissioners Berk and Hadzess indicated they generally only need to receive the packet electronically. HR will mail the packets to the other Commissioners using overnight delivery if the agenda is not published the Friday before the meeting.

12. Public Comment

N/A

13. Adjourn

The Civil Service Commission meeting adjourned at 3:25 p.m.

Date: December 5, 2024

To: Civil Service Commission

From: Jennifer Lelouarn, Human Resources Analyst

Re: Civil Service Rule (CSR) Revisions to Remove Gendered Pronouns

Human Resources (HR) has identified the need to revise the Civil Service Rules to remove all gendered pronouns. This action is integral to a multiple-phase effort to further the County's goal of identifying and removing barriers that may adversely impact individuals; and reflects the County's commitment to promoting diversity, equity, inclusion, and a sense of belonging within our workforce.

In alignment with the County's Racial Equity and Social Justice Strategic Plan Pillar, Goal 1, Objectives 1 and 2 ([RE&SJ2-1](#) and [RE&SJ2-2](#)), HR is focused on working to create a more inclusive and equitable work environment within the County. As part of our efforts to remove barriers that may be adversely impacting individuals in underrepresented demographic groups, we have committed to revising the CSRs to utilize gender neutral language.

The removal of gendered pronouns, replaced with gender neutral language is intended to mitigate possible disparate treatment, while leaving the meaning, context, and content of the CSRs intact. For example:

- CSR 5.4, F current language reads:
 - "The Human Resources Director shall notify each candidate in writing of **his/her** final examination score and **his/her** standing on the resultant employment list."
- CSR 5.4, F proposed language reads:
 - "The Human Resources Director shall notify each candidate in writing of **their** final examination score and standing on the resultant employment list."

Other revisions include replacing gendered pronouns with the title or designation of the individual in question. For example:

- CSR 3.2, A current language reads:
 - “Whenever a department head proposes that a new position be created or an existing position abolished, **he/she** shall report the justification therefore, in writing, to the County Administrator with a copy to the Human Resources Director.”

- CSR 3.2, A proposed language reads:
 - “Whenever a department head proposes that a new position be created or an existing position abolished, **the department head** shall report the justification therefore, in writing, to the County Administrator with a copy to the Human Resources Director.”

HR offered to meet and confer with all labor groups. No group indicated interest in meeting regarding this study. Therefore, Human Resources recommends that the Civil Service Commission adopt the proposed changes to the Civil Service Rules, as outlined in the enclosure.

Enclosure: Proposed changes to the Civil Service Rules (redlined)

RULES OF THE CIVIL SERVICE COMMISSION

COUNTY OF SONOMA

Effective ~~April 18, 2019~~ December 5, 2024

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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~~ [the person's](#) 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 the individual's 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. (revised 04/18/19)

"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~~the 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 2
ORGANIZATION AND ADMINISTRATION

SECTION 2.1 CIVIL SERVICE SYSTEM

Administration of the Civil Service System of the County of Sonoma shall be based on the principle of employment and promotion on a merit basis for the purpose of obtaining the highest efficiency and assuring that the best qualified persons available shall be employed in the service of the County.

SECTION 2.2 CIVIL SERVICE COMMISSION

A. Officers

- (1) The officers of the Civil Service Commission shall be Chairperson and Vice-Chairperson.
- (2) The Civil Service Commission shall, at its first meeting in January of each year, elect one of its members to serve as Chairperson for a period of one year, or until the election and qualification of a successor.
- (3) At the same time, and in the same manner, the Civil Service Commission shall elect one of its members to serve as Vice-Chairperson.
- (4) The Chairperson shall be the presiding officer at all regular and special meetings of the Commission. In the event of the absence of the Chairperson, the Vice-Chairperson shall preside. In the event of the absence of both the Chairperson and the Vice-Chairperson, the members present shall elect an Acting Chairperson.

B. Meetings

- (1) Regular public meetings shall be held on the first and third Thursday of each month at 3:30 p.m. at the Human Resources Department or at a place and time so designated in a posted agenda. If the regular meeting falls on a holiday, the meeting shall be held at the call of the Chairperson. (revised 1/20/00)
- (2) Special meetings shall be held at the call of the Chairperson or any three members of the Civil Service Commission.
- (3) Three members shall constitute a quorum for the transaction of business. A majority of the quorum shall be required to take an action. (revised 1/20/00)
- (4) Written notice of each special or adjourned meeting of the Commission shall be posted at least seventy-two hours in advance thereof in the lobby of the Central Human Resources Department, and shall be mailed or delivered at the time of the posting to each person entitled to such notice.
- (5) Each meeting shall be conducted in accordance with the most current edition of Robert's Rules of Order, except as may be provided in these rules. (revised 1/20/00).
- (6) Communications and requests to the Civil Service Commission shall be made in writing. The substance of such requests and the action taken thereon shall be incorporated in the minutes.
- (7) A member of the Commission may vote aye, no, or abstain. A vote of abstain does not constitute concurrence, does not constitute a no vote. (1/20/00)
- (8) A Commissioner recognizing a conflict of interest shall recuse ~~him/hor~~themself from the discussion as soon as the conflict is recognized. (1/20/00)

SECTION 2.3 COUNTY HUMAN RESOURCES DIRECTOR

The Human Resources Director shall:

- A. Perform and discharge, under the direction and control of the Civil Service Commission, such authority and duties as are delegated.
- B. Carry out all procedures in the administration of the County personnel system in conformity with the provisions of the Civil Service Ordinance and the Rules of the Civil Service Commission.
- C. Check department payroll documents for legality and accuracy of appointment of persons named therein and certify the names to the Auditor- Controller.
- D. Conduct recruitment and examinations, prepare employment and re-employment lists, and certify the names of candidates for employment.

- E. Maintain various personnel records and other records of the Civil Service Commission, and prepare minutes of each meeting of the Commission.
- F. Shall be appointing authority for the staff of the Human Resources Department.
- G. Administer, maintain, and adjust the Classification Plan and recommend rates of pay for each classification of position.
- H. Maintain the central roster of employees and positions.
- I. Maintain an official record of all actions taken by the Commission and shall prepare an annual report which summarizes such actions. After Commission review, this report shall be submitted to the Board of Supervisors.
- J. Prepare such special reports and studies as requested by the Civil Service Commission.
- K. Officially interpret Civil Service Rules prescribed by the Commission. Such interpretation shall be given great deference by the Commission when enforcing or amending these rules.

SECTION 2.4 ROSTER OF EMPLOYEES AND POSITIONS

A central roster of employees and positions shall be maintained in the Central Human Resources Department. It shall include the record of employment of each employee in the classified service, including dates of service, positions held, salaries received, and such other information as may be deemed appropriate.

SECTION 2.5 REPORTS BY APPOINTING AUTHORITIES

Each appointing authority shall promptly report the following matters to the Human Resources Director:

- A. Requests for certifications.
- B. Appointments of any and all employees.
- C. Separations of any and all employees.
- D. Promotions, demotions and transfers of employees.
- E. Leaves of absence, whether with or without pay.
- F. Disciplinary actions, together with reasons therefore.
- G. Refusal or failure of certified candidates to accept employment.
- H. Other matters which the Civil Service Commission may direct.

SECTION 2.6 EX PARTE RULE

Neither the Civil Service Commission, nor any member thereof, nor if applicable, the designated hearing officer, may communicate, directly or indirectly, upon the merits of a contested matter while the proceeding is pending, with any party, including any agents or employees of either party, or with any person who has a direct or indirect interest in the outcome of the proceeding, without reasonable notice and an opportunity for all parties to participate in the communication. (revised 7/20/94)

END OF RULE 2

RULE 3
CLASSIFICATION

SECTION 3.1 CLASSIFICATION OF POSITIONS

All positions established by the Board of Supervisors shall be classified and given appropriate class titles upon recommendation by the Civil Service Commission. Each class established pursuant to these rules shall include all positions sufficiently similar in duties and responsibilities to meet the requirements as specified under the definition of "Class." Emphasis will be on broader classifications wherever possible as provided by the above criteria. (1/20/00, revised 7/1/10)

SECTION 3.2 CHANGES IN CLASSIFICATION OR POSITIONS (revised 1/20/00, 7/1/10)

- A. Whenever a department head proposes that a new position be created or an existing position abolished, ~~he/she~~ the department head shall report the justification therefore, in writing, to the County Administrator with a copy to the Human Resources Director. Should the County Administrator and Human Resources Director concur with the recommended change, the Human Resources Director will direct that a report will be prepared. The report will be shared in accordance with this Section, Rule E. If the recommendation requires Board of Supervisor approval, a copy of the report and recommendation to the Board of Supervisors shall be furnished in advance to the appropriate employee organization. (revised 7/1/10)
- B. The Human Resources Director may review the classification of any existing position because: of a significant change in the duties and responsibilities of the position, the creation or establishment of a new job class in which such position may more appropriately be classified or because of the abolition or combination of any existing positions or classes. (revised 1/20/00)
- C. Whenever a department head, employee, or employee organization believes that a significant change has occurred in the duties and responsibilities of an existing position which are outside the duties of the current classification, ~~he/she/it~~ they shall report the significant facts in writing to the Human Resources Director, with a copy to the County Administrator and as applicable to the appropriate employee organization. (revised 1/20/00, 7/1/10)
- D. The Human Resources Director shall determine if the requesting party has made a prima facia case for the classification review requested and shall so notify the party who may appeal as provided in Section F. (revised 1/20/00)
- E. If a prima facia case is made, the Human Resources Director will direct that a report will be prepared and shared with the requesting party, as well as the department and the employee organization representing the class, at least ten (10) County business days prior to any Board of Supervisors or Civil Service Commission meeting at which a classification recommendation is being made. If the reclassification action will change the bargaining unit representative of the position, both the current and the proposed representative must be notified as provided in this section.

Any issues regarding the reclassification of the individual's ~~with their~~ position falls under Rule 3.3B. (revised 1/20/00)
- F. Classification Appeal Process
 - 1. An employee or employee organization representing the class who wishes to appeal the Human Resources Director's decision and/or staff report and classification recommendations or notification of denial may do so in writing in care of the Human Resources Director within seven (7) County business days of notification. (1/20/00)
 - 2. The Commission shall hear the appeal and determine if there is sufficient change or difference in the duties and responsibilities of the appellant's position to justify a reclassification to another class or to require the creation of a new class. (1/20/00)
 - 3. The Commission shall determine if a classification study should be performed when denied in D above. (1/20/00)

- G. Where the Civil Service Commission finds that there are significant factors which justify a change in classification of a position, it may recommend to the Board of Supervisors that the position be placed in the appropriate class. (revised 1/20/00)
- H. Where the Commission finds that a change in classification is not justified, it shall so inform the department, employee, and/or employee organization. (revised 1/20/00)

SECTION 3.3 STATUS OF INCUMBENT OF POSITION AFTER CHANGE IN CLASSIFICATION

- A. When a position is reclassified, it shall be filled through certification from the employment list unless the Civil Service Commission provides for retention of the incumbent in accordance with this section.
- B. The Civil Service Commission may provide that the incumbent of a reclassified position retain the position, provided the incumbent meets the minimum qualifications of the new classification by the effective date of the action which updates the department's allocation(s). Possible waiver of probation period is covered by Rule 9.5 A (2). (revised 03/15/95, 08/04/16)
- C. When a class or class series is newly established, incumbents who are reclassified into the equivalent level (e.g. entry, journey, supervisory) of the new class or series (as identified in the classification study and recommendations and approved by the Civil Service Commission) shall be retained in their position upon reclassification. (revised 08/21/03, 07/1/10, 05/4/17))

SECTION 3.4 CLASS SPECIFICATIONS

For each class or position, the Civil Service Commission shall adopt and maintain written class specifications, which shall include the following:

- A. A definition of the class. The definition shall be a general description of the kind of work performed by employees of the class. It shall not be construed as prescribing or limiting the duties of any employee.
- B. A statement of characteristics which differentiate the class level from other classes with which it is commonly associated. It shall be used with other portions of the class specification to reflect an overall class concept in which work is assigned and performed.
- C. A summary of duties typical of the class, which will illustrate examples of work typically performed. The summary need not include all duties typical of the class. The presence or absence in the class specifications of duties performed in a given position shall not be construed as conclusive evidence of the classification of the position.
- D. The knowledge and abilities and a statement of minimum qualifications required to perform the duties of the class.

SECTION 3.5 CLASS QUALIFICATIONS

- A. For each class of positions, the Civil Service Commission shall establish minimum qualifications, which shall be met by each person thereafter newly appointed in the class.
- B. Whenever applicable, any qualifications which may be prescribed by law for any class of positions shall be met in the qualifications established by the Civil Service Commission and shall govern in the absence of such establishment by the Commission.

SECTION 3.6 USE OF CLASS TITLES AND WORKING TITLES

The official class title of each position shall be used in all official personnel and fiscal records, and in all official personnel transactions. However, department heads are encouraged to assign other appropriate working titles which do not conflict with official class titles.

SECTION 3.7 TEMPORARY CLASSIFICATIONS

Temporary classifications may be created by the Human Resources Director if all of the following conditions are present:

- (1) the temporary classification would, if permanent, be categorized as administrative management;
- (2) there is no closely related administrative management classification in existence at the time;
- (3) an employee in another administrative management classification has been or shortly will be assigned the duties covered by the temporary classification; and
- (4) the purpose of the temporary classification is to permit the immediate temporary assignment of such administrative management employee into such classification.

In creating a temporary classification, the Human Resources Director shall also prepare a class specification containing the information required under Section 3.4 of these rules.

The duration of a temporary classification shall not exceed 180 days without the authorization of the Civil Service Commission, which may extend it for additional periods of up to 180 days each. (8/4/93)

Time served in a temporary classification shall be treated in the same manner as time served in any other classification to which an employee may be temporarily promoted.

END OF RULE 3

RULE 4
ANNOUNCEMENTS AND APPLICATIONS

SECTION 4.1 ANNOUNCEMENTS

- A. The Human Resources Director shall make a public announcement of each class for which a request for examination to fill permanently allocated positions is anticipated. Such announcement shall be made public, in appropriate locations, for a minimum of five working days.
- B. For each such class, ~~he/she~~ the Human Resources Director shall prepare and distribute a written bulletin, which shall include the following information:
- (1) the class title, or class title and working title;
 - (2) the salary range;
 - (3) the final filing date, and method of filing applications to comply with such date;
 - (4) the location(s) at which applications may be filed;
 - (5) a statement that reference information from prior employers and other background information obtained on a confidential basis will not be made available to applicants;
 - (6) the minimum qualifications;
 - (7) a summary of typical duties of the class;
 - (8) the selection process to include the minimum passing scores, and the weights assigned to different tests;
 - (9) such other information which may help prospective applicants to understand the nature of the employment and the procedure necessary to participate in the competition.

SECTION 4.2 APPLICATIONS

A. Application Forms

- (1) The Human Resources Director shall prescribe official application forms to be completed by each applicant for Sonoma County employment. Each completed application form and attachments shall be treated as a confidential record of the Civil Service Commission and shall not, under any circumstances, be returned to the applicant.
- (2) An outline of the applicant's employment history and relevant personal data shall be included on the application form completed by each applicant for all examinations.

B. Filing Period

All applications shall be filed at the location shown on the official employment application form in the manner prescribed by the examination announcement. Applications may be accepted on a continuous filing basis when so announced, and shall be subject to appropriate cut-off dates determined by the Human Resources Director.

C. General Qualifications

The following qualifications shall be met by each candidate for employment with the County of Sonoma.

- (1) Each candidate shall comply with citizenship qualifications specified by law.
- (2) Each candidate shall meet any minimum qualifications established and announced for the class ~~for which he/she applies.~~
- (3) Each candidate shall possess the skills, knowledges, abilities, and other qualifications necessary to perform the duties of the class.

SECTION 4.3 DISQUALIFICATION

A. Reasons for Disqualification

The Human Resources Director may refuse to examine an applicant, or after examination may disqualify athe candidate, or remove ~~his/hers~~ a candidate's name from the employment list, or refuse to certify ~~him/hers~~ a candidate for any of the following reasons and shall promptly mail a notice of disqualification to such applicant and/or candidate.

- (1) If the applicant/candidate ~~he/she~~ fails to comply with the requirements set forth in the examination

announcement or violates any written or oral instructions given by the examination proctor.

- (2) If the applicant/candidate ~~he/she~~ is found medically unqualified to perform the duties of the class.
- (3) If the applicant/candidate ~~he/she~~ has made a false statement of material fact or has practiced or attempted any deception, fraud, or misconduct in connection with ~~his/her~~ their application or any part of the examining process.
- (4) An applicant, and/or candidate, may be disqualified for reasons of public safety as provided for in State laws and regulations.
- (5) If the applicant/candidate ~~he/she~~ has used or attempted to use political pressure or bribery to secure an advantage in an examination or appointment.
- (6) If the applicant/candidate ~~he/she~~ is found to be ineligible to compete in or to be certified from a promotional examination.
- (7) If the applicant/candidate ~~he/she~~ was terminated from County service for cause or during the probationary period in the same classification during the previous twelve (12) months. (Appeal of termination to the Civil Service Commission shall stay this provision until a final action by the Commission.)

B. Appeal of Disqualification

Whenever an individual is disqualified for any of the reasons provided in this section, the individual may appeal in writing to the Human Resources Director. Any such appeal shall contain the reasons why the individual believes the appeal should be granted. It shall be delivered or postmarked not later than seven regular County business days after ~~the~~ mailing ~~to him/her~~ of a their notice of disqualification. The Director shall investigate the facts involved, and shall grant or deny the appeal, and so inform the individual in writing not later than seven regular County business days after it is filed. If the appeal is denied, the individual may further appeal in writing to the Civil Service Commission not later than seven regular County business days thereafter. The Commission shall hear the facts involved and shall grant or deny the appeal not later than one month after it is filed with the Commission.

SECTION 4.4 QUALIFICATIONS FOR VETERANS PREFERENCE

In order to qualify for Veteran's Preference credit of five points, a person shall:

- (1) Demonstrate eligibility for veteran's preferences by:
 - a. having (1) served in the United States Army, Navy, Marine Corps, Air Force, or Coast Guard in time of war, in any expedition of the Armed Forces of the United States, or having been on continuous active duty for more than 180 days, and (2) having received a discharge or release from active duty under honorable conditions; or
 - b. being a disabled veteran; and
- (2) have competed in an open recruitment/examination process;
- (3) have submitted acceptable documentary evidence demonstrating eligibility prior to the final filing date of the recruitment period, unless having already received confirmation from the County of Sonoma Human Resources Department of having documentary evidence on file; and
- (4) have achieved a minimum passing final examination score and being eligible for placement on the employment list.

Persons who meet the requirements as stated above will receive five additional points to the ~~ir~~ final examination score and will be certified in accordance with Rule 6.4 A (2) and 7.2 A. Veteran's Preference points shall not be received by candidates in an examination which is limited to employees of the County of Sonoma. (revised 7/1/10)

END OF RULE 4

RULE 5
EXAMINATIONS

SECTION 5.1 SCHEDULING OF EXAMINATIONS

- A. The Human Resources Director shall schedule competitive examinations as the needs of the service require. Examinations may be scheduled in anticipation of future vacancies.
- B. An examination may be scheduled and conducted as a promotional examination or as an open examination. Only a promotional examination need be conducted for any class the qualifications of which are met by a sufficient number of County employees who occupy permanently allocated positions in order to provide reasonable competition among candidates and reasonable choice of candidates for appointment.
- C. The Human Resources Director may decline to permit a candidate who has competed in an examination to compete within three months thereafter in another examination for the same class.

SECTION 5.2 TYPES OF EXAMINATIONS

- A. Each examination may consist of any of the following parts which will test for job knowledge, ability, skill, and other qualifications of candidates, in any combination.
 - (1) WRITTEN examination, to evaluate the knowledge, abilities, and skills of candidates, insofar as such factors are related to the particular class. They may be different tests each time an examination is given for the class.
 - (2) ORAL examinations to evaluate the knowledge, abilities, skills, and other qualifications of candidates. Individual ratings of candidates by this means shall be confidential and shall not be available for review by candidates, except as provided below.
 - (3) APPLICATION APPRAISAL examinations, to evaluate the extent, relevance, level, and quality of experience and education of candidate; through reference to applications for employment, any license or other evidence of professional standing. (revised 7/1/10)
 - (4) BACKGROUND examinations, to investigate the employment, education, and/or personal fitness of candidates. This may include reports from former employers, educational institutions, law enforcement agencies, or other suitable sources. Notwithstanding any other provision of these rules, records of such examinations shall be confidential and shall not be available for review by candidates.
 - (5) PERFORMANCE examinations, to determine the skills, knowledge, abilities and other qualifications of candidates to perform the duties of the class, and/or to measure the candidates speed and accuracy as they pertain to job requirements.
 - (6) PHYSICAL AGILITY examinations, to determine and evaluate the physical agility, strength, coordination and fitness of candidates as they pertain to the class.
 - (7) MEDICAL examinations, to determine freedom from physical incapacity to perform the duties of the class. Such examination shall be performed under the direction of the Medical Director of designated medical center. Failure to pass such examination may not be disqualifying if accommodation can be provided. Except as otherwise required by law, records of such examinations shall be confidential and shall not be available for review by candidates, employees, appointing authorities, or members of oral interview boards. These records shall be kept at designated medical center and will be treated as medical records. To the extent permitted by law, information by such examination may be disclosed to appointing authority.

Alcohol and/or drug testing of candidates for initial employment may also be conducted. Candidates with positive tests shall be disqualified from County employment for six months. (Revised 7/1/10)

SECTION 5.3 CONDUCT OF EXAMINATIONS

- A. Each examination shall be so conducted as to afford each qualified candidate with an equal opportunity to compete.
- B. The Human Resources Director shall designate the time, place, and type of each examination; the conditions under which it shall be conducted; and the proctor to conduct the examination. The Director shall inform each candidate in writing of the time and place of each examination for which the candidate's presence is required.

Written notification may be waived by the Human Resources Director when found appropriate and only if other suitable notification may be arranged.

- C. Each candidate who competes in a written examination shall use or be assigned an identification number which shall be used in lieu of ~~his/her name or other~~ identifying data on each answer sheet.
- D. For each oral examination, the Human Resources Director shall appoint one or more oral interview boards, as needed. At least one member of each board shall be technically familiar with the work of the class. Such an individual shall be considered a subject matter expert.
- E. For each application appraisal examination which consists of an application appraisal as part of the overall selection process, the Human Resources Director may appoint an examination board, as needed. At least one member of each board shall be technically familiar with the class. Such an individual shall be considered a subject matter expert.
- F. Each candidate in an examination which includes physical exertion or other activity which may result in the injury or damage to the candidate or to the candidate's property may be required to sign a document disclosing risks present by such a test. Failure to sign such a document when requested to do so shall result in disqualification of the candidate in this specific examination.
- G. Candidates who fail to follow instructions of examination process or in any other way interfere with the orderly conduct of an examination, may be disqualified by the Human Resources Director.

SECTION 5.4 SCORING OF EXAMINATIONS

- A. The Human Resources Director shall determine a procedure for scoring each examination which will give due weight to each portion of the examination.
- B. The Human Resources Director shall establish for each written, oral or performance examination a minimum passing grade, which shall be set forth in the examination bulletin. Failure by any candidate to attain the minimum passing grade in any portion of an examination shall eliminate the candidate from competition in any further portion of the examination. Any candidate so eliminated shall be notified promptly in writing.
- C. A cut-off point shall be established for each written examination and shall be recorded before the name of any candidate is revealed.
- D. Each application appraisal, performance, physical agility and medical examination shall be recorded in a manner which will determine:
 - (1) the successful candidates, with their rankings, who may compete further;
 - (2) the unsuccessful candidates, who shall be eliminated from further competition.
- E. The Human Resources Director may accept the records of performance tests given by any employment agency, firm or academic institution whose test content and administration standards is equivalent to or exceeds those of the County of Sonoma. (revised 7/1/10)
- F. The Human Resources Director shall notify each candidate in writing of ~~his/her~~their final examination score and ~~his/her~~ standing on the resultant employment list.

SECTION 5.5 REVIEW OF EXAMINATIONS

A. Review of Test Keys

A copy of the test key for each written examination, other than form tests, shall be made available in the County Human Resources Department during the test review period, for review during business hours by candidates competing in the test. The test review period shall consist of the first seven regular County business days immediately following the day the written test is given.

B. Review of Answer Sheets

Each candidate may review ~~his/her~~their own answer sheet, together with the test key, in the County Human Resources Department during business hours at any time within seven (7) regular County business days after the postmark date to ~~him/her~~of ~~a~~their notice of examination results. Each candidate who competes in a form test may review ~~his/her~~their answer sheet but not the test key.

- C. Upon request to the Human Resources Director, a summary of a candidate's performance on any examination except a background or medical examination may be made available to that candidate.

SECTION 5.6 APPEAL OF EXAMINATIONS

- A. Any applicant may appeal an examination in writing to the Human Resources Director on any basis permitted by this section. Any such appeal must identify the specific basis on which it is submitted, a description of the item or incident(s) to which it refers, and why the applicant believes it should be granted. The burden of proof in substantiation of an appeal shall be upon the applicant. Appeals submitted on a basis other than permitted by this section or incomplete appeals, will not be accepted. Appeals may be accepted only if delivered or postmarked within the time period(s) specified within this section.

- (1) Any applicant may appeal specific test items in a written or performance examination prior to notification of examination results by requesting the correction or elimination of any such item(s) which the applicant has completed, on any of the following bases:
- (a) typographical error;
 - (b) incorrect keying;
 - (c) factual error.

Appeals of specific test items will be accepted only if delivered or postmarked within seven (7) regular County business days immediately following the days the examination is given.

- (2) Any applicant may appeal the results of an examination after written notification of such results on any of the following bases:
- (a) erroneous scoring of examination is defined as a computational error in calculating a candidate's final score in an examination process, or the erroneous assignment of a candidate's standing on an employment list;
 - (b) improper conduct of examination is defined as a departure from the announced selection process for the position or any deviation from the Rules of Examination conduct prescribed in Civil Service Rule 5.3 which has adversely affected the final score and standing of any candidate or group of candidates;
 - (c) fraud in rating resulting from an oral, application appraisal, performance, physical agility, or medical examination.

Appeals of examination results will be accepted only if delivered or postmarked within seven (7) regular County business days immediately following the issuance of written notification of examination results by the County Human Resources Department. Issuance of written notification shall be defined as the postmark date the notice is mailed, or the date the examination results are announced to candidates.

- B. The Human Resources Director shall investigate each appeal, and may grant each appeal which ~~is~~he/she ~~finds~~ to be justified. If the Director does not grant an appeal, the individual may, within seven (7) regular County business days after postmark of written notice of the Director's decision, appeal such decision to the Civil Service Commission by filing such appeal in writing citing a specific basis for the appeal to the office of the Civil Service Commission (County Human Resources Department). When appropriate, the Commission may also receive or request a recommendation from the author of the examination. The Commission shall grant or deny the appeal not later than thirty (30) regular County business days after it is filed.
- C. When an appeal is granted due to typographical error, incorrect keying, factual error, or erroneous scoring, all applicable examination records shall show each applicant's corrected score and standing.
- D. When an appeal is granted due to improper conduct of an examination or due to fraud in rating, applicable examination records shall be changed to reflect the decision of the Commission. In such instances, the

Commission may elect to have the appellant(s) name placed on the resulting employment list or to cancel the list, or to order a particular part of the examination to be re-administered.

- E. Appeals of examination based on alleged unlawful discrimination must be filed in accordance with the Discrimination Complaint Procedure specified in the County's Affirmative Action Plan.

SECTION 5.7 COPYING OF EXAMINATION RECORDS

No candidate may copy any portion of any examination records or materials made available for his/her/their review, without authorization from the Human Resources Director. Unauthorized copying may result in removal from employment lists, dismissal from Sonoma County employment, and/or exclusion from future employment.

SECTION 5.8 RETENTION OF EXAMINATION RECORDS

- A. Each completed application shall be retained for not less than three years after the date of completion of examination for which it is submitted, and shall be made available for inspection by appointing authorities to whom the candidates are certified. Applications of those candidates appointed shall be filed with the reports of the appointment in the County Human Resources Department.
- B. Answer sheets, test keys, and other examination records shall be retained for not less than three years after the date of completion of the examination to which they pertain, and may be retained thereafter for a period of time to be determined by the Human Resources Director.
- C. For the purposes of this section, the date of approval of an employment list resulting from an examination shall be considered as the date of completion of an examination, and the last step in the County Human Resources Department examination process.
- D. All examination records and related papers are the property of the Civil Service Commission except as provided by these rules. They shall be confidential records which may be inspected or copied only under such conditions as may be specified by the Civil Service Commission, the Human Resources Director, or competent judicial authority.

END OF RULE 5

RULE 6
EMPLOYMENT LISTS

SECTION 6.1 ESTABLISHMENT OF EMPLOYMENT LISTS

An employment list shall be established for each class. The employment list shall contain the names of all persons eligible for employment in permanently allocated positions in the class. It shall be composed of the names of all eligible candidates which appear on employment lists provided for in these rules, and of all free names.

SECTION 6.2 EMPLOYMENT LISTS-ORDER OF PRIORITY

A. Candidates Who Occupy Alternate Positions

Upon request of the appointing authority, an employee who occupies an alternate position may be appointed to the next higher alternate class into which ~~his/her~~their position is classified. Before approving such requests, the Human Resources Department shall require evidence that the employee possesses the minimum qualifications for the higher class. An employment list is not necessary in order to make such appointment.

B. Employment lists shall be utilized in the following priority order:

- (1) Restoration Lists
- (2) Promotional Employment Lists
- (3) Freename Lists (revised 7/1/10)
- (4) Open Employment Lists

C. The names of candidates successful in examinations for the same class may be placed on the employment list in the order of scores, beginning with the highest score, without priority as to date of examination.

SECTION 6.3 PROMOTIONAL EMPLOYMENT LISTS

The names of candidates successful in promotional examinations shall be placed on promotional employment lists in the order of their final examination score as determined in the manner provided herein for open employment lists.

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. (revised 04/18/19)
- (3) For each candidate who occupies an allocated position in the County budget, one County service point shall be added to 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. (added 04/18/19)
- (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.

B. If two or more candidates attain the same final score in any examination for the same class, their names shall be placed in the same standing on the employment list.

C. The name of an individual who has permanent status in the classified service of a public agency operating a

Civil Service or Merit System recognized by the California County Merit System may be placed on an open employment list for a comparable class in the Sonoma County service as a free name under the following conditions:

- (1) The class for which the list is approved possesses the same or lesser minimum qualifications as the class in which the individual has held permanent status.
- (2) The individual has been employed by the other agency for at least one year prior to the date the list is approved.
- (3) The individual achieved ~~his/her~~ permanent status as the result of a qualifying or competitive examination.
- (4) The employment record of the individual has been entirely satisfactory, and ~~he/she~~ the individual has not been separated nor is ~~he/she~~ the individual being considered for separation due to fault of delinquency on ~~his/her~~ the individual's part.
- (5) There is written information submitted by the other public agency and on file in the County Human Resources Department confirming that the required conditions have been met, and stating that the individual is eligible for re-employment or continued employment in the class in which ~~he/she holds~~ permanent status is held.

- D. When the name of a qualified candidate has been removed from the employment list in accordance with paragraphs B, C, D, E, F, or G of Section 6.9 of this rule, and the candidate informs the Human Resources Director in writing ~~that he/she is of their available~~ availability and willingness to accept employment, the candidate's name may be placed on the employment list in the same standing in which it appeared at the time of its removal.

SECTION 6.5 APPROVAL OF LIST

Each list shall be approved and signed by the Human Resources Director, or by ~~his/her~~ their designee.

SECTION 6.6 CORRECTION OF LISTS

- A. When it becomes evident that an omission or other error or irregularity has occurred in the preparation of a list, a corrected list shall be prepared and approved by the Human Resources Director and the erroneous list shall be canceled.
- B. The Civil Service Commission may suspend or cancel the approval of any list, should it discover error or irregularity.
- C. The cancellation of an erroneous list shall not invalidate any appointment made therefrom, if the name of the person appointed appears on the corrected list. Should such person's name not appear on the corrected list, ~~he/she~~ the person shall be treated as a provisional employee or a temporary promotion.

SECTION 6.7 ABOLISHMENT OF LISTS

The Human Resources Director may abolish any employment list in the event that fewer than three standings remain on the list. The name of any candidate remaining on such list shall remain on the employment list as a free name as below:

- A. The name of each candidate appearing on a promotional employment list which is abolished in accordance with these rules shall remain on the employment list as a free name until six months after the first approval of the list which was abolished, unless sooner removed in accordance with these rules or due to separation from County service.
- B. The name of each candidate appearing on an open employment list which is abolished in accordance with these rules shall remain on the employment list as a free name until three months after the first approval of the list which was abolished, unless sooner removed in accordance with these rules.
- C. Candidates who occupy standings on incomplete lists abolished in accordance with Rule 6.7 shall be placed on the appropriate eligible list.

SECTION 6.8 FREE NAME

The name of each candidate who is approved at the discretion of the Human Resources Director for placement on an

employment list under any of the following categories shall be placed on the employment list as a free name, and shall not be counted as a standing when determining the order of standings on an employment list.

- A. An employee who resigns in good standing from an allocated position or has been laid off from an allocated position in which ~~he/she~~ the employee has permanent or probationary status may request in writing, within five years after the date of resignation, to be considered for reappointment in the same class, or in a class the individual formerly occupied, or in a lower level class in the same series. (revised 7/1/10)

The Human Resources Director shall refer each such request to the appointing authority for which the person last worked for a written statement as to whether or not the person would be reappointed to a vacancy in the appropriate job class.

If the appointing authority would rehire the person, the Human Resources Director may place the name of the person on the appropriate employment list as a free name. The person will remain on the appropriate employment list for a period of no longer than six months unless removed sooner in accordance with these rules.

- B. An employee who is laid off from an allocated position in which ~~he/she~~ the employee had permanent or probationary status may request in writing, within 90 days after the layoff effective date, to be considered for reappointment to a closely related class with the same or lower salary allocation for which ~~he/she~~ the employee meets the minimum qualifications. (revised 7/1/10)

The Human Resources Director will determine the appropriate lists for which the person qualifies and place the name of the person on the appropriate employment list(s) as a free name. The person will remain on the appropriate employment list(s) for a period of two (2) years unless removed sooner in accordance with these rules.

- C. An employee who has voluntarily demoted may in writing, within two (2) years after the date of demotion, request reappointment to the class from which ~~he/she~~ the employee has demoted. The Human Resources Director shall review each such request based upon the information submitted, and may place the name of the employee on the appropriate employment list as a free name. The employee will remain on the appropriate employment list for a period of six months unless removed sooner in accordance with these rules.

- D. ~~At his/her request, an~~ employee who has been found to be unable to perform the duties of ~~his/her~~ their specific job assignment by competent medical authority and who may be able to perform the duties of another job assignment which will not result in a promotion, may be placed on an appropriate list as a free name, upon said employee's request. The employee will remain on the appropriate employment list for a period of six months unless removed sooner in accordance with these rules.

SECTION 6.9 REMOVAL OF NAMES FROM EMPLOYMENT LIST

The name of a candidate may be removed from the employment list by the Human Resources Director for any of the following reasons:

- A. For any of the reasons for disqualification set forth in Rule 4.3A;
- B. When notice of certification is returned as not deliverable at ~~his/her~~ the candidate's last known address;
- C. Upon failure of the candidate to respond to certification or to proper correspondence from the Sonoma County Human Resources Department;
- D. Upon receipt of a written request from the candidate that ~~his/her~~ the candidate's name be removed;
- E. Upon receipt of more than two written waivers of a certification for the same class, or upon evidence that the candidate has expressed non-interest in being considered for more than two employment opportunities for the same class, or a combination of one written waiver and one instance of non-interest;
- F. When, upon offer of appointment from a list established to fill a permanently allocated position, a candidate fails to accept such appointment without submitting a final waiver;

- G. Upon having been certified three times to the same department or a total of five times from an employment list to two or more appointing authorities. Removal for this reason requires the review and approval of the Human Resources Director.

SECTION 6.10 EXPIRATION OF LISTS

- A. Each promotional employment list shall expire six months after its approval, unless it is sooner abolished pursuant to Rule 6.7.
- B. Each open employment list shall expire three months after its approval, unless it is sooner abolished pursuant to Rule 6.7.
- C. The Human Resources Director may extend or reinstate any employment list, for any period of time, except that no list shall be in force longer than two years after it is first approved.

END OF RULE 6

RULE 7
CERTIFICATIONS AND WAIVERS

SECTION 7.1 REQUEST FOR CERTIFICATION

- A. Whenever an appointing authority wishes to fill a vacant permanently allocated position, other than through intra-departmental transfer or demotion, ~~he/she~~ the appointing authority shall notify the Human Resources Director in writing as far in advance as possible specifying the type of certification, promotional, or open. (revised 7/1/10)

If a subsequent vacancy occurs and there are at least three names remaining on the certification in the department's possession, the department head has the option of hiring from those candidates already certified regardless of the number of remaining standings, or requesting an additional standing of names for each subsequent vacancy. (revised 1/30/92)

- B. Such notification shall be treated by the Human Resources Director as a request for certification, until such time as it is withdrawn in writing by the appointing authority. The employment of a provisional employee in a permanently allocated position shall constitute a request for certification until such employment is terminated.

SECTION 7.2 CERTIFICATION OF CANDIDATES

- A. Upon receipt of a request for certification, the Human Resources Director shall, as soon as practical, certify to the appointing authority a list of names of those candidates having the three highest standings as determined by the final examination score on the employment list for the class, and of all candidates who appear as free names and transfers for the class. Certifications shall also include the names of any eligibles who by the virtue of addition of Veterans or promotional County service points would have a score that equals or exceeds that of any candidate certified by final examination score. The Director shall also furnish the appointing authority with the application and other pertinent information about each candidate whose name is certified. (revised 7/1/10)
- B. (1) For vacancies being filled from an open eligible list resulting from an entry or journey-level recruitment, the appointing authority may specifically request three, four or five standings as determined by the final examination score on the employment list for the class, along with all free names for that class. The request for four or five standings must be made on the request for certification for an entry or journey level (normal working level) recruitment or three standings will be sent. (revised 6/1/00)
- (2) In no event shall the number of standings that may be certified in connection with promotional examinations exceed three standings for one vacancy. See Ordinance 353 Section 6 (j). (revised 6/1/00)
- (3) If at the time of the request for certification, there is no active employment list and there is an active freename list, the appointing authority will receive a freename list certification in accordance with Rule 6.2 B. (added 7/1/10)
- C. If more than one vacancy exists, the certification shall contain one additional standing for each additional vacancy. (revised 6/1/00)
- D. Any candidate who waives a certification or who does not respond to a certification or indicates non-interest in the vacancy for which certification has been made shall be deemed not available. For Law Enforcement Departments which require extensive background investigations, candidates who fail the background investigation shall be deemed not available. Whenever all candidates with the same standing are not available, all candidates with the next highest uncertified standing, as determined by examination score, shall be certified if a supplementary certification is desired by the appointing authority. If all the candidates in the next highest standing were certified because of the addition of Veterans and/or County service points, an additional standing shall not be certified. (revised 7/1/10)
- E. Whenever there is no current eligible list for a class or insufficient eligible candidates for a full certification, the Human Resources Director may authorize the use of an eligible list in the same classification series which requires the same or greater qualifications. Such alternate eligible lists shall not be used for classes for which promotional examinations are given.
- F. The Human Resources Director shall mail to each certified candidate ~~whom he/she certifies~~ a written notification, which shall include:
- (1) the fact of certification;
- (2) the class title, or class title and working title;

- (3) the name, address, and telephone number of the appointing authority, or designated representative.
- (4) a statement that the candidate is to contact the appointing authority within five (5) regular County business days after the date appearing on the notification;
- (5) a form upon which the candidate may enter a waiver of certification;
- (6) a statement that failure either to report or to waive may result in removal of ~~his/her~~ the candidate's name from all Employment Lists on which it appears.

SECTION 7.3 SPECIAL CERTIFICATIONS

Whenever a vacant position requires an employee of a particular sex; with residence in a certain locality; willing and able to work certain unusual hours or at a certain location; able to speak, read or write a language other than English; or with other appropriate special qualifications, the Human Resources Director may, upon written request by the appointing authority, certify only those candidates who meet the conditions requested.

SECTION 7.4 PROMOTIONAL CERTIFICATIONS

A. At the request of the appointing authority, and with the approval of the Human Resources Director, the incumbent of an alternate position may be promoted to the higher alternate class to which ~~his/her~~ the incumbent's position is classified without competitive process. (revised 7/1/10)

B. General Promotional Certifications

When one or more county employees qualify for promotion or transfer, a certification which includes ~~their~~ those names may be limited to such employees at the request of the appointing authority.

C. Departmental Promotion Certifications

When one or more county employees qualify for promotion or transfer within the same department in which ~~they~~ employees are employed, a certification which includes their names may be limited to such employees at the request of the appointing authority.

SECTION 7.5 WAIVERS OF CERTIFICATION

To remain on an employment list, an eligible candidate who is certified to an appointing authority may waive consideration only twice for the same class by so notifying the Human Resources Director in writing.

SECTION 7.6 REPORT OF CERTIFICATION

A. Upon appointment of a candidate from a certification, or upon exhaustion of a certification without appointment, the appointing authority shall promptly return a copy of the certification to the Human Resources Director, indicating thereon the action taken with regard to each candidate certified. The Human Resources Director shall retain said copy for not less than three years after the date of certification.

B. The appointing authority or ~~his/her~~ their designated representative shall inform each reporting candidate, other than the appointee, that the candidate has not been selected.

END OF RULE 7

RULE 8
APPOINTMENTS

SECTION 8.1 APPOINTMENT AFTER CERTIFICATION

- A. Upon receipt of a certification of eligible candidates, the appointing authority shall discuss employment with each such candidate available on promotional, open, and freename lists. Upon receipt of a certification of transfer candidates, the appointing authority has discretion to discuss employment with any available candidate, unless otherwise required by County policy or periodic layoff mitigation plans when applicable. (revised 7/1/10)
- B. The appointing authority shall be provided with the applications of each candidate certified and with any additional examination records information, other than confidential records, relating to the certification as ~~he/she~~ may be requested. ~~He/she~~ The appointing authority may proceed with any job related inquiries ~~he/she~~ may they deem necessary to determine the suitability of such candidates.
- C. Upon determination of ~~his/her~~ their selection, the appointing authority shall notify each candidate selected. The appointing authority may arrange for a medical examination and shall designate the time for the candidate to begin work as an employee. Each candidate selected may undergo a medical examination on or before the date of appointment unless a later date is authorized by the Human Resources Director. (revised 7/1/10)

SECTION 8.2 PROVISIONAL APPOINTMENTS

- A. Whenever it is necessary to fill a vacancy in a position in a class for which fewer than three candidates are eligible for certification and available for employment, the appointing authority may, with the approval of the Human Resources Director, appoint to the position any person who has filed an application and who meets the minimum qualifications for the class.
- B. A provisional appointment shall be terminated within one month after the date of certification to the appointing authority of candidates who are available for employment.
- C. The Human Resources Department shall make every reasonable effort to so schedule examinations that provisional appointments do not exceed six months.
- D. A provisional employee is subject to dismissal at the discretion of the appointing authority.

SECTION 8.3 REFERRALS FOR APPOINTMENT

Whenever a provisional appointment is planned, the Human Resources Director shall, upon request from the appointing authority, refer to ~~him/her~~ the appointing authority the names and other available information about those persons who appear to meet the qualifications for the class and who have made known their interest in such employment.

SECTION 8.4 TEMPORARY PROMOTIONS

- A. When an incumbent of a position is on extended leave, or a position becomes vacant and it is necessary to fill said position, the appointing authority may request the Human Resources Director ~~to authorize him/her to make~~ a temporary promotion from a directly related, lower level job class. If the temporary promotion is due to a position vacancy and there is no compelling reason to delay permanently filling the said position such as imminent or current fiscal crisis, then the appointing authority shall submit a request for certification within a reasonable amount of time, e.g. within 30-60 days. In no way should the temporary promotion be intended to delay certification for said position in order to augment the probationary period for the classification pursuant to these Rules. (revised 7/1/10)
- B. The employee temporarily promoted shall meet the minimum qualifications for the higher-level job class as determined by the Human Resources Director.
- C. Candidates for temporary promotion should be selected whenever possible from certifiable candidates on an established employment list. The individual selected does not have future restoration rights to the higher level class as a result of the temporary promotion.

- D. When the incumbent of the higher level class returns to work or is replaced on a permanent basis by another individual from an employment list, the individual promoted on a temporary basis will be returned to ~~his/her~~their former job class.

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. Five types of extra-help situations are as follows: (revised 04/18/19)

- 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. Emergency extra-help employees may be appointed in local emergency situations as proclaimed by the County Administrator due to the existence, or threat of existence, of conditions of disaster or of extreme peril to the safety of persons or property, when it is necessary to prevent stoppage of public business, loss of life, or damage to persons or property, provide urgent aide to the public to restore order, provide food and/or shelter, protect public health, and/or recover from loss of 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. No person so appointed shall be employed longer than 224 days from the date the emergency has been ratified by the Sonoma County Board of Supervisors. If an emergency extra-help employee is required to work longer than 112 days because the assignment is still needed and related to the emergency, and the assignment's function would be disrupted by the appointment of a new employee, the appointing authority may request up to a 112 day extension subject to the approval of the County Administrator and Human Resources Director. The Human Resources Director shall submit a report to the Commission of any employee who has been approved to work longer than 112 days. (Rev. 12/4/17)
- 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. (revised 04/18/19)

SECTION 8.6 REPORTS OF APPOINTMENT

All appointments to employment with the County of Sonoma shall be promptly reported by the appointing authority to the Human Resources Director on standard forms prescribed by the Human Resources Director.

SECTION 8.7 TRANSFERS (formerly Rule 10.1)

- A. (1) An employee may be transferred to a position in the same class and within the same department at the discretion of the department head.
- (2) An employee may be transferred at any time to a position within the same department in a closely related class having a salary range within a maximum of plus or minus four percent of the employee's current salary range, and for which ~~he/she~~the employee possesses the minimum qualifications, with the written concurrence of the employee, the department head, and the Human Resources Director. ~~His/her~~The employee's permanent or probationary status shall be determined in accordance with Rule 9. (revised 5/7/98, 7/1/10)
- (3) An employee shall be transferred from one department to another department in the same class upon the transfer of the employee's allocated position to another department. Such a transfer shall not affect the employee's probationary or regular status. If an employee cannot be clearly identified as performing the specific duties of the transferred position, and there is no higher seniority volunteer, the employee to be transferred shall be the least senior employee in the affected class in the department.

- (4) An employee who is subject to layoff may be transferred to any class in which ~~they~~ the employee possesses the minimum qualifications in lieu of layoff within the same department. Such transfer must be offered in an official layoff notice. If the transfer is not to a closely related class, then the employee shall serve a probationary period in accordance with Rule 9.2. (added 7/1/10)
- B. An employee may, in writing, request of ~~his/her~~ their department head a transfer to a position in the same class or closely related class having a salary range within a maximum of plus or minus four percent of the employee's current salary range in a different department, to the Human Resources Director. If selected, the employee may be transferred two weeks after notice is given to the employee's present department head. With concurrence of the employee, both department head, and the Human Resources Director, an employee may be transferred at any time. (revised 5/7/98, 7/1/10)
- C. An employee may, in writing to the Human Resources Director, request a transfer to a position in the same class or to a closely related class having a salary range within a maximum of plus or minus four percent of the employee's current salary range for which ~~he or she~~ the employee meets the minimum qualifications. The request must have a completed performance evaluation at the time of the transfer request attached to the request. If the Human Resources Director approves, the employee's name will be placed on the transfer list for the job class for a period of six months and departments will be notified that the employee is available for transfer. (revised 5/7/98, 7/1/10)
- D. Employees requesting transfer to a closely related class will be notified of their disposition. Closely related classifications will be determined by the Human Resources Director based on the definition and principles of closely related by comparing the classification's definitions, characteristics, duties, knowledge, abilities and minimum qualifications as well as considering the salary range of the classifications. (added 7/1/10)
- E. Limited Appeal of Transfer
- (1) A regular employee who has served twelve (12) consecutive months in a "specialty assignment receiving premium pay" may appeal in writing, if grounds exist, a transfer out of such specialty assignment to their supervisor before the end of the Change of Work Schedule period provided in the labor contract or Salary Ordinance. The basis of the appeal shall be that the transfer was primarily for disciplinary reasons. The appointing authority may reassign an employee out of a "specialty assignment receiving premium pay" for up to 10 consecutive weeks for the purpose of training and/or evaluating the employee. No appeal right shall exist during such training and/or evaluation time period.
- (2) If the employee is dissatisfied with the supervisor's written decision, the employee shall have seven (7) County business days to appeal in writing the supervisor's decision to the department head.
- (3) If the employee disagrees with the department head's written decision, the employee shall have seven (7) County business days to appeal in writing the department head's decision to the Human Resources Director. The Director shall confer with the parties within twenty (20) County business days of receipt of the appeal. This meeting shall satisfy all Skelly requirements, if any are deemed to exist. The Director shall attempt to mediate the dispute between the parties. If no resolution occurs, the Director shall within fifteen (15) County business days of the conference, prepare a report summarizing the issues and recommending a solution in the matter to the parties.
- (4) If either party disagrees with the Director's proposed solution, ~~they~~ the party shall have seven (7) County business days to appeal the matter in writing to the Civil Service Commission. Based on the disputed and undisputed issues and facts identified by the Human Resources Director in the conference with the parties, the Commission shall hold an initial hearing on the appeal. The appeal will be denied summarily unless the employee first proves by a preponderance of the evidence that the transfer was primarily disciplinary in nature.
- (5) If the Commission determines initially that the transfer was primarily for disciplinary reasons, the Commission shall then decide at its next regular meeting, based on evidence already or subsequently given, if there was cause, as defined in the Rules, to transfer the employee. The burden of proof shall be on the appointing authority to prove by a preponderance of the evidence that such cause existed. In each instance, the party that has the burden of proof shall present ~~his/her~~ their case first, followed by rebuttal from the other party. The Commission may uphold, modify, or rescind the transfer based on its findings.

For purposes of this section, "specialty assignment receiving premium pay" shall be considered to include additional salary earned by working in a special job assignment or receiving shift differential premium pay.

The foregoing limited transfer appeal procedures 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. (revised 2/1/89, 3/7/90)

SECTION 8.8 DEMOTIONS (formerly Rule 10.2)

A. Voluntary Demotions

- (1) Any employee may be demoted voluntarily to a position in a closely related class with a lower salary range and for which ~~he/she~~the employee possesses the minimum qualifications, or in which ~~he/she~~the employee previously had permanent or probationary status. Such demotion requires the written request or concurrence of the employee to be demoted and the approval of each appointing authority concerned.
- (2) An employee who is subject to layoff may be voluntarily demoted to any class in which ~~they~~the employee possesses the minimum qualifications in lieu of layoff within the same department. Such demotion must be offered in an official layoff notice. If the demotion is not to a closely related class, then the employee shall serve a probationary period in accordance with Rule 9.2. (added 7/1/10)

B. Involuntary Demotions

- (1) A permanent employee may be demoted without ~~his/her~~their written request or concurrence, for any of the reasons and by the procedures provided by these rules for dismissal.
- (2) A probationary employee may be demoted, without ~~his/her~~their written request or concurrence, to a closely related class for which ~~he/she~~the employee meets the qualifications, upon written request by the appointing authority and approval by the Human Resources Director.
- (3) Upon demotion, an employee shall assume the same status as a permanent employee or as a probationary employee which ~~he/she~~the employee had prior to demotion. A probationary employee who is demoted shall be required to complete only the balance of the probationary period.

SECTION 8.9 RETURN TO CIVIL SERVICE STATUS

- A. Except as provided below, an employee with permanent civil service status in the classified service who is or has been appointed, without a break in service, as a regular employee in a position in the same department outside of the classified service, shall upon termination from ~~his/her~~the position in the unclassified service, and at ~~his/her~~the employee's request, be returned to ~~his/her~~their previous class in the classified service in the same department. For the purposes of this Rule, termination shall include a mutual decision by the employee and department head to demote/vacate the position. If such class is no longer existent, such employee shall return to the next lower class in the classified service where ~~he/she~~the employee held permanent status. Displacement shall be based on continuous County service in class, service credit shall be given for continuous time served in the unclassified service. At the time the employee is separated from the unclassified position, the appointing authority shall inform ~~him/her~~the employee in writing of such return rights. A request for return to the former classified class must be made in writing to the appointing authority within ten (10) regular County business days from the date that the employee received such written notice of the right to make such a request.

Notwithstanding any other provision of this rule, failure to file a request for return to the former classification within the specified time period shall constitute a nonappealable ground for denying return to the former classified class.

- B. The appointing authority may deny return to the former classified class on the same grounds and in the same manner that would permit the dismissal of the employee from such classified class. An employee whose request for return is denied for reasons other than untimeliness may appeal this denial by the appointing authority to the Civil Service Commission by filing an appeal in accordance with the same procedures and within the same time limits governing an appeal to the Civil Service Commission of a disciplinary action.
- C. The rules and procedures for conducting civil service disciplinary appeals for classified employees shall apply to appeals filed and heard pursuant to this subsection.
- D. For purposes of determining what, if any, compensation or other employment benefit shall be paid to such employee following ~~his/her~~their separation from the unclassified position, and during the pendency of ~~his/her~~the

employee's request for return or appeal of a denial of such request, the employee shall be treated as if returned to ~~he/she~~their ~~had been returned to his/her~~ former classified class.

- E. Nothing in this subsection prevents or may be construed to prevent the appointing authority from terminating an employee from the unclassified service at any time with or without notice or with or without cause. Termination of employment from an unclassified class shall not be appealable to the Civil Service Commission.
- F. Elected officials shall have only those return rights provided by State law. (Amendment 002, effective November 4, 1987.)

SECTION 8.10 RETURN FROM RECURRING DEFINED TERM POSITION

- A. Except as provided below, an employee with permanent civil service status in the classified service who has been appointed, without a break in service to a recurring defined term position, shall upon termination or upon the expiration of the recurring defined term position appointment shall, at his/herupon their request, be returned to his/hertheir previous class in the classified service in the same department. For the purposes of this Rule, termination shall include a mutual decision by the employee and department head to demote/vacate the position. If such class is no longer existent, such employee shall return to the next lower class in the classified service where ~~he/she~~the employee held permanent status. Displacement shall be based on continuous County service in class and service credit shall be given for continuous time served in the recurring defined term position. No later than at the time the recurring defined term position expires, the appointing authority shall inform the employee~~him/her~~ in writing of such return rights. A request for return to the former classified class must be made in writing to the appointing authority within ten (10) regular County business days from the date that the employee received such written notice of the right to make such a request.

Notwithstanding any other provision of this Rule, failure to file a request for return to the former classification within the specified time period shall constitute a nonappealable ground for denying return to the former classified class.

- B. The appointing authority may deny return to the former classified class on the same grounds and in the same manner that would permit the dismissal of the employee from such classified class. An employee whose request for return is denied for reasons other than untimeliness may appeal this denial by the appointing authority to the Civil Service Commission by filing an appeal in accordance with the same procedures and within the same time limits governing an appeal to the Civil Service Commission of a disciplinary action.
- C. The rules and procedures for conducting civil service disciplinary appeals for classified employees shall apply to appeals filed and heard pursuant to this subsection.
- D. For purposes of determining what, if any, compensation or other employment benefit shall be paid to such employee following his/hertheir expiration of a recurring defined term position appointment, and during the pendency of his/herthe employee's request for, or appeal of a denial of, such request, the employee shall be treated as if ~~he/she had been~~ returned to his/hertheir former classified class. *(New Rule added 7-7-05)*

END OF RULE 8

RULE 9
PROBATIONARY PERIOD

SECTION 9.1 PURPOSE OF PROBATIONARY PERIOD

The probationary period shall be used by the appointing authority to determine the employee's fitness for permanent status.

SECTION 9.2 STATUS OF EMPLOYEE

- A. Except as otherwise provided, a probationary period is required upon initial appointment to any class in the classified service.
- B. A probationary period shall not be required in the case where a permanent employee transfers to another position in the same class or to a closely related class within the same or different department. (revised 7/1/10)
- C. A probationary period shall not be required when an employee with permanent status voluntarily demotes to a class in the same class series or to a closely related class. (revised 7/1/10)

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 their discretion, waive part of the six month probation period in the higher class upon evidence of satisfactory performance in the higher class. (revised 04/18/19)
- 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. (revised 04/18/19)
- 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 the ~~xy~~ employee did not have a break in service in excess of six

months immediately preceding their permanent appointment. (added 04/18/19)

SECTION 9.4 INTERRUPTION OF PROBATIONARY PERIOD

- A. In the following instances, an employee shall resume the status ~~which they had~~held during their most recent employment in the same class. A permanent employee shall resume their permanent status. A probationary employee shall be required to complete only the balance of their probationary period:
- (1) when ~~they are~~ restored to a position in the same department in a class from which ~~they were~~the employee separated because of lay-off or displacement;
 - (2) when they return to work in a position following a suspension or leave of absence;
 - (3) when ~~they are~~ transferred in the same class within the same or different department. (revised 04/18/19)

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, ~~they~~that party 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. (revised 04/18/19)

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 ~~they were was~~still employed at the end of the shift which began on the last working day of the designated probationary period. (revised 04/18/19)
- D. If an appointing authority wishes to extend the probationary period of an employee, ~~they~~the appointing authority 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. (revised 04/18/19)

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 ~~they~~the employee had permanent or probationary status immediately prior to the position for which ~~they are~~the employee is serving the new probationary period and in which ~~they are~~the employee is being dismissed. (revised 7/1/10, 04/18/19)

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 ~~they~~ the employee had permanent or probationary status immediately prior to the position for which ~~they are~~ the employee is serving the new probationary period and in which ~~they are~~ the employee is being dismissed. (revised 7/1/10, 04/18/19)

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 ~~they~~ the employee 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, 04/18/19)

END OF RULE 9

RULE 10
SEPARATIONS AND SUSPENSIONS

SECTION 10.1 SEPARATIONS

An appointing authority may separate any employee in accordance with these rules. All separations shall be promptly reported to the Human Resources Director on the standard forms prescribed ~~by him/her~~.

SECTION 10.2 RESIGNATIONS

A. Resignation in Good Standing

In order to resign in good standing, an employee shall give written notice of ~~his/her~~their resignation to the appointing authority not less than two weeks prior thereto, unless the appointing authority consents to shorter notice. Such resignation shall be deemed accepted upon its submission. With the written approval of the appointing authority, a resignation may be rescinded at any time prior to the effective date of the resignation.

B. Automatic Resignation

An employee who is absent without approval or authorization for three (3) consecutive working days may be separated as an automatic resignation. Before an employee can be terminated under this automatic resignation rule the County must:

- Send written notice of the proposed automatic resignation and the facts upon which the automatic resignation is based to the employee's last known address.
- The written notice must also inform the employee ~~that he/she has~~of their right to present information and facts within 10 working days to an impartial decision maker if the employee challenges the accuracy of the underlying facts.

Automatic resignations are not eligible for post termination appeals before the Civil Service Commission unless the employee can demonstrate to the Commission by a preponderance of the evidence that there are material issues of fact in dispute regarding whether the employee's absence was pre-approved and/or justified.

SECTION 10.3 DISMISSALS

A. Dismissal of Permanent Employee

Any employee who has attained permanent status may be dismissed for reasonable cause including, but not limited to:

- (1) unauthorized absence;
- (2) conviction of a felony or of any criminal act involving moral turpitude;
- (3) conduct which brings discredit to the County;
- (4) disorderly conduct;
- (5) incapacity due to mental or physical disability to the extent permitted by law;
- (6) willful concealment or misrepresentation of material facts in applying for or securing employment;
- (7) incompetence or inefficiency;
- (8) willful disregard of a lawful order from a duly constituted authority;
- (9) willful disregard of a departmental policy and/or laws regarding the confidentiality of records;
- (10) using, being in possession of, or being under the influence of alcohol, narcotics, intoxicants, drugs, or hallucinatory agents while on County property or in vehicles during working hours or reporting to work under such conditions, or abuse of alcohol or drugs while in County uniform. Possession and proper use of drugs prescribed by a licensed physician and appropriate possession of unopened alcoholic beverages are not prohibited by this section.
- (11) neglect of duty;
- (12) negligence or willful damage to public property or waste or theft of public supplies or equipment;
- (13) willful violation of the Civil Service Ordinance or of these rules;

- (14) failure to meet reasonable work performance standards and requirements;
- (15) refusal to comply with a proper directive to undergo a medical examination as issued by an appointing authority;
- (16) hostile and discourteous treatment of the public or other employee;
- (17) falsification of any records, such as medical forms, time cards or employment applications, or making material dishonest work-related statements to other employees at work or committing perjury;
- (18) unauthorized use of County vehicles and equipment;
- (19) conviction of driving under the influence, reckless driving, or hit-and-run driving whether on or off the job, in a County vehicle;
- (20) unauthorized possession of weapons or explosives on County premises;
- (21) willful carelessness or violation of safety rules and regulations which jeopardize the safety of others and/or which could result in bodily injury to others or damage to County property;
- (22) sexual harassment of or unlawful discrimination against another employee or applicant for employment.

B. Dismissal of Probationary Employee

- (1) A probationary employee may be dismissed at any time during the probationary period without right of appeal or hearing. Nothing in this subsection is intended to affect the right of a probationary employee to file a complaint alleging unlawful employment discrimination pursuant to Board of Supervisors Resolution #87-1039 dated June 9, 1987.
- (2)
 - (a) An employee who is dismissed (released from probation) during a probationary period shall be restored to any class from which ~~he/she~~the employee had permanent or probationary status immediately prior to the dismissal. (revised 7/1/10)
 - (b) Should such restoration necessitate the displacement or separation of another employee, the displaced employee shall have displacement rights in accordance with Rule 11. (revised 7/1/10)
 - (c) Should such restoration necessitate the displacement or separation of another employee in a department in which there is more than one employee in the class in which the separation is necessitated, the employee to be separated shall be determined in accordance with the order of layoff.
 - (d) In the event the restoration necessitates separation of another employee, the County will make an effort to facilitate a transfer or voluntary demotion for the displaced employee to a job class for which ~~he/she~~the employee meets the minimum qualifications. (revised 7/1/10)
 - (e) An employee who is separated during ~~his/her~~their probationary period but who also previously attained permanent status in the Classified Civil Service without an intervening break in continuous employment with the County may only be dismissed for cause.

C. Dismissal of Unclassified Employee

An unclassified employee may be dismissed at any time without right of appeal or hearing except as may otherwise be provided by law, ordinance, or rule.

SECTION 10.4 SUSPENSIONS/DEMOTIONS/REDUCTIONS IN PAY

Any employee may be suspended without pay, reduced in pay and/or demoted for any of the reasons provided by these rules for dismissal. No suspension shall exceed two hundred and forty consecutive working hours. A reduction in pay is defined as a reduction in the hourly pay rate for hours worked which is no more than five (5) percent of the employee's salary step prior to the reduction and shall not exceed 1040 hours in duration. (revised 10/18/95)

SECTION 10.5 PROCEDURES FOR DISMISSAL, REDUCTION IN SALARY STEP, SUSPENSION OR INVOLUNTARY DEMOTION OF OFFICERS OR EMPLOYEES WHO HAVE PERMANENT STATUS

- A. A department head who proposes to dismiss, suspend, or involuntarily demote an officer or employee who has permanent status in the classified Civil Service shall, prior to taking such action, serve notice of the proposed action on the affected person. The notice shall be in writing and shall include the reasons underlying the proposed action, a copy of the charges and materials upon which the proposed action is based, and notification that the employee has the right to respond, either orally or in writing, to the department head. The officer or employee shall be given an opportunity to respond to the department head before the disciplinary action is

taken. The officer or employee may affirmatively waive the right to respond. Responses, if made, may be oral or in writing and shall be communicated to the department head at a reasonable time and place designated by the department head. The department head shall give the officer or employee at least three working days following the day of service of the Notice of Intended Action in which to prepare and communicate a response. If it is unreasonable to prepare and communicate a response within such three day period, then the department head shall grant such additional time as may be reasonable. The right to respond will be deemed waived unless the response is prepared and communicated within the time set by the department head.

The department head may place the affected officer or employee on leave of absence with pay during the response period. The department head shall consider the response, if any, of the officer or employee in determining the propriety and nature of disciplinary action.

- B. Any officer or employee of the Classified Civil Service may be dismissed, reduced in compensation, suspended, or demoted for cause as provided in Section 10.3 of the Civil Service Ordinance. (revised 6/1/00)
- (1) The order of the appointing authority shall be in writing, and shall simply identify the name of the employee, the nature of the disciplinary action taken and the effective date of such action. A statement specifically explaining the reasons for the action shall be attached as a separate document to the order and shall be incorporated by reference into the order.
 - (2) The order, without the statement of reasons attached thereto, shall be filed with the Clerk of the Board of Supervisors with a copy to the Human Resources Director and a copy thereof together with a statement of reasons required in subsection B (1), shall be personally served on the employee, or mailed to ~~him/her~~the employee, postage prepaid by registered or certified mail at ~~his/her~~the employee's address as shown in the County personnel records. The order shall advise the employee of ~~his/her~~their appeal rights as set forth in subsection (5). An Affidavit of service of the order in statement of reasons on the employee shall be filed with the Clerk of the Board of Supervisors within five (5) days of service.
 - (3) The order shall be effective upon filing of the order with the Board of Supervisors unless a later date is set forth in the order.
 - (4) The employee may file a reply in writing with the Clerk of the Board of Supervisors with a copy to the Human Resources Director within ten (10) regular County business days after the date of filing the order of the appointing authority.
 - (5) The employee may appeal to the Civil Service Commission from the order of the appointing authority by filing a written notice of appeal with the Clerk of the Board of Supervisors with a copy to the Human Resources Director. This notice must be filed within five (5) regular County business days of the receipt after the presentation of the order by the employee if personally served, or within seven (7) regular County business days of the date of the order.
 - (6) The Clerk of the Board of Supervisors shall forthwith transmit the order and appeal to the Civil Service Commission for hearing.
 - (7) In the case of an employee resignation where the employee asserts that the resignation was coerced or secured on any basis other than a voluntary decision on the employee's part to separate from County service, the employee may appeal the resignation to the Civil Service Commission. Appeals under this subdivision must be made by filing a written notice of appeal with the Clerk of the Board of Supervisors within seven (7) regular County business days from the date upon which the appointing authority informs the employee that the resignation is accepted. Rule 10.5.B(7) is not applicable to automatic resignations (see Section 10.2.B).

C. Appeal to Commission

- (1) Within twenty (20) regular County business days after the filing of the appeal, Human Resources Director shall begin the Civil Service Commission hearing process on the order and appeal by holding a prehearing conference. Within twenty (20) regular County business days thereafter, the matter shall be brought before the Civil Service Commission. If no settlement has occurred, the Civil Service Commission shall schedule a date for a full evidentiary hearing on the order and appeal therefrom or shall refer the matter to a hearing officer. The appellant has the right to an open or closed hearing. (revised 6/1/00)
- (2) Prehearing Conferences
 - (a) Each party appearing in any case shall attend the prehearing conference with their respective counsel, if any, and shall have a thorough knowledge of the case, be prepared to discuss it to make

- stipulations or admissions where appropriate, and attempt to resolve the appeal if possible.
- (b) The parties, or their respective representatives, are encouraged to confer in person or by correspondence before the date assigned for the prehearing conference to reach agreement upon as many matters as possible.
 - (c) At the prehearing conference, each party shall attempt to identify to the other and to the Secretary of the Commission the documents which the parties will seek to introduce at the time of the hearing, as well as a tentative witness list. (revised 6/1/00)
 - (d) At the time of the conference, the parties will try to simplify the actual and legal issues involved in the appeal. The parties shall also use their best efforts to stipulate to admissions of fact, and of documents, as will avoid unnecessary proof. At the time of the conference, the parties shall also be prepared to give their best estimation of the time necessary for the hearing of the appeal.
 - (e) The failure of any person to prepare reasonably for, appear at, or participate in good faith in a prehearing conference as required by these rules, unless good cause is shown for that failure, is in interference with the proceedings of the Commission. Upon such failure, the Commission may order an appropriate change in the calendar status of the action.
- (3) At the first session of the Civil Service Commission on the hearing of the appeal, the counsel for the appointing authority and the employee, or his/her the employee's designated representative, shall give their respective time estimates to the Commission. Such time estimates shall set forth the estimated amount of time it will take to conduct a full evidentiary hearing on the appeal. If the time estimate exceeds two and one-half (2½) regular County business days for an appeal stemming from a suspension or reduction in rank, the Commission may, in its discretion, refer the appeal to a hearing officer. If the Commission recommends referral to a hearing officer, it shall notify the Board of Supervisors, and continue the hearing until a later date to ascertain whether the Board of Supervisors will approve the referral. If the Board of Supervisors approves the referral to a hearing officer, the Commission shall further continue the hearing on the calendar to permit setting the hearing before a hearing officer.

Hearings conducted before a hearing officer pursuant to this subsection shall be conducted in accordance with those procedures set forth in subsection H of this rule with the following exception:

The hearing shall be reported by a certified court reporter who shall prepare a transcript of the proceedings. The transcript of the proceedings, together with the proposed decision and findings of the hearing officer, shall be transmitted to the Commission. The Commission shall independently review both the transcript and the proposed findings and decision. After a review of the transcript, findings, and proposed decision, the Commission may adopt the proposed decision and findings in their entirety, reject the proposed decision and findings or reduce the proposed penalty and adopt the balance of the proposed decision and findings. The decision of the Commission shall be final.

The procedures set forth in subsection I of this rule shall not be applicable to hearings referred pursuant to this subsection.

- (4) Regardless of the estimated length of the hearing, the employee may request that the appeal be heard by a hearing officer, or the appointing authority may make such a request, and if consented to by the employee, the Commission shall determine whether to recommend referral of the appeal to a hearing officer. If the Commission recommends referral to a hearing officer, it shall notify the Board of Supervisors, and continue the hearing until a later date to ascertain the decision of the Board of Supervisors. If the Board of Supervisors approves the referral to a hearing officer, the Commission shall further continue the hearing on its calendar to permit setting the hearing before a hearing officer. The procedure to be used in connection with such hearing is set forth in subsection H of this rule.
- (5) If the Commission determines not to refer the hearing to a hearing officer, or if the Board of Supervisors does not approve a request, then the Commission shall hear the appeal pursuant to the rules hereinafter set forth.

D. Amendments

The appointing authority may, with the permission of the Commission, amend the order of dismissal, suspension, or reduction. The amendments shall relate to matters occurring prior to the effective date of the order of dismissal, suspension, or reduction. The employee may be granted a reasonable continuance to prepare a defense to any new matter contained in such amendment. Any amendment by the appointing authority is deemed denied by the employee.

E. Motions and Exchange of Evidence

(1) Motions

Motions by either party shall be in writing and if based on factual matters, shall be supported by a declaration under penalty of perjury, and a proof of service.

Motions shall be served on the opposing side and filed with the Secretary of the Commission and its counsel no later than ten (10) County business days prior to the date of hearing of the motion. Motions shall be heard at regularly scheduled Commission meetings. Failure to reply within the time requirements set forth in this subsection shall be grounds for the denial of the motion.

(2) Exchange of Evidence

No later than twenty (20) County business days prior to the date of hearing or such other time as designated by the Commission, each party shall submit to the other party and to the Secretary of the Commission and its counsel, a list of witnesses it intends to call at the hearing, a narrative description of the testimony of each witness, and a list of documents the party intends to introduce into evidence at the hearing. Failure to comply with this subsection may be grounds for the exclusion of the narrative or documentary evidence not included in the lists set forth herein.

(3) Motion for Additional Information or Discovery

Further requests for information or discovery shall be made by motion with reasonable cause shown.

F. Subpoenas

The Commission may issue subpoenas for the attendance of witnesses at hearings or depositions. Any party requesting subpoenas must submit to the Commission the name of the witness and the title of the proceeding and time for appearance of the witness. Upon the request of a party, the Secretary, the Assistant Secretary, or the Chairperson of the Commission may issue a subpoena in the name of the Commission. When an appeal has been referred to a hearing officer, the hearing officer may issue subpoenas in the name of the Commission for the attendance of witnesses before the hearing officer. The party requesting the subpoena has the responsibility to serve the subpoena on the witness. (revised 12/3/09)

G. Continuances

The Commission may grant first requests for continuances of scheduled hearings when reasonable. A second continuance request must be in writing and show good cause why the matter could not be resolved before the hearing. Continuance requests must be received by the Human Resources Director at least five (5) County business days preceding the hearing, except in an emergency. Any cancellation costs of meeting rooms, hearing officer or court reporter due to inadequate notice may, at the order of the Commission, be borne by the party requesting the continuance. (1/20/00)

H. Settlements and Cancellations

When the parties to an appeal settle the matter in advance of the hearing, ~~they~~ the parties shall give the Civil Service Commission at least five (5) County business days advance notice. If the settlement occurs with less than five (5) business days notice, the parties shall be required to be present at the hearing as scheduled to confirm the appeal has been settled. (1/20/00)

I. Hearings Before the Commission

(1) Quorum

When an appeal is heard by the Commission rather than a hearing officer, a majority of the Commission shall constitute a quorum. If a Commissioner is absent from a hearing, ~~he/she~~ the Commissioner shall no longer participate in the proceedings unless both parties agree that the Commissioner ~~he/herself~~ may familiarize ~~himself~~ themselves with the proceedings held during ~~his/her~~ their absence and continue to participate. If the disqualification of a Commissioner reduces the Commission to less than a quorum, and the parties do not agree that the absent Commissioner may continue as provided above, the hearing shall be terminated, and a new hearing commenced as soon as a quorum of the Commission can be assembled or the appeal may be referred to a hearing officer. (revised 1/20/00)

(2) Procedure

The appointing authority shall have the burden of proving the charges by a preponderance of the evidence. A preponderance of the evidence means as follows:

By a preponderance of the evidence is meant such evidence as, when weighed with that opposed to it, has more convincing force and the greater probability of truth. In the event that the evidence is evenly balanced so that it is not possible to say that the evidence on either side of an issue preponderates, then the findings upon that issue must be against the party who had the burden of proving it.

In determining whether an issue has been proved by a preponderance of the evidence, all of the evidence bearing upon that issue shall be considered regardless of who produced it.

The appointing authority shall open the case and present ~~his/her~~their evidence. The employee shall then present ~~his/her~~their defense. Thereafter, each side may present rebuttal evidence. Each side may present an opening argument. The employer may present a closing argument and the employee may make a responsive closing argument. The employer may then make a rebuttal closing argument.

All rulings on motion, objections to evidence and rulings on interlocutory questions, shall be made by the Chairperson, subject to objection by any member of the Commission. If objections are raised, the questions shall be discussed by the Commission and the ruling of the Chairperson voted on by the Commission. The vote shall either uphold or overrule the Chairperson.

The Chairperson shall have authority to maintain order during the proceedings of the Commission, and for that purpose to order persons to conform to rules of the Commission and to order persons to leave who in the judgment of the Chairperson are disrupting the hearing.

(3) Evidence; Examination of Witness

The hearing need not be conducted according to technical rules relating to evidence and witnesses. The rules of evidence and the manner of producing evidence shall be those rules set forth in 513 of the Government Code for the conduct of hearings under the Administrative Procedure Act.

(4) Counsel

The appointing authority and the employee may be represented by counsel, who need not be an attorney at law.

(5) Reporter

The proceedings of the Commission need not be reported by a court reporter. A tape recording machine may be used. Either party, to an appeal hearing, may have a court reporter present to report the proceedings. The cost of the reporter and responsibility for securing a reporter shall be the responsibility of the party desiring the reporter unless the parties mutually agree otherwise. When the parties agree that the reporter is making the official record, the proceedings need not be tape recorded.

(6) Decision

At the conclusion of the introduction of evidence and argument of counsel, the hearing shall be submitted for decision. The Commission shall retire to deliberate in private without the presence of any persons except the Commission. However, outside counsel and the Commission Secretary may be consulted as required. (revised 1/20/00)

In determining whether the charges have been proved, the Commission must find each separate charge or specification to be sustained by the preponderance of the evidence. Any charge or specification not so sustained shall be rejected by the Commission.

In determining whether the action of the appointing authority should be sustained, modified, or revoked, the Commission shall consider only those charges and specifications which it finds proved as above.

A majority vote of the Commissioners present is required to make a finding or decision. After reaching a decision, the Commission shall reduce its findings or decision to writing with the assistance of its counsel. The Commission shall thereafter, reconvene in open session and announce its decision. At that time, the Commission shall also notify the parties of the time limitations set forth in Rule 15 governing judicial review of the decision. (revised 1/20/00, 10/21/10)

The findings and decision of the Commission shall be certified to the appointing authority and enforced by ~~him/her~~the appointing authority.

All decisions by the Commission shall be final and reviewable immediately upon adoption or rendering thereof.

J. Hearings Before a Hearing Officer

(1) Pre-trial Procedure

If the appeal hearing is referred to a hearing officer, the Commission shall continue the matter on the calendar of the Commission from time to time until a date for a hearing before a hearing officer can be set. The Secretary of the Commission shall arrange for a hearing at the earliest date, consulting with the parties, and the office of the hearing officer. As soon as a date for a hearing has been secured by the Secretary, ~~he/she~~ the Secretary shall notify the Commission. The Commission at its earliest opportunity shall, in open session with all parties present, refer the hearing to the hearing officer at the time and date arranged. The parties may agree by written stipulation to waive any of the foregoing formalities.

If the parties can stipulate to the selection of a hearing officer, then that individual shall serve as the hearing officer. If a stipulation cannot be reached, then the Commission shall designate a hearing officer.

(2) Hearing Procedure

The hearing shall be conducted in the manner of hearings conducted under the Administrative Procedure Act.

The hearing officer shall have the right to rule on all interlocutory questions of law arising during the hearing, and may continue the hearing from time-to-time until the hearing is completed.

K. Action by Commission After Decision by Hearing Officer

The Commission shall meet in open session to receive or act on the proposed decision of the hearing officer. The Commission may proceed as follows:

If a contended case is heard by a hearing officer, the hearing officer ~~he/she~~ shall prepare a proposed decision in such form that it may be adopted as the decision in the case. A copy of the proposed decision shall be filed with the Commission and a copy of the proposed decision shall be served by the Commission on each party in the case and ~~his/her~~ each party's representative. The decision shall be accompanied by findings of facts.

The Commission may adopt the proposed decision in its entirety, reject the proposed decision, or may reduce the proposed penalty and adopt the balance of the proposed decision. The decision of the Commission shall be final.

L. Time Requirements

Upon good cause shown, the Commission may extend, shorten or forgive a violation of any time limit set forth in this Rule 10.5. In making a determination of good cause, the Commission shall consider whether the employee is represented by an attorney or whether the employee's representative is experienced with proceedings before the Commission. The Secretary of the Commission shall give a copy of this Rule 10.5 to the employee's representative at the time the appeal appears on the calendar for setting.

M. Except as is expressly provided in this Rule 10.5, the Commission shall not be required to conduct a full blown evidentiary hearing on any alleged violation of the Commission's Rules.

END OF RULE 10

RULE 11
LAYOFFS

SECTION 11.1 ORDER OF LAYOFF

- A. Employees shall be subject to layoff whenever their positions are abolished or whenever necessary because of lack of work or lack of funds.

Layoff procedures shall be applied on a departmental basis. Where appropriate, after meeting and conferring with the recognized employee organization which represents the affected employees, the Human Resources Director may authorize that layoff procedures be restricted to employees of one or more divisions or smaller units of a department.

- B. Whenever it is necessary to layoff one or more employees in a department, division or unit in which there is more than one employee in the class in which the layoff is necessary, employees in the affected class shall be laid off in the following order:
- (1) Extra help employees as defined in Rule 1, and provisional employees.
 - (2) Probationary employees.
 - (3) Full-time and part-time employees with permanent status in the class. (revised 11/1/12)
- C. Continuous County service in the class in which the layoff occurs (the affected class) or in any other class having at the date layoff notice is served the same or higher salary allocation shall be counted as service in the affected class.
- D. Employees with less total continuous County service in the affected class shall be laid off before those with greater total continuous County service in the affected class. Continuous part-time service shall be calculated based on the position's allocation in its relationship to full-time work and also be prorated on an hour-for-hour basis for all hours worked in excess of the position's allocation. Time spent on a leave of absence, paid or unpaid, is considered service for seniority accrual purposes according to their position allocation. Time served in a temporary promotion in which the employee is appointed to the position without a break in service between the temporary promotion and the permanent appointment shall be counted as time served in the classification. (revised 11/1/12)
- E. If employees have the same total continuous County service in the affected class, then the criteria to break the tie shall first be total continuous County service irrespective of class, second, prior total County service, and third, chance (e.g. lottery). When departments are hiring multiple employee's into the same job class in which the newly hired employees do not have prior continuous or prior County service, and if a future layoff would then require a "chance" process to determine the affected employees, then departments shall conduct the chance process to determine the affected employee(s) within the first 30 days of appointment to determine and document the affected employees in the event of future layoffs. (revised 11/1/12)
- F. Social Service Workers III and Social Service Practitioners who have become Social Service Workers IV shall carry into that new classification, the seniority which they had in their former classification.
- G. A full-time or part-time employee appointed to a class with a Project or Limited Term designation by job classification (ex: Programmer Analyst - Project) may be exempted by the Human Resources Director from the order of layoff of the affected project or limited term class based on a continuing need for a specialized technical skill/skill mix combination. Such skill/skill mix shall have been determined by a written plan (project or recruitment/certification) prior to filling the position as an essential function inherent to the overall purpose of the job. The incumbent(s) must have been appointed based on the required specialized technical skill/skill mix. revised 3/5/97)
- J. After September 1, 1998, no extra help hours will be counted toward seniority for layoff, displacement or restoration. After September 1, 2002, no extra help hours, regardless of when accumulated, will be thereafter counted toward seniority for layoff, displacement, or restoration. (revised 11/19/98)

- I. Employees placed (pursuant to Rule 3.3C) into the equivalent level (e.g. entry, journey, supervisory) of a newly established class or class series shall carry into the new classification, the seniority ~~which they~~ acquired in the classification held immediately prior to reclassification. If employees reclassified under rule 3.3C on the same date and to the same classification have the same accrued hours in the class held immediately prior to reclassification, seniority shall be determined pursuant to Rule 11.1E. (revised 8/21/03, 7/1/10, 5/4/17)

SECTION 11.2 ALTERNATE CLASSES

For purposes of layoff and/or displacement, alternate classes shall be treated as one class such that continuous County service in one alternate class shall be considered as service in each of the other alternate classes in the same class series and shall be counted cumulatively.

SECTION 11.3 DISPLACEMENT

- A. An employee who is laid off and who has greater total continuous County service than another employee in the same department in another class with the same or lower salary allocation in which class the employee previously had permanent or probationary or part-time status and for which the employee is qualified for certification, transfer or voluntary demotion, may elect to displace the junior employee with the lesser total continuous County service. An employee who is displaced shall be laid off and replaced by the employee who displaces ~~him/her~~them.
- B. An employee who is displaced because of layoff may in the same manner displace an employee who is junior to ~~him/her~~them.
- C. Should an employee have the right to displace in more than one class, the employee shall first displace in the class with the highest allocated salary.
- D. An employee who was transferred with a position reallocated from one department to another department may, upon layoff from the second department and if eligible under the conditions stated in subparagraph A. above, exercise displacement rights in the first department.
- E. A permanent full-time or part-time employee who is laid off and who has greater total continuous County service than another employee in the same department in the same job class with a project designation (ex: Programmer Analyst, Programmer Analyst - Project), may elect to displace the junior employee in the project designated class. Should the junior employee in the class possess a required specialized technical skill/skill mix not possessed by the laid off employee, the next most junior employee in the project class shall be displaced. (revised 3/5/97)
- F. Employees placed (pursuant to Rule 3.3C) into a newly established class series shall have displacement rights within the newly established series to the levels (e.g., entry, journey, supervisory) equivalent to those held in the former series. If an employee is reclassified under Rule 3.3C has displacement rights to both the newly established class series and the former class series, the priority for displacement shall be within the new class series in accordance with Rule 11.3A, B, and C, (added 05/04/2017)
- G. Employees retained into a class (pursuant to Rule 3.3B-C) in which the class or class series was retitled, shall have displacement rights to the retitled class or the equivalent level in the class series. (Added 07/01/10)
- H. If an employee held a classification that was reclassified after ~~leaving~~he/she left that classification, the employee will have displacement rights to the newly titled class (or the equivalent level in the class series), provided the following criteria is met:
 1. the employee held permanent or probationary status in the class that was subsequently retitled/reclassified; and
 2. the newly titled class or class series' purpose, scope, complexity, duties, and knowledge and abilities did not significantly change (as identified in the classification study and recommendations and determined by the HR Director); and
 3. the salary range for the newly retitled class or class series did not change; and
 4. the employee held the former class up to five years prior to the date of the reclassification; or

5. the employee currently holds a position that is either a higher level in the new class series or is a logical career progression within the department's organizational structure. (added 7/1/10)

SECTION 11.4 RESTORATION

- A. Each person who has been laid off or displaced from, or who has in lieu of layoff been demoted or transferred voluntarily from a position which the employee had permanent or probationary status is eligible for restoration and shall be placed on a restoration "list" for the position and department for two years after the effective date. (revised 11/1/12)

An individual, who has restoration rights in more than one class because of layoff or displacement, shall have restoration rights in each of the classes from which the employee was laid off or displaced.

Employees laid-off from a project or limited term position have restoration rights for the specific project for which ~~they~~ the employees were hired. Restoration rights shall not exceed the duration of the project or 24 months immediately following layoff, whichever is lessor. (revised 3/5/97)

Employees laid-off from a recurring defined term position shall have restoration rights for the duration of the specific term to which ~~they~~ the employees were appointed, as set forth within their job specifications. Restoration rights shall not exceed the duration of the specific term as set forth within the job specifications. (revised 7/7/05)

- B. Whenever more than one person has been laid off and/or displaced in the same class in the same department, the order of restoration shall be in the reverse of the order of layoff.
- C. If an employee on the restoration list accepts a position in a job class with a probationary period and is subsequently released from probation, and the return to the ~~their~~ former position creates a layoff, causing the employee to be laid off as the individual with the least seniority in the affected class, the employee's effective date on the restoration list will be based on their most recent layoff date, but ~~they~~ the employee shall maintain their original order of placement on the restoration list in relation to any employees with the same original layoff date. (added 11/15/18)
- D. If an employee was laid off or displaced from, or who has in lieu of layoff been demoted or transferred voluntarily from a position who had prior permanent or probationary status, but was not able to elect displacement, the employee shall be placed on the restoration list for the "skipped" job class(es) for two years after the layoff effective date. The employee shall be placed on the restoration list(s) behind any employees who have been placed on the restoration list as stated in 11.4 B. (added 11/1/12)
- E. If the County determines to fill, within two years, a vacant position in a job classification and department from which an employee was laid off or displaced, the County shall offer restoration to the individual who is in the highest position on the restoration list for the respective job classification and department. The County shall make a reasonable attempt to notify an individual who is eligible for restoration including in writing by certified mail, return receipt requested. If an employee cannot be reached within 20 calendar days from the date of mailing of notice of offer of restoration, the right to restoration shall be forfeited. Should an employee not accept restoration within 5 regular County business days after the receipt of the offer or should the employee decline to begin work within 15 regular County business days after the receipt of the offer, the employee shall be declared unavailable and shall forfeit right to restoration unless further offer of restoration is granted by the Civil Service Commission. (revised 7/1/10, 11/1/12)
- F. An employee eligible for restoration has the right to waive a restoration offer to a vacant position in the classification out of which the employee was laid off or displaced under the circumstances described in (1), (2), and (3) below.
- (1) An employee is removed under this Rule 11, Section 11.1 from a part-time position. A full-time position in the classification becomes vacant and available for restoration. The County offers restoration to the employee. The employee may waive the restoration offer.
 - (2) An employee is removed under this Rule 11, Section 11.1 from a full-time position. A part-time position in

the classification becomes vacant and available for restoration. The County offers restoration to the employee. The employee may waive the restoration offer. If the employee, under either (1) or (2), above, waives the restoration offer, the County may fill the position. The employee who waives the restoration offer will remain on the restoration list for that classification for the balance of the two years restoration eligibility. The employee must exercise this waiver right under this subsection B.(2) within the same 5 regular County business days standard in subsection B.(1) above. The employee's waiver must be in writing in order to be valid.

- (3) Two employees previously "job shared" a position and were both removed under this Rule 11, Section 11.1. If a vacant position in that classification becomes available for restoration and the County desires to restore that position, it shall either:
 - (a) make a restoration offer based on the same job sharing allocation to both of the two employees who occupied it, or
 - (b) determine that the position needs to be filled on a full-time basis and make a restoration offer to the most senior of the two eligible employees. Each of those employees may exercise the restoration waiver option in B.(1) above.
- G. If an employee has restoration rights in more than one class, refusal to accept restoration in one class does not eliminate the right to restoration in the other class or classes.
- H. Whenever a person is unavailable for restoration in the same class in the same department, the next senior person who is eligible for restoration shall be offered restoration in the same manner and under the same conditions. Should there be no person eligible and available for restoration, the position shall be filled by the County.
- I. A person who has forfeited for restoration may, within 10 regular County business days after forfeiture, request in writing to the Civil Service Commission that the employee be considered for further offer of restoration, should such occur within one year after layoff or displacement. The employee's request shall contain a full explanation of the reason for the employee's unavailability. Within 30 calendar days after the request is filed, the Commission shall either grant or deny the offer for restoration. The Commission may specify conditions under which further offer of restoration may be granted.

SECTION 11.5 APPEALS

- A. The Civil Service Commission shall act as a separate and final hearing body for layoff appeals for all employees who have appeal rights.

Within the provisions of Rule 11, Section 11.1, Layoff, part-time and full-time employees have right of appeal to the Civil Service Commission; temporary and provisional employees affected by layoff or actually laid off do not have a right of appeal for any action taken under these layoff rules.
- B. Implementation of a layoff decision may be appealed by an employee laid off; however, the decision to layoff may not be appealed.
- C. Any formal written notice to a part-time or full-time employee stating that the employee is subject to layoff or layoff resulting from displacement may be appealed as follows:
 - (1) Within ten (10) regular County business days from the date of the receipt of the notice, an employee may, within the provision of Section 11.5 B, appeal in writing, the action to the Human Resources Director.
 - (2) Within seven (7) regular County business days after receiving the appeal, the Human Resources Director shall give a written decision to the employee.
 - (3) If the employee is not satisfied with the decision in C.(2) above, the employee may, within seven (7) regular County business days after receiving the decision, appeal the decision in writing to the Civil Service Commission.
 - (4) The Civil Service Commission shall review an appeal resulting from C.(3) above at its next scheduled meeting.

This review and appeal procedure which applies to layoff and displacement action in no way supersedes restoration appeal procedures set forth under Section Rule 11.4 E.

SECTION 11.6 COMPETING IN EXAMINATIONS/EMPLOYMENT SELECTION PROCESS AFTER LAYOFF

Employees who are separated from County service due to layoff and who have applied to County positions on or before to the layoff effective date may continue to compete in the examination/selection process, be placed on the employment list(s) if successful in the examination process, and continue to be certified, provided the employment list is either active or reinstated pursuant to Rule 6.10. County service points will still be applied to final examination scores pursuant to Rule 6.4 A (3) regardless of the employee no longer holding an allocated position. Employees who have been separated from layoff do not qualify to compete in promotional examinations but may have opportunities to be re-employed pursuant to Rules 6.8 and 11.4. (Added 7/1/10)

END OF RULE 11

RULE 12
LEAVES OF ABSENCE

SECTION 12.1 LEAVE WITHOUT PAY

A. General Provisions

- (1) Department heads may grant leaves without pay, for periods not to exceed six months, at the request of the employee concerned, to employees of their departments because of illness, disability, pregnancy, child rearing, or for educational purposes; or for any other reasons the appointing authority deems as appropriate.
- (2) Requests for leaves without pay for periods in excess of six months shall be submitted by the department head, together with a written recommendation, to the Human Resources Director for approval or disapproval.
- (3) An employee with permanent civil service status may appeal the denial by his/her/their department head or the Human Resources Director of his/her/their request for leave without pay. Such appeal shall be made in writing and submitted to the Civil Service Commission within five regular County business days after the employee is notified of the denial, and shall specify the reason for the leave. Any appeal of a denial of leave without pay for medical reasons shall be accompanied by a statement signed by competent medical authority, setting forth the employee's ability to perform the duties of his/her/their position and a prognosis of his/her/their ability at the termination of the requested leave.

B. Leave Without Pay for Job-Incurred Disability

Requests for leave without pay for disabilities which are found by the State Worker's Compensation Appeal Board or the Industrial Accident Commission to be incurred as a result of Sonoma County employment shall be approved by department heads and the County Human Resources Director for the period following expiration of paid sick leave and vacation until discontinuation of disability compensation payments.

C. Leave Without Pay for Military Service

Requests for leaves without pay for military service shall be approved by the appointing authority.

D. Leave for Candidates for Public Office

Any appointive County officer or employee, who becomes a bona fide candidate for elective public office, may take and be granted leave of absence without pay during all or any portion of the period of his/her/their candidacy by delivering to his/her/their department head and to the Civil Service Commission at least ten (10) regular County business days' written notice of intention so to do, specifying the dates upon which such leave shall begin and end. Such officer or employee may, by further ten (10) regular County business days' written notice delivered to his/her/their department head and to the Civil Service Commission, change the date upon which such leave shall end. Such leave shall not extend beyond the period of time during which such officer or employee is a bona fide candidate for elective public office.

SECTION 12.2 LEAVE WITH PAY

- A. An appointing authority may, with approval of the Human Resources Director, authorize up to ten (10) working days leave with pay to an employee when such appointing authority has reason to believe that the safety of the workplace requires such ordered leave.
- B. An appointing authority may, with approval of the Human Resources Director, authorize up to twenty-five (25) working days leave with pay to an employee when such appointing authority has reason to believe that the employee's physical or emotional health requires professional medical or psychological evaluation to determine the employee's fitness to continue his/her/their assigned duties.

SECTION 12.3 RETURN TO WORK AFTER ILLNESS OR DISABILITY

When an employee is absent due to illness or disability, the appointing authority may require that the employee pass a medical examination by a County Physician prior to his/her/their return to work. Failure to pass such examination shall result, after expiration of the employee's accumulated sick leave, in further leave with pay; leave without pay; and/or separation of the employee, as may be authorized in accordance with these rules.

END OF RULE 12

RULE 13
NEPOTISM

SECTION 13.1 INITIAL EMPLOYMENT

The Human Resources Director must be notified and approve employment of individuals who will directly or indirectly supervise or be directly or indirectly supervised by ~~his/her~~a husband, wife, parent, step-parent, brother, sister, child, stepchild, grandchild, grandparent, mother-in-law, father-in-law, daughter-in-law, son-in-law, or any person with whom ~~he/she has~~there is a relationship in loco parentis.

SECTION 13.2 PROMOTION AND TRANSFER

The Human Resources Director must be notified and approve of promotions and transfers of individuals who then will directly or indirectly supervise or be directly or indirectly supervised by ~~his/her~~a husband, wife, parent, step-parent, brother, sister, child, stepchild, grandchild, grandparent, mother-in-law, father-in-law, daughter-in-law, son-in-law, or any person with whom ~~he/she has~~there is a relationship in loco parentis.

SECTION 13.3 OTHER EMPLOYMENT SITUATIONS

The Human Resources Director must be notified and approve of employment situations where a marriage results in an employee being directly or indirectly supervised by ~~his/her~~a husband, wife, parent, step-parent, brother, sister, child, stepchild, grandchild, grandparent, mother-in-law, father-in-law, daughter-in-law, son-in-law, or any person with whom ~~he/she has~~there is a relationship in loco parentis.

END OF RULE 13

RULE 14
EMPLOYEE REPORTS

SECTION 14.1 PERFORMANCE REPORTS

- A. All employees of the Social Service Department and Emergency Services Department shall be rated periodically in writing by their immediate supervisors, by means of an employee performance report.

SECTION 14.2 MEDICAL REPORTS

An appointing authority may direct any employee to undergo a medical examination to determine ~~his/her~~their mental and physical capacity to perform the duties of ~~his/her~~their position. Each determination that an employee is or is not capable of performing the duties of ~~his/her~~their position may be made available to the appointing authority and to the employee concerned. All other records pertaining to such examination shall be retained by the Community Hospital in the same place and under the same circumstances as other patient records.

END OF RULE 14

RULE 15
JUDICIAL REVIEW

SECTION 15.1 LIMITATION OF ACTIONS

- A. Except as otherwise provided herein, the provisions of California Code of Civil Procedure section 1094.6 or successor statute are hereby adopted, and any petition for review of an administrative decision of this Commission, or persons authorized to render such a decision, shall be filed within the time limits prescribed therein, or where a shorter time limitation is prescribed by state or federal law, within such shorter time limits. With respect to decisions issued following proceedings now pending or hereafter begun before the Commission, notice of the applicability of California Code of Civil Procedure section 1094.6 to judicial review of such decisions shall be given to the parties by the Commission in substantially the following form:

"The time within which judicial review of this decision must be sought is governed by California Code of Civil Procedure section 1094.6. Judicial review must be sought not later than the 90th day following the date on which this decision becomes final, except that where a shorter time limit is prescribed by state or federal law, such shorter time limit shall apply. The decision is final on the date that it is made."

- B. Except as otherwise provided herein, the time limits and other provisions of California Code of Civil Procedure section 1094.6 or successor statute are hereby made applicable to judicial review of any administrative decision of the Commission, or of any person authorized to render such a decision, issued prior to the effective date of this rule, provided that written notice of such application is given by the Commission to the parties in substantially the following form:

"By rule, the Sonoma County Civil Service Commission has made the time limits of California Code of Civil Procedure section 1094.6 applicable to judicial review of that Commission's decision dated _____ in the matter of (insert title or description of administrative decision). Judicial review must be sought not later than the 90th day following the date of this notification, unless a conflicting provision of federal or state law establishes a shorter period for the filing of such action, in which case judicial review must be sought by such earlier date."

SECTION 15.2 RECORD

- A. California Code of Civil Procedure sections 1094.6(c) and 1094.6(d) are expressly not adopted into these rules.
- B. The complete record of the proceedings shall be prepared by the Commission or its officer or agent after a request by any party to the proceeding and a deposit of the estimated cost of preparation. If during the preparation of the record it appears that additional costs will be incurred, the party requesting such record may be notified and, if requested, shall deposit such additional amounts before the record will be completed. If the cost of the preparation of the record exceeds the amount deposited, the party requesting such record shall pay this additional amount. If the amount deposited exceeds the cost, the difference shall be returned to the party requesting such record.
- C. If, within ten (10) days after the date the decision becomes final, the petitioner files a request for the record as specified in subdivision B and deposits an amount of money equal to the estimated cost of preparing the record, the time within which a petition pursuant to California Code of Civil procedure section 1094.5 may be filed shall be extended to not later than the thirtieth (30) day following the date on which the record is either personally delivered or mailed to the petitioner or ~~his or her~~ their attorney of record, if ~~he or she~~ the petitioner has one.

SECTION 15.3 NO REVIVAL

This rule is not intended to revive, nor shall be deemed to revive, any cause of action which is barred by law or equity.

SECTION 15.4 FINALITY OF DECISION

Unless otherwise provided by statute, ordinance, resolution or rule of this Commission, all administrative decisions shall be final and reviewable immediately upon adoption or rendering of such decision.

END OF RULE 15

RULE 16
ADOPTION AND AMENDMENT OF RULES

SECTION 16.1 ADOPTION AND EFFECTIVE DATE

These rules, having been adopted by majority vote of the Civil Service Commission of the County of Sonoma on October 2, 1991, shall be in full force and effect from and after October 16, 1991, and shall supersede all rules previously in effect.

SECTION 16.2 AMENDMENT

Upon approval by the Commission at any meeting, or an amendment to these rules, a copy of such amendment shall be published for a minimum of ten consecutive calendar days upon a public bulletin board which shall be maintained in the central Human Resources Department. Such amendment shall become effective at the first meeting of the Commission which may be held after completion of the required publication, unless the Commission shall take contrary action by majority vote at said meeting.

END OF RULE 16