



CIVIL SERVICE COMMISSION

ANNUAL REPORT 2023-2024

The Santa Barbara County Civil Service Rules exist to ensure that employees are hired through a neutral, impartial, merit-based competitive process. The Civil Service Rules provide guidance for the recruitment and appointment process, employee compensation, probationary periods, layoff provisions, and discipline and appeal procedures. The five-member Civil Service Commission, a quasi-judicial body established by referendum ordinance in 1971, administers the Civil Service System. Each supervisorial district appoints one member to the Commission to serve a four-year term of office. Commissioners can serve more than one term. The Commission meets on the third Thursday of each month; holds hearings on appeals of disciplinary actions as outlined by the Civil Service Rules; holds hearings on discrimination complaints; conducts investigations concerning the administration of personnel or conditions of employment; administers Extra Help Appointment Extension requests; makes recommendations on Civil Service Rules; and makes recommendations to the Board of Supervisors.

In Fiscal Year 2023-24, the first five (5) regular monthly meetings of the Civil Service Commission were held in-person at multiple locations due to construction in the Santa Barbara County Administration Building. The July, October and November meetings were held in the Coastal Room of the Employee’s University at 267 Camino Del Remedio in Santa Barbara, all others meetings were held in the Cachuma conference room at the Administration building at 105. E. Anapamu Street in Santa Barbara.

This report is submitted yearly in accordance with Civil Service Rule 202 (c) and summarizes the work conducted by the Civil Service Commission (Commission).

The update to the Civil Service Rules for Santa Barbara County led by the Human Resources Department in collaboration with County Counsel is ongoing. The Rules were codified by a 1970 vote of the public, and any proposed changes are process dependent, and will be inclusive of the Commission, labor union representatives and legal counsel.

Appeals/Hearings FY 2023-24

The Appeals and Hearing Procedure is established by Civil Service Rule Thirteen as described below:

RULE THIRTEEN APPEAL AND HEARING PROCEDURE

1301. General. All hearings and investigations authorized by the initiative ordinance shall be governed by the initiative ordinance and by rules of practice and procedure adopted by the Commission. It is the intent

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of these rules that the conduct of any hearing or investigation shall be as informal as possible, and any informality in any proceeding or in the manner of taking testimony shall not invalidate any order, decision or rule made, approved or confirmed, by the Commission. Employees shall be free from reprisals or other punitive actions for availing themselves of the appeal procedures.

The Civil Service Commission 1) has the responsibility to investigate the administration of personnel and conditions of employment; 2) is required to place on their agenda any Appeal filed by an employee that meets the requirements; and 3) has the discretion to appoint a Hearing Officer for each hearing.

An overview of FY 2023-24 Appeals and Hearings are below:

APPEALS/HEARINGS FY 2023-2024			
Appellant/Department	Date	Issue/Rule	Disposition
R.S. v. PUBLIC DEFENDER'S OFFICE	10/19/2023	1303 & 1308	Appeal of Disciplinary Action and Request for Hearing accepted
	11/16/2023		Approve use of Offices of Administrative Hearings for hearing officer services.
	01/18/2024		Status update of hearing officer and hearing dates.
	02/15/2024		Status update of hearing officer and hearing dates.
	03/13/2024		Appellant withdrew request of appeal.
D. LUX v. FIRE DEPT.	10/19/2023	1308	Appeal of Disciplinary Action and Request for Hearing accepted with use of Offices of Administrative Hearings for hearing officer services.
	12/13/2023		Appellant withdrew request of appeal.
F. LEFEBRE v. FIRE DEPT.	10/19/2023	1308	Appeal of Disciplinary Action and Request for Hearing accepted with use of Offices of Administrative Hearings for hearing officer services.
	12/15/2023		Appellant withdrew request of appeal.

NOTE: **Indicates that limited information is presented on summaries concerning a peace officer.

Requests for Investigations FY 2023-24

Requests for Investigations are defined by Civil Service Rule 1305 below:

RULE 1305. INVESTIGATIONS. An informal method by the Commission of inquiring into the administration of personnel or conditions of employment in County service. The Commission shall have the power to subpoena and require the attendance of witnesses and the production thereby of documents to the investigation. Such investigation shall be considered non-adversary, and witnesses shall not be required to testify under oath. The parties shall not be represented by counsel except that an employee organization representative may be present and participate in the investigation. Any findings, conclusions or recommendations may be reported to the Board of Supervisors and the Administrative Officer. Before the

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Commission considers a request for an investigation or grants such a request, it is recommended that the employee attempt to affect a resolution of the problem at the departmental level. Before the Commission grants such an investigation, the department(s) which is (are) affected shall be served with a request for investigation and with a written notice setting forth the date, time, and location where the Commission will hear the request or motion for an investigation. Service shall be made on the department head by mail no later than 15 days or personally delivered no later than 5 days before the date the Commission will consider the request on motion for investigation.

An overview of FY 2023-24 Requests for Investigation Are below:

REQUESTS FOR INVESTIGATION FY 2023-2024			
Appellant/Department	Date	Issue/Rule	Disposition

There were no Requests for Investigation

Discrimination Complaints FY 2023-24

Discrimination Complaints are defined by Civil Service Rule 1304 below:

RULE 1304. DISCRIMINATION COMPLAINTS. Persons alleging discrimination under County Code Section 27-30 and Civil Service Rule Five shall have the right to challenge the alleged discrimination at a hearing before the Commission, but shall first file the complaint with the County Affirmative Action Officer, who shall perform an investigation and file a factual report with the Commission within ninety (90) days. Persons retain the right to pursue an appeal directly to the Civil Service Commission following the report from the County Affirmative Action Officer or in the event the County Affirmative Action Officer does not acknowledge the complaint within thirty (30) days or does not file a report within ninety (90) days. The Commission shall consider accepting the complaint at its next Commission meeting, and if accepted, a hearing shall be set within 20 calendar days. Rule 1303 shall govern the procedures for discrimination hearings by the Commission.

An overview of FY 2023-24 Discrimination Complaints are below:

DISCRIMINATION COMPLAINTS FY 2023-2024			
Appellant/Department	Date	Issue/Rule	Disposition

There were no Discrimination Complaints.

Other Commission Business FY 2023-24

Other Commission Business includes business brought to the Commission by Departments that are related to the Civil Service Rules such as proposed Rule changes and informational presentations.

An overview of FY 2023-24 Other Commission Business is below:

OTHER COMMISSION BUSINESS 2023-2024			
Department	Date	Issue/Rule	Disposition
Human Resources	07/20/2023		HR representative provided summary of proposed CSR updates.
	10/19/2023		HR Representative announced the acceptance and approval of the CSR updates by the Board of Supervisors on 10/03/23.

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Extra Help Appointments FY 2023-24

Extra Help Appointments are defined by Civil Service Rule 905 below:

RULE 905. EXTRA HELP APPOINTMENT. An extra help appointment is defined as an appointment made to a non-regular, non-permanent position established on a temporary basis to meet peak loads, unusual work situations, seasonal and recurrent work, intermittent assignments, or emergencies.

An extra help appointment is not a regular appointment and need not be made from an established eligible list except that appointments to positions covered by Local Agency Personnel Standards shall be made from eligible lists if appropriate lists are available. In the event an extra help position is subsequently converted to a regular position, only a continuing incumbent, whose original appointment was made from one of the ten highest standings on the appropriate eligible list, may be granted probationary status effective on the date of establishment of the regular position without further examination, except medical examination or evaluation as may be required by current personnel policies.

An extra help appointment shall require prior recommendation and/or approval of the Administrative Officer or Board of Supervisors, as appropriate. Such appointment, except emergency appointment, shall not exceed one thousand and forty hours in the twelve-month period immediately following the first day of the first appointment of the incumbent, unless extended by prior approval of the Commission; however, an extra help appointment covered by Local Agency Personnel Standards shall not exceed twelve months.

Except in the case of emergency or when the nature of the assignment is such that it does not fall within an existing classification, the appointing authority shall be responsible for determining that the extra help appointee meets the minimum qualifications established for the class at the time of appointment.

In the case of an extra help appointment to a position for which no appropriate classification exists, the appointing authority shall be responsible for determining that such appointee is qualified to perform the duties of the job.

In the case of a bona fide emergency, a person may be appointed on an extra help basis without regard to the minimum qualifications established for the class, and such appointment shall be reported to the Administrative Officer and Personnel Director within seventy-two hours of appointment and shall not exceed thirty working days unless extended by prior approval of the Administrative Officer.

An overview of FY 2023-24 Extra Help Appointment Extension Requests are below:

EXTRA HELP APPOINTMENT EXTENSION REQUESTS FY 2023-2024			
DEPARTMENT	MONTH/YEAR	# OF REQUESTS	POSITION TITLE
Behavioral Wellness	July 2023	3	Department Business Specialist; Rehabilitation Assistant; Recovery Assistant
	August 2023	4	Department Business Specialist; Administrative Office Professional II; Administrative Office Professional Senior; Recreation Therapist
	October 2023	2	Computer Systems Specialist I; Psychiatric Nurse Supervisor
	February 2024	1	Administrative Office Professional I

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EXTRA HELP APPOINTMENT EXTENSION REQUESTS FY 2023-2024			
DEPARTMENT	MONTH/YEAR	# OF REQUESTS	POSITION TITLE
	March 2024	1	Administrative Office Professional II
	May 2024	1	Case Worker
Community Services	March 2024	2	Park Ranger Trainee
County Counsel	October 2023	1	Legal Office Professional II
District Attorney	July 2023	1	Computer Systems Specialist I
Fire	July 2023	2	Storekeeper; Fire Control Crew
	August 2023	17	Fire Control Crew; EMS Administrator; Fuels Crew Worker
	October 2023	35	Fire Control Crew; EMS Administrator; Fire Equipment Operator Assistant
	November 2023	4	Fire Control Crew; Fuels Crew Worker; Fire Equipment Operator Assistant; Computer Systems Specialist II
	January 2024	7	Fire Control Crew; Fuels Crew Worker; Dispatch Project Coordinator
	February 2024	1	Fuels Crew Worker
	April 2024	1	Team Project Leader-General
	May 2024	2	Fuels Crew Worker; Communications Dispatch Supervisor
Human Resources	February 2024	1	Administrative Office Professional I
Information Technology	October 2023	1	Computer Systems Specialist I
	April 2024	1	Financial Office Professional Senior
Public Defender	February 2024	2	Computer Systems Specialist I
Public Health	October 2023	6	Administrative Office Professional I; Administrative Office Professional II; Extra Help Special; Animal Shelter Attendant; Health Care Program Coordinator
	January 2024	10	Administrative Office Professional I; Administrative Office Professional II; Animal Shelter Attendant; Medical Assistant; Storekeeper; Public Health Microb.; Health Education Associate

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EXTRA HELP APPOINTMENT EXTENSION REQUESTS FY 2023-2024			
DEPARTMENT	MONTH/YEAR	# OF REQUESTS	POSITION TITLE
	March 2024	5	Animal Shelter Attendant; Medical Assistant; Lab Assistant
	May 2024	4	Administrative Office Professional I; Health Education Associate; Lab Assistant; Health Educator
Public Works	August 2023	3	Engineering Technician I; Maintenance Worker Apprentice
	October 2023	1	Safety Officer Divisional
	November 2023	1	Maintenance Worker Apprentice
	January 2024	2	Accountant II; Maintenance Mechanic Welder
	March 2024	2	Maintenance Worker Apprentice; Heavy Truck Driver
	April 2024	14	Maintenance Worker Apprentice; Engineering Intern; Extra Help Special; Heavy Equipment Operator; Maintenance Leader; Team Project Leader-General; Program Business Leader-General
	May 2024	1	Maintenance Worker Apprentice
SBCERs	April 2024	1	Accountant I
Total Extra Help Extension Requests 2023-24	140		

Appointment to Underfill an Authorized Position FY 2023-24

Appointment to Underfill an Authorized Position are defined by Civil Service Rule 916 below:

RULE 916. APPOINTMENT TO UNDERFILL AN AUTHORIZED POSITION. The appointing authority is authorized to fill vacant positions using the specific classifications allocated in their department. An appointing authority may underfill an authorized position with a related classification that has a lower salary range. A position may be underfilled for any of the following reasons: the department's internal promotional program would be enhanced, there are no qualified candidates to fill said vacant position or a critical departmental reason exists. An appointment to underfill a position must be submitted in writing and meet the following requirements; the appointment must be made in accordance with the Civil Service Rules, the lower level classification must contain a substantial portion of the duties of the higher classification, and the classification used for the underfilling appointment must be approved by the Personnel Director. An appointment to underfill a position may last up to one year; any extension beyond one year must be approved by the Civil Service Commission.

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An overview of FY 2023-24 Appointment to Underfill an Authorized Position Requests are below:

APPOINTMENT TO UNDERFILL AN AUTHORIZED POSITION REQUESTS FY 2023-2024			
DEPARTMENT	MONTH/YEAR	# OF REQUESTS	POSITION TITLE
Behavioral Wellness	March 2024	1	Case Worker
	May 2024	1	Case Worker
Public Works	October 2023	1	Engineering Technician I
	February 2024	1	Engineering Env. Planner Senior
	March 2024	1	Civil Engineer Associate I/II
SBCERs	April 2024	1	Legal Office Professional Senior Restricted
Total Underfill Appointment Requests 2023-24	6		

Emergency Appointment FY 2023-24

Emergency Appointments are defined by Civil Service Rule 903 below:

RULE 903. EMERGENCY APPOINTMENT. In emergency situations, which are hereby defined as situations where there is a threatened interruption of essential services and immediate action is deemed necessary, an appointing authority may appoint a person or persons to a regular position, without reference to eligible lists, for a period not to exceed sixty working days, provided that each such appointment shall be reported, in writing, promptly to the Commission, stating specifically the situation that exists. Upon request, the Commission may extend the appointment period for an additional sixty working days.

Service under emergency appointment shall not be credited for the purposes of vacation, sick leave, holidays, salary adjustment, or other rights and benefits accorded other appointments.

An overview of FY 2023-24 Appointment to Underfill an Authorized Position Requests are below:

EMERGENCY APPOINTMENT REQUESTS FY 2023-2024			
DEPARTMENT	MONTH/YEAR	# OF REQUESTS	POSITION TITLE
Sheriff	July 2023	1	Cook-Institutions
Total Emergency Appointment Requests 2023-24	1		

Summaries

Below is a summary of the work of the Civil Service Commission for Fiscal Year 2023-24:

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Summary 2023-2024			
	Resolved	Pending	Notes
Hearings/ Appeals	3	0	R.S. v. Public Defender's Office Appeal of Disciplinary Action and Request for Hearing (10/2023) Request for withdrawn (03/2024); D. Lux v. Fire Appeal of Disciplinary Action and Request for Hearing (11/2023) Request for withdrawn (01/2024); F. LeFebre v. Fire Appeal of Disciplinary Action and Request for Hearing (11/2023) Request for withdrawn (01/2024);
Requests for Investigation	0	0	
Discrimination Complaints	0	0	
Other Business	1	0	Civil Service Rule Updates by Human Resources.
Extra Help Extensions	140	0	There was a total of 140 Extra Help Extension Requests from 11 different departments.
Underfill Appointments	6	0	There was a total of 6 Underfill Appointment Requests from 3 departments.
Emergency Appointments	1	0	There was a total of 1 Emergency Appointment Request from the Sheriff's Department.

Below is a four- year summary of the work of the Civil Service Commission covering Fiscal Year 20-21 through Fiscal Year 2023-24.

TOPICS	CURRENT	FY 2022-23	FY 2021-22	FY 2020-21
New appeals filed	3	1	1 (R.K.)	1
Request for rehearing	0	1 (R.H.)	0	0
Hearing/Appeal (continued)	0	0	1 (R.H. 2021)	1 (R.H.)
Appeals withdrawn/dismitted Removed with prejudice	2	2	0	1 (Traga)
Hearing days	0	1	8	9
Settlements without hearings	1	0	0	0
Discrimination complaints	0	0	0	1
Investigation requests	0	1	1	1

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Pending cases - carried forward to next year	0	0	0	1 (R.K. v. Sheriff)
Pending writs in superior court from prior years	0	1 (R.K. v. Sheriff)	1 (R.H. 2021)	0
Petition for writ filed	0	0	1 (R.K. v. Sheriff)	0
Extra Help Extensions	140	157	116	110

FISCAL ANALYSIS AND COMMISSIONER INFORMATION FY 2023-24

FISCAL YEAR 2023-24	
<u>COMMISSIONER INFORMATION</u>	
First District	R.W. Hap Ziegler
Second District	Judith Koper
Third District	Tamara Rowles
Fourth District	Vacant as of 07/2021
Fifth District	Susan Heybl
Commission Counsel:	Bo Bae
Commission Secretary:	Vanessa Hernandez
<u>REGULAR MEETINGS</u>	<u>ABSENT</u>
July 2023	Koper absent
August 2023	Heybl absent
September 2023	No Quorum
October 2023	Rowles absent
November 2023	All Present
December 2023	No Quorum
January 2024	Koper absent
February 2024	Rowles absent
March 2024	Heybl absent
April 2024	All present
May 2024	Heybl absent
June 2024	No Quorum
<u>EXPENDITURES</u>	
<u>Amount</u>	<u>Description</u>
\$ 72,101	Salaries and Benefits
\$3,000	Commissioner per Diem
\$698	Commissioner Mileage
\$973	Telephone
\$471	Services and Supplies (e.g. Duplicating, Reprographics, Postage, Office Supplies)
Total: \$ 77,243	