

DATE: November 15, 2006

TO: Board of Supervisors

FROM: Robert Donerson, Chairman  
Civil Service Commission

SUBJECT: Recommendation from the Civil Service Commission Regarding Amendment of Civil Service Rules

*T. D. D. Donerson*

On October 19, 2006, the Civil Service Commission held a public hearing with regard to amending Civil Service Rules I, III, IV, VII, IX, X, XI, XII, XV and adding Rule XX. These amendments were proposed by CEO/Human Resources as part of the implementation of the Leadership Classification and Compensation Project for classified managers allocated to Leadership Classifications.

The Commission met with CEO/Human Resources to develop Rule revisions through an ad hoc committee of the Second and Third District Commissioners. The changes were finalized by the full Commission at the October 19, 2006 public hearing. The Civil Service Commission unanimously approved the recommended changes and directed CEO/Human Resources to present the Commission's recommendations to the Board for approval by adoption of an amendment to Resolution No. 71-478.

The information below summarizes the changes recommended by the Commission:

Section 101. Definition of Terms

Adds and defines terms relevant to Leadership Classifications including anchor point, equity adjustment.

Section 302. Allocation of Positions

Broadens the definition of a classification.

Section 305. Status of Incumbents in Reallocated Positions

Updates reallocation process to match current process approved earlier by the Board.

Section 406. Salary of New Employees.

Eliminates reference to steps and provides initial appointment up to the anchor point of the salary range or higher with County Executive Officer approval.

Section 407. Salary on Reemployment and Reinstatement

Eliminates reference to steps on a salary range and employee anniversary dates. Establishes entry point on range upon reemployment and reinstatement.

Section 408. Anniversary Date

Eliminates this rules entirely. Managers are evaluated in accordance with the changes proposed in Rue 409 and not on individual anniversary dates.

Section 409. Increases Within the Salary Range

Governs allocation of salary increases based on performance or equity. Eliminates reference to steps on a salary range.

Section 410. Salary on Promotion

Eliminates reference to steps on a salary range and sets forth limits on salary upon promotion.

Section 411. Salary on Demotion

Eliminates reference to steps on a salary range.

Section 412. Salary on Transfer

Eliminates reference to steps on a salary range and employee anniversary dates.

Section 413. Salary on Change in Range Assignment

Eliminates reference to steps on a salary range.

Section 414. Salary on Position Reallocation

Eliminates reference to steps on a salary range and employee anniversary dates

Section 415. Priority of Increases

Sets forth the order of any salary increases for an individual employee.

Section 417. Special Compensation

Clarifies the administration of Y-rating.

Section 418. Salary on Temporary Assignment Out of Class (not Temporary Appointment)

Broadens the use of temporary assignments and lengthens the amount of time that an employee may be placed in the assignment.

Section 713. Lateral Transfer: Candidates from Other Recognized Agencies

Provides that a transfer candidate from another agency must hold essentially the same County classification with his/her current employer and meet the County's employment standards.

Section 904. Temporary or Limited Term Appointment

Lengthens the amount of time that an employee may be temporarily appointed to a position and provides guidelines for salary upon conclusion of the temporary appointment.

Section 908. Duration of Probationary Period

Eliminates reference to flexibly staffed, non-safety classifications. Sets forth probationary period requirements for employees who return from a layoff.

Section 1001. Promotional Appointment

Eliminates requirement that employee be in the classified service to participate in a promotional examination. Eliminates reference to flexibly staffed classifications.

Section 1106. Displacement

Sets forth the displacement rights for management employees.

Section 1210. Reduction in Salary

Eliminates reference to employee anniversary dates.

Section 1503. Evaluation of Employee Performance

Sets forth job-related factors included in the evaluation of employee performance. Eliminates reference to steps on the salary range. References Section 409 regarding movement on the salary range for employees meeting or exceeding job expectations. References lump-sum (non-base building) bonuses that may be assigned for individual performance or successful completion of a significant project.

Rule 20. Rules Governing Leadership Classifications. Section 2001

Provides that all positions in the Leadership Classifications are covered by the provisions of the Rules outlined above.