

ATTACHMENT A

FISCAL YEAR 2024-2025

ANNUAL CIVIL SERVICE COMMISSION REPORT



CIVIL SERVICE COMMISSION

ANNUAL REPORT 2024-2025

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 2024-25, the regular monthly meetings of the Civil Service Commission were held in-person in the Cachuma conference room at the County 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 2024-25

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 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 2024-25 Appeals and Hearings are below:

APPEALS/HEARINGS FY 2024-2025			
Appellant/Department	Date	Issue/Rule	Disposition
There were no requests for appeal			

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

Requests for Investigations FY 2024-25

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 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 2024-25 Requests for Investigation Are below:

REQUEST FOR INVESTIGATION FY 2024-2025			
Appellant/Department	Date	Issue/Rule	Disposition
ANONYMOUS v. COMMUNITY SERVICES DEPARTMENT	08/15/2024	1305	With complaint not in appearance, Commission voted 4-0 to deny the request for investigation at this time without prejudice.

Discrimination Complaints FY 2024-25

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

Attachment A

(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 2024-25 Discrimination Complaints are below:

DISCRIMINATION COMPLAINTS FY 2024-2025			
Appellant/Department	Date	Issue/Rule	Disposition
SENIOR EPIDEMIOLOGIST	05/15/2024	1304	Closed Session, no reportable action. Case carries over to FY 2025-2026.

Other Commission Business FY 2024-25

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 2024-25 Other Commission Business is below:

OTHER COMMISSION BUSINESS 2024-2025			
Department	Date	Issue/Rule	Disposition
N/A	07/18/2024		Chair directed staff to prepare a draft letter to Board of Supervisors regarding 4 th District vacancy.
N/A	09/19/2024		Commission accepted the draft of 4th District Seat Vacancy Letter for submission to the Board of Supervisors with updated language.

Extra Help Appointments FY 2024-25

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

Attachment A

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 2024-25 Extra Help Appointment Extension Requests are below:

EXTRA HELP APPOINTMENT EXTENSION REQUESTS FY 2024-2025			
DEPARTMENT	MONTH/YEAR	# OF REQUESTS	POSITION TITLE
Behavioral Wellness	September 2024	2	Recreation Therapist; Accountant II
	October 2024	3	Psychiatric Nurse Supervisor; Rehabilitation Specialist; Practitioner II
	November 2024	1	Department Business Specialist I
	January 2025	1	Recovery Assistant
	April 2025	1	Case Worker
Community Services	August 2024	1	Department Business Specialist II
	May 2024	1	Accountant I
County Counsel	October 2024	1	Legal Office Professional I
District Attorney	October 2024	1	Legal Office Professional I
	January 2025	1	Administrative Office Professional Sr.
	April 2025	2	Legal Office Professional Sr.; Financial Office Professional I
Fire	July 2024	2	Fuels Crew Worker; Fire Control Crew

EXTRA HELP APPOINTMENT EXTENSION REQUESTS FY 2024-2025			
DEPARTMENT	MONTH/YEAR	# OF REQUESTS	POSITION TITLE
	August 2024	18	Fuels Crew Worker; Fire Control Crew; Fire Equipment Operator Assistant; EMS Administrator
	September 2024	39	Fuels Crew Worker; Fire Control Crew; Fire Equipment Operator Assistant; EMS Administrator
	October 2024	3	Fuels Control Crew
	November 2024	5	Fuels Crew Worker
	January 2025	3	Fire Control Crew; Recruiter; Storekeeper
	February 2025	2	Communication Equipment Tech II; Computer Systems Specialist II
	April 2025	6	Fuels Crew Worker
	May 2025	1	Fire Control Crew
Information Technology	July 2024	1	Help Desk Technician
Public Defender	August 2024	2	Legal Office Professional I
	September 2024	1	Public Defender Investigator I
	October 2024	1	Deputy Public Defender
	November 2024	2	Computer Systems Specialist I
	April 2025	1	Deputy Public Defender
Public Health	July 2024	3	Animal Shelter Attendant; Health Education Assistant
	September 2024	5	Health Educator; Medical Assistant; Degreed Nutritionist; Epidemiologist Sr.
	November 2024	2	Medical Assistant; Administrative Office Professional II
	January 2025	3	Epidemiologist Sr.; Administrative Office Professional I; Health Care Program Coordinator
	April 2025	5	Animal Shelter Attendant; Administrative Office Professional I; Laboratory Assistant; CCS OCC/Physical Therapist Assistant; Storekeeper
	May 2025	2	Animal Shelter Attendant
Public Works	September 2024	2	Engineering Technician I; Accountant I

EXTRA HELP APPOINTMENT EXTENSION REQUESTS FY 2024-2025			
DEPARTMENT	MONTH/YEAR	# OF REQUESTS	POSITION TITLE
	January 2025	1	Civil Engineering Associate I
	February 2025	2	Maintenance Worker Roads; Extra Help Special
	May 2025	1	Engineering Intern
Total Extra Help Extension Requests 2024-25	128		

Appointment to Underfill an Authorized Position FY 2024-25

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.

An overview of FY 2024-25 Appointment to Underfill an Authorized Position Requests are below:

APPOINTMENT TO UNDERFILL AN AUTHORIZED POSITION REQUESTS FY 2024-2025			
DEPARTMENT	MONTH/YEAR	# OF REQUESTS	POSITION TITLE
Auditor Controller	August 2024	1	Financial Systems Analyst I
	May 2025	4	Financial Systems Analyst I; Financial Systems Analyst II
General Services	January 2025	1	Real Property Agent II
Public Works	October 2024	3	Civil Engineer Associate I/II; Engineering Tech I/II
	January 2025	1	Civil Engineer Associate I/II
SBCERs	April 2025	1	Legal Office Professional Senior Restricted

APPOINTMENT TO UNDERFILL AN AUTHORIZED POSITION REQUESTS FY 2024-2025			
DEPARTMENT	MONTH/YEAR	# OF REQUESTS	POSITION TITLE
Total Underfill Appointment Requests 2024-25	11		

Emergency Appointment FY 2024-25

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 2024-25 Emergency Appointment Requests are below:

EMERGENCY APPOINTMENT REQUESTS FY 2024-2025			
DEPARTMENT	MONTH/YEAR	# OF REQUESTS	POSITION TITLE
There were no Emergency Appointment Requests			
Total Emergency Appointment Requests 2024-25	0		

Summaries

Below is a summary of the work of the Civil Service Commission for Fiscal Year 2024-25:

Summary 2024-2025			
	Resolved	Pending	Notes
Hearings/ Appeals	0	0	
Requests for Investigation	1	0	With complaint not in appearance, Commissioner Rowles moved to deny the request for investigation at this time without prejudice.
Discrimination Complaints	0	1	Continued to July 31, 2025.

Attachment A

Other Business	1	0	Commission accepted the draft of 4th District Seat Vacancy Letter for submission to the Board of Supervisors with updated language.
Extra Help Extensions	128	0	There was a total of 128 Extra Help Extension Requests from 9 different departments.
Underfill Appointments	11	0	There was a total of 11 Underfill Appointment Requests from 4 departments.
Emergency Appointments	0	0	

Below is a four- year summary of the work of the Civil Service Commission covering Fiscal Year 21-22 through Fiscal Year 2024-25.

TOPICS	CURRENT	FY 2023-24	FY 2022-23	FY 2021-22
New appeals filed	0	3	1	1 (R.K)
Request for rehearing	0	0	1 (R.H.)	0
Hearing/Appeal (continued)	0	0	0	1 (R.H. 2021)
Appeals withdrawn/dismissed Removed with prejudice	0	2	2	0
Hearing days	0	0	1	8
Settlements without hearings	0	1	0	0
Discrimination complaints	1	0	0	0
Investigation requests	1	0	1	1
Pending cases - carried forward to next year	0	0	0	0
Pending writs in superior court from prior years	0	0	1 (R.K. v. Sheriff)	1 (R.H. 2021)
Petition for writ filed	0	0	0	1 (R.K. v. Sheriff)
Extra Help Extensions	128	140	157	116

FISCAL ANALYSIS AND COMMISSIONER INFORMATION FY 2024-25

FISCAL YEAR 2024-25		
<u>COMMISSIONER INFORMATION</u>		
First District	R.W. Hap Ziegler	
Second District	Judith Koper	
Third District	Tamara Rowles	
Fourth District	Frank Maciel (01/2025)	Vacant 07/2024-12/2024
Fifth District	Susan Heybl	
Commission Counsel: Bo Bae		
Commission Secretary: Vanessa Hernandez		
<u>REGULAR MEETINGS</u>		<u>ABSENT</u>
July 2023		All Present
August 2023		All Present
September 2023		All Present
October 2023		All Present
November 2023		Heybl Absent
December 2023		No Quorum
January 2024		Heybl Absent
February 2024		Heybl and Rowles Absent
March 2024		No Quorum
April 2024		Heybl Absent
May 2024		Heybl Absent
June 2024		Juneteenth Holiday No Meeting
<u>EXPENDITURES</u>		
<u>Amount</u>	<u>Description</u>	
\$ 76,143	Salaries and Benefits	
\$3,500	Commissioner per Diem	
\$912	Commissioner Mileage	
\$585	Telephone	
\$154	Services and Supplies (e.g. Postage, Office Supplies)	
Total: \$ 81,294		