



BOARD OF SUPERVISORS
AGENDA LETTER

**Agenda
Number:**

**Clerk of the Board of
Supervisors**
105 E. Anapamu Street, Suite
407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: CEO
Department No.: 012
For Agenda Of: October 6, 2015
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Jeri Muth, Human Resources Director, 568-2833

Contact Info: Joseph Pisano, Employee Relations Manager, 568-2839

SUBJECT: *Proposed Change to Civil Service Rule 804*

County Counsel Concurrence

As to form: N/A

Other Concurrence:

As to form: N/A

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

- a) That the Board of Supervisors approve a change to Civil Service Rule 804 to add the classification of Sheriff's Deputy Trainee to the list of classifications for which all applicants on the eligible list can be certified to the hiring department and to make non-substantive changes to the language in the rule, and
- b) Determine that these actions are exempt from California Environmental Quality Act (CEQA) review as it is not a project pursuant to CEQA Guidelines section 15378 (b) (2).

Summary Text:

Civil Service Rule 804 specifies the number of names to be certified to a hiring department, typically nine names plus one for each vacancy to be filled, from the list of applicants with the highest scores in the examination process. The recommended action adds the classification of Sheriff's Deputy Trainee to the list of classifications for which all applicants who are on the eligible list can be certified to the hiring department. This will make it easier and more efficient to fill Sheriff's Deputy Trainee vacancies. The Civil Service Commission voted to recommend this change, and the Deputy Sheriff's Association supports it. The recommended action also updates the title "Personnel Director" to "Human Resources Director," and changes a reference to certify the "names of all eligibles" to certify "all eligible names."

Background:

Sheriff's Department management approached Human Resources staff to consider ways to streamline the hiring process for Sheriff's Deputy Trainees. Historically, it has been difficult to fill vacancies in this job classification because many applicants who score well enough to be considered for hire do not pass the mandatory background check or fail to successfully complete the required initial training. The Sheriff's Department estimates that only approximately 3% of applicants certified from the hiring list are eventually able to be hired, complete the training academy, and begin working as Sheriff's Deputies.

Under the current rules, only nine names plus one for each vacancy can be certified to the Department, and before additional names can be certified, a potential applicant must withdraw or be disqualified in the background check or fail to complete initial training. Then the process begins again for the newly certified applicant(s). This leads to considerable delays in filling vacancies.

In addition, as the Civil Service Commission considered the request to make this change, they noticed that the old title "Personnel Director" was still being used when the current title is "Human Resources Director." The Commission also requested a change to the reference to the "names of all eligibles" to "all eligible names" as it is clearer and more appropriate. The complete text of Civil Service Rule 804 appears below, with the proposed language changes in the last paragraph tracked for reference.

804. Number of Names to be Certified.

Except as otherwise provided by these Rules, for each request for certification of eligible names, the Personnel Director shall certify the appropriate number of highest standings to supply at least nine more names than the number of vacancies to be filled, provided that the eligible list contains sufficient names to do so. When the score for the last certifiable name is the same as one or more scores following it, all names having that score shall be certified. If there are fewer than ten names available, the appointing authority may elect to appoint from the names available or may disregard them and request a new list. If there are fewer than three names, the appointing authority may request authorization to make a provisional appointment in accordance with Rule Nine.

In the case of **Sheriff's Deputy Trainee**, Custody Deputy, Firefighter Trainee, and Firefighter, the ~~Personnel Director~~ **Human Resources Director** shall certify the names of all eligibles **eligible names**.

At the request of the Human Resources and Sheriff's Departments, the Civil Service Commission voted to recommend the addition of Sheriff's Deputy Trainee to the list of classifications for which all applicants on the eligible list can be certified to the hiring department, and as part of its deliberations also voted to recommend these non-substantive language changes to the Board.

Fiscal Analysis:

There is no fiscal impact associated with the proposed change to Civil Service Rule 804.

cc: Mona Miyasato, County Executive Officer
Bill Brown, Sheriff – Coroner
Chris Corbett, President, Deputy Sheriff's Association
Civil Service Commission