



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: August 19, 2014
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:

That the Board of Supervisors approve a change to Civil Service Rule 804 to add the classification of Custody Deputy to the list of classifications for which Human Resources will certify all eligible candidates on a list to the hiring department.

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 are certified from the list of applicants with the highest scores in the examination process. The Rule also provides that In the case of Firefighter Trainee and Firefighter, the names of all eligible candidates are certified. The recommended action adds the classification of Custody Deputy to the list of classifications for which all eligible candidates will be certified to the hiring department. This will improve the process for filling Custody Deputy vacancies.

Background:

Sheriff's Department management approached Human Resources to consider ways to streamline the hiring process for Custody Deputies. Historically, it has been difficult to fill Custody Deputy vacancies 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 complete all the steps in this process.

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. The issue will be compounded by the staffing demands of the future North County jail which will necessitate hiring approximately sixty-five new Custody Deputies. The complete text of Civil Service Rule 804 appears below, with the proposed additional language in bold italic font in the last paragraph.

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 ***Custody Deputy***, Firefighter Trainee, and Firefighter, the Personnel Director shall certify the names of all eligibles.

At the recommendation of Human Resources and the Sheriff's Department, the Civil Service Commission voted to recommend this change to the Board. The Deputy Sheriff's Association supports the change.

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