ORDINANCE NO. 203

AN ORDINANCE AMENDING SOLANO COUNTY CODE, CHAPTER 20, ARTICLES I AND II, PERSONNEL, BY AMENDING SECTIONS 20-4, 20-6, 20-8, AND 20-12 THEREOF, FOR THE PURPOSE OF CONVERTING THE WELFARE DEPARTMENT AND THE HEALTH DEPARTMENT FROM THE STATE MERIT SYSTEM TO THE COUNTY CIVIL SERVICE SYSTEM

The Board of Supervisors of Solano County, State of California, does ordain:

SECTION I.

Section 20-4 of Chapter 20, Article I of the Solano County Code is amended to read as follows:

Sec. 20-4. Employees included in and excluded from civil service.

The county civil service shall include every officer and employee of the county except the following who shall be exempt:

(a) The board of supervisors.

(b) All elected officers.

(c) Members of the civil service commission.

(d) Members of the board of education.

(e) Members of all appointive boards, commissions, and committees.

(f) All persons serving without compensation.

(g) Inmate, ward, patient, and charitable help.

(h) Officers and employees excluded from civil service by state law.

(i) Appointive department heads including the municipal court clerk, except those required by state law to be included in the county civil service.

(j) Election workers required for a two day period or less as polling place workers or members of the various election boards for the immediate conduct of an election.

(k) Consultants and experts engaged by the board of supervisors as independent contractors.
(1) Full-time or part-time psychiatrists and part-time physicians, surgeons, and dentists.

(m) Phonographic reporters employed in the various courts.

(n) Attorneys in the county counsel's, public defender's and district attorney's offices.

(o) Secretaries and jury commissioner of the superior court.

When the functions of other governmental entities are assumed by the county, the employees who performed these functions may be included within the county civil service. The civil service commission shall determine their status in each instance and it shall be equivalent to the status the employee would have had he been a county employee during the term of his employment.

SECTION II.

Section 20-6 of Chapter 20, Article I of the Solano County Code is amended to read as follows:

Sec. 20-6. Personnel rules and regulations.

The civil service commission shall adopt, amend, and repeal rules for the administration and enforcement of this article. The rules shall provide for the following:

(a) Keeping minutes and other appropriate records of its own proceedings, of examinations given, of investigations conducted and of appeals heard.

(b) Preparation of annual reports to the board of supervisors.

(c) Delineation of duties of appointing authorities with respect to this article and the civil service commission's rules.

(d) Preparation of class specifications which include a descriptive title, a definition, typical tasks, minimum qualifications of education and experience and certificates or licenses required and for the adoption of such specifications by the civil service commission.

(e) Administration of competitive examinations
for the filling of vacant positions. Such examinations need not be written.

(f) Where appropriate, promotional preference for permanent civil service employees.

(g) Public notice of not less than fifteen (15) days for all examinations.

(h) Permanent status after completion of a designated probationary period; and the absolute right of rejection during probation by an appointing authority, except no rejection shall be based on discrimination.

(i) Creation of employment lists resulting from examinations which shall last at least one (1) year, but not to exceed two (2) years.

(j) Appointment by the appointing authority from among the top three (3) names appearing on the employment list to fill vacancies in positions.

(k) Temporary appointments of not to exceed six (6) months in any twelve (12) consecutive months when there is no employment list available.

(l) Provision for the possibility of return to the position in which he previously held permanent civil service status after rejection during a probationary period, or after service in a position exempt from civil service.

(m) Layoff or demotion in lieu of layoff based on seniority in the class and in the county civil service when there is a lack of work or a lack of funds and the creation of re-employment lists from which only the person with the most seniority is certified to fill any vacancy.

(n) Employment lists which shall be certified in the following order:

Re-employment lists, promotional employment lists and open employment lists.

(o) Transfer of employees between positions in a class and between classes which are comparable.

(p) Reinstatement within one (1) year after separation.

(q) Leaves of absence of up to one (1) year for educational, health, and other purposes.
(r) A system of disciplinary action by appointing authorities and appeals therefrom which shall include the provisions of Section 31108 of the Government Code of the State.

(s) Giving of adequate notice and holding open hearings on the adoption of rules and class specifications and on other matters considered by the commission.

(t) Obtaining from departments and the maintenance of records of all personnel transactions affecting the status of county employees.

(u) Providing for the right of any employee to appeal and to be heard by the civil service commission in regard to any matter or action taken within the scope of this article which adversely affect him.

(v) Providing for and implementing the rights to form, join, participate in, and be represented by employee organizations as provided by Sections 3500 through 3509 of the Government Code of the State.

(w) Implementation of any other duties and authorities which may from time to time be assigned to the civil service commission by the board of supervisors.

(x) Other matters necessary for the proper implementation of this article.

SECTION III.

Section 20-8 of Chapter 20, Article I of the Solano County Code is amended to read as follows:

Sec. 20-8. Discrimination in personnel practices prohibited.

No person shall be discriminated against because of age, race, color, national origin, ancestry, religious belief or affiliation, political belief, or affiliation, sex, physical disability, or other non-merit factor. The civil service commission may provide for age limits for persons competing in examinations for classes involving public health or safety or having the powers and duties of a police officer. Positions reasonably requiring the services of a particular sex shall be the only ones reserved to that sex. Individuals shall have the right to appeal any action taken which adversely affects them and is based upon alleged discrimination. Such appeals shall be
processed in accordance with the rules and procedures estab-
lished by the Solano County Civil Service Commission.

SECTION IV.

Section 20-12 of Chapter 20, Article I of the Solano County
Code is amended to read as follows:

Sec. 20-12. Inclusion of current employees; applicability
to part-time and probationary employees;
employees of other governmental entities
coming into county service.

All persons holding positions in the county service at the
time of, and who held such positions on a full time basis for
the six (6) months next preceding January 1, 1967, shall have
permanent status in the county civil service. The civil service
commission shall provide for appropriate status on a comparable
basis for persons holding part time, temporary, casual, and
similar positions.

Any full time employee hired in or promoted to a position
on or after July 1, 1966 and prior to January 1, 1967, shall
be considered a probationary employee in that position. Upon
completion of six months satisfactory service in that position,
the employee shall have permanent status in that class and posi-
tion. If such an employee is employed continuously from July 1,
1965 to January 1, 1967, and is promoted to a higher position
during this period of time, it shall be construed that he has
permanent status in the lower position at the time of promotion.
The civil service commission shall not require an examination
for any such employee employed or promoted subsequent to July 1,
1966 and prior to January 1, 1967.

When the functions of other governmental entities are
assumed by the county, the employees who performed these func-
tions may be included within the county civil service. The
civil service commission shall determine their status in each
instance, and it shall be equivalent to the status the employee
would have had, had he been a county employee during the term of his employment.

SECTION V.

This Ordinance shall be published once before the expiration of FIFTEEN (15) DAYS after its passage in the Vallejo Times Herald, a newspaper of general circulation, printed and published in the County of Solano, and shall be in full force and effect THIRTY (30) DAYS after its passage.

RICHARD BRANN
Chairman of the Board of Supervisors, Solano County

ATTEST:

NEIL CRAWFORD, County Clerk and ex officio Clerk of the Board of Supervisors,

By

Deputy Clerk

I, NEIL CRAWFORD, County Clerk and ex officio Clerk of the Board of Supervisors of the County of Solano, State of California, do hereby certify that the above and foregoing Ordinance was introduced at a regular meeting thereof held on the 2nd day of June, 1975.

On the motion of ______________ and the second of ______________, this Ordinance was adopted at a regular meeting of said Board on the 10th day of June, 1975 by the following vote:

AYES: SUPERVISORS: ______________

NOES: SUPERVISORS: ______________

ABSENT: SUPERVISORS: ______________

WITNESS my hand and Seal of said Board this 10th day of June, 1975.

NEIL CRAWFORD, County Clerk

By

Deputy Clerk