

28. Adopt "An Ordinance Amending Section 1.04.140 of the Santa Cruz County Code Relating to Definitions of Director of the Personnel Department, Personnel Director, and Personnel Department," (Approved in Concept May 20, 2025) ()



## County of Santa Cruz Board of Supervisors

### Agenda Item Submittal

**From:** Clerk of the Board

**Subject:** Adopt an "Ordinance Amending Section 1.04.140 of the Santa Cruz County Code Relating to Definitions of Director of the Personnel Department, Personnel Director"

**Meeting Date:** June 10, 2025

**Formal Title:** Adopt "An Ordinance Amending Section 1.04.140 of the Santa Cruz County Code Relating to Definitions of Director of the Personnel Department, Personnel Director, and Personnel Department," (Approved in Concept May 20, 2025)

### Recommended Actions

Adopt "An Ordinance Amending Section 1.04.140 of the Santa Cruz County Code Relating to Definitions of Director of the Personnel Department, Personnel Director, and Personnel Department," as approved in concept on May 20, 2025.

### Executive Summary

N/A

### Discussion

On May 20, 2025, the Board of Supervisors approved the ordinance in concept and scheduled it for second reading/final adoption on June 10, 2025

### Financial Impact

Information on the financial and budgetary impacts of this item. Must include GL key and object.

### Strategic Initiatives

N/A

### Submitted By:

Juliette Rezzato, Chief Deputy Clerk of the Board

### Recommended By:

Carlos J. Palacios, County Executive Officer

### Artificial Intelligence Acknowledgment:

Artificial Intelligence (AI) did not significantly contribute to the development of this agenda item.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING SECTION 1.04.140 OF THE SANTA CRUZ COUNTY CODE RELATING TO THE DEFINITIONS OF DIRECTOR OF THE PERSONNEL DEPARTMENT, PERSONNEL DIRECTOR, AND PERSONNEL DEPARTMENT**

The Board of Supervisors of the County of Santa Cruz (the “Board”) hereby finds and declares the following:

WHEREAS, Santa Cruz County Code Chapter 2.16 creates the position of Personnel Director, specifies that the County Executive Officer appoints and supervises the Personnel Director, and defines the powers and duties of the Personnel Director among other matters; and

WHEREAS, some other counties in California use the more contemporary title of Human Resources Director for the job classification of Personnel Director; and

WHEREAS, the Board of Supervisors wishes to change the title of the Personnel Director to Human Resources Director to adopt this more contemporary title for the Personnel Director classification and make other conforming changes.

NOW, THEREFORE, the Board of Supervisors of the County of Santa Cruz hereby ordains as follows:

**SECTION I**

Section 1.04.140 of the Santa Cruz County Code is hereby amended to read as follows:

**1.04.140 Definitions and interpretation of terms in the Santa Cruz County Code.**

- (A) “Across” includes along, in or upon.
- (B) “Assistant County Administrative Officer” means Assistant County Executive Officer wherever that position title is used in this code.
- (C) “Auditor” means the Santa Cruz County Auditor-Controller-Treasurer-Tax Collector.
- (D) “Board” or “Board of Supervisors” means the Board of Supervisors of the County of Santa Cruz.
- (E) “Code” means the Santa Cruz County Code.
- (F) “County” means the County of Santa Cruz.
- (G) “County Administrative Office” means County Executive Office wherever that department title is used in this code.

(H) “County Administrative Officer” means County Executive Officer wherever that position title is used in this code.

(I) “Deputy County Administrative Officer” means Deputy County Executive Officer wherever that position title is used in this code.

(J) “Department of Planning” or “Planning Department” means the Department of Community Development and Infrastructure wherever those department titles are used in this code.

(K) “Department of Public Works” or “Public Works Department” means the Department of Community Development and Infrastructure wherever those department titles are used in this code.

(L) “Director of Public Works” or “Director of the Department of Public Works” means the Director of the Department of Community Development and Infrastructure wherever those position titles are used in this code.

(M) “Director of the Planning Department” or “Planning Director” means the Director of the Department of Community Development and Infrastructure wherever those position titles are used in this code.

(N) “Ex officio” means by virtue of office.

(O) “Goods” means and includes wares and merchandise.

(P) “May” means “allowed to” or “able to” as distinguished from “shall.”

(Q) “Oath” includes affirmation.

(R) “Operate” or “engage in” means and includes carry on, keep, conduct, maintain, or cause to be kept or maintained.

(S) “Owner,” as applied to a building or land, means and includes any part owner, joint owner, tenant in common, or joint tenant of the whole or part of such building or land.

(T) “Person,” unless it otherwise appears from the context as used, means and includes any person, firm, association, corporation, organization, partnership, business trust, company, public agency, school district, the State of California, and its political subdivisions or instrumentalities.

(U) “Personnel Director” or “Director of the Personnel Department” means the Human Resources Director, or their designee, wherever the position title “Personnel Director” or “Director of the Personnel Department” are used in this Code.

(V) "Personnel Department" means the Human Resources Department wherever the department title "Personnel Department" is used in this Code.

(W) "Risk Manager" refers to that specific person employed within the Human Resources Department who supervises the County's risk management activities.

(X) "Sale" means and includes any sale, exchange, barter, or offer for sale.

(Y) "SCCC" means Santa Cruz County Code.

(Z) "Shall" is mandatory except where it is used to direct a County or other public officer or employee to perform certain acts, in which case it is directory only.

(AA) Singular and Plural. The singular number includes the plural, and the plural the singular.

(BB) "State" means the State of California.

(CC) "Street" means and includes all streets, highways, public roads, County roads, avenues, lanes, alleys, courts, places, squares, curbs, sidewalks, parkways, or other public ways in the County which have been or may hereafter be dedicated and open to public use, or such other public property so designated in any law of this State.

(DD) "Tenant" or "occupant," as applied to a building or land, means and shall include any person who legally inhabits and or uses the whole or part of such building or land, whether alone or with others.

(EE) Tense. The present tense includes the past and future tense, and the future, the present.

(FF) Titles of Officers and Departments. The use of the title of any officer, employee, office, commission, department or board shall mean such officer, employee, office, commission, department or board of the County of Santa Cruz.

(GG) "Writing" means handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing, any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. Whenever any notice, report, statement or record is required or authorized by any County ordinance or code provision, it shall be made in writing in the English language unless it is expressly provided otherwise.

## SECTION II

Should any section, clause, or provision of this ordinance be declared by the courts to be invalid, the same shall not affect the validity of the ordinance as a whole, or parts thereof, other than the part so declared to be invalid.

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**SECTION III**

This ordinance shall take effect on the 31st day following final adoption.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2025, by the Board of Supervisors of the County of Santa Cruz by the following vote:

AYES: SUPERVISORS  
NOES: SUPERVISORS  
ABSENT: SUPERVISORS  
ABSTAIN: SUPERVISORS

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Felipe Hernandez  
Chairperson of the Board of Supervisors

ATTEST: \_\_\_\_\_  
Juliette Rezzato  
Clerk of the Board

APPROVED AS TO FORM:

Signed by:  
 5/13/2025  
\_\_\_\_\_  
Arthur G. Wille  
Assistant County Counsel

### Certificate Of Completion

Envelope Id: DEE55293-4B53-410F-B550-90894F4C70B1	Status: Completed
Subject: Complete with Docusign: Amendment of 1.04.140 (5-5-25).docx	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Jennifer Espino-Smith
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	701 Ocean Street
	Santa Cruz, CA 95060
	Jennifer.Espino-Smith@santacruzcountyca.gov
	IP Address: 63.194.190.100

### Record Tracking

Status: Original 5/13/2025 8:41:18 AM	Holder: Jennifer Espino-Smith	Location: DocuSign
Security Appliance Status: Connected	Jennifer.Espino-Smith@santacruzcountyca.gov	
Storage Appliance Status: Connected	Pool: FedRamp	
	Pool: County of Santa Cruz	Location: Docusign

### Signer Events

Arthur Wille  
 Arthur.Wille@santacruzcountyca.gov  
 County of Santa Cruz  
 Assistant County Counsel  
 Security Level: Email, Account Authentication (None)

### Signature

Signed by:  
  
 FD318C222C994D0...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 63.194.190.100

### Timestamp

Sent: 5/13/2025 10:29:40 AM  
 Viewed: 5/13/2025 12:51:10 PM  
 Signed: 5/13/2025 12:54:29 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 5/13/2025 12:51:10 PM  
 ID: 54596b05-77a6-4339-a0d1-f4ef2a81812f

### In Person Signer Events

### Signature

### Timestamp

### Editor Delivery Events

### Status

### Timestamp

### Agent Delivery Events

### Status

### Timestamp

### Intermediary Delivery Events

### Status

### Timestamp

### Certified Delivery Events

### Status

### Timestamp

### Carbon Copy Events

### Status

### Timestamp

Jennifer Espino-Smith  
 jennifer.espino-smith@santacruzcountyca.gov  
 Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 5/13/2025 12:54:31 PM  
 Resent: 5/13/2025 12:54:32 PM  
 Viewed: 5/13/2025 2:11:14 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 4/20/2022 8:29:32 AM  
 ID: 1928cad3-2805-493e-894d-2d56549857eb

### Witness Events

### Signature

### Timestamp

### Notary Events

### Signature

### Timestamp

### Envelope Summary Events

### Status

### Timestamps

Envelope Sent	Hashed/Encrypted	5/13/2025 10:29:40 AM
Certified Delivered	Security Checked	5/13/2025 12:51:10 PM

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Signing Complete	Security Checked	5/13/2025 12:54:29 PM
Completed	Security Checked	5/13/2025 12:54:31 PM

  

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact County of Santa Cruz:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [nada.algharib@santacruzcounty.us](mailto:nada.algharib@santacruzcounty.us)

### **To advise County of Santa Cruz of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [nada.algharib@santacruzcounty.us](mailto:nada.algharib@santacruzcounty.us) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [nada.algharib@santacruzcounty.us](mailto:nada.algharib@santacruzcounty.us) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Santa Cruz as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Santa Cruz during the course of your relationship with County of Santa Cruz.