



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 4/16/2024

To: Board of Supervisors

Department or Agency Name(s): Human Resources

Staff Name and Phone Number: Janell Crane, 707-565-2885

Vote Requirement: Majority

Supervisorial District(s): Countywide

Recommended Action:

Approve the appointment of Jeffrey Berk to the Civil Service Commission for a term beginning April 16, 2024, and ending on April 16, 2028. (Countywide)

Executive Summary:

The Board of Supervisors are responsible for appointments to over 75 Boards, Commissions, Committees, and Task Forces. Vacancies and upcoming expiring appointments are posted on the County's list of Boards, Commissions, Committees, and Task Forces website:

<https://sonoma-county.granicus.com/boards/w/808bd6e42edf8e0f>.

Rule 50 of the Board Rules of Procedures states that the Clerk of the Board shall convene staff to review prospective countywide appointments and make appointment recommendations to the Board. The current item recommends appointment of Jeffrey Berk to Civil Service Commission.

Discussion:

Approve the appointment of Jeffrey Berk to the Civil Service Commission.

The Civil Service Commission oversees the County personnel system and, in this capacity, prescribes, amends, and enforces the Civil Service Rules, makes determinations on classification study recommendations presented by Human Resources staff, and makes final decisions on appeals involving alleged improper action or the denial of any rights provided by the Civil Service Ordinance and Civil Service Rules. This includes appeal of classification, examination procedures, layoff administration, and disciplinary actions. The Civil Service Commission is comprised of five members, appointed by the Board of Supervisors, each serving a four-year term.

Mr. Berk has 30 years of experience as a public sector attorney and has extensively worked on various types of employment issues, the Brown Act, and Public Records Act matters. He worked as a Deputy County Counsel for the County of Sonoma from 1992 to 2019 and a Chief Assistant City Attorney for the City of Santa Rosa from 2019 to 2023. Mr. Berk has been a professor at Empire College of Law since 1995 and also provides free legal advice at the Sonoma County Library's *Lawyers in the Library* program

Strategic Plan:

N/A

Prior Board Actions:

Agenda Date: 4/16/2024

N/A

FISCAL SUMMARY

Narrative Explanation of Fiscal Impacts:

N/A

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

Application Recommended for Appointment

Related Items "On File" with the Clerk of the Board:

N/A