

**CIVIL SERVICE COMMISSION  
2015 – 2016 BIENNIAL REPORT**

**DRAFT**

Commission Role

The County Code, Section 2.46.020, specifies that the Civil Service Commission “shall prescribe, amend and enforce rules, for the classified service to make effective the provisions set forth in this chapter, which rules shall have the force of law.” The primary duties include the hearing of appeals regarding administrative personnel decisions, approving position classifications when there is not agreement between the County and the representation unit, and reviewing the processes and outcomes of the County’s Civil Service system.

Meeting Dates, Time, and Location

2015: In 2015, the Commission met on the third Thursday of January, April, July, and October at 5:45 p.m. in the Board of Supervisors’ Chambers in the County Governmental Center. Additionally, Commissioners held the first Wednesday afternoon and third Wednesday all day of each month for potential appeal hearings. There was one disciplinary appeal hearing held before the Commission over four days.

2016: During 2016, the Commission met on the third Thursday of January, and July at 5:45 p.m. in the Board of Supervisors’ Chambers in the County Governmental Center. The Commission’s scheduled April and October meetings were cancelled for lack of quorum. Additionally, Commissioners held the first Wednesday afternoon and third Wednesday all day of each month for potential appeal hearings. There were two disciplinary appeal hearings scheduled before the Commission.

Commission Structure

The Commission consists of five members, each nominated for full Board approval by each Supervisor. The Commission members in 2015 and 2016 were: First District, Carmen Potro; Second District, Bob Pursley; Third District, Dina Hoffman; Fourth District, Olivia Madrigal; and Fifth District, Kevin Fink.

In January, the Commission elects a Chair and a Vice-Chair for a one-year term. In 2015, the Commission Chair was Olivia Madrigal and the Vice-Chair was Carmen Potro. In 2016 the Commission Chair was Bob Pursley and the Vice-Chair was Kevin Fink.

Attendance

The columns below indicate Commission attendance for 2015:

Meeting	Hoffman	Madrigal	Potro	Pursley	Fink
January 15	X	X	X	X	X
April 16	X	A	X	X	A
July 16	X	X	X	X	X
October 15	X	X	A	A	X
Disciplinary Hrg June 3, Aug 27, Aug 28 & 9/3	X	A	X	X	X

The columns below indicate Commission attendance for 2016:

Meeting	Madrigal	Potro	Pursley	Hoffman	Fink
January 21	X	X	A	X	X
April 21	CANCELLED				
July 21	A	X	X	X	X
October 20	CANCELLED				
Disciplinary Hrgs cancelled by appellants					

*X = Present; A = Absent*

Commission Staff

The Commission is staffed by the County Personnel Department. Ajita Patel, Deputy Director served as the Commission Secretary. Thornton Kontz served as Commission attorney.

Goals and Accomplishments

1. During 2015 - 2016, the Commission conducted one disciplinary hearing over four days as required by the Civil Service Rules for appeals of terminations, suspensions, and demotions.
2. Continued to review staff reports regarding Provisional Appointments.

3. The Commission reviewed classification actions.

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Future Goals

1. The Commission will continue to conduct disciplinary appeal hearings.
2. The Commission will continue its review of provisional appointments.
3. The Commission will consider improvements as needed to the Civil Service Rules.
4. The Commission will continue to review classification actions.