

**CIVIL SERVICE COMMISSION
2025 ATTENDANCE REPORT**

Meeting Dates, Time, and Location

In calendar year 2025 the Commission met in January, April, July, and October on the third Thursday at 5:45 p.m. Additionally, Commissioners hold the first Wednesday afternoon and third Wednesday all day of each month for potential appeal hearings. There were no disciplinary appeal hearings in 2025.

Commission Structure

The Commission consists of five members, each nominated for full Board approval by each Supervisor. The Commission members in 2025 were: First District, Tamiko Collins; Second District, Steve Landau; 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 one-year terms. In 2025 the Commission Chair was Steve Landau, and the Vice-Chair was Kevin Fink.

Attendance

The columns below indicate Commission attendance for 2025:

Meeting	Hoffman	Madrigal	Fink	Landau	Collins
January 16 CANCELLED LACK OF QUORUM	N/A	N/A	N/A	N/A	N/A
April 17 CANCELLED LACK OF QUORUM	N/A	N/A	N/A	N/A	N/A
June 12 Rescheduled	X	A	X	X	A
July 17 CANCELLED LACK OF QUORUM	N/A	N/A	N/A	N/A	N/A
October 16	A	A	X	X	X

X = Present; A = Absent

NA=Cancelled Due to a Lack of Quorum or Commissioner Vacancy

Commission Staff

The Commission is staffed by the County Human Resources Department. Ajita Patel, Human Resources Director, served as the Commission Staff. Thornton Kontz served as Commission attorney through July and County Counsel served as Counsel for the remainder of the year.

SUMMARY FOR DELEGATED CLASSIFICATIONS

October - December 2025

Department	Action	Proposed Class (if applicable)	Class After Human Resources Study
Auditor-Controller/Treasurer-Tax Collector	Add a new 1.0 FTE position	Senior Accountant-Auditor	Senior Accountant-Auditor
County Executive Office	Vacant Reclassification of a Office Assistant III	Assistant/Associate/Senior/ Principal Administrative Analyst	Assistant/Associate/Senior/ Principal Administrative Analyst
County Executive Office	Vacant Reclassification of an Administrative Aide	Assistant/Associate/Senior/ Principal Administrative Analyst	Assistant/Associate/Senior/ Principal Administrative Analyst
Parks, Open Spaces and Cultural Services	Alternate Staffing of a 1.0 FTE Position	Assistant/Departmental Administrative Analyst	Assistant/Departmental Administrative Analyst
Parks, Open Spaces and Cultural Services	Add a new 1.0 FTE position	Park Maintenance Worker I	Park Maintenance Worker I
Parks, Open Spaces and Cultural Services	Add a new 1.0 FTE position	Recreation Coordinator	Recreation Coordinator
Sheriff-Coroner's Office	Vacant Reclassification of a Sheriff Security Officer	Sheriff's Records Clerk	Sheriff's Records Clerk

**PROVISIONAL REPORT
OCTOBER-DECEMBER 2025**

Appointment Date	Department	Classification	Reason for Filling Position	Type of Appointment	Recruitment Plan/Status
12/6/25	CDI/PUBLIC WORKS	SR CIVIL ENGINEER	To ensure continuity of operations while recruitment is completed.	Provisional Promotion	Recruitment to be conducted in coming weeks.

NUMBER OF PROVISIONAL APPOINTMENTS

TYPE OF APPOINTMENT	OCT-DEC 2024	OCT-DEC 2025
Provisional	0	0
Provisional Promotion	0	1
Provisional Substitute	0	0
Provisional Substitute Promotion	1	0
Provisional to Probationary	0	2

Civil Service Rule 130.VI.G: When there are less than five (5) qualified eligibles on any appropriate employment list, the Personnel Director may authorize the provisional appointment of any individual meeting the established standards for the position pending the establishment of an eligible list, but in any event, no such provisional appointment shall continue for longer than the following except as noted below under Section 2: Successive provisional appointments shall not be allowed, except that one additional temporary authorization for the same length of time as the original provisional appointment may be authorized by the Personnel Director provided that due diligence was exercised to establish an eligible list, or that other valid reasons exist to justify the extended provisional appointment which do not evade the competitive principles of the merit system. In the event that a provisional appointment is made for a COVID-19 pandemic response assignment (i.e., staffing shelters, public health response, fiscal reimbursement support, recruitment support, logistics, etc.), the appointment may be extended for the duration of the emergency as declared by federal, state, or county government. (Res. 144-2021, 5/25/21)