



SOLANO COUNTY

DEPARTMENT OF HUMAN RESOURCES

DATE: *December 12, 2024*

TO: *Human Resources Staff*

FROM: *Niger Edwards, Director of Human Resources*

SUBJECT: *Due Dates for Civil Service Commission Meeting Agenda Items*

Below are the timelines for submission of items to be agendized for the upcoming 2025 regular Civil Service Commission Meetings:

Agenda Items Due to HR Director	Agenda Packets Posted Friday prior to Meeting	Regular CSC Meeting Date
December 30, 2024	January 3, 2025	January 8, 2025
February 3, 2025	February 7, 2025	February 12, 2025
March 3, 2025	March 7, 2025	March 12, 2025
March 31, 2025	April 4, 2025	April 9, 2025
May 5, 2025	May 9, 2025	May 14, 2025
June 2, 2025	June 6, 2025	June 11, 2025
n/a	n/a	July 9, 2025 (cancelled)
August 4, 2025	August 8, 2025	August 13, 2025
August 29, 2025*	September 5, 2025	September 10, 2025
September 29, 2025	October 3, 2025	October 8, 2025
November 3, 2025	November 7, 2025	November 12, 2025
December 1, 2025	December 5, 2025	December 10, 2025

*Change due to holiday

cc: Bill Emlen, County Administrator
 Department Heads
 Assistant Department Heads
 Kelly Welsh, Deputy County Counsel IV