



Agenda Submittal

Agenda #: **Status:** Agenda Ready
Type: CSC-Document **Department:** Civil Service Commission
File #: CSC 20-0004 **Contact:** Marc Fox, 784-2552
Agenda date: 1/8/2020 **Final action:**
Title: Approve the 2019 Annual Report of the Civil Service Commission

Governing body: Civil Service Commission
District:
Attachments: 1. A - CSC 2019 Annual Report

Date	Ver.	Action By	Action	Result
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HUMAN RESOURCES' RECOMMENDATION:

It is recommended that the Civil Service Commission approves the annual report for calendar year 2019 as fulfillment of the requirement for the Civil Service Commission to submit an annual report to the Board of Supervisors.

SUMMARY:

Civil Service Rule 3.04, Annual Report, states:

"Each year, on or before March 15, a report shall be prepared and submitted to the Board of Supervisors. The report shall contain information and statistical data relating to the County employment, the personnel program and the activities of the Civil Service Commission. The report may contain recommendations for action by the Board for improvement of the County's personnel program. The Director of Human Resources shall prepare a draft of the annual report and place it on the agenda for consideration by the Commission. The Commission shall make such changes as are appropriate and submit the report to the Board of Supervisors."

DISCUSSION:

Pending approval of the Commission, the Director of Human Resources has prepared a report that contains information and statistical data relating to the County employment, the personnel programs and the activities of the Commission. The drafted report also provides historical data. The drafted report is attached.

Once approved, the Director of Human Resources will place the report on the Board of Supervisors' January 28, 2020 meeting agenda, which meets the Civil Service Rule requirement that the annual report is prepared and submitted on or before March 15.

ALTERNATIVES:

The Civil Service Commission may amend the drafted 2019 Annual Report of the Civil Service Commission.

OTHER AGENCY INVOLVEMENT:

None.