

# **Solano County**

*675 Texas Street  
Fairfield, California 94533  
www.solanocounty.com*



## **Agenda - Final**

**Wednesday, December 9, 2015**

**6:30 PM**

**Solano County Board of Supervisors Chambers**

**Civil Service Commission**

## SOLANO COUNTY CIVIL SERVICE COMMISSION

*Regular Meeting  
December 9, 2015  
Wednesday - 6:30 p.m.  
Board of Supervisors Chambers*

### TO THE PUBLIC

*In compliance with the Americans with Disabilities Act (ADA of 1990), the County will provide accommodations for persons with disabilities who attend public meetings. If you have the need for an accommodation such as interpreters or materials in alternative format, please contact Antoinette Rasmussen at 707-784-6180.*

*If you wish to address the Commission on a matter not listed on the Agenda, you may do so under Items from the Public. The subject matter must be within the jurisdiction of the Commission.*

*If you wish to address any item listed on the Agenda, please submit a Speaker Card to the Recording Secretary of the Commission before the Commission considers the specific item. Cards are available on the podium in the Board Chambers.*

*Please limit your comments to five minutes.*

*For items not listed on the Agenda, please see Item #3, Items from the Public.*

1. Call to Order/Roll Call
2. Pledge Of Allegiance
3. Items from the Public

*This is your opportunity to address the Commission on a matter not heard on the Agenda, but it must be within the subject matter jurisdiction of the Commission. Please submit a Speaker Card before the first speaker is called and limit your comments to five minutes. Items from the public will be taken under consideration without discussion by the Commission and may be referred to staff.*

4. Approval of Minutes of the Commission

#### [CSC 15-0047](#)

**Attachments:** [9-9-15 Special Meeting Minutes](#)  
[9-9-15 Minutes](#)  
[10-14-15 Minutes](#)

5. Communications
6. Information Items (No Action Required by Commissions)
7. Additions to, or deletions from, the Agenda

## 8. Approval of the Agenda

**SCHEDULED CALENDAR**

*(All items under Scheduled Calendar require Commission Action)*

[CSC 15-0045](#) Accept the Civil Service Commission regular meeting calendar for 2016

[CSC 15-0046](#) Receive a report on the recruitment flow and process from the Director of Human Resources and provide direction on potential process improvements. (Continued from September 9, 2015)

**Attachments:**

[Exhibit 1 - Merit System Audit](#)

[Exhibit 2 - Grand Jury Report](#)

[Exhibit 3 - Recruitment Flow Chart](#)

[Exhibit 4 - Oral Board Guidelines](#)

[Exhibit 5 - Rating Guidelines](#)

[Exhibit 6 - Employment Resources Specialist III Recruitment Flowchart](#)

[Exhibit 7 - Employment Resources Specialist III Recruitment Announcement](#)

[Exhibit 8 - Employment Resources Specialist III Classification Specification](#)

[Exhibit 9 - October 9, 2015 letter to SEIU](#)

[Exhibit 10 - PowerPoint Presentation](#)

**MISCELLANEOUS ITEMS**

## 9. Commission/Staff Comments

**Adjourn**

*To the Civil Service Commission meeting of January 13, 2016 at 6:30 P.M., Board Chambers, 675 Texas Street, Fairfield, CA*