



COUNTY OF EL DORADO
Civil Service Commission – Rules of Procedure
January 2021

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~~RULES OF PROCEDURE~~

Date: March 30, 2007

~~Updated: May 16, 2007~~

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SECTION 1: AUTHORITY AND PURPOSE

1.1 Update: May 12, 2015

RULE 1: AUTHORITY AND PURPOSE

1.01 Authority

Under the authority of the El Dorado County Charter, Article V, Section 502.2 ~~and the El Dorado County Civil Service Ordinance~~, the Civil Service Commission, hereafter "(Commission" does) shall prescribe and ~~adopt these Rules~~ maintain Commission Procedures, approved by resolution of the Board of Supervisors, which provide for the orderly conduct of the Commission's business. These Procedures (herein after referred to as Rules) shall have the force and effect of law. Per the El Dorado County Charter, Section 502.3, and aside from matters relating to the conduct and business of the Commission, the Commission shall hear only the following matters:

- Discipline of classified employees with permanent status;
- Complaints of unlawful discrimination in personnel matters; and
- Other matters as may be provided for in the County's Personnel Rules, Memoranda of Understanding between the County and representing employee organizations, or Board Policy.

1.02 1.2 Purpose

These Rules are prescribed for the purpose of assuring fair and impartial treatment to all County of El Dorado (County) employees and applicants for employment in the classified service. ~~Te~~ To accomplish these goals, these ~~ends,~~ ~~the~~ Rules shall be liberally construed.

1.3 Effective Date

All Rules and amendments thereto shall become effective immediately upon adoption by the County Board of Supervisors via resolution.

1.03 1.4 Severability

If any ~~Rule~~ rule, section, paragraph, sentence, clause, or phrase of these Rules is declared unconstitutional or void for any reason, the validity of the remaining portions of these Rules shall not be affected by such ~~a~~ decision-(s).

RULESECTION 2: ORGANIZATION AND ADMINISTRATION

2.011 Responsibilities of the Civil Service Commission

The Commission shall have the following responsibilities:

- A. Prescribe, amend, repeal and enforce the Rules of these Rules as deemed reasonable or necessary, and make recommendations on amending these Rules to the Civil Service Commission County Board of Supervisors;
- B. Investigate the enforcement and effectiveness of ~~the~~these Rules as needed, and implement best practice processes to ensure the same;
- C. Consider the legitimacy of and hear appropriate disciplinary appeals initiated by individuals regarding actions taken on matters governed by Civil Service applicable County Ordinances; ~~and~~
- D. Consider the legitimacy of and hear appropriate appeals ~~of allegation~~ of initiation by individuals of allegations related to discriminatory hiring practices or employment practices ~~initiated by individuals;~~ and
- E. Conduct grievance hearings ~~specified in if and to~~ the County Regulations or applicable extent provided for by any Memorandum of Understanding, the Salary and Benefits Resolution for Unrepresented Employees, and/or County regulations.

2.022 Officers of the Civil Service Commission

A. Election of Officers

The ~~Civil Service~~ Commission shall elect one of its members to serve as Chairperson and another member to serve as the Vice-Chairperson at the first regular meeting ~~of each year. The incumbent held in each calendar year; provided, however, that the term of office after election shall be for at least one year.~~ The Chairperson and Vice-Chairperson shall hold office until their respective successors are duly elected and qualified.

B. Chairperson Duties and Authority

The Chairperson shall ~~preside at all meetings of the Commission, sign official documents of the Commission and speak on behalf of the Commission when so authorized. During hearings, the Chairperson shall have the following duties and authority to:~~

1. Set the meeting agendas and preside at all Commission meetings, as available;

2. Sign official documents on behalf of the Commission;
3. Establish standing or special committees;
4. Request the County to provide law enforcement assistance in connection with a Commission proceeding;
5. Consult with the Commission's legal counsel and other experts to assist in the conduct of the Commission's business;
6. During Commission hearings, rule on evidentiary objections, and to issue orders to promote due process, fairness, and decorum during the proceedings;
7. In response to the request of the County made pursuant to a Memorandum of Understanding, name Commissioners to serve as members and alternates of Layoff Arbitration Panels; and
8. Speak on behalf of the Commission when so authorized.

C. Vice-Chairperson Duties and Authority

In the absence of the Chairperson, the Vice-Chairperson shall perform all duties regularly performed by the Chairperson. In the event of the death, resignation, replacement, or permanent disability of the Chairperson, the Vice-Chairperson shall act for the Chairperson until the Commission elects another Chairperson.

D. Chairperson Pro Tem

~~D.~~ In the absence of the Chairperson and Vice-Chairperson, the Chairperson shall appoint an acting Chairperson. In the event the Chairperson is unable to make such an appointment, a Commissioner present at a meeting or hearing who receives a majority vote of the Commissioners also present shall serve as an acting Chairperson or Chairperson pro tem for the meeting or hearing.

2.033 Director of Human Resources

~~The Director of Human Resources or designee, under~~Under the general direction of the Commission, the County's Director of Human Resources or designee shall perform the following administrative functions:

- A. Act as the Executive Officer for the Commission and be responsible for carrying out the Commission's decisions, instructions, and these Rules ~~of the Commission;~~

- B. Furnish a recording secretary to the Commission who shall take minutes of all Commission meetings of the and hearings, and present them for correction and approval at the next regular Commission meeting;
- C. Prepare the budget for the operation of the Commission;
- D. Administer the expenditure of funds appropriated for the Commission;
- ~~E. Schedule such hearings as may be required;~~
- ~~F. E. Receive all appeals Provide administrative assistance in procuring goods and grievance on behalf of services necessary for the Commission to conduct its business;~~
- F. Schedule and coordinate Commission meetings and hearings;
- G. Make recommendations relative to matters of policy and amendments to these Rules; and
- H. Perform other duties that may be assigned from time to time by the Commission.

2.044 Regular Meetings

The Commission shall hold regular meetings pursuant to a schedule set ~~in at~~ its discretion. The Commission ~~may shall~~ also hold ~~such other~~ meetings and ~~hearing hearings~~ as may be required by the ~~County's Administrative~~ El Dorado County Charter, El Dorado County Code and of Ordinances, or other applicable laws. The Commission, through its Chairperson, may cancel or reschedule meetings if there is no scheduled business for the Commission, ~~or for other good cause. Notice of the time and place of meetings, together with the agenda of such meetings, shall be posted at least 72 hours before a meeting and according to law on the Board of Supervisors' official bulletin board and on the website of the County. or for other good cause.~~

Notice of the time and place of meetings, together with the agendas of such meetings, shall be posted in accordance with the Ralph M. Brown Act, California Government Code section 54950, et seq. (the "Brown Act"). The postings shall be physically placed on the County Board of Supervisors' official bulletin board as well as made available electronically on the County's website and on County's Department of Human Resources website.

2.055 Special and Emergency Meetings

~~A special meeting may be called at any time by the Chairperson, or by a majority of the commissioners, by delivering written notice to each member of the Commission and posting notice on the County's official website. The notice shall be posted at least 24 hours before the time of the meeting as specified in the notice. The notice shall also be provided to each local newspaper of general circulation and radio or television station requesting such notice in writing. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these special meetings by the Commission. The call and notice shall be posted at least 24 hours prior to the special meeting on the Board of Supervisors' official bulletin board.~~

A special meeting or an emergency meeting may be called at any time by the Chairperson or by a majority of the Commissioners. Such meetings must comply with, and shall be posted in accordance with, the Brown Act. The postings shall be made in compliance with the rules applicable to Regular Meetings.

2.066 Quorum

Three (3) members of the ~~Civil Service~~ Commission shall constitute a "quorum ~~and a quorum shall be~~" necessary for the transaction of business and hearings. No formal action shall be taken by the Commission unless it is adopted by the concurring votes of a majority of ~~these~~ Commission members attending a meeting or hearing where a quorum is present. A roll call vote may be requested by a Commissioner on any matter before the Commission.

2.077 Communications

Communications, official notices, and requests to the Commission, insofar as practicable, shall be in writing. The substance of each request or notice and the action of the Commission thereon, if any, shall be noted in the applicable minutes.

2.08—8 Open and Public Meetings

All meetings of the Commission shall be open to the public and all persons shall be permitted to attend any meeting of the Commission, except as provided in these ~~rules;~~Rules or as otherwise provided by law.

2.09—Minutes

~~The Executive Officer to Robert's Rules of Order, in its latest revision, shall guide the Commission shall ensure minutes of its meetings are maintained. — in its proceedings.~~

2.10 Hearings and 9 Closed Session Hearings and Deliberations

~~Hearings shall be held~~For all disciplinary and grievance hearings, the Commission shall conduct hearings in closed session unless the appellant ~~in a disciplinary hearing/grievant~~ requests an open ~~appeal~~ hearing prior to the commencement of the hearing. The disciplining or appointing authority shall be responsible for providing written notice to the appellant/grievant of his or her right to request such an open hearing. ~~Following any hearing held in open session~~

Upon the conclusion of all testimony and closing arguments, the Commission shall adjourn ~~to a closed session~~, outside of the presence of the attending parties ~~upon conclusion of testimony~~ to deliberate and render a decision. The Commission may also adjourn to closed session at any time ~~under circumstance~~ which is otherwise lawful under the Brown Act.

2.11 Effective Date

All Rules 10 Remote Meetings and amendments shall become effective immediately upon adoption by the Board of Supervisors unless some later date is specified by the Commission. Hearings

RULE 3: HEARINGS OF THE CIVIL SERVICE COMMISSION

3.01 Hearings of the Civil Service Commission

A. Disciplinary Appeal

~~In the case of a disciplinary appeal, unless the appellant agrees to waive time, the~~compliance with applicable law and Executive Orders, the Commission is authorized to conduct its meetings and hearings remotely, via teleconference or videoconference.

SECTION 3: HEARING PROCEDURES

3.1 Scheduling of Hearings

The Commission shall commence a hearing~~hearings~~ within ~~twenty (20)~~ calendar days after ~~filing a disciplinary appeal with the Executive Officer.~~ the appellant/grievant files an appeal or grievance, unless he or she agrees to waive the 20-calendar-day timeframe.

B. Grievance and Non-Disciplinary Appeals

~~In the case of a grievance or non-disciplinary appeal, the Commission shall commence a hearing for the purpose of determining the validity of the allegations made within a reasonable period of time.~~

~~G.~~ **3.2 Case Management ~~Conference~~Conferences**

A. Within five (5) working days of receiving any appeal or grievance invoking the Scheduling of Case Management Conferences

~~The Commission's jurisdiction, the Executive Officer or designee shall send out~~issue a notice scheduling a case management conference. ~~for any appeal or grievance over which the Commission has jurisdiction within five (5) working days from the date the County's Director of Human Resources received the appeal or grievance.~~ The case management conference shall be scheduled to be held at the earliest reasonable opportunity, and no later than fourteen (14) days after the filing of an appeal or grievance. The Case Management Conference may be scheduled beyond fourteen (14) days by mutual agreement, or by the Commission's counsel/designee if circumstances so warrant. date/time on which all necessary participants are available, or as otherwise agreed by the appellant or grievant.

B. Conducting the Case Management Conferences

All or part of the case management conference may be conducted by telephone ~~or other electronic means if,~~ videoconference, or in-person provided each participant in the conference has an opportunity to participate ~~in and to hear the entire proceeding while it is taking place.~~ The following persons shall participate in the conference:

- ~~1. Counsel or representative for any represented party before the Commission;~~
 - ~~2.1. If unrepresented, the party on behalf of parties before the Commission~~the appellant/grievant, or the appellant/grievant if self-representing;
 - ~~2. County Counsel or a representative of the disciplining/appointing authority;~~
 - ~~3. The Commission's Executive Officer; or designee; and~~
- ~~4. The Commission's legal counsel and/or other Commission designee;~~
 - ~~5.4. The Department Head or their designee, and/or the appellant, may also chose to participate in the~~who shall preside over the case management conference but are not required.

C. All parties Case Management Conference Topics

Parties must be prepared to discuss the following matters at the case management conference:

1. -The nature of the appeal or grievance;
2. The facts and issues that are in dispute;

3. The facts and issues that are uncontested and may be subject to stipulation;

~~1.4.~~ Whether any discovery or subpoenas will be requested;

~~2.5.~~ The estimated number of witnesses;

~~3.6.~~ The estimated length and schedule of the hearing;

~~4.7.~~ The specific relief being sought; and

~~5.1.~~ The facts and issues that are in dispute;

~~6. The facts and issues that are uncontested and may be subject to stipulation; and~~

~~7.8.~~ Any anticipated problems or unusual concerns regarding the hearing, including any existing or anticipated evidentiary disputes.

The ~~participants~~parties may also discuss any other matters ~~as shall~~which may promote the orderly and prompt conduct of the impending hearing.

Following the case management conference, the Commission's legal counsel ~~and/or~~ designee will ~~memorialize and send to all parties issue a memorandum confirming~~Case Management Order memorializing the outcome of matters addressed at the conference, including any agreements made concerning the conduct of the upcoming hearing, and other required procedures. The Executive Officer ~~will~~shall serve a copy of the Case Management Order on the parties pursuant to legal requirements or as otherwise agreed by the ~~promptly assign a hearing date for the appeal~~parties.

~~D.~~ **3.3 Rights of Parties at Hearings**

At ~~hearings, the appellant/grievant, the hearing of an appeal, the Appellant, the disciplining/~~appointing authority, Department of Human Resources ~~Department~~ staff, and any other person(s) ~~whom~~who the Commission determines to have a legitimate interest in the matter shall be entitled to:

~~1.A.~~ Be represented by legal counsel or otherwise represented ~~at such hearings;~~

~~2.B.~~ Testify under oath;

~~3.C.~~ Question under oath any witness or other ~~persons~~person(s) involved in or related to the matter being considered that the Commission deems relevant;

~~4.D.~~ Present such affidavits, exhibits, and other evidence that the Commission deems relevant to the hearing; and

~~5.E.~~ Argue his/her respective case.

~~E. Assistance of Counsel~~

3.4 Subpoenas of Witnesses and Production of Records

~~The Commission's appointed legal counsel, if required~~ Commission shall have the authority to ~~de~~ subpoena witnesses and records to be presented at hearings, either at the request of a party or upon its own motion. The Commission shall exercise and enforce its subpoena power in the same manner as the subpoena power granted to the County Board of Supervisors in the California Government Code, except that the power shall extend only to matters within the Commission's lawful jurisdiction.

All subpoenas shall bear the signature of the Chairperson or his/her designee, or the Executive Officer or his/her designee. All members of the Commission, or any other person otherwise so empowered, may administer oaths to, or take affirmations from, witnesses before the Commission.

If a party has requested the issuance of the subpoena, that party is responsible for paying all costs related to the subpoena. Witnesses subpoenaed by the Commission, ~~may be present~~ shall be paid fees in the same amount and in the same manner as provided for in California Government Code section 68094.

If a party or other person wishes to object to the validity or scope of a subpoena, he/she may raise the objection prior to or during all phases of a the hearing, including ~~but in any event no later than~~ the ~~deliberations of the~~ time the subpoena is enforced.

A. Witness Subpoenas

~~Absent unusual circumstances, a party may request the Commission to issue subpoenas to no more than 10 witnesses. However, the Commission shall issue subpoenas to more than 10 witnesses if the requesting party can demonstrate to the Commission all of the following the presentation of all:~~

- ~~1. Testimony of the additional witness(es) is relevant and would be considered material evidence. The Commission's counsel shall, upon request of the Commission, make advisory rulings on the admission and exclusion of pertaining to the action;~~
- ~~2. Such evidence cannot be produced through means of a stipulation as to the testimony proposed to be introduced; and advise~~
- ~~3. Such evidence is not merely duplication of other evidence.~~

B. Subpoenas Duces Tecum

~~Parties may request the Commission on matter of law. to issue subpoenas duces tecum for the production of records, including documents and other materials, which are within the possession, custody, or control of another person or entity. All requests for the issuance of a subpoenas duces tecum shall:~~

1. Include a statement showing good cause for the production of the records requested;
2. Specify the exact records to be produced;
3. Set forth in full detail the materiality of the records to the issues involved in the hearing; and
4. State that the person or entity from whom they are seeking the records has them in his/her/its possession and under his/her/its control.

3.5 Conducting the Hearing

A. Admission of Evidence

In conducting its hearings, the Commission is guided by, but not bound by, the California Evidence Code.

~~The Commission itself shall exercise all other powers relating to the conduct of the hearing but may delegate any or all of them to its appointed legal counsel~~has discretion to exclude evidence if its probative value is substantially outweighed by the probability that its admission will necessitate undue consumption of time.

~~F. Closed Hearings~~

~~The Commission shall receive and rule on requests for closed or open hearings subject to Rule 2.10.~~

~~G.B.~~ Burden of Proof

In disciplinary appeal hearings, the burden of proof shall be on the disciplining authority. In grievance hearings and other types of hearings, the burden of proof shall be on the ~~Appellant~~appellant/grievant. The Commission shall use the “preponderance of evidence” standard in rendering its decisions.

C. Presentation of Evidence

In disciplinary appeal hearings, the disciplining authority shall first present ~~his/her/its~~ evidence. Each party shall then have the right to present their evidence in rebuttal.

In grievance or other hearings, the ~~employee filing the appeal~~appellant/grievant shall first present evidence of the charges alleged. The person charged and/or ~~Department Head of appointing authority for~~ the department in which the alleged violations occurred may then present evidence. Each party shall then have the right to present rebuttal evidence.

~~H. Evidence~~

~~Hearings shall not be conducted according to the technical rules of evidence for formal court proceedings, except as hereinafter provided.~~

~~Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of the evidence over objections in civil actions.~~

~~Hearsay evidence may be used for the purpose of supplementing or explaining other evidence but shall not be sufficient in itself to support a material finding unless it would be admissible over objection(s) in civil actions.~~

~~Oral evidence shall be taken only on oath or affirmation.~~

~~The rule of privilege shall be effective to the extent that they are otherwise required by statute to be recognized at the hearing. The Commission has discretion to exclude evidence if its probative value is substantially outweighed by the probability that its admission will necessitate undue consumption of time.~~

~~I. Subpoena of Witnesses — Production of Records~~

~~The Commission shall have the authority to subpoena witnesses, either at the request of any party or upon its own motion.~~

- ~~1. Any expense incurred in the subpoena of witnesses shall be paid by the party which requests the presence of those witnesses.~~
- ~~2. Normally, each party may subpoena no more than ten (10) witnesses. The Commission will consider a request to subpoena more than ten (10) witnesses if a party can demonstrate to the Commission all of the following:
 - ~~a. That testimony of the additional witness is relevant and material evidence pertaining to the action; and~~
 - ~~b. Such evidence cannot be produced through means of a stipulation as to the testimony proposed to be introduced; and~~
 - ~~c. Such evidence is not merely duplication of other evidence.~~~~
- ~~3. All written subpoenas for witnesses shall bear the signature of the Chairperson, Vice Chairperson or Executive Officer of the Commission.~~
- ~~4. A Subpoena Duces Tecum may also require a person to produce at the hearing all books, papers and documents in his/her possession or under his/her control relating to the hearing. All applications for Subpoena Duces Tecum shall:
 - ~~a. Include a statement showing good cause for the production of the records requested;~~
 - ~~b. Specify the exact records to be produced;~~~~

- ~~c. Set forth in full detail the materiality to the issues involved in the hearing; and~~
- ~~d. State that the person from whom they are seeking records has the desired records in his/her possession and under his/her control.~~

~~If a person wishes to object to the validity or scope of the subpoena, he/she may do so before the Commission at the time and place set for the hearing.~~

J.D. Witnesses at Hearings

During hearings, the Commission may exclude ~~from the public or closed meeting~~ any or all witnesses ~~in the matter being considered by the Commission~~ ~~from attending the hearing~~ when they are not testifying provided, however, that appellants/grievants shall have the right to have one representative present at all times, even if the representative is also a witness.

~~K.~~ Professionalism

E. Inappropriate Behavior or Misconduct During Hearings; Sanctions

Persons appearing before the Commission and otherwise attending its hearings shall conduct themselves in a professional and respectful manner. In instances of inappropriate behavior or misconduct, the Chairperson ~~may~~ has the authority to issue ~~warnings~~ orders to ensure the Commission may proceed in an orderly and, finally, an opportunity for a last chance. safe fashion. If ~~the offending a person violates the Chairperson's last chance~~ fails to comply with an order of the Chairperson, the Commission may vote to impose sanctions, including without limitation (1) exclusion from the proceedings; (2) exclusion of certain evidence from being presented or admitted, and/or (3) dismissal of the appeal or grievance (if the offending party is the appellant/grievant) or sustaining the appeal or grievance (if the offending party is a County representative).

F. Report of Hearing

Hearings shall be recorded by a certified court reporter and may be transcribed pursuant to a request of a party or the Commission. The requesting party shall bear the cost of transcription, unless otherwise required by law or applicable rules.

~~L.~~ 3.6 Findings and Decisions

After hearing the appeal, grievance, or other ~~action~~ matter, the Commission shall:

- ~~4.A. Adjourn adjourn to an executive closed session to deliberate before arriving at or rendering its decision in the matter~~ outside of the presence of the ~~attending parties and witnesses.~~ At the conclusion of the

deliberations, the Commission shall reconvene into open session to report the decision made, but shall not identify the appellant/grievant.

~~2.B.~~ The Commission, being governed by shall issue a preponderance of evidence, decision on the matter which may either affirm, revoke, or modify the existing order, action, or ruling. The Commission may direct necessary corrective action to be taken (within the scope of its jurisdiction) once it has made a ruling decision. A decision of the Commission shall be determined by a majority vote of the majority of those members of the Commission members present at the hearing where a quorum is present. In the event of a tie vote in a grievance or non-disciplinary hearing, the appeal shall be dismissed. In the event of a tie vote in a disciplinary appeal hearing, the discipline imposed shall not be affirmed.

~~3. At the conclusion of the deliberations, the Commission shall reconvene into open session to report any action taken in closed session as required by law.~~

~~4.C.~~ The Commission (and/or its designee) shall prepare a formal written decision, including findings of fact, within 30 calendar days after the conclusion of the hearing. The decision of the Commission shall become effective when and final on the date the Chairperson signs the written decision; wet signatures and electronic signatures shall have the same purpose and effect.

~~D. The~~ The Executive Officer or designee shall distribute the Commission's written decision shall be provided promptly to the appellant, grievant all involved parties and other persons deemed to have an interest in the proceedings. The Executive Officer shall prepare a proof of Service to certify service which.

~~5.E.~~ The decision of the Commission shall be final and binding, shall be provided with certified to the decision department head or officer whose action was the subject of the hearing by the Commission's Executive Officer, and shall be forthwith enforced and followed by the department head or officer.

~~M.A.~~ Report of Hearing

~~Hearings shall be recorded by a certified court reporter or recorder of legal and sufficient mean.~~

N. 3.7 Continuances

~~It is the policy of the Commission that continuances~~ Requests to continue hearings are strongly discouraged. The Chairperson, or Vice-Chairperson, or Executive Officer of the are authorized to continue a hearing only upon making a finding of good cause.

3.8 Commission Legal Counsel

The Commission's legal counsel may grant a continuance be present during all phases of a hearing upon an affirmative showing of good cause, including deliberations. During the hearing and deliberations, and upon request of the Commission Chairperson, legal counsel shall make advisory rulings on the admission and exclusion of evidence and advise the Commission on matters of law. The Commission itself shall exercise all other powers relating to the conduct of the hearing but may delegate any or all of them to its legal counsel.

SECTION 4: JUDICIAL REVIEW AND RECORD

4.1 Judicial Review

The provisions of California Code of Civil Procedure section 1094.6, and any successor statute, are hereby adopted. Any petition for review of a decision of the Commission shall be filed within the time limits prescribed therein, or where a shorter time limitation is prescribed by a state or federal law, within such shorter time limits. With respect to decisions issued following proceedings now pending or hereafter begun before the Commission, notice of the applicability of California Code of Civil Procedure section 1094.6 to judicial review of such decisions shall be given to the parties by the Commission in substantially the following form:

"The time within which judicial review of this decision must be sought is governed by California Code of Civil Procedure section 1094.6. Judicial review must be sought not later than the 90th day following the date on which this decision becomes final, except that where a shorter time limit is prescribed by state or federal law, such shorter time limit shall apply. The decision becomes final on the date that it is signed by the Commission's representative."

4.2 Record

The complete record of the proceedings shall be prepared by the Executive Officer or designee upon a request by any party which necessitates continuation of the hearing. A continuance shall not be granted unless to the proceeding and a deposit of the estimated cost of preparation. If the cost of preparing the record exceeds the amount deposited, the party seeking the continuance has made a good faith effort to prevent the condition or event upon which they are making their request for a continuance. Requests for continuances made less than 44 requesting such record shall pay this additional amount. If the amount deposited exceeds the cost, the difference shall be returned to the party requesting such record.

If, within ten (10) calendar days prior to a scheduled hearing dates shall ordinarily be denied after the date the decision becomes final, the petitioner files a request for the record and deposits an amount of money equal to the estimated cost of preparing the record, the time within which a petition pursuant to California Code of Civil procedure section 1094.5 may be filed shall be extended to not later than

the thirtieth (30) day following the date on which the record is either personally delivered or mailed to the petitioner or his or her attorney of record, if he or she has one.

SECTION 5: REFERENCES

A. El Dorado County Charter

B. El Dorado County Code of Ordinances

C. Cal. Government Code sections 31108, 31110.2

SECTION 6: HISTORY

Established: March 30, 2007

Updated: May 16, 2007

Updated: May 21, 2008

RULE 4 – MISCELLANEOUS

4.01 ~~Days~~

~~Unless otherwise specified, a “day” shall mean a working day in which the County’s main administration office is open for business.~~

Updated: May 12, 2015

Updated: February XX, 2021

COUNTY OF EL DORADO

Tameka Usher
Director of Human Resources / Civil Service Commission Executive Officer

Date

COUNTY OF EL DORADO COUNTY

CIVIL SERVICE COMMISSION

Bobbi Bennett

Edward Miller
~~Civil Service Commission Executive Officer~~ Civil Service Commission Chairperson

Date

Date

Approved by Resolution

Board of Supervisors' Chairperson

Date

ATTEST: ~~James S. Mitrisin~~, Kim Dawson
Clerk of the Board of Supervisors

By:

Deputy Clerk

Date