



## Legislation Details (With Text)

**File #:** 21-0029 **Version:** 1  
**Type:** Agenda Item **Status:** Approved  
**File created:** 12/28/2020 **In control:** Board of Supervisors  
**On agenda:** 1/26/2021 **Final action:** 1/26/2021  
**Title:** Human Resources Department recommending the Board approve the revised Civil Service Commission Rules of Procedure.

FUNDING: N/A

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - CSC Rules of Procedure-CLEAN 1-26-21, 2. B - CSC Rules of Procedure-REDLINE 1-26-21

Date	Ver.	Action By	Action	Result
1/26/2021	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board approve the revised Civil Service Commission Rules of Procedure.

**FUNDING:** N/A

### DISCUSSION / BACKGROUND

El Dorado County Charter section 502.3, Scope of Authority of Civil Service Commission, states that the Civil Service Commission shall hear only the following matters:

- (a) discipline of classified employees with permanent status;
- (b) complaints of unlawful discrimination in personnel matters;
- (c) other matters as may be provided for in the Personnel Rules, Memoranda of Understanding between the county and representing employee organizations, or Board Policy.

In November and December of 2020, the Civil Service Commission members met to review and discuss proposed revisions to the Civil Service Commission Rules of Procedure (Rules). As agreement was reached by the Commission members and the Commission's legal counsel, the Rules are now being brought before the Board of Supervisors for review and adoption.

The following provides highlights of some changes, but is not an all-inclusive list:

1. Added Section 1.3 - Effective Date (of Rules).
2. In addition to employees covered by Memoranda of Understanding, included the Salary and Benefits Resolution for Unrepresented Employees.
3. Documented the Chairperson responsibilities, including that the Chairperson may request law enforcement assistance, if needed.
4. Clarified that all meetings and hearings will be posted in accordance of the Brown Act and removed many instances of specificity to such.

- a. The Commission's agendas shall now be posted on Legistar.
5. Added that Robert's Rule of Orders will guide the Commission in its proceedings.
6. Added a "Remote Meeting" section to address the current environment.
7. Removed the requirement that a Case Management Conference must take place within 14 days after an appeal is received. Instead, it will be held when all parties are available. Note: this does not remove the requirement to identify a meeting date within 5 days after an appeal is received.
8. Expanded upon Subpoenas of Witnesses and Production of Records.
9. Expanded upon Conducting the Hearing and the Admission of Evidence.
10. Clarified and expanded upon the Findings and Decisions section.

The Civil Service Commission Rules were last revised in 2015.

## **ALTERNATIVES**

N/A

## **PRIOR BOARD ACTION**

N/A

## **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

County Counsel  
Keck Law Offices

## **CAO RECOMMENDATION**

Approve as recommended.

## **FINANCIAL IMPACT**

There is no financial impact related to the Board approving the Civil Service Commission Rules.

## **CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

## **STRATEGIC PLAN COMPONENT**

Good Governance

## **CONTACT**

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