

Report to Council:

Commission Name: Civil Service/Equal Employment Commission

Reporting Period (12 months prior): January 1, 2015-April 1, 2016

Description of Commission

To adopt, amend or repeal rules for the Civil Service System. To make investigation either upon complaint or upon its own motion concerning any matter touching the administration of the Civil Service System. To act in an advisory capacity to the City Manager on problems concerning personnel administration. As provided by rule, to hear appeals of dismissals, demotions or reductions submitted by any person in the competitive service. Prepare or cause to be prepared a written statement of facts, findings, and recommendations on every appeal. The effect of the Commission's recommendation in case of discharge, demotion or reduction shall be final and binding upon all parties. To make an annual report and such other reports as it deems desirable to the City Council covering the administration of the personnel system

Regular Meeting Dates & Times

Attendance Summary

| Number of Meetings Held | 19 | |
|-------------------------|--------------------|------------------|
| Commissioner Name | Number of Absences | Excused Absences |
| Shellie Lima | 1 | 1 |
| Douglas Vigil | 0 | 0 |
| Sarbjeet Singh | 2 | 2 |
| Annette Sanchez | 5 | 3 |
| Pamela Sloan | 2 | 2 |

Ethics Training Required ☒Yes / ☐No

| Commissioner Name | Date Due | Date Completed |
|-------------------|----------|----------------|
| Shellie Lima | 5/27/17 | 5/27/15 |
| Douglas Vigil | 5/9/17 | 5/9/15 |
| Sarbjeet Singh | 4/5/18 | 4/5/16 |
| Annette Sanchez | 1/13/18 | 1/13/16 |
| Pamela Sloan | 8/6/17 | 8/6/15 |

Statements of Economic Interest (Form 700) Required ☒Yes / ☐No

| Commissioner Name | Date Filed |
|-------------------|------------|
| Shellie Lima | 1/4/16 |
| Douglas Vigil | 2/23/16 |
| Sarbjeet Singh | 4/1/16 |

Report to Council:

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|-----------------|---------|
| Annette Sanchez | 3/3/16 |
| Pamela Sloan | 3/21/16 |

Accomplishments and Comments**Accomplishments:**

The Commission continues to receive and review the Equal Employment Commission (EEC) reports on a monthly basis outlining the City department's progress in achieving equal employment goals. The standardized report continues to provide a process for reporting employee statistics, when reviewing the information. This format has provided consistency in the process and has helped the Commissioners monitor the changes in personnel diversity, demographics, and the recruitment efforts of each department.

The Commission monitors the diversity of the eligible lists every month, by approving all Civil Service eligibility lists before they are certified. For 2015, 46 eligible lists were created in which 5 were promotional and 45 were open/promotional lists.

The Commission continues to review the rules and regulations with the assistance of the Human Resources Department to assure that current best practices are followed and appropriate revisions are made to the Civil Service Rules and Regulations.

The Commission continues to schedule and hold employee Appeals on as needed basis. The Civil Service Commission did not have employee appeals scheduled during January 1, 2015 to April 1, 2016

Goals:

The Civil Service Commission will make every effort to ensure that the Civil Service Rules and Regulations for both the Miscellaneous and Police and Fire Employees are upheld and followed as written.

The Civil Service Commission continues to keep the Civil Service Rules and Regulations up to date, Human Resources provides updates and revisions to the Commission as needed. The Commission has requested that all rules and regulations be reviewed for cogency.

As required by the Stockton City Charter, Section 2525, the Commission will provide an annual report to the City Council. The report will provide information: concerning the administrative needs of the service, the personnel, the positions in the service and the compensation provided therefor, the examinations held by the Commission, the appointments made, service ratings and removal in the civil service, the operation of the rules of the Commission and recommendations for promoting efficiency and economy in the service, with details of expenditures and progress of work.