

**Commission Name:** Civil Service/Equal Employment Commission

**Reporting Period (12 months prior):** January 1, 2018– December 31, 2018

**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**

Third Thursday of each month at 3:00 p.m.; Resolution CS10-014

City Hall, Second Floor

425 N. El Dorado Street, Stockton CA 95202

**Attendance Summary**

Number of Meetings Held		
Commissioner Name	Number of Absences	Excused Absences
Jess Serna	5	1
Sylvester Langston	2	0
Sarbjeet Singh	1	1
Pamela Sloan	1	1
Annette Sanchez	1	1

**Ethics Training Required ☒Yes / ☐No**

Commissioner Name	Date Due	Date Completed
Jess Serna	10/03/2018	N/A – Overdue
Sylvester Langston (until May 17, 2018)	10/03/2018	N/A – Resigned
Sarbjeet Singh	05/10/2020	05/10/2018
Pamela Sloan	07/18/2019	07/18/2017
Annette Sanchez	07/26/2019	07/26/2017

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

Commissioner Name	Date Filed
Jess Serna	Overdue
Sylvester Langston (Vacant as of May 17, 2018)	10/11/2017 - Resigned
Sarbjeeet Singh	03/28/2018
Pamela Sloan	01/05/2018
Annette Sanchez	04/03/2018

**Accomplishments and Comments**

The Commission has a number of defined responsibilities as stated in the Civil Service Rules and Regulations. The Commission continues to adopt, amend and repeal rules for the Civil Service Commission, advises the City Manager on problems concerning personnel administration, were available to hear appeals of dismissals, demotions, or reductions by any person in competitive service, investigated complaints or concerns affecting the administration of the system and provided an annual report.

Over the past year, the Commission reviewed and monitored numerous employee eligibility lists for diversity and ranking. Additionally, the Commission reviewed and adopted each department's annual report that outlines the department's progress in reaching equal employment goals.

The Commission did not make any rule changes during the 2018 calendar year.

The Commission continues to schedule and hold employee Appeals on an "as needed" basis. During 2018 one appeal was filed but withdrawn by the employee. Therefore, the Commission did not have scheduled Appeals in 2018.

**Goals:**

The Commission would like to focus on two goals in 2018. First, the Commission will work with the Human Resources Department to continue a review of all rules and regulations as to their functionality and relevance to City practices. It is suggested that a goal of three rules be reviewed and revised where necessary in 2019.

Second, the Commission will monitor each Department's progress (through annual reports) over the year regarding hiring practices, training and diversity to assure that all employees are treated according to the Civil Service Rules and Regulations. The goal is to create a diverse workforce that is reflective of the City's population.