

Scope and Authority of Civil Service Board



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What is the Civil Service System?

- The Civil Service System establishes an equitable and uniform procedure for handling personnel matters.
- Its purpose is to:
 - Attract to the City the service of the most competent persons available;
 - Assure that the appointment and promotion of employees will be based on merit and fitness; and
 - Provide reasonable security for employees.



What is the Civil Service Board?

- The Civil Service Board (“Board”) is a body that consists of five members appointed by the City Council in accordance with the City Charter to carry out the System.
- The Board has various powers and duties in both an advisory and appellate capacity.
- The Board often attends City promotional ceremonies and other events, which helps to boost the self-esteem of employees and leads to increased employee retention.



Powers and Duties (Advisory)

- Pursuant to the City's Charter Section 711, the Board has the following advisory powers and duties:
 - Recommend to the City Council, after a public hearing thereon, the adoption, amendment or repeal of Civil Service System rules and regulations; and
 - Act in an advisory capacity to the City Council on problems concerning personnel administration.



Powers and Duties (Appellate)

- Pursuant to the City's Charter Section 711, the Board has the following appellate powers and duties:
 - Receive and hear appeals submitted by any person employed by the City relative to any appointment, promotion, suspension, demotion, dismissal or other disciplinary action and to make determinations thereon; and
 - Make any investigation concerning the administration of personnel in municipal service when requested by Council, the City Manager or a collective bargaining association.



What can be discussed at public meetings?

- All legislative bodies must comply with the Ralph M. Brown Act, also known as the Open Meeting Laws.
 - Detailed discussions at public meetings must be limited to items that have been placed on the agenda to allow members of the public an opportunity to provide public comment.
 - That said, the Brown Act does allow: (1) for a brief response to comments and questions from the public; or (2) referral of questions from the public to City staff.



What can be discussed at Board Meetings?

- When considering whether a topic should be placed on a future agenda, the Board should reflect on whether the topic falls within one of the areas set forth for consideration by the City Council or City Charter.
- Similarly, when non-agenda topics arise at public meetings, it is important for the Board to consider whether the matter is a topic the Board should consider.



Topics within the Board's Purview

- Personnel matters;
- The appointment and promotion of City employees;
- The retention of City employees; and
- The procedures for implementing the Civil Service System.



Questions?

