



## **Introduction**

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The function of Human Resources involves managing the recruitment, development, well-being, and performance of local government employees, while also ensuring compliance with regulations and promoting the efficient delivery of public services.

### **I. Effective County Government**

#### **Civil Service Commission**

The Mendocino County Civil Service submits an annual report to the Board of Supervisors, detailing its activities throughout the year. In 2024, the Commission convened for a total of 8 meetings, comprised of 6 regular sessions and 2 special sessions. Unfortunately, meetings scheduled from April to September had to be canceled due to insufficient quorum. During the year, the Commission reviewed and rendered decisions on 44 classification studies, 7 probationary extensions and 1 discipline hearing.

Throughout the year, Human Resources coordinated 404 recruitments, screened and processed 4,370 applications, conducted 301 examinations, issued 246 certifications of eligible candidates to departments with 96 of these certifications augmented with additional candidate names, and responded to 1 examination and 50 application appeals.

#### **Service Awards**

From July 1<sup>st</sup> through December 31, 2024, 129 County employees were recognized for their years of dedicated service during the December 3<sup>rd</sup> Board of Supervisors meeting. We extend our sincere appreciation to each honoree. Click [HERE](#) to view the list of individuals acknowledged for their years of service.

#### **Coffee With HR**

Human Resources completed its first year of this series, with the goal of improving support for staff by providing education and accessibility with HR staff. The presentations covered a range of HR topics including harassment and discrimination prevention, leaves and ADA accommodations, performance and performance management, and hosted a Q&A.

Coffee with HR takes place bimonthly, is offered to all staff, provides information and education on HR-related processes in a less formal setting, allows for questions and discussions, and includes a segment specifically for staff in supervisory roles.

**Extraordinary Merits**

<b>EXTRAORDINARY MERIT INCREASES</b>				
<b>October 2024 - December 2024</b>				
<i>Department</i>	<i>Title</i>	<i>From Step</i>	<i>To Step</i>	<i>Date Approved</i>
Auditor Controller	Assistant Auditor Controller	3	4	10/10/2024
Planning & Building	Assistant Director Planning & Building	2	3	10/21/2024
Public Defender	Legal Secretary II	2	3	11/1/2024
Social Services	Legal Secretary II	2	3	11/4/2024
District Attorney	Deputy District Attorney II	3	4	11/22/2024

**II. A Safe and Healthy Community**

N/A

**III. A Thriving Economy**

N/A

**IV. A Prepared and Resilient County**

N/A

**Other/Additional Information**

N/A