



HUMAN RESOURCES

CIVIL SERVICE COMMISSION 2023 YEAR IN REVIEW

The Mendocino County Civil Service submits an annual report to the Board of Supervisors, detailing its activities throughout the year. In 2023, the Commission convened for a total of 10 meetings, comprised of 6 regular sessions and 4 special sessions. Unfortunately, meetings scheduled from July to December had to be canceled due to insufficient quorum. During the year, the Commission reviewed and rendered decisions on 22 classification studies, 5 probationary extensions and 2 discipline hearings. There were zero application or examination appeals during this time.

Throughout the year, Human Resources coordinated 520 recruitments, screened and processed 4,909 applications, conducted 389 examinations, issued 468 certifications of eligible candidates to departments with 134 of these certifications augmented with additional candidate names, and responded to 88 application appeals.

COFFEE WITH HR

Human Resources continued their Coffee with HR series in February, with a presentation on Performance and Performance Management. This presentation was attended by 66 participants from throughout the County. The next presentation is scheduled for April and will cover the topic of Leaves and Accommodations. Coffee with HR is a series of presentations with the goals of providing information and education to staff in various HR topics and providing employees an opportunity for discussions and questions. The presentations occur bimonthly, are available to all staff, and each module concludes with training developed specifically for staff in a supervisory position.