

**THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT  
"EXCELLENCE IN PERSONNEL SERVICES"**



## **Civil Service Commission Docketing Instructions**

---

If you wish to have an item that is within the Civil Service Commission's purview placed on the Civil Service Commission (CSC) meeting agenda, please email the Personnel Director, Assistant Personnel Director, or the Assistant to the Personnel Director. You may contact 619-236-6400 to obtain their email addresses. Please include the following information in your email:

1. The CSC meeting date you are requesting your item to be heard (please note the Commission typically meets on the first Thursday of each month). Closed session typically starts at 12:00 p.m. and open session starts at 1:00 p.m. The Commission is typically dark in August.
2. A memo addressed to the Commission describing the request in detail along with any relevant attachments.
3. Please submit your request three weeks prior to the CSC meeting date you wish to be heard.
4. Please note that items placed on the CSC agenda are subject to the Commission President's approval.
5. You will be notified by Personnel staff if your item is placed on the agenda. The agenda packet is posted online on the Personnel Department's internet [site](#) the Friday before the Commission's scheduled meeting.