



# Mendocino County Civil Service Commission

**Commissioners Wanted! Get Involved In Local Government!**



*Pictured above, from the left: Supervisor Wattenburger, Supervisor Colfax, Supervisor Smith, Supervisor Pinches and Supervisor Delbar.  
Pictured left: Linda Clouser, Human Resources Director & Secretary to the Civil Service Commission.*

Mendocino County is currently seeking to fill two (2) Civil Service Commissioner vacancies to serve and represent District Four: the northern coastal section of the County and District One: the central eastern section of the County. Candidates must reside within one of these Districts. This is a unique opportunity for an interested individual to participate in the administration and execution of the Civil Service Rules.

The Civil Service Commissioner's primary duty is to protect the rights of civil service employees and to maintain the integrity of the Civil Service System of Mendocino County. Commissioners perform duties and exercise powers specified within County Civil Service Ordinance 3.16 and the Civil Service Rules. Examples of items presented to the Commission include but are not limited to, the review and adoption of new or revised classifications, reclassifications of employees, approval of requests for leave without pay and probation extensions. The Commission hears and makes rulings on appeals of classifications, application denials, examinations, discipline and terminations, and any other items to which the Civil Service Rules provide a right of appeal.

The Civil Service Commission consists of five members, one from each Supervisorial District. The members of the Mendocino County Civil Service Commission shall be selected from among the qualified electors of the County of Mendocino and shall not have held any county office or position or shall not have been an officer of any political party within one year prior to their appointment. Each member appointed by the Board of Supervisors to the Civil Service Commission shall typically serve for a period of four years and until his/her successor is appointed.

Civil Service Commission meetings are held at 9:00 a.m., on the third Wednesday of each month in the Board of Supervisors chambers within the County's Administrative offices located at 501 Low Gap Road, Ukiah. Commissioners are compensated \$20.00 per each meeting attended and are reimbursed for related travel expenses.

Interested persons may submit an *Appointment of Interest Application* to the Clerk of the Board's office located at 501 Low Gap Rd. Rm. 1090, Ukiah, CA 95482 (707) 463-4221. Applications may be downloaded from the following website:

[www.co.mendocino.ca.us/bos/appointments.htm](http://www.co.mendocino.ca.us/bos/appointments.htm)

