



CIVIL SERVICE COMMISSION

COUNTY OF LOS ANGELES

COMMISSIONERS: DENNIS F. HERNANDEZ • NAOMI NIGHTINGALE • STEVEN AFRIAT • JOHN DONNER • Z. GREG KAHWAJIAN
LAWRENCE D. CROCKER, EXECUTIVE DIRECTOR • STEVE CHENG, HEAD CIVIL SERVICE COMMISSION

DATE: May 6, 2015

TO: All Advocates and Interested Parties

FROM: Lawrence D. Crocker *LDC*
Executive Director

SUBJECT: Commission Agenda Matters

Over approximately the past year or so, the Civil Service Commission (“Commission”) has seen the addition of four (4) new Commissioners. In preparing for each week’s agenda, the Commissioners have looked for certain information in the case files that will assist them in deliberating on matters only to find that the information is not in the file. Hence, the Commissioners directed me to ask the advocates and parties appearing before the Commission to provide additional information that will assist the Commissioners and make the process more efficient.

The specific informational requests are: 1) Departments please add the employees’ dates of hire in the letters of imposition for disciplinary matters (although many Departments currently provide this information, it is not universally provided by all Departments); and, 2) please indicate in reduction cases, the number of positions an employee is being reduced.

Lastly, if submitting items for the “Consent Calendar” or evidentiary hearings by email, please make sure to send the communication to the Commission’s email address: CSC@bos.lacounty.gov. Please do not send communications directly to a member of the Staff. Staff members may be away from the office for any number of reasons, e.g., vacation, and your email may be overlooked for some time and after any filing deadlines.

Thank you for your cooperation.