



**TO: APPLICANTS FOR PERSONNEL COMMISSION**

**DATE: December 13, 2017**

Thank you for your interest in serving on the City of El Cajon Personnel Commission. The Personnel Commission hears employee appeals and alleged violations of personnel rules or matters involving alleged discrimination and certifies its findings to City Council. The Commission reviews classification specifications and investigates and makes recommendations on personnel policy. Meetings are scheduled on an as-needed basis.

**Vacancy:** One Commissioner

**Duration:** One, Partial Term to expire January 31, 2022

- One member to be appointed by Council directly.

**Requirements:** Applicants must be a resident of the City and continue to reside in the City during the term of office. Personnel Commissioners are required to file a Form 700 according to provisions of the Political Reform Act, the Fair Political Practices Commission, and the City's Conflict of Interest Code.

**Applications must be submitted to the City Clerk's Office at City Hall, 200 Civic Center Way, El Cajon, CA 92020, by: January 11, 2018 at 5:30 p.m.**

**NOTE:** City Hall offices will be closed for holiday observances from December 23, 2017 through January 1, 2018, and will reopen on Tuesday, January 2, 2018.

**The City Council will interview applicants at the January 23, 2018 Council meeting at 7:00 p.m. Prior to the meeting date, applicants will receive notification and any pertinent information.**

The City appreciates your willingness to serve. If you have any questions about the application and interview process, please call the City Clerk's Office at 619-441-1763. If you have any questions specific to the duties of the Personnel Commissioners, please contact the Human Resources Department at 619-441-1736.

**Angela Aguirre  
City Clerk**

**[To access an application form click here](#)  
[\(Please allow time for form to open\)](#)**