

# **ROLES AND DUTIES**

## **Personnel Board**

### **City of Merced**

The Personnel Board, created by the City Charter, recommends to the City Council the adoption, amendment, or repeal of civil service rules and regulations, hears appeals of any person in the classified service relative to any suspension, demotion or dismissal, and makes any investigation with the consent of either the City Council or City Manager concerning the administration of personnel in the municipal service and reports its findings to the City Council and the City Manager. The Board consists of five members who serve four-year terms of office. Meetings are held on the second Monday of each month at 4:00 p.m.

#### Interested Applicants:

This position does not require the filing of a Statement of Economic Interests under the California Fair Political Practices Act guidelines.

Your application will be submitted to the City Council for consideration when a vacancy occurs on this Board. Appointments are made by the Council during its regular meeting agenda. You will be notified of the Council's action immediately following the meeting.

In the event you are not appointed, your application will be kept on file for a period of one year from the date of application. Each time a vacancy occurs on this board during the year, you will be contacted by the City Clerk's office to verify you are still interested prior to submitting your application to the Council.

Return the completed application form to: City Clerk's Office 678 West 18<sup>th</sup> Street, Merced, California 95340. Please be as descriptive as possible on the application form and include two references who can attest to your suitability for appointment to this board.