



**CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**LONDON N. BREED  
MAYOR**

**MEMORANDUM  
CSC NO. 2023-03**

**DATE:** November 8, 2023

**TO:** Department Heads  
Personnel Officers and Representatives  
Employee Organizations

**FROM:** Sandra Eng  
Executive Officer

**SUBJECT:** Civil Service Commission Meeting Schedule for Calendar Year 2024

At its meeting of November 6, 2023, the Civil Service Commission adopted a meeting schedule for Calendar Year 2024.

Please find attached to this memorandum a copy of the Civil Service Commission Meeting Schedule and Deadlines for Calendar Year 2024. If you have any questions concerning the meeting schedule, please call Sandra Eng, Executive Officer at (628) 652-1100.

Sincerely,

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG  
Executive Officer



**CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**LONDON N. BREED  
MAYOR**

Date: **November 6, 2023**

To: **Civil Service Commission Staff  
Department of Human Resources  
Decentralized Personnel Units Staff**

From: **Sandra Eng  
Executive Officer**

Subject: **Schedule and Deadlines for Preparation of the Civil Service Commission Agenda - Calendar Year 2024**

**The schedule and deadlines for preparation of the Civil Service Commission agenda and submission of written reports to the Civil Service Commission for Commission meetings in Calendar Year 2024.**

CSC Meeting	Commission Reports Due	Notification Sent	Agenda Prepared	Agenda Posted	Files Assembled	Delivery to Commission
01/01/24		<i>Cancelled due to New Year's Day Holiday</i>				
01/15/24		<i>Cancelled due to Dr. Martin Luther King Day Holiday</i>				
*01/30/24	01/18/24 11a.m.	01/18/24 2p.m.	01/22/24	01/24/24	01/24/24	01/24/24
02/05/24	01/25/24 11a.m.	01/25/24 2p.m.	01/29/24	01/31/24	01/31/24	01/31/24
02/19/24		<i>Cancelled due to President's Day Holiday</i>				
03/04/24	02/22/24 11a.m.	02/22/24 2p.m.	02/26/24	02/28/24	02/28/24	02/28/24
03/18/24	03/07/24 11a.m.	03/07/24 2p.m.	03/11/24	03/13/24	03/13/24	03/13/24
04/01/24	03/21/24 11a.m.	03/21/24 2p.m.	03/25/24	03/27/24	03/27/24	03/27/24
04/15/24	04/04/24 11a.m.	04/04/24 2p.m.	04/08/24	04/10/24	04/10/24	04/10/24
05/06/24	04/25/24 11a.m.	04/25/24 2p.m.	04/29/24	05/01/24	05/01/24	05/01/24
05/20/24	05/09/24 11a.m.	05/09/24 2p.m.	05/13/24	05/15/24	05/15/24	05/15/24
06/03/24	05/23/24 11a.m.	05/23/24 2p.m.	05/28/24	05/29/24	05/29/24	05/29/24
06/17/24	06/06/24 11a.m.	06/06/24 2p.m.	06/10/24	06/12/24	06/12/24	06/12/24
07/01/24	06/20/24 11a.m.	06/20/24 2p.m.	06/24/24	06/26/24	06/26/24	06/26/24
07/15/24	07/03/24 11a.m.	07/03/24 2p.m.	07/08/24	07/10/24	07/10/24	07/10/24
08/05/24	07/25/24 11a.m.	07/25/24 2p.m.	07/29/24	07/31/24	07/31/24	07/31/24
08/19/24	08/08/24 11a.m.	08/08/24 2p.m.	08/12/24	08/14/24	08/14/24	08/14/24
09/02/24		<i>Cancelled due to Labor Day Holiday</i>				
09/16/24	09/05/24 11a.m.	09/05/24 2p.m.	09/09/24	09/11/24	09/11/24	09/11/24
10/07/24	09/26/24 11a.m.	09/26/24 2p.m.	09/30/24	10/02/24	10/02/24	10/02/24
10/21/24	10/10/24 11a.m.	10/10/24 2p.m.	10/15/24	10/16/24	10/16/24	10/16/24
11/04/24	10/24/24 11a.m.	10/24/24 2p.m.	10/28/24	10/30/24	10/30/24	10/30/24
11/18/24	11/07/24 11a.m.	11/07/24 2p.m.	11/12/24	11/13/24	11/13/24	11/13/24
12/02/24	11/21/24 11a.m.	11/21/24 2p.m.	11/25/24	11/27/24	11/27/24	11/27/24
12/16/24	12/05/24 11a.m.	12/05/24 2p.m.	12/09/24	12/11/24	12/11/24	12/11/24

\*Special Meeting due to the holidays in January

**CIVIL SERVICE COMMISSION MEETING SCHEDULE**  
**Calendar Year 2024**

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
January 1, 2024	Cancelled due to New Year's Day Holiday	
January 15, 2024	Cancelled due to Dr. Martin Luther King Day Holiday	
*January 30, 2024	1:00 p.m.	Room 400, City Hall
February 5, 2024	2:00 p.m.	Room 400, City Hall
February 19, 2024	Cancelled due to President's Day Holiday	
March 4, 2024	2:00 p.m.	Room 400, City Hall
March 18, 2024	2:00 p.m.	Room 400, City Hall
April 1, 2024	2:00 p.m.	Room 400, City Hall
April 15, 2024	2:00 p.m.	Room 400, City Hall
May 6, 2024	2:00 p.m.	Room 400, City Hall
May 20, 2024	2:00 p.m.	Room 400, City Hall
June 3, 2024	2:00 p.m.	Room 400, City Hall
June 17, 2024	2:00 p.m.	Room 400, City Hall
July 1, 2024	2:00 p.m.	Room 400, City Hall
July 15, 2024	2:00 p.m.	Room 400, City Hall
August 5, 2024	2:00 p.m.	Room 400, City Hall
August 19, 2024	2:00 p.m.	Room 400, City Hall
September 2, 2024	Cancelled due to Labor Day Holiday	
September 16, 2024	2:00 p.m.	Room 400, City Hall
October 7, 2024	2:00 p.m.	Room 400, City Hall
October 21, 2024	2:00 p.m.	Room 400, City Hall
November 4, 2024	2:00 p.m.	Room 400, City Hall
November 18, 2024	2:00 p.m.	Room 400, City Hall
December 2, 2024	2:00 p.m.	Room 400, City Hall
December 16, 2024	2:00 p.m.	Room 400, City Hall

\*Special Meeting due to the holidays in January