

CIVIL SERVICE COMMISSION
ANNUAL REGULAR MEETING DATES
&
HUMAN RESOURCES STAFF DEADLINES

<p style="text-align: center;"><u>Specification and/or Exhibits Preparation Deadline</u></p> <p style="text-align: center;">By 9:00 a.m., *Monday/12 business days prior to CSC meeting</p> <p style="text-align: center;"><i>Analysts submit specifications and/or exhibits to Commission Clerk for preparation if needed</i></p>	<p style="text-align: center;"><u>CSC Agenda Submittal Request Form Deadline</u></p> <p style="text-align: center;">By 9:00 a.m. *Wednesday/10 business days prior to CSC meeting</p> <p style="text-align: center;"><i>Analysts submit agenda request form to Commission Clerk</i></p>	<p style="text-align: center;"><u>Final Exhibits, Specs, Memos Deadline</u></p> <p style="text-align: center;">By 5:00 p.m. *Friday/8 business days prior to CSC meeting</p> <p style="text-align: center;"><i>Analysts submit <u>final</u> documents in their entirety to Commission Clerk</i></p>	<p style="text-align: center;"><u>CSC Agenda-Prep Meeting</u></p> <p style="text-align: center;">At 10:00 a.m. *Monday/7 business days prior to CSC meeting</p> <p style="text-align: center;"><i>Attended by Commission Secretary, Commission Clerk, Commission Counsel, and department's analyst (optional)</i></p>	<p style="text-align: center;"><u>CSC Agenda Mailed/Posted</u></p> <p style="text-align: center;">Always at least five business days, prior to CSC meeting</p>	<p style="text-align: center;"><u>CSC Regular Monthly Meeting Dates</u></p> <p style="text-align: center;">*Fourth Wednesday 9:00 a.m. – 5:00 p.m. Except November and December which are on the third Wednesday</p>
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Business days are calendar days exclusive of Saturdays, Sundays, and legal holidays.

* Day/date may be rearranged due to holiday(s).

Revised: 11/2008