CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: _______ - _______ - _______

2. For Civil Service Commission Meeting of: ____________________________

3. Check One:
   Ratification Agenda _______
   Consent Agenda _______
   Regular Agenda _______
   Human Resources Director’s Report _______

4. Subject:

5. Recommendation:

6. Report prepared by: ______________________ Telephone number: _______

7. Notifications: (Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A).

8. Reviewed and approved for Civil Service Commission Agenda:

   Human Resources Director: ______________________
   Date: ______________________

9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

   Executive Officer
   Civil Service Commission
   25 Van Ness Avenue, Suite 720
   San Francisco, CA 94102
10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

Attachment

CSC-22 (11/97)