ARTICLE I

STATEMENT OF PURPOSE, CATEGORIES OF EMPLOYMENT, NON-DISCRIMINATION
STATEMENT AND DEFINITIONS

STATEMENT OF PURPOSE

Sec. 1. These Rules and Regulations are prescribed for the purpose of carrying out the mandates of Article XI of the Charter of the City of Long Beach, to assure City employees of fair and impartial treatment at all times, and, unless specifically stated otherwise, shall apply to all classified employees, classifications, positions, assignments, and the transactions which affect them. Pursuant to the City Charter, the Civil Service Commission may enforce and remedy violations of these Rules and Regulations.

NON-DISCRIMINATION

Sec. 2. Pursuant to Section 1104 of the City Charter, no person employed by or applying for employment with the City shall be hired, promoted, demoted, dismissed, or in any way favored or discriminated against for any reason, including but not limited to: age, sex, race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, or political affiliation except where such factor is a bona fide occupational qualification or where the law compels or provides for such action. The Commission may request applicants for Civil Service examinations to provide voluntary information regarding age, sex, religious creed, color, national origin, ancestry, physical or mental disability, and/or other related data for statistical purposes; however, this data shall neither be used to determine an applicant's admittance to an examination, nor as a factor in the selection process. In addition, the Civil Service Commission adopts and subscribes to the City's Policy on Affirmative Action listed at the beginning of these Rules.

Rev. July 20, 1993

CATEGORIES OF EMPLOYMENT

Sec. 3. The Civil Service of the City is hereby divided into the unclassified and the classified service. The unclassified service shall include:

1. All officers elected by the people and all employees of such elected officers;
2. Members of all appointive commissions;
3. The City Manager and all employees in the City Manager's Department;
4. The City Clerk and all employees in the City Clerk's Department;
5. Department heads, one assistant department head in each department, bureau heads, division heads, and one clerical position for each;
Any classification which, at the discretion of the Commission, is of such a nature as to require unique and special flexibility for administration;

The Executive Secretary of the Board of Harbor Commissioners and Harbor Department Sales, Traffic and Promotion personnel, the Chief Wharfinger and all personnel intermittently employed in handling cargo and freight;

All personnel serving in non-career positions, as defined by the Civil Service Rules and Regulations.

The classified service shall comprise all positions not specifically included in the Charter as being in the unclassified service.

**NOTE:** See Section 1102 of the Charter of the City of Long Beach.

**DEFINITIONS**

Sec. 4. As used in these Rules and Regulations, the following terms shall be defined as indicated:

1. **ACTIVE SERVICE**
   "POLICE AND FIRE CLASSIFICATIONS ONLY" The total time an employee is carried on the payroll in a position from which a promotional opportunity is available, any time served as a provisional employee in a position sought, and any time served in a promotional position in the unclassified service in the same department. If the employee entered the United States Armed Forces after receiving permanent appointment, and he/she had completed his/her probationary period before filing an application to take a promotional examination, the "Active Service" computation shall include all time served in the Armed Forces during war, or national emergency proclaimed by the President, or the United States Congress, or an Act of the Congress providing for peacetime induction or conscription.

2. **ALLIED CLASSIFICATIONS**
   Classifications with closely related duties and responsibilities which correlate in both degree of difficulty and level of responsibility.

3. **APPLICANT**
   Any person who has filed an application for employment with the City.

4. **APPOINTING AUTHORITY**
   A City officer, board, or commission having the authority to make appointments to positions in the Civil Service of the City of Long Beach.

5. **APPOINTMENT**
   The appointing authority’s hiring of an individual to fill a vacant position in the Civil Service of the City.

6. **ASSIGNMENT**
   The specific job tasks and/or responsibilities either delegated or allotted to an