ARTICLE VI
CLASSIFICATIONS, RECLASSIFICATIONS, REASSIGNMENTS AND TRANSFERS

REQUISITIONS

Sec. 60. The appointing authority shall transmit a personnel requisition to the Civil Service Department in a format prescribed by the Commission when filling any classified vacancy. The requisition shall state the number of vacant positions to be filled, the anticipated date of employment, the position's title according to Civil Service classification, and whether the requisition is submitted to fill a temporary or permanent classified position. After certification, personnel requisitions shall become void after either 90 days have passed or after all vacancies indicated on the requisition are filled. Upon request by the appointing authority, the Commission may extend the expiration of a requisition beyond 90 days.

DUTIES OF CLASSIFICATION

Sec. 61. The duties assigned to classified classifications shall be those designated by the appropriate appointing authority. If the appointing authority has not defined the duties of the classification, the type of work commonly attributed to the classification's specific title will be considered by the Commission as the primary duties of the classification and will be measured in Civil Service examinations.

DUTIES OF EMPLOYEE

Sec. 62. When an employee is performing the duties of the classification to which he/she was certified and appointed at least 75% of the time during a 30-day period, he/she shall be considered as properly performing the duties of the classification. However, if the employee is continually assigned duties that either belong to, or are more appropriately encompassed by, another classification more than 25% of the time and/or the employee is performing duties which are not in compliance with these Rules, the Commission may, at its discretion, make an independent investigation of the matter pursuant to Section 1101(b) of the City Charter.

1. Should the investigation determine that the employee is continuously working outside his/her proper classification, the Commission may instruct the appropriate appointing authority to assign the employee to the duties for which the employee was examined and certified.

2. Should the investigation determine that a new classification is necessary to encompass the subject duties, then such a classification shall be created pursuant to Section 1101(d) of the City Charter and an examination held to create an eligible list for the new classification.

3. Should the investigation determine that permanent assignment to another classification is warranted, it shall be accomplished under the auspices of Section 67 of these Rules.