ARTICLE VIII
CIVIL SERVICE COMMISSION - OFFICERS, POWERS, ETC.

ELECTING OFFICERS OF THE COMMISSION

Sec. 110. An election shall be held for President and Vice President of the Commission yearly at the third meeting in April. Should the office of President become vacant during his/her term, the Vice President shall become President, and a special election shall be held for a new Vice President. In the absence of the President or upon the President's request, the Vice President shall act as President. Elected members shall hold office for a term of one year, or if selected to fill an unexpired term, shall hold office until the expiration of that term.

CALLING OF MEETINGS OF THE COMMISSION

Sec. 111. Meetings of the Commission shall be held either at the call of its President or at the request of two members of the Commission. The Executive Director shall give public notice of all Commission meetings pursuant to State law.

CONSENT CALENDAR OF THE COMMISSION

Sec. 112. All matters which are designated as routine by the Commission may be placed under the consent section of the Commission's agenda and may be approved by one motion. Discussion of separate items under the consent section shall not occur unless members of the Commission, City staff, or a member of the public requests that specific items be separately discussed or removed from the consent calendar for separate action.

CLASSIFIED EMPLOYEES’ SERVICE RECORDS

Sec. 113. Records of classified Civil Service employees shall be kept by the Commission. The records shall contain the following: (1) the names of all persons employed or receiving compensation in the classified Civil Service; (2) the position titles and the salary or compensation allocated to them; (3) the dates of appointments to positions; (4) the dates employees entered the classified Civil Service; (5) all transfers and all positions formerly filled by each employee, and by whom the appointments were made.

REPORTS REQUIRED BY THE COMMISSION

Sec. 114. So that the Commission may keep proper records of changes in the service and the efficiency and performance levels of classified employees, appointing authorities and all department heads shall promptly transmit the following information regarding classified employees to the Commission: