

ARTICLE IX

THE CIVIL SERVICE SYSTEM

Sec. 121. The Civil Service System is implemented by the Department of Human Resources which shall:

- (1) Recommend to the City Council adoption and amendment of Civil Service Rules and Regulations, excluding Rules and Regulations related to the classified employee disciplinary appeal process.
- (2) Provide for the examination of employees in the classified service, subject to the power of the City Council to establish positions of employment.
- (3) Create classifications of employees in the classified service, subject to the power of the City Council to establish positions of employment.
- (4) Maintain eligible lists for classified positions, as needed.

Rev. November 19, 2024

CLASSIFIED EMPLOYEES' SERVICE RECORDS

Sec. 122. Records of classified employees shall be kept by the Department of Human Resources. The records shall contain the following:(1) the names of all persons employed or receiving compensation in the classified 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 Service; (5) all transfers and all positions formerly filled by each employee, and by whom the appointments were made.

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EXCEPTIONS TO RULES MAY BE AUTHORIZED

Sec. 123. Exceptions to the Civil Service Rules and Regulations may be made as follows:

- (1) At the request of an appointing authority, the Department of Human Resources may authorize exceptions to its Rules when required to implement the terms of a proposed settlement of claims brought before a court of competent jurisdiction or other agency of government charged with protecting the employee or applicant against discrimination if, in the opinion of the Department of Human Resources, the best interests of the City would be served by doing so.

(2) At the request of the City Council, the Department of Human Resources shall authorize whatever exception to its rules as may be required to implement the settlement of claims authorized by the City Council.

(3) Further, the Department of Human Resources may authorize an exception to its rules, if such exception is consistent with the mandate of Article XI of the City Charter and if, in the opinion of the Department of Human Resources, the best interest of the city would be served.

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CERTIFICATION OF PAYROLL

Sec. 124. The City shall not pay any salary or compensation for service to any person holding a position in the classified service unless the payroll or account for that salary or compensation contains the certification of the Director of Human Resources, that the persons whose names appear on the payroll have been appointed or employed by the City and are performing City service under the provisions of the City Charter and of the Civil Service Rules and Regulations established under its authority.

Rev. November 19, 2024

POWERS / DUTIES OF CITY COUNCIL

Sec. 125. Adopt and amend Civil Service Rules and Regulations.

Sec. 126. The Department of Human Resources shall administer Civil Service Rules and Regulations, except as indicated in Article VIII. Any action, issue, topic or change falling under or covered by Sections 92-100 shall first be submitted to the Commission for determination before being implemented. The Department of Human Resources or an employee can appeal the Commission's determination to the City Council.

Sec. 127. Direct the City Manager to conduct independent investigations concerning the enforcement of City Charter Article XI, whereby the City shall retain an outside independent investigator who shall be retained by the City Attorney's Office. Once the investigation has been completed, the information will be reported back to the City Council for final determination.