

ARTICLE VIII

CIVIL SERVICE EMPLOYEE RIGHTS AND APPEALS COMMISSION - OFFICERS, POWERS, ETC.

Sec. 109. Designated Staff Member: The Commission will be assisted by a designated staff member within the City Attorney's Office who shall be assigned to track and monitor requests for appeals of discipline and Industrial Disability Retirement (IDR); send cases out to Office of Administrative Hearings (OAH); coordinate/schedule appeal hearings; schedule court reporter; order transcripts from court report when needed; take oaths at hearings; log exhibits received during hearings and maintain custody of them; prepare final judgements and minutes for Commission; schedule Commission meetings/prepare agenda; coordinate investigation of complaints initiated by the Commission.

Rev. November 19, 2024

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 Designated Staff Member shall give public notice of all Commission meetings pursuant to State law.

Rev. November 19, 2024

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 maybe 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.

POWERS AND DUTIES

Sec. 113. Recommend to the City Council the adoption and amendment of Civil Service Rules and Regulations related to the classified employee disciplinary appeal process.

Rev. November 19, 2024

Sec. 114. Adjudicate the disciplinary appeals of classified employees, as indicated in Article VII.

Rev. November 19, 2024

Sec. 115. Conduct independent investigations concerning the enforcement of the rules adopted regarding employee disciplinary appeals.

Rev. November 19, 2024

Sec. 116. Enforce and remedy violations of Civil Service Rules and Regulations through the classified employee disciplinary hearing process.

Rev. November 19, 2024

Sec. 117. Receive and resolve complaints relative to the hiring process of the classified service and rule on appeals by classified employees of industrial retirement determinations.

Rev. November 19, 2024

Sec. 118. Make final decisions in any matter properly brought before it.

Rev. November 19, 2024

Sec. 119. Receive an annual report on hiring in the City.

Rev. November 19, 2024

Sec. 120. Appeals of Determinations

Appeals by classified employees of determinations by the Department of Human Resources under the following Civil Service Rules and Regulations remain under the jurisdiction of the Commission: Section 3, 14, 20, 41, 49, 50, 51, 61, 62, 63, 65, 66, 67, 68, and 69. Appeals must be submitted to the Commission's designated staff member within the City Attorney's Office.

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