

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. Revised
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- (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.