

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 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.

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:

- (1) Every refusal or act of negligence on the part of an eligible who has been certified or offered an appointment to accept the appointment.
- (2) Every change in compensation.
- (3) Every suspension.
- (4) Every absence from duty for one day or more, and whether the absence was caused by dismissal, resignation, suspension, sickness, or some other reason.
- (5) Every return to duty at the expiration of suspension or other absence.
- (6) Performance ratings at regular intervals.
- (7) A copy of each payroll for classified employees.

EXCEPTIONS TO RULES MAY BE AUTHORIZED

Sec. 115. At the request of an appointing authority, the Commission 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 Commission, the best interests of the City would be served by doing so. At the request of the City Council, the Commission shall authorize whatever exception to its rules as may be required to implement the settlement of claims authorized by the City Council.

APPOINTMENT OF EXECUTIVE DIRECTOR

Sec. 116. The Commission shall appoint an Executive Director who shall also act as Secretary to the Commission. The Executive Director shall hold his/her position subject to the pleasure of the Commission, and the Commission may appoint other employees as it may find necessary to carry out the business of the Commission and other functions which may be designated by the City Council.

RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

Sec. 117. The Executive Director, under the direction of the Commission, shall be in charge of all matters regarding the program administration of the Civil Service Department.

CERTIFICATION OF PAYROLL

Sec. 118. 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 Commission, by its Executive Director, 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