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CIVIL SERVICE RULES AND REGULATIONS

RULE I GENERAL PROVISIONS

Section 1: ORGANIZATION OF THE CIVIL SERVICE BOARD

At the first regular meeting following the selection of the Board members by the City Commission, members of the Board shall meet to organize and to adopt the necessary procedures for the conduct of their meetings. The Board shall have those duties which are outlined by the charter provisions relating to Civil Service and shall perform such functions as are required of them and not specifically delegated to other boards, commissions, or units of city government.

Section 2: DEPARTMENTAL RULES AND REGULATIONS

Department Directors may establish rules and regulations on departmental personnel operations as are consistent with the City Charter provisions and the rules and regulations adopted by the Board.

Section 3: DIRECTOR OF HUMAN RESOURCES

The Director of Human Resources or designee shall be the executive secretary of the Board and shall perform the functions required by the charter and authorized by rules adopted by the Board.

Section 4: PROHIBITION

- (a) **Non-Discrimination.** No person in City service or applicants for positions in the city service shall be recruited, appointed, promoted, reduced, or removed or in any way favored or discriminated against on the basis of their race, color, religion, political affiliation, sex, sexual orientation, gender identity or expression, marital status, familial status national origin, age, disability or any other protected status.
- (b) No person shall willfully or corruptly make or perpetuate any false statement, certificate, mark, rating, or report in regard to any test, certificate, promotion or appointment held or made under the municipal personnel system or in any manner commit or attempt to commit any fraud preventing the impartial execution of the personnel rules. No person seeking appointment to or promotion in the city service shall either directly or indirectly give, render, or pay any money, service, or other valuable thing to any person for or on account of or in connection with his/her test, appointment, proposed appointment, promotion, or proposed promotion. Such act(s) will cause the rejection of application and/or termination of both the person committing the act and the person benefitting by the act.

RULE I GENERAL PROVISIONS

Section 5: AMENDMENT AND REVISION OF RULES

Amendments and revisions of these Rules shall be initiated by the Director of Human Resources and such amendments shall be adopted according to the procedure established by Article V of the City Charter.

Section 6: ADMINISTRATIVE REGULATIONS

The Director of Human Resources shall establish, amend and rescind Administrative Regulations for the routine or special conduct of personnel matters, which Regulations shall not conflict with the City Charter or these Rules.

RULE II THE CLASSIFIED SERVICE

Section 1: JURISDICTION

The jurisdiction of the Civil Service Board shall extend only to those positions falling within the Classified Service, as defined in Article V of the charter provisions relating to Personnel and Civil Service.

Section 2: CLASSIFIED SERVICE DIVISION

The Classified Service shall be divided into the competitive division, the non-competitive division and the labor division.

- (a) The **Competitive Division** shall include all positions now existing or hereafter created for which it is practicable to determine the merit, fitness, and aptitude of the applicants by competitive assembled tests, either original entrance or promotional.
- (b) The **Non-Competitive Division** shall include those positions which require peculiar and exceptional qualifications of a scientific, managerial, professional or educational character for which it is practicable to determine the relative qualifications of individual candidates and to establish an eligible list without the necessity of an assembled competitive examination, either original entrance or promotional.

The **Non-Competitive Division** shall also include those positions in the labor classifications for which it is impracticable to hold competitive assembled tests, but which are filled by appointment from a list of applicants registered by the Human Resources Department. Applicants for such positions shall be required to furnish such evidence or take such tests as may be deemed proper with respect to physical condition, industry, capacity, experience and character.

RULE III THE POSITION CLASSIFICATION PLAN**Section 1: PURPOSE**

It is the purpose of the Position Classification Plan to provide an orderly inventory and appraisal of positions in the City service so that the following ends may be attained:

- (a) Equality of pay on the basis of substantially similar duties and responsibilities.
- (b) Proper pay differences between positions which differ materially in duties and responsibilities.
- (c) Improved recruiting through appropriate definitions of positions and the establishment of reasonable standards of fitness for entrance to or promotion within the service.

Section 2: PREPARATION OF THE PLAN

The Director of Human Resources shall survey and record the duties and responsibilities of all positions in the Classified Service and, after consultation with department directors and principal supervisors, shall recommend a Classification Plan covering all such positions. This plan shall consist of a grouping of positions substantially similar in duties and responsibilities, appropriate and descriptive titles for each class of positions, and written position or job descriptions which shall describe the typical duties and responsibilities characteristic of the positions in the classes and which specify the training, experience, and other qualifications to be required of applicants for positions in each class.

Section 3: POSITION DESCRIPTIONS INTERPRETED

The descriptions for the various classes of positions in the Classified Service shall have the following force and effect:

- (a) They are descriptive and explanatory and are not exhaustive. The use of a particular expression or illustration as to duties, qualifications or attributes shall not be held to exclude others not mentioned if such others are similar as to kind or quality.
- (b) In determining the allocation of a given position, the descriptions shall be considered as a whole. Consideration shall be given to the general duties, specific examples, responsibilities, desirable entrance qualifications, and relationship to other classes as affording an inclusive picture of the employment the class is intended to embrace.
- (c) The statement of duties is not intended to prescribe what specific duties shall attach to a given position or to limit the power of the department director to modify or alter detailed tasks involved in the duties of any position. When a substantial change in the duties is made, except for a temporary period or by the addition of duties which are incidental to the main employment, such change shall be reported to the Director of Human Resources with view to a possible re-classification of the position. The fact that the actual tasks performed do not appear in the descriptions shall not imply that the position is necessarily excluded from the class, provided that the tasks constituting the main work are duly covered.

Similarly, any example cited, taken with reference to the statement of typical duties and the qualifications required, shall not be construed as finally determining whether a position shall be included within the class.

Section 4: ADOPTION AND AMENDMENT OF THE PLAN

Before becoming effective, the Position Classification Plan shall be approved and adopted by the Civil Service Board. Thereafter, its provisions shall be observed in handling all personnel transactions and activities. When changes in City organization or operations require the creation of new classes of positions or other amendments to the position Classification Plan, these shall be adopted according to the same procedure established for the original adoption of the plan.

Section 5: ALLOCATION OF POSITIONS TO CLASSES

- (a) After adoption of the Classification Plan by the Civil Service Board, the Director of Human Resources shall allocate every position in the Classified Service to one of the classes established by the plan.
- (b) New positions in the Classified Service and positions which have so changed in work content as to require allocation to a different class shall be so reallocated in accordance with the same procedure established for original allocation of positions.
- (c) Employees incumbent in positions so reallocated or reclassified shall automatically retain their status where the duties of such old and new positions are of an over-lapping or closely related nature, and the compensation of no employee so transferred shall be reduced thereby. If, however, a position is reallocated to a higher class because of changed duties or responsibilities, the incumbent may be required by the Director of Human Resources to demonstrate fitness by passing a non-competitive examination or may be transferred to a vacant position in the class to which his/her position was formerly allocated, or his/her name shall be placed on the reemployment list for the class to which his/her position was formerly allocated. Reallocations of positions to higher classes shall be subject to the approval of the City Administrator.

Section 6: MAINTENANCE OF THE CLASSIFICATION PLAN

- (a) New positions to be created in any department or division shall be reported to the Director of Human Resources and he/she shall study the duties and the responsibilities of such new positions to provide a basis for determining the proper classification of such new positions.
- (b) Department directors shall report to the Director of Human Resources the addition of new assignments or the taking away of old ones which may affect the duties and responsibilities of any position if it is believed that such changes will be permanent. The Director of Human Resources shall investigate such changes in order to provide a basis for determining the effect of such changes upon the classification of the position.
- (c) The Director of Human Resources shall effect periodic investigations of any and all positions in

order to determine changes in duties and responsibilities of any position which may affect the status of the Classification Plan.

- (d) An employee may at any time make a request in writing to the Director of Human Resources for a review of the allocation of his/her position. This request shall set forth the employee's reasons for the review and if such reasons appear to be substantial, the Director of Human Resources shall make an investigation of the position with a view to determining the correctness or incorrectness of the allocation and the adjustment necessary.

RULE IV EXAMINATIONS

Section 1: CONTENT OF EXAMINATIONS

- (a) Examinations may consist of any, all, or a combination of the following tests designed to test fairly and impartially the relative qualifications of applicants to discharge the duties of the class in which they seek appointment.
 - (1) Written test
 - (2) Oral test
 - (3) Performance test
 - (4) Physical and medical test
 - (5) Evaluation of training and experience
 - (6) Seniority
 - (7) Any other selection process which will fairly measure the relative abilities of individuals competing in examinations.
- (b) The Director of Human Resources shall determine whether the examination will be of a competitive or non-competitive nature.
- (c) The Director of Human Resources shall determine, subject to appeal to or specific action by the Civil Service Board, the content of any examination and the order of weights to be assigned to any portion of the examination.

Section 2: NOTICE OF EXAMINATION

Examinations may be publicized through newspapers of general circulation, radio, other advertising media, posting of bulletins, City employment website or other appropriate means designed to bring examinations to the attention of present City employees and other prospective applicants. All persons applying for an examination shall complete a standard application form or application form designed particularly for the examination or class of position.

Section 3: ELIGIBILITY FOR EXAMINATION

- (a) The Director of Human Resources shall make such investigation as he/she deems necessary in determining that the applicant meets the established requirements for the class and for admission to the examination and may make an investigation of his/her employment record, education record, criminal record, motor vehicle record, character references or other information as he/she may deem pertinent.
- (b) The Director of Human Resources may reject any application or applicant when he/she has determined:

