

PROPOSED CHARTER AMENDMENT NO. 2, CIVIL SERVICE

SUMMARY

This proposed amendment addresses sections of the charter pertaining to employees in the office of the mayor and civil service. Changes include defining the “mayor’s cabinet” and “Executive Staff,” and allowing the mayor to select from among members of the cabinet to serve as acting mayor in the mayor’s absence.

In addition to adding the definition of the mayor’s Executive Staff and clarifying the remaining unclassified positions in the office of the mayor, there are several updates to the civil service portions of the charter. These include providing for the use of no “more” than three bands for each competitive eligible list of applicants, rather than no “fewer” than three bands, and removing the current employee residency requirement, which has been rendered unlawful. Other changes include:

- Removing outdated language; evaluating applicants on “knowledge, skills, abilities, and similar characteristics”, rather than “fitness,” in two different subsections
- Specifying notice for competitive exams be placed on the city’s website, rather than just in the city bulletin
- Removing and replacing unlawful language – references to aspects of “age” and “sex” as being requirements for some positions
- Clarifying use of the terms “temporary” vs. “provisional”
- Clarifying noncompetitive appointments
- Removing obsolete language regarding record keeping
- Updating probationary rules - changing probationary period from not less than one month to not less than ninety (90) days; specifying no probationary period for uniformed police and fire for appointments resulting from a competitive promotional exam; and altering a requirement to submit a written report to terminate an employee by ten days from the end of probation in order to state that the report needs to be submitted to the civil service commission prior to the end of probation.
- Modernizing language and removing outdated information related to appeals to the commission – removing obsolete classifications as an exception to appeals; allowing the commission to hear appeals within its established rules, rather than requiring that appeals be heard with ten (10) days of filing
- Removing extraneous language and stating that appointments in the competitive classified service be made according to civil service commission rules
- Removing outdated language referring to eligible lists of applicants at the time of the initial city charter’s enactment.