

O-35-23

Civil Service Board Duties

AMENDMENT 1 – Mayor Buckley

Amendment Summary: This amendment strikes the requirement that the City's Human Resources Manager forward changes to job descriptions to the Civil Service Board for review prior to implementing the change.

On page 8 insert the following:

3.12.060 Classification.

The Human Resources Manager is responsible for the classification and the reclassification of each position in the civil service system. Each position shall be classified in a job description on the basis of the kind and level of duties and responsibilities assigned to the position. A job description may include one position or several similar positions. The positions classified in one job description shall be sufficiently alike to permit the use of a single descriptive title, the same minimum qualifications, and the same pay scale. ~~Job descriptions and any subsequent revisions shall be forwarded to the Civil Service Board for approval.~~

3.04.010 Definitions.

"Employment agreement employee" means an other excluded service employee: (1) who, is required to execute an employment agreement; (2) who is not specifically placed in the civil service system by ~~the Civil Service Board~~ Human Resources Manager or designated as exempt service by the City Council; (3) who does not meet the definition of a temporary employee; and (4) who has an employer-employee relationship with the City as further described in Chapter 3.10. This includes employees whose positions are fully funded by grant sources that preclude benefits or compensation to which civil service employees are entitled.

"Other excluded service" includes all other persons rendering limited-term or temporary employee services except those specifically placed in the civil service system by ~~the Civil Service Board~~ Human Resources Manager or those designated as exempt service by the City Council. Any positions not included in the civil service or the exempt service are considered to be "other excluded service."