

CIVIL SERVICE COMMISSION RULE REVISIONS AUGUST 25, 2014

Item Number	Rule No.	Summary	City Position
1	Rule I, Number 9	Eliminates definition of banding	Withdrawn
2	Rule I, Number 38	Clarifies the definition of the Civil Service Law	Added
3	Rule V, Section 2.4	Allows appointing authority input for minimum qualifications and form of examination	Amended since original
4	Rule V, Section 5.3	Allows the appointing authority to request a new list when scores are at the bottom 50% percentile or the duties have changed	Withdrawn
5	Rule V, Section 5.4 a, b, c	Changes the method of combining lists	Withdrawn
6	Rule V, Section 10	New Rule Title: Workplace Diversity and Inclusion	Amended since original
7	Rule V, Section 10.1	Encourages recruitment efforts to increase workplace diversity	Amended since original
8	Rule VI, Section 1.1	Places all candidates on employment list in order of exam score. Veterans remain on a list preceding the general list.	Amended since original
9	Rule VI, Section 2.3	Changes the "top three eligibles" to any of the eligibles on Selective Certification Lists	Amended since original
10	Rule VI, Section 3.1	Changes the "top three eligibles" to any of the eligibles on all competitive and non-competitive employment lists (Removes the "Rule of Three")	Amended since original
11	Rule VI, Section 3.2 (b)	Places all candidates on employment list in order of exam score. Veterans remain on a list preceding the general list.	Unchanged
12	Rule VI, Section 4.1	Requires reemployment candidates to test for positions, just as promotional candidates must do	Amended since original
13	Rule VI, Section 4.3	Places preferred reemployment list (veterans) above general employment list	Amended since original
14	Rule IV, Section 2.4	Allows for more promotional opportunities through departmental and city employee only certification	Added
15	Rule V, Section 5.1	Eliminated reference to banding	Withdrawn
16	Rule V, Section 5.2	Allows the appointing authority to request register be retired as early as 3 months (versus 1 year) prior to announcement of the position	Amended since original
17	Rule V, Section 5.6	Asked for appointing authorities approval for promotional lists	Withdrawn
18	Rule V, Section 5.7	Allowed for promotions within a department within a job series	Withdrawn
19	Rule IV, Section 2.2	Allows appointing authority to give special assignment pay of 5% without prior approval	Amended since original
20	Rule IV, Section 2.5(a)	Provides for merit increases of 2% per year	Amended since original
21	Rule IV, Section 2.5(b)	Describes the distribution of merit increases based on the performance evaluations	Amended since original

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22	Rule IV, Section 2.6	Allows the Personnel Director (versus the Commission) to approve hiring rates up to the midpoint of the pay range	Amended since original
23	Rule IV, Section 2.7	Allows the Personnel Director (versus the Commission) to approve pay rates up to the midpoint of the pay range for extraordinary qualifications beyond the minimum requirements	Amended since original
24	Rule VI, Section 1.2	Provided for transfers without CS approval	Withdrawn
25	Rule VI, Section 2.1	Sets performance requirements for the CS department so that city departments can have sufficient staff to meet citizen needs	Amended for clarity since original
26	Rule VI, Section 3.2	Preserves preference for veterans and places all others on a ranked competitive employment list	original
27	Rule VII, Section 1.2	Requires evaluation of employees after three months of hire date	Amended since original
28	Rule XI	Title change from Service Ratings to Performance Evaluation System	Amended since original
29	Rule XI, Section 1.1	Describes the administration of the performance evaluation system	Amended since original
30	Rule XI, Section 1.2	Describes the responsibilities of the Evaluating Supervisor	Amended since original
31	Rule XI, Section 1.3	Describes the responsibilities of the Second Level Evaluator	Amended since original
32	Rule XI, Section 1.4	Describes Performance Evaluations	Amended since original
33	Rule XI, Section 1.5	Describes the performance planning process	Amended since original
34	Rule XI, Section 1.6	Describes the overall performance category	Amended since original
35	Rule XI, Section 1.7	Describes the performance review meeting	Amended since original
36	Rule XI, Section 1.8	Describes the effects of a poor evaluation and provides for the Personnel Director to review contested evaluation	Amended since original
37	Rule XI, Section 1.9	Describes the effect of an employee with no evaluation	Amended since original
38	Rule XI, Section 1.10	Provides for evaluations of supervisors	Amended since original
39	Rule XI, Section 1.11	Describes the record keeping requirements of the performance evaluations	Amended since original
40	Rule XI, Section 1.12	Describes the review process for contested evaluations with the appointing authority	Amended since original
41	Rule XI, Section 1.13	Describes the review process for contested evaluations with the Personnel Director and Commission	Amended since original
42	Rule X, Section 1.6	The City will create an inclusion index	Amended since original
43	Rule VIII, Section 4.2	Establishes more training opportunities for employees	Unchanged since original