

Chapter 2.36

PERSONNEL SYSTEM

Sections:

- 2.36.010 Purpose of chapter.
- 2.36.020 Human Resources Director.
- 2.36.030 Human Resources Board.
- 2.36.035 Criminal conduct--Ineligibility for employment.
- 2.36.040 Classified service.
- 2.36.050 Appointments and promotions.
- 2.36.060 Probationary periods.
- 2.36.070 Tenure--Employees service rating system--Outside employment or business activity.
- 2.36.080 Suspension, demotion and dismissal.
- 2.36.090 Appeals and hearings.
- 2.36.100 Political activities.
- 2.36.110 Discrimination.
- 2.36.120 Cooperation.
- 2.36.130 Appropriation of funds--Contracts for special services.
- 2.36.140 Changes In Number and Classification of Positions.

Section 2.36.010 Purpose of chapter.

This chapter is enacted pursuant to Article IX of the City Charter to create a personnel merit system, to establish a fair and equitable basis for the selection, appointment, advancement and separation of employees, to recognize efficient service, and to provide a reasonable degree of security for qualified employees.

This chapter shall constitute the personnel rules and regulations of this City. (Prior code § 2.35)

Section 2.36.020 Human Resources Director.

There is created the position of Human Resources Director, who shall be appointed by and be directly responsible to the City Manager. The Human Resources Director shall:

- A. Administer all provisions of the personnel merit system not specifically reserved to the City Council, Human Resources Board, City Manager or department heads;
- B. Prepare and recommend to the City Manager revisions and amendments to this chapter and the salary plan;
- C. Prepare and recommend to the City Manager a position classification plan and a salary plan and maintain the plans after adoption by the City Council;
- D. Conduct examinations for employment and promotion in the classified service;
- E. Develop and maintain an effective system of employee service rating to determine efficient job performance;
- F. Establish and maintain a system of employee service records;
- G. Serve in an advisory capacity to the City Manager, department heads and the Human Resources Board in matters relating to personnel administration;
- H. Perform such other duties as may be necessary or appropriate for effective personnel administration consistent with the provisions of this chapter and the City Charter. (Ord. 7229 § 5, 2013; Ord. 6064 § 2, 1993; Ord. 4185 § 1, 1975; prior code § 2.36)