

PROPOSED REVISION TO CIVIL SERVICE RULE VII

RULE VII

EXAMINATIONS AND EMPLOYMENT LISTS

(Amended March 25, 2015)

RULE VII § 1 PUBLIC ANNOUNCEMENT, APPLICATIONS, DEADLINES

VII§1.1 The Civil Service Department shall give written notice fifteen (15) days before holding any test given to establish an employment list, by posting a notice which includes the minimum and midpoint rate of pay, as well as the desired or necessary qualifications for the class, on the Civil Service Office bulletin board and by electronically mailing copies to the Mayor, City Clerk, division directors and department managers for posting on their bulletin boards.

Announcements for promotional examinations which are limited to applicants from a division or department must be posted on the Civil Service Office bulletin board and electronically mailed to the Mayor and City Clerk, but distributed only to the affected division or department. (Amended November 20, 2019) (Amended September 2, 2020)

VII§1.2 The Director may also advertise vacancies in newspapers, trade publications, journals and any other medium found to be available and appropriate.

VII§1.3 An application filing deadline shall be established for either ~~4:00~~11:59 p.m. on the 15th day of the examination announcement or when a maximum number of applicants has been reached, whichever occurs first.

A. Should the deadline for applications fall on a City **employee's** holiday, it is extended to the next working day.

B. The Director may extend deadlines due to an inadequate number of qualified applicants or other sound business reasons.

February 23, 2024