

CITY OF WILLIAMSPORT, PA

FILE OF CITY COUNCIL

BILL No. 1626-14

SESSION OF 2014

Approved on first reading

This day 29th of May, 2014.

Members of City Council:

HALL WILLIAMSON ALLISON
SMITH MIELE KATZ NOVIELLO

Approved on final reading

This day 12th of June, 2014.

AN ORDINANCE

ARTICLE 157

6259

Civil Service Board

CROSS REFERENCES

Examination of appointees – See 3rd Class §4401 (53 P.S. §39401)
Appointment of Examining Boards – See 3rd Class §4402 (53 P.S. §39402)
Examination of Regulations – See 3rd Class §4404 (53 P.S. §39404)
Selection of appointee from list – See 3rd Class §4406 (53 P.S. §39406)
Suspension and discharge – See 3rd Class §4408 (53 P.S. §39408)
Review of eligibility lists – See 3rd Class §4410 (53 P.S. §39410)

157.01 CIVIL SERVICE BOARD.

(a) **Establishment; Membership; Term.** Pursuant to the provisions of the Act of March 18, 2014 (Act No. 22) there is created a Civil Service Board for the examination of applicants for appointment to any uniformed position in the Bureaus of Police and Fire, excluding the Administrative Chiefs.

The Board shall consist of three (3) citizens who shall be appointed by the Mayor with the consent of Council. In addition, three (3) qualified electors shall be appointed to serve as alternates. The terms of the members and alternates shall be for four (4) years, the terms of the members and alternates shall be staggered with one (1) person being appointed to each position for two (2) years, three (3) years, and four (4) years respectively.

Upon the expiration of the term of any member of the Civil Service Board, one (1) person shall be selected to serve upon the Board for the term of four (4) years and until his successor is elected. If any vacancies occur, they shall be filled for the unexpired term. Each of the members, before entering upon the duties of this office, shall take and subscribe to the oath of office prescribed by the Constitution of Pennsylvania and the Act of Assembly above mentioned, and files the same, duly certified by the officer administering it. No salary or other compensation shall be paid to any member of the Board. The alternate members of the Civil Service Board shall participate as provided in Section 4403.1 of Act 22 of 2014.

(b) **Appointments and Promotions.** All appointments of employees to, and promotions

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in, the Bureaus of Police and Fire, shall be made according to qualifications and fitness, to be ascertained by examinations, which, so far as practicable, shall be competitive in accordance with the provisions of Act 22 of 2014, and any supplement or amendment thereto.

(c) **Rules and Regulations.** The Civil Service Board shall prepare and adopt such rules and regulations for the promotions, reduction, removal and reinstatement of all employees so appointed in the Bureaus of Police and Fire.

The rules and regulations so prepared may, from time to time, be added to, amended or rescinded. All rules shall be approved by the Mayor and Council before they go into effect. When so approved, such rules shall not be annulled or changed except by the Board with the approval of the Mayor and Council. If the Mayor and Council take no action on a rule or amendment submitted to them within a period of twenty (20) days from the date of its submission, then the rule or amendment shall become effective as though approved by the Mayor and Council.

(d) **Reports and Recommendations.** The Civil Service Board shall make an annual report to the Mayor showing its own actions and rules and regulations, and all exceptions thereto, in force and the practical effect thereof, and any suggestions it may approve for the more effectual accomplishments of the purposes of the Act of Assembly relating to appointments to the positions referred to herein.

(e) **Secretary and Examiners.** The Board shall have power, with the consent and approval of Council to appoint a secretary and Civil Service Examiners who shall receive such compensation as Council shall be ordinance prescribe.

(f) **Eligibility Lists.** The Civil Service Board shall make and keep, in numerical order, a list containing the names of all applicants for Civil Service positions who may pass the required mental and physical examinations. Where more than one person takes examinations for any of such positions at the same time, the names of all those successfully passing such examination shall be entered upon the list of eligible names in the order of their respective percentages, the highest coming first. The Board shall furnish to Council a certified copy of all lists so prepared and kept. Such lists shall be maintained for a period of two (2) years.

Whenever any vacancy shall occur in any civil service position, the Mayor shall make written application to the Chair of the Board, who shall forthwith certify to the Mayor, in writing, the three (3) names on the lists of applicants for such position having the highest percentage, where there are three (3) or more eligible names on the list, but if there are less than three (3) eligible names on such

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list, the Board shall certify such names. Thereupon the Director of the department in which such appointment is to be made shall nominate to the Mayor a person from the list submitted to fill such vacancy. If the Mayor and City Council approves such nomination, the person nomination shall be to fill such vacancy, and shall be assigned for service in the Bureaus of Police or Fire. If the Mayor or City Council does not approve such nomination, then the Director of the department in which such appointment is to be made shall submit another nomination for such position from the remaining names, if any, and if such nomination is not approved by the Mayor and City Council, he shall submit the third name, if any. The person whose nomination by the Director is approved by the Mayor and City Council shall be appointed to fill such a position in the department.

In all cases, the Board may recommend those in the employ of a department for promotion in case the person recommended is competent for the higher position. The name of the person so appointed shall be immediately stricken from the list of the Board, and the names of the rejected persons shall immediately be restored to their proper place in such list, provided however, that if the name of any applicant has been submitted to the Mayor and City Council, and has been rejected three (3) times, then such name shall be stricken from the eligible list.

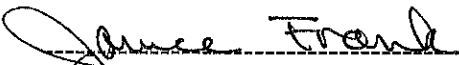
The list of eligible names kept by such Civil Service Board shall be annually examined by the Board for the purpose of deleting therefrom persons who are permanently unavailable for or disqualified for the position or positions involved, either by death, permanent removal from the area, written desire to be removed therefrom, or by other permanent cause, in conformity with the Board's Rules and Regulations.

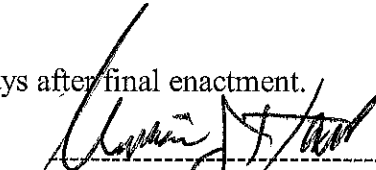
157.02 SUSPENSION, DISCHARGE, AND DISCIPLINE.

All employees subject to Civil Service shall be subject to suspension, discharge and discipline in accordance with Section 4408 of Act 22 of 2014. Any such hearing shall be before City Council.

157.03 EFFECTIVE DATE.

This Ordinance shall be effective twenty (20) days after final enactment.


City Clerk


Council President