

**Article 3: Civil Service**

**Division 16: Administration**

**§23.1601 Organization and Staff**

The Civil Service Commission shall consist of five members, not more than three of whom shall be of the same sex, appointed by the Mayor, with the approval of the Council. Subject to the provisions of City Charter Section 115, Commissioners shall be appointed to serve for five years, and until their successors have been appointed and qualified. An appointment to fill a vacancy shall be for the unexpired term of the office to be filled. Members of the Commission shall not hold any other office in City Government.

Each year, at its regular meeting in December, the Commission shall elect from its membership, by written ballot, a President and a Vice President, each to serve for 12 months beginning on January tenth of the following year, unless sooner replaced as hereinafter provided. The President shall preside at all meetings and public hearings of the Commission, and shall represent and act for the Commission in matters deemed appropriate by majority consent of the other members of the Commission and in keeping with applicable provisions of the City Charter and Civil Service Rules. In the absence of the President, the Vice President shall exercise the full authority and responsibility of the President. In the absence of both said officers at any official meeting or public hearing, the Commission shall select a temporary chairman. By vote of a majority of the entire Commission upon written ballot taken a President or Vice President may be removed from his office; by written ballot the Commission may elect a member thereof to fill the remaining term of an office vacated.

The Civil Service Commission shall appoint a Personnel Director who shall confirm the appointment of such technicians, clerks and other employees as may be necessary to carry out its work properly. The Personnel Director shall act as Chief Examiner and superintend the examinations, subject to the direction of the Commission and shall administer and enforce these rules, investigate the effect of their enforcement, report from time to time any violations and other conditions which, in his judgment, make it desirable to amend the rules, supervise and direct its employees and pass upon employment matters under these rules, and shall perform such other duties as are prescribed by the Charter, by ordinance, or by the Commission.  
*(Amended 4-14-1959 by O-8092 N.S.)*

**§23.1602 Meetings and Minutes**

Regular meetings of the Commission shall be held at least once a month at a time and place designated by the Commission. Notice of the time and place of meetings of the Commission should be posted on the bulletin board at the office of the Commission at least twenty-four (24) hours prior to each meeting. Three members of the Commission shall constitute a quorum. Any meeting shall be adjourned in the absence of a quorum. Special meetings may be held at any time on the call of the Personnel Director or of any member of the Commission.

The Personnel Director shall attend meetings, shall act as Secretary to the Commission, and shall prepare the minutes. The Personnel Director shall have a right to participate in discussions, but shall have no vote. All meetings of the Commission shall be open to the public, and the minutes shall be open to public inspection.  
*(Amended 5-23-1957 by O-7444 N.S.)*

**§23.1603 Personnel Manual**

There is hereby created a body of administrative regulations known as the Personnel Manual of The City of San Diego which shall provide specific procedural instructions and necessary policy interpretations of the Civil Service Rules and employment regulations. Said administrative regulations shall be developed by the Personnel Director in cooperation with the City Manager and City Attorney and shall be submitted to the Civil Service Commission for their ratification.  
*(“Personnel Manual” added 8-4-1964 by O-9053 N.S.)*