

**Article 2: Administrative Code**

**Division 4: Civil Service Commission — Personnel Director**

**§22.0401 Duties**

It shall be the duty of the Personnel Director to carry out and enforce all rules and regulations adopted by the Civil Service Commission pursuant to Section 118 of the Charter of The City of San Diego.

*(Incorp. 1-22-1952 by O-5046 N.S.)*

**§22.0402 Eligibility Lists**

It shall be the duty of the Personnel Director, under the direction of the Civil Service Commission, by appropriate examinations or tests and rating of candidates, to prepare and maintain suitable, eligible lists of persons for appointments to positions and employments in the administrative service of the City; to establish and supervise the operation of a system rating the services of persons in the administrative service; and to perform such other duties as may be requisite to the effective administration of the merit system of the Civil Service of the City.

*(Incorp. 1-22-1952 by O-5046 N.S.)*