

**Article 3: Civil Service**

**Division 15: Reports to the Commission**

**§23.1501**

For the proper establishment and maintenance of the service register and for the expeditious checking of payrolls, heads of departments shall promptly transmit to the Civil Service Commission all information requested.

The service register shall consist of a list of all persons in the service of the City showing with each name, the position held the salary or wages paid, the date and character of selection or appointment, every subsequent change of status, and whether in the classified or unclassified service.

In the case of elective officers, such information shall be furnished by the City Clerk.

On or before January 31st of each year, every department or division thereof shall submit to the Commission an organizational chart showing lines of authority and classification of present personnel and any changes in either classification or personnel proposed for the next fiscal year. An explanation of reasons for such proposed changes must accompany each chart.

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