

ORDINANCE NO. 1068

AN ORDINANCE OF THE CITY OF REDMOND, WASHINGTON, AMENDING CHAPTER 2.12 OF THE REDMOND MUNICIPAL CODE BY COMBINING THE POSITION OF CIVIL SERVICE SECRETARY AND CHIEF EXAMINER WITH THAT OF THE PERSONNEL DEPARTMENT SECRETARY, REVISING THE LIST OF POSITIONS EXCLUDED FROM CIVIL SERVICE COVERAGE AND ESTABLISHING A RIGHT OF REINSTATEMENT FOR MEMBERS TRANSFERRED TO A NON-CIVIL SERVICE POSTION.

WHEREAS, the duties of the Civil Service Secretary and Chief Examiner are presently performed on a part-time basis and do not require the services of a full-time employee, and

WHEREAS, the duties of the Civil Service Secretary and Chief Examiner can properly be performed by the Personnel Department Secretary and the combination of said functions will improve communications and coordination between the Personnel Department and the Civil Service Commission, and

WHEREAS, the City Council has recently determined that a Personnel Department, including a Personnel Secretary, should be formally established within the City, and

WHEREAS, the City Council has determined that, in part due to revisions of certain job titles within the Fire Department, the list of positions not covered by Civil Service set forth in Section 2.12.030 should be revised, now, therefore,

THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Section 2.12.020 of the Redmond Municipal Code is hereby amended to read as follows:

2.12.020 Organization of Commission--Powers and Duties--Secretary.

A. Immediately after appointment, the commission shall organize by electing one of its members chairperson and hold regular meetings at least once a month, and such additional meetings as may be required for the proper discharge of their duties. It shall be the duty of the Civil Service Commission:

(1) To make suitable rules and regulations to implement this chapter which are not inconsistent

with the provisions thereof. Such rules and regulations shall provide in detail the manner in which examinations may be held, and appointments, promotions, transfers, reinstatements, demotions, suspensions and discharges shall be made. The rules and regulations and any amendments thereof shall be printed, mimeographed or multigraphed for free public distribution. Such rules and regulations may be changed from time to time;

(2) All tests shall be practical and shall consist only of subjects which will fairly determine the capacity of persons examined to perform duties of the position to which appointment is to be made, and may include tests of physical fitness and/or of manual skill;

(3) The rules and regulations adopted by the commission shall provide for a credit of ten percent in favor of all applicants for appointment under Civil Service, who, in time of war, or in any expedition of the armed forces of the United States, have served in and been honorably discharged from the armed forces of the United States, including the Army, Navy, and Marine Corps and the American Red Cross. These credits apply to entrance examinations only;

(4) The Commission shall make investigations concerning and report upon all matters touching the enforcement and effect of the provisions of this chapter, and the rules and regulations prescribed hereunder; inspect all institutions, departments, offices, places, positions and employments affected by this chapter, and ascertain whether this chapter and all such rules and regulations are being obeyed;

(5) Such investigations may be made by the Commission or by any commissioner designated by the Commission for that purpose. Not only must these investigations be made by the Commission as aforesaid, but the Commission must make like investigation on petition of a citizen, duly verified, stating that irregularities or abuses exist, or setting forth in concise language, in writing, the necessity for such investigation. In the course of such investigation, the Commission or designated commissioner, or chief examiner, shall have the power to administer oaths, subpoena and require the attendance of witnesses and the production by them of books, papers, documents and accounts appertaining to the investigation and also to cause the deposition of witnesses residing within or without the state to be taken in the manner prescribed by law for like depositions in civil actions in the superior court; and the oaths administered by a superior court judge in his judicial capacity; and the failure upon the part of any person so subpoenaed to comply with the provisions of this section shall be deemed a violation of this chapter and punishable as such;

(6) All hearings and investigations before the Commission, or designated commissioner, or chief examiner, shall be governed by this chapter and by rules of practice and procedure to be adopted by the Commission, and in the conduct thereof neither the Commission, nor designated commissioner shall be bound by the technical rules of evidence. No informality in any proceedings or hearing, or in the manner of taking testimony before the Commission or designated commissioner, shall invalidate any order, decision, rule or regulation made, approved or confirmed by the Commission; provided, however, that no order, decision, rule, or regulation made by any

designated commissioner conducting any hearing or investigation alone shall be of any force or effect whatsoever unless and until concurred in by at least one of the other two members;

(7) To hear and determine appeals or complaints respecting the administrative work of the Personnel Department, the rejection of an examination and such other matters as may be referred to the Commission pursuant to the duties outlined in Subsection (1) of this section;

(8) Establish and maintain in card or other suitable form a roster of employees covered by civil service;

(9) Provide for, formulate and hold competitive tests to determine the relative qualifications of persons who seek employment in any class or position and as a result thereof establish eligible lists for the various classes of positions as established by the City, and to provide that employees laid off because of curtailment of expenditures, reduction in force, and for like cause, head the list in the order of their seniority, to the end that they shall be the first to be reemployed;

(10) When a vacant position is to be filled, to certify to the appointing authority, on written request, the name of the three persons highest on the eligible list for the class. If there are no such lists, the Commission shall make provision in their rules for provisional or temporary appointments for such positions. Such temporary or provisional appointment shall not exceed a period of six months in duration but may be extended for up to an additional six months if for any reason it cannot be determined at the expiration of the initial appointment that the position being filled by temporary or provisional appointment will in fact be vacant, such as in the instance of a position vacant due to an officer on disability leave under the LEOFF Act, or for other good cause which in the discretion of the Commission warrants an additional extension of such a provisional or temporary appointment;

(11) Keep such records as may be necessary for the proper administration of this chapter.

B. The Personnel Department Secretary shall perform the duties of, and serve as, the Civil Service Commission Secretary and Chief Examiner. The duties of the Secretary and Chief Examiner shall be to keep the records of the Commission, preserve all reports made to it, superintend and keep a record of all examinations held under its direction, and perform such other duties as the Commission may prescribe.

Section 2. Section 2.12.030 of the Redmond Municipal Code is hereby amended to read as follows:

2.12.030 Persons Included--Competitive Examinations--Transfers, Discharges and Reinstatements. The provisions of this chapter shall include all full time, fully commissioned officers of the City's Police and/or Fire Departments except for the positions of Chief of the Fire Department, Assistant Chief of the Fire Department, Administrative Assistant to the Chief of the Fire Department, the Police Chief and the Assistant Police Chief, who because of the nature of their positions shall serve in their positions as other City department heads and assistants.

All clerical, dispatchers, fire inspectors, mechanics and other employees of either the Police Department or Fire Department who are not fully paid commissioned police officers or firefighters are excluded from coverage under this chapter. The position of Civil Service Secretary and Chief Examiner which shall be filled by the Personnel Department Secretary, shall not be a Civil Service position. All appointments to and promotions covered by this chapter shall be made solely on merit, efficiency and fitness, which shall be ascertained by open competitive examination and impartial investigation. No person shall be reinstated in or transferred, suspended or discharged from any such place, position, or employment contrary to the provisions of this chapter.

Section 3. A new Section 2.12.075 is hereby added to the Redmond Municipal Code to read as follows:

2.12.075 Right to Return to Civil Service Position. Whenever a person who has been permanently appointed or inducted into the Civil Service is promoted or otherwise transferred from a Civil Service position to a non-Civil Service position, such person, upon being demoted or otherwise transferred out of the non-Civil Service position, shall, unless waived, have the right to return to the Civil Service position and rank held at the time of transfer to the non-Civil Service position.

Section 4. This ordinance shall be in full force and effect five (5) days after passage and publication by posting as provided by law.

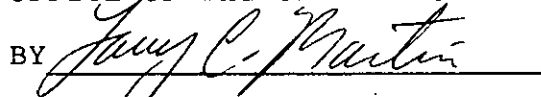
CITY OF REDMOND


MAYOR, CHRISTINE T. HIMES

ATTEST/AUTHENTICATED:


CITY CLERK, PAUL F. KUSAKABE

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

BY 

FILED WITH THE CITY CLERK:	May 27, 1982
PASSED BY THE CITY COUNCIL:	June 14, 1982
SIGNED BY THE MAYOR:	June 14, 1982
POSTED:	June 16, 1982
EFFECTIVE DATE:	June 21, 1982