CIVIL SERVICE STATUTES, AS AMENDED, & RULES GOVERNING THE CIVIL SERVICE

CITY OF PITTSBURGH

2013

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PREFACE

The Civil Service system was established to insure the maintenance of a merit personnel system to recruit, employ, promote and retain qualified persons for employment with the City of Pittsburgh. Since the passage of the General Civil Service Act in 1907, it has been the responsibility of the Civil Service Commission to prescribe, amend, implement, administer and enforce the philosophy of merit employment as mandated by the Civil Service Statutes.

Many changes have occurred since 1907 in the area of public employment including the passage of the Civil Rights Acts of 1964, as amended, and the Pennsylvania Public Employee Relations Act of 1970. The Civil Service Commission, with approval of the Mayor as required by statute, has adopted revised rules which preserve the principles of the merit system while being responsive to the principles of equal opportunity employment and sound labor-management relations.

The Civil Service Statutes, as amended, and the revised Rules of the Civil Service Commission contained in this publication provide the basis for the efficient and effective operation of the City's Civil Service system.

NOTE: The Statutes and Rules contained in this booklet are subject to future revision.

(Revised: June 1994)

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GENERAL CIVIL SERVICE ACT

1907, May 23, P.L., 206 as amended

Section 1 (23431.)

On and after the first day of July, one thousand nine hundred and seven, appointments to, and promotions in, the civil service of the cities of the second class shall be made only according to qualifications and fitness, to be ascertained by examinations, which, so far as practicable, shall be competitive, as hereinafter provided. On and after the said date, no person shall be appointed, transferred, reinstated, or promoted, as an officer, clerk, employee, or laborer, in the civil service under the government of any city of the second class, in any manner or by any means other than those prescribed in the act: Provided, however, That among those persons possessing equal qualifications and eligible for appointment to any office, preference in appointment shall be given to honorably discharged soldiers and sailors who served in the Army or Navy of the United States during the War of the Rebellion, or to honorably discharged soldiers, sailors, and marines, who served in the armed forces of the United States or its Allies during its war against the Imperial German Government: Provided further, however, That if the preference hereby provided for be for any reason invalid, all the other provisions of this act shall remain in force with like effect as if said preference had not been contained therein, it being the intention of the Legislature not to make the other provisions of the act dependent upon the validity of said preference.

The term "civil service" of a city shall include all offices, positions, and employments, in which the officers or employees are paid by the city treasurer, either directly or through some official or agent, and all offices, positions, and employments, in or under institutions, departments, boards, or Commissions, wherein the city, through any official or board or commission, has the exclusive right to select the officials and employees.

Section 2 (23432.)

There shall be a Civil Service Commission in each city of the second class, consisting of three commissioners to be appointed by the mayor. The persons appointed commissioners shall be men in full sympathy with the purposes of this act. Not more than two of the said commissioners at any one time shall be adherents of the same political party. The commissioners in each city shall be appointed as follows: On the first day of July, one thousand nine hundred and seven, the mayor of each city of the second class shall appoint three commissioners, to serve until the expiration of his term of office and until their successors are appointed and qualified. The mayor shall appoint one of the commissioners president of the Commission. Whenever any vacancy shall exist in the office of president of the Commission, the mayor shall have the right to appoint any member of the Commission the president thereof, and the person so appointed shall serve as president until the expiration of his term. At the expiration of the terms of said commissioners the mayor of each city of the second class shall, after his induction into office, appoint commissioners to serve for the full term of the office of said mayor, and thereafter each mayor on his induction, shall appoint three commissioners, under this act, to serve as Civil Service commissioners for the full term of his office as mayor. The mayor may, at any time, remove a commissioner, for good cause, which shall be stated in writing and made part of the records of the Commission, and fill such vacancy, or any other vacancy which may occur in said Commission, by appointment of a successor, to serve for the remainder of the unexpired term. No commissioner shall hold any other office under the United States, the Commonwealth of Pennsylvania,

or any city or county thereof; nor shall any commissioner serve on any political committee, or take any active part in the management of any political campaign. The salaries of the commissioners shall be fixed by the city councils; and the president of the commissioners shall receive a salary of not less than five hundred dollars per year, and each of the other commissioners shall be paid a salary of not less than two hundred and fifty dollars per year. The commissioners shall qualify by filing with the mayor an oath to perform faithfully the duties of their office.

Section 3 (23433.)

The Civil Service Commission, in each city of the second class, shall employ a chief examiner, who shall also act as secretary, and such other clerks, examiners, and employees as it may deem necessary or proper to carry out the purpose of this act. The clerks, examiners and employees shall receive salaries, to be fixed by the Civil Service Commission and approved by the mayor. Councils shall annually appropriate the sums necessary for the work of the commission.

Section 4 (23434.)

No officer or officers, having the power of appointment to, or employment in, the civil service of any city of the second class, shall after the first day of July, one thousand nine hundred and seven, select or appoint any person for appointment, employment, promotion, or reinstatement except in accordance with the provisions of this act and the rules and regulations prescribed thereunder: Provided, That the power of the mayor to appoint special policemen in times of emergency or riot, as provided in article three, section one, of the act of March seventh, one thousand nine hundred and one, entitled "An act for the government of cities of the second class," as amended by the act of April twenty-three, one thousand nine hundred and three, entitled "An act changing the title of the chief executive officer in cities of the second class from recorder to mayor," shall remain as heretofore.

Section 5 (23435.)

It shall be the duty of the mayor and heads of departments of every city of the second class to cause suitable and convenient rooms and accommodations to be assigned or provided, and to be furnished, heated, and lighted, for carrying on the work and examinations of the Civil Service Commission. The Civil Service Commission may order from the proper authorities the necessary stationery, postage stamps, and official seal and other articles to be supplied, and the necessary printing to be done, for its official use. It shall be the duty of the officers of every city of the second class to aid the Civil Service Commission in all proper ways in carrying out the provisions of this act, and to allow the reasonable use of public buildings, and to heat and light the same, for holding examinations and investigations, and in all proper ways to facilitate the same.

Section 6 (23436., 23437., 23438.)

The Civil Service Commission in each city of the second class shall: -

First. - Prescribe, amend and enforce rules and regulations for carrying into effect the provisions of this act. All rules so prepared may, from time to time, be added to, amended or rescinded: Provided, That all rules shall be approved by the mayor before they go into effect, but when so approved shall not be annulled or changed except by the commission with the approval of the mayor: And provided further, however, That if the mayor takes no action on a rule or amendment, submitted to him, within a period of ten days from the date of its submission, then the rule or amendment shall become effective as though approved by the mayor.

Second. - Keep minutes of its own proceedings, and records of its examinations and other official action. All recommendations of applicants for office, received by the said commission or by any officer having authority to make appointments to office, shall be kept and preserved for a period of three years, and all such records-recommendations of former employees excepted-and all written causes of removal, filed with it, shall, subject to reasonable regulation, be open to public inspection.

Third. - Make investigations, either sitting as a body or through a single commissioner, concerning all matters touching the enforcement and effect of the provisions of this act, and the rules and regulations prescribed hereunder, concerning the action of any examiner or subordinate of the commission, or of any person in the public service in respect to the execution of this act; and, in the course of such investigations, each commissioner and the chief examiner shall have power to administer oaths and affirmations, and to take testimony.

Fourth. - Have power to subpoena and require the attendance of witnesses, and the production thereby of books and papers pertinent to the investigations and inquiries hereby authorized, and to examine them and such public records as it shall require, in relation to any matter which it has the authority to investigate. The fees of such witnesses for attendance and travel shall be the same as for witnesses before the courts of common pleas, and shall be paid from the appropriation for the incidental expenses of the commission. All officers in the public service, and their deputies, clerks, subordinates, and employees, shall attend and testify when required to do so by said commission. Any disobedience to, or neglect of, any subpoena issued by the said commissioners, or any one of them, to any person, shall be held a contempt of court, and shall be punished by any court of common pleas of this commonwealth, within the county in which is the city of the second class from the Civil Service Commission of which the said subpoena had issued, as if such subpoena had been issued therefrom. Any judge of any of said courts shall, upon the application of any one of said commissioners, in such cases, cause the process of said court to issue to compel such person or persons, disobeying or neglecting any such subpoena, to appear and to give testimony before the said commissioners, or any one of them, and shall have power to punish any such contempt.

Fifth. -Have power to recommend the impeachment or removal of officials or employees who shall be deemed guilty by a majority of the commissioners, after a full hearing, of the charges that they have coerced or attempted to coerce their subordinates in the performance or non-performance of a political or other service having no relation to the duties of a municipal employee, or in the payment of a contribution for a political purpose. Such recommendation shall be made, in writing, to the body or person having the power to impeach or to remove the accused official or employee.

Sixth. - Make an annual report to the mayor, showing its own actions and rules and regulations, and all the exceptions thereto in force, and the practical effects thereof, and any suggestions it may approve for the more effectual accomplishment of the purposes of this act. At least five hundred copies of the annual report shall be printed for public distribution.

Section 7 (23439.)

The civil service of each of the cities of the second class shall be divided into the unclassified service and the classified service. The unclassified service shall comprise: -

All officers elected by the people.
All heads of departments, whose appointment is subject to confirmation by the select council thereof.
The members of each civil service commission.
All persons appointed by name in any statute.
The classified service shall comprise all persons not included in the unclassified service.

Section 8 (23440.)

The Civil Service Commission, in each city of the second class, shall make rules and regulations providing for examinations for positions in the classified service of each city, and for appointments to and promotions therein, and for such other matters as are necessary to carry out the purposes of this act. Due notice of the contents of such rules and regulations and of any modifications thereof shall be given, by mail, in due season, to appointing officers and heads of departments affected thereby; and said rules and regulations and modifications thereof shall also be printed for public distribution. All original appointments to the competitive and noncompetitive classes of the service shall be for a probationary period of three months: Provided, however, that at any time during the probationary period the appointee may be dismissed for just cause, in the manner provided in section twenty. If at the close of this probationary term, the conduct or capacity of the probationer has not been satisfactory to the appointing officer, the probationer shall be notified, in writing, that he will not receive absolute appointment, whereupon his employment shall cease; otherwise, his retention in the service shall be equivalent to his final appointment.

Section 9 (2344l.)

All examinations for positions in the classified service shall be practical in their character, and shall relate to such matters, and include such inquiries, as will fairly and fully test the comparative merit and fitness of the persons examined to discharge the duties of the office or employment sought by them. All examinations shall be open to all applicants who have fulfilled the preliminary requirements, stated in section ten of this act. The examination of applicants for employment as laborers shall relate to their capacity for labor, their habits as to sobriety and industry, and their experiences in the kind of work for which they apply. All applicants for any position in the classified service may, subject to regulations adopted by the Civil Service Commission, be required to submit to a physical examination before being admitted to the regular examinations held by the commission. Adequate public notice of the time and place of every examination held under the provisions of this act, together with information as to the kind of position or place to be filled, shall be given at least one week prior to such examinations. The said commission shall adopt reasonable regulations for permitting the presence of representatives of the press at the examinations. The commission shall post, in a public place in its office, the eligible lists, containing the names and grades of those who have passed examinations for positions in the competitive class, and shall indicate thereon such appointments as may be made from said lists.

Section 10 (23442.)

The Civil Service Commission, in each city of the second class, shall require persons applying for admission to any examination provided for under this act or under the rules and regulations of the said commission, to file in its office, a reasonable time prior to the proposed examination, a formal application, in which the applicant shall state under oath or affirmation:-

First. His full name, residence, and post office address.

Second. His citizenship, age, and place and date of his birth.

Third. His health, and his physical capacity for public service.

Fourth. His business and employments and residence for at least the three previous years.

Fifth. Such other information as may reasonably be required, touching the applicant's qualification and fitness for the public service.

Blank forms for such applications shall be furnished by the said commission, without charge, to all persons requesting the same. The said commission may require, in connection with such application, such certificates of citizens, physicians or others, having knowledge of the applicant, as the good of the service may require. The said commission may refuse to examine an applicant, or, after examination, to certify an eligible, who is found to lack any of the established preliminary requirements for the examination or position or employment for which he applies; or who is physically so disabled as to be rendered unfit for the performance of the duties of the position to which he seeks appointment; or who is addicted to the habitual use of intoxicating liquors or drugs; or who has been guilty of any crime or of infamous or notoriously disgraceful conduct; or who has been dismissed from the public service for delinquency or misconduct, or who has made a false statement of any material fact, or practiced or attempted to practice any deception or fraud in his application, in his examination, or in securing his eligibility; or who refuse to comply with the rules and regulations of the commission. If any applicant feels himself aggrieved by the action of the commission in refusing to examine him, or, after an examination, to certify him as an eligible, as provided in this section, the commission shall, at the request of such applicant, appoint a time and place for a public hearing; at which time such applicant may appear, by himself or counsel, or both, and the commission shall then review its refusal to make such examination or certification, and testimony shall be taken. The commission shall subpoena, at the expense of the applicant, any competent witnesses requested by him. After such review, the commission shall file the testimony taken, in its records, and shall again make a decision, which shall be final. When any position to be filled involves fiduciary responsibility, the appointing officer may require the appointee to furnish a bond, or other security, and shall notify the commission of the amount and other details thereof: Provided, however, that any surety company, the bonds of which are accepted by a judge of any court of record of the county wherein the city is located, shall be a sufficient surety on any such bond.

Section 11 (23443.)

The offices, positions, and employments in the classified service of every city of the second class shall be arranged by the Civil Service Commission in four classes, to be designated as the exempt class, the competitive class, the non-competitive class, and the labor class.

Section 12 (23444.)

The following positions shall be included in the exempt class:

First. The superintendent of police and detectives, and the chief of the fire department.

Second. One secretary and one confidential clerk to the mayor, and one confidential clerk to the director of each executive department.

Third. In addition to the above, there may be included in the exempt class other offices or positions, except laborers, for the filling of which competitive or non-competitive examinations shall be found by the Civil Service Commission to be impracticable. But no office or position shall be deemed to be in the exempt class unless it is specifically named in such class in the rules; and the reason for each such exemption shall be stated separately, in the annual report of the said commission. Not more than one appointment shall be made to, or under the title of, any such office or position, unless a different number is specifically mentioned in the rules. No office or position shall be classified by the commission in the exempt class, except after public hearing by the commission, or any member thereof. Suitable public notice of such hearings shall be given by the said commission. At any such hearing any taxpayer of the city shall have the right to be heard, either in person or by counsel, either in opposition to or in favor of the proposed exemption. Appointments in the exempt class may be made without examination.

Section 13 (23445.)

The competitive class shall include all positions and employments now existing or hereafter created, of whatever functions, designations, or compensation, in each and every branch of the classified service, except, such positions as are in the exempt class, the non-competitive class, or the labor class. Appointments shall be made to, or employment shall be given in, all positions in the competitive class that are not filled by promotion, reinstatement, transfer, or reduction, under the provisions of this act and the rules made in pursuance thereof, by appointment from among those certified to the appointing officer, in accordance with the provisions of section fourteen of this act. The term of eligibility of an applicant shall be fixed, for each list, by the Civil Service Commission, at not less than one nor more than three years. The names of those persons eligible for appointment shall always be listed and certified in the order of their grading, beginning with the highest. Appointments shall be made from the eligible list most nearly appropriate, and a new and separate list shall be created only when there is no appropriate list existing from which appointments may be made. No person shall be appointed or employed under any title not appropriate to the duties to be performed; and no person shall be transferred to any position subject to a competitive examination unless he shall have previously passed an open, competitive examination equivalent to that required for such position.

Section 14 (23446.)

Every position or employment in the competitive class, unless filled by promotion, transfer, reinstatement, or reduction, shall be filled only in the following manner: The appointing officer shall notify the Civil Service Commission of any vacancy in the service which he desires to fill, and shall request the certification of eligibles. The commission shall forthwith certify, from the appropriate eligible list, the names of the three persons thereon who received the highest averages at examinations held under the provisions of this act. The appointing officer shall, thereupon, with sole reference to the relative merit and fitness of the candidates, make an appointment from the three names so certified: Provided, however, that should he make objection, to the commission, to one or more of these persons, for any of the reasons stated in section ten of this act, and should such objections be sustained by the commission, the commission shall thereupon strike the name of such person from the eligible list, and certify the next highest name for each person so stricken off. As each subsequent vacancy occurs, in the same or a similar position, precisely the same procedure shall be followed: Provided, however, that after any name has been three times rejected, for the same or a similar position, in favor of a name or names below it on the same list, the said name shall be stricken from the list. When there are a number of positions of the same kind to be filled at the same time, each appointment shall, nevertheless, be made separately and in accordance with the foregoing provisions. When an appointment is made under the provisions of this section, it shall be, in the first instance, for the probationary period of three months, as provided in section eight of this act. The provisions of this section (fourteen) shall not apply in making appointments to competitive positions which are specially excepted by the commission from competitive examinations under the authority conferred in section fifteen.

Section 15 (23447., 23448.)

Positions in the competitive class may be filled without competition, only as follows:-

First. Whenever there are urgent reasons for filling a vacancy in any position in the competitive class, and there is no list of persons eligible for appointment after a competitive examination, the appointing officer may nominate a person to the Civil Service Commission for non-competitive examination; and if such nominee shall be certified by the said commission as qualified, after such non-competitive examination, he may be appointed provisionally, to fill such vacancy until a selection and appointment can be made after competitive examination, in the manner prescribed in section fourteen;

but such provisional appointment shall not continue for a longer period than three months, nor shall successive provisional appointments be made to the same position, under this provision.

Second. In case of a vacancy in a position in the competitive class, where peculiar and exceptional qualifications of a scientific, professional, or educational character are required, and upon satisfactory evidence that, for specified reasons, competition in such special case is impracticable, and that the position can be best filled by the selection of some designated person of high and recognized attainments in such qualities, the said commission may suspend the provisions of the statute requiring competition in such case; but each such suspension shall relate to only a single appointment, and shall be general in its application to the position, and all such cases of suspension shall be reported in detail in the annual reports of the commission, with the reasons for the same.

Third. When the services to be rendered are of a temporary character and for a limited period, not to exceed six months, the appointing officer shall advise the commission, stating the duration of such period, the rate of compensation, and other conditions of employment, and may thereupon select for such temporary employment one of the first three persons on the appropriate eligible list who have expressed a willingness to accept a temporary appointment. Successive temporary appointments shall not be made under this clause; nor shall any person be eligible to temporary appointment if he has served under either a temporary or a provisional appointment, in the same office or department, within the previous six months. The acceptance or refusal, by an eligible, of a temporary appointment shall not affect his standing on the register for permanent employment, nor shall the period of temporary service be counted as a part of the probationary service in case of subsequent appointment to a permanent position. The acceptance of a temporary appointment shall not confer upon the eligible any of the rights of promotion, transfer, or reinstatement.

Section 16 (23449.)

Vacancies in positions in the competitive class shall be filled, so far as practicable, by promotions from among persons holding positions in a lower grade in the department, office, or institution in which the vacancy exists. Promotions shall be based upon merit, to be ascertained by tests to be provided by the Civil Service Commission, and upon the superior qualifications of the person promoted, as shown by his previous service and experience. The commission shall have the power to determine, in each instance, whether an increase in salary constitutes a promotion. No promotion shall be made to a position in the competitive class, from a position in another class, except after such competitive examination and certification as is provided for original entrance to the competitive class: Provided, however, That persons holding positions in the labor class may be promoted to positions in the lowest grade of the competitive class upon promotion examinations as provided in this section, when such examination is specifically authorized by the commission. No person shall be promoted to a position for original entrance to which there is required, by this act or the rules adopted pursuant thereto, an examination involving essential tests or qualifications different from or higher than those required for original entrance to positions held by such persons, except as above provided.

Section 17 (23450.)

The Civil Service Commission, in each city of the second class, shall promulgate rules relating to transfers and reinstatements in the service, to be approved by the mayor as hereinbefore provided.

Section 18 (2345l.)

The non-competitive class shall include only such positions as are not in the exempt class or the labor class, and which it is impracticable, in the judgment of the Civil Service Commission, to include in the competitive class. Appointments to positions in the non-competitive class shall be made after such non-competitive examination as is prescribed by the regulations of the Civil Service Commission. The said commission shall state in its annual report the number of persons who come within this class and the character of their services.

Section 19 (23452.)

The labor class shall include ordinary, unskilled laborers. Vacancies in the labor class shall be filled by appointment from lists of applicants registered by the Civil Service Commission. Preference in employment from such lists shall be given according to regulations to be prescribed by the commission. The commission may establish separate labor lists for various institutions and departments. The commission shall require an applicant for registration for the labor service, before he can be registered, to furnish such evidence or to pass such examinations as it may deem proper with respect to his age, residence, physical condition, capacity for labor, sobriety, industry, and experience in the kind of work for which he applies.

Section 20 (23453.)

No officer, clerk, or employee, in the competitive class or in the non-competitive class of the classified civil service of any city of the second class, who shall have been appointed under the provisions of this act, or of the rules made pursuant thereto, shall be removed, discharged, or reduced in pay or position except for just cause, which shall not be religious or political. Further, no such officer, clerk, or employee shall be removed, discharged, or reduced, except as provided in section eight of this act, until he shall have been furnished with a written statement of the reasons for such action, and been allowed to give the removing officer such written answer as the person sought to be removed may desire. In every case of such removal or reduction a copy of the statement of reasons therefore, and of the written answer thereto, shall be furnished to the Civil Service Commission and entered upon its records. Nothing in this act shall limit the power of any officer to suspend a subordinate for a reasonable period, not exceeding thirty days: Provided, however, that successive suspensions shall not be allowed, except in special cases, where reasons of public importance make it necessary, and where the permission of the commission has first been obtained and recorded upon its public records. Nothing in this act shall alter the procedure required for the removal or punishment of policemen and firemen, as provided in the act of March seventh, one thousand nine hundred and one, relating to the government of cities of the second class.

Section 20.1 (23454.)

If for reasons of economy, lack of funds, abolition of position or positions, or for any other reasons it becomes necessary for any city of the second class to reduce the number of employees then, the city shall follow the following procedure:

First. If there are any employees eligible for retirement under the terms of any pension fund, then such reduction in number shall be made by retirement on pension of all the older in age and service;

Second. If the number of employees eligible for retirement under the pension fund of said city, if any, is insufficient to effect the reduction in number desired by said city, or if there is no eligible person for retirement, or if no pension fund exists in such city, then the reduction shall be effected by suspending the last employee or employees regardless of title or classification, including probationers,

provisional and substitute employees that have been appointed. Such removal shall be accomplished by suspending in numerical order, commencing with the last employee appointed, all recent appointees until such reduction shall have been accomplished. Whenever the number of such employees shall be again increased in numbers, or if any vacancies occur, the employees suspended under the terms of this act shall be reinstated to that former class before any new appointees are appointed in reverse order to their suspensions.

Section 21 (23455.)

No person shall be appointed to or employed in any position in the classified service, in any city of the second class, until he has passed an examination, or is shown to be specially exempted from such examination, in conformity with the provisions of this act and of the rules made pursuant thereto. It shall be the duty of each appointing officer of every city of the second class to report to the Civil Service Commission forthwith, upon such appointment or employment, the name of such appointee or employee, the title of his office or employment, the date of commencement of service by virtue thereof, and the salary or compensation thereof, and any separation of a person from the service, or other change therein, and such other information as the Civil Service Commission may require. The Civil Service Commission shall keep in its office official rosters, in the form of books, card-catalogs, or otherwise, of the classified civil service of the city-laborers excepted- and shall enter thereon the name of each and every person who is legally in the service of the city of the first day of July, one thousand, nine hundred and seven, and of each and every person who is thereafter appointed, employed, promoted, reduced, or reinstated in any position in such service, upon such evidence as it may require or deem satisfactory that such person was appointed to, employed, promoted, reduced, or reinstated in, the service in conformity with the provisions of this act and the rules adopted pursuant thereto. These rosters shall be open to public inspections at all reasonable hours. The rosters shall show, in connection with each name, the grading, the date of appointment, employment, promotion, reduction or reinstatement, the compensation of the position, the title of the position, and the date and cause of any termination of such office or employment.

Section 22 (23456.)

It shall be unlawful, after the first day of July, one thousand nine hundred and seven, for the controller of any city of the second class to audit and approve the warrants for, or for the city treasurer to pay the salary of, any person in the classified service, unless the controller shall have previously received notice from the Civil Service Commission that the persons named thereon have been legally appointed.

Section 23 (23457.)

No question in any form of application or in any examination shall be so framed as to elicit information concerning the political or religious opinions or affiliations of any applicant; nor shall any inquiry be made concerning such opinions or affiliations; and all disclosures thereof shall be discountenanced. No discrimination shall be exercised, threatened, or promised by any person in the civil service against, or in favor of, an applicant, eligible, or employee in the classified service, because of his political or religious opinions or affiliations. No person shall appoint, promote, discharge, remove, reduce, or discriminate in any way against, any officer, clerk, or employee in the competitive, non-competitive or labor classes in the classified civil service of any city of the second class, because he has made or given, or because he has refused or neglected to make or give any contribution; whether voluntary or involuntary, assessment or payment, for any campaign or political purpose, or for the benefit or promotion of any political party, or for use by any committee or party in connection with any general or primary election.

Section 24 (23458.)

Whoever makes an appointment to office, or selects a person for employment, contrary to the provisions of this act, or wilfully refuses or neglects otherwise to comply with, or to conform to, any of the provisions of this act, or violates any of such provisions, shall be deemed guilty of a misdemeanor.

Section 25 (23459.)

Any commissioner or examiner, or any other person, who shall wilfully, by himself or in cooperation with one or more persons, defeat, deceive, or obstruct any person in respect of his or her rights of examination or registration according to this act or to any rules or regulations prescribed pursuant thereto; or who shall, willfully or corruptly, falsely mark, grade, estimate, or report upon the examination or proper standing of any person examined, registered, or certified pursuant to the provisions of this act, or aid in so doing; or who shall wilfully or corruptly make any false representations concerning the same, or concerning the person examined; or who shall wilfully or corruptly furnish to any person any special or secret information, for the purpose of either improving or injuring the prospects or chances of appointment of any person so examined, registered, or certified, or to be examined, registered, or certified; or who shall personate any other person, or permit or aid in any manner any other person to personate him or her, in connection with any examination or registration, or application or request to be examined or registered, shall, for each offense, be deemed guilty of a misdemeanor.

Section 26 (23460.)

Misdemeanors under the provisions of this act shall be punishable by a fine of not less than fifty dollars, nor more than one thousand dollars, or by imprisonment for a term not exceeding two years, or by both such fine and imprisonment, in the discretion of the court.

Section 27

All officers, clerks, and employees in the cities of the second class, holding office, under appointment, on the first day of July, one thousand nine hundred and seven, shall be construed to have been appointed under the provisions of this act, and shall hold their offices in accordance therewith.

Section 28 (2346l.)

All acts and parts of acts of assembly of this commonwealth, general, special, or local, in relation to the civil service of cities of the second class, inconsistent with this act be and the same are hereby repealed. It is intended by this act to furnish a complete and exclusive system for the appointment, promotion, reduction, transfer, removal, or reinstatement of all officers, clerks, laborers, and other employees in the civil service of the cities of the second class in this commonwealth.

Section 29 (23462.)

In case of the consolidation of any cities, or annexation of any city to another city, in which such Civil Service Commission shall exist at the time of the consolidation or annexation, such consolidation or annexation shall not deprive any of said commissioners of his office and compensation for the full term for which he shall have been appointed, unless it extends beyond the time provided hereinafter for the expiration thereof; but, in the meantime, a temporary Civil Service Commission is provided as follows: The Civil Service Commission of each of said cities shall be, and are hereby, consolidated, and shall form one Civil Service Commission, who shall be subject to the provisions of this act, and hold their office until the expiration of the term of the mayor then in office in the consolidated city, or city to which the other city is annexed, when the term of all shall expire. The successor to the mayor then in office shall, upon his election and upon his taking office, appoint a full board of Civil Service Commissioners under the term of this act.

FIREMEN'S CIVIL SERVICE STATUTE

1939, June 27, P.L. 1207 as amended

Section 1 (2349l.)

All positions in bureaus of fire, except as here and after provided, and all positions of fire alarm operators and fire alarm box inspectors in bureaus of electricity, in cities of second class, shall be in the competitive class of the civil service of such cities. This act shall not apply to or include chief officers of bureaus of fire under the director of the department, by whatever title his position may be designated, nor to chief clerks in bureaus of fire in such cities.

Section 2 (23492.)

The Civil Service Commissions in cities of the second class shall not have the power to change any rule or regulation which shall have been established and which is in force and effect on the date of the approval of this act, in so far as the same shall apply to the positions provided in this act to be in the competitive class; nor shall any such commission have the power to waive any such rule or regulation in any specific case or cases.

Section 3 (23493.)

Each applicant for original appointment to a position in the competitive class in any bureau of fire in any city of the second class, or to the position of fire alarm operator or fire alarm box inspector in any such city, shall undergo a physical examination which shall be conducted by a commission composed of doctors of medicine appointed for that purpose by the mayor. Said commission shall certify to the Civil Service Commission that the applicant is free from bodily or mental defects, deformities or diseases that might incapacitate him from the performance of the duties of the position he is seeking. No application for such appointment shall be received from any person who is under eighteen years of age or over thirty-five years of age at the date of his application, except that an applicant for the position of fire alarm operator or fire alarm box inspector in any such city, may be over thirty-five years of age at the date of his application. Nor shall any such application be received from any person who shall not have been a bona fide resident of the city for one year next preceding the date of his application: Provided, however, That any applicant for reinstatement as a member of the bureau of fire or as a fire alarm operator or as a fire alarm box inspector of any such city in which he makes such application, who shall have served previously as an employee in such bureau for a period of more than six months and who, at the time of his application for reinstatement shall be a resident of such city, shall be eligible for such reinstatement even though such applicant shall be over the age of thirty-five years.

Section 3.1 (23493.1)

(a) Both original appointments and promotions to any position in the competitive class in any bureau of fire in any city of the second class shall be made only from the top of the competitive list: Provided, however, That the appointing officer may pass over the person on the top of the competitive list for just cause in writing. Any person so passed over shall, upon written request, be granted a public hearing before the Civil Service Commission.

(b) No oral examination shall be conducted as a means of determining the mental qualifications of any applicant for appointment or promotion in the competitive class in the bureau of fire.

(c) Any person taking a competitive examination for appointment or promotion in the competitive class in the bureau of fire shall, if he so requests within five days after receiving notice of the results of such examination, be permitted to see his examination papers and to review his answers with those who conducted the examination. Any person who is refused such review or who is dissatisfied with the results of such review shall, upon written request, be granted a public hearing before the Civil Service Commission.

(d) Any person taking a competitive examination for promotion within the competitive class in the bureau of fire shall be entitled to have added to the grade obtained in such examination, provided such grade is over the passing grade of seventy-five, a credit of one-half point for each year of service which such person has had in the bureau of fire, but in no case shall more than ten points be so added.

(e) Any vacancy which may occur within the competitive class in the bureau of fire shall be filled from the next lowest rank.

(f) Any person who served in the Armed Forces of the United States during any war or armed conflict in which the United States engaged and who has an honorable discharge from such service and who shall successfully pass a civil service examination for the position of hoseman in the bureau of fire shall be marked or graded an additional ten points above the mark or grade he received on the examination and the total mark or grade thus obtained shall represent the final mark or grade of such person and shall determine his standing on the competitive list, but otherwise the provisions of subsection (a) of this section shall apply to such person.

Section 3.2 (23493.2)

(a) Whenever in the competitive class of any bureau of fire a vacancy of equal rank shall occur in another company, the vacancy shall be filled by transferring the person with the longest period of service within the bureau of fire who requests such transfer. Notice of any such vacancy to be filled shall be prominently posted at all fire stations within five days after the occurrence of the vacancy, and any person desiring such transfer shall submit a written request therefor within ten days of the posting. A vacancy may be temporarily filled for a period not to exceed fifteen days. In the event that no person requests such transfer as above set forth, the vacancy may be permanently filled at the discretion of the appointing authority of the bureau of fire.

Driving assignments within a company shall be made on the basis of seniority within that company.

Engine and truck companies housed together shall be considered to be one company except where an engine company and a truck company with the same numbers are bound together in which case they shall be considered one company and the other company housed in the same facility shall be another company. Squad companies and elevated platforms shall be separate companies.

No such transfer or driving assignment shall be denied the person entitled thereto by reason of seniority unless such person is found to be unable to perform the necessary duties. The denial of any such transfer or driving assignment shall be in writing, and shall state the reasons therefore.

(b) Any person who is denied a transfer or who is denied a driving assignment to which he is entitled under subsection (a) of this section shall, upon written request, be granted a public hearing before the Civil Service Commission.

Section 3.3 (23493.3)

Any hearing before the Civil Service Commission to which a person is entitled under the provisions of this act shall be held by said commission within a period of fifteen days from the date of the request therefor. Any person aggrieved by the findings of the commission shall have the right to appeal to the court of common pleas of the county.

Section 4 (23494.)

Reinstatements as employees in said bureaus of fire and as fire alarm operators and fire alarm box inspectors in said bureaus of electricity may be made without any restriction or restrictions as to time. No examination other than a physical examination, as directed by the Civil Service Commission, shall be required in any case of reinstatement. Any person so reinstated shall be the lowest in rank in the bureau in which he shall be reinstated, next above the probationers in such bureau.

No person employed in a competitive position in any bureau of fire or as a fire alarm operator or as a fire alarm box inspector in any bureau of electricity, in any city of the second class, shall be eligible for promotion from a lower grade to a higher grade until such person shall have completed at least two years' service in said lower grade.

Section 5 (23495.)

No employee in the competitive class in any bureau of fire in any city of the second class, except any such employee who has been convicted of a felony and whose appellate remedies have been exhausted shall be removed, discharged, or suspended for any period as a penalty, or reduced in rank or pay without his written consent, except for just cause which shall not be religious or political, nor in any event, except by the decision of a court, either of trial or inquiry, duly determined and certified in writing to the mayor, and approved in writing by the mayor, which court shall be composed of three persons employed in said bureau of fire equal or superior in rank therein to the accused. Such decision shall only be determined by trial of charges, with plain specifications made by or lodged with the director of the department of public safety, of which trial the accused shall have due notice, and at which he shall have the right to be present in person and also by a brother employee or an attorney at law to act as his counsel. The persons composing such court shall be appointed as hereinafter provided, and shall be sworn by the director of the department of public safety to perform their duties impartially and without fear or favor; and the person of highest rank in said court shall have the same authority to issue and enforce process to secure the attendance of witnesses, and to administer oaths to witnesses, as is possessed by any justice of the peace of this Commonwealth. If said persons shall be equal in rank, then the persons composing such court shall select one of their number to exercise said authority. Such charges may be of disability for service, in which case the court shall be one of inquiry, whose decision may be for the honorable discharge from the service of the employee concerned; or of neglect or violation of law or duty, inefficiency, intemperance, disobedience of orders, or unbecoming official or personal conduct, in which cases the court shall be one of trial, and its decision shall authorize the director of the department of public safety to impose fines and pecuniary penalties, to be stopped from pay, or to suspend from pay or duty, or both, for a period fixed by them, not exceeding one year, or to dismiss from the service. It shall be lawful for the director of the department of public safety, at his discretion, to suspend from duty, before trial, any employee charged as aforesaid, until such trial can be had, with or without pay, as such court shall afterwards determine, but no trial shall be delayed for more than one month after the charge has been made.

Any employee in the competitive class in any bureau of fire in any city of the second class convicted of a felony shall be summarily dismissed from employment by the director of the department of public safety.

Section 6 (23496.)

The members of such court of inquiry or trial shall be selected as follows: The director of the department of public safety shall in the presence of the employee charged and his brother officer or attorney at law acting as his counsel, as aforesaid, cause the names of at least fifty employees of the

bureau of fire, who hold a position in the competitive class, equal or superior in rank to the employee under charges, to be written upon separate slips of paper of the same size, color and texture, and folded or rolled so that the names thereon cannot be distinguished until drawn as hereinafter provided, cause said slips to be placed in a box or other receptacle properly adapted for the drawing therefrom of names by law, as hereinafter provided. Said fifty names so deposited shall be provided as follows: The director of the department of public safety shall supply twenty-five thereof and the employee` so charged shall supply twenty-five thereof. When said names shall have been so deposited in said box or receptacle, the same shall be thoroughly shaken by some disinterested person until said slips of paper shall have been thoroughly mixed, and thereupon such disinterested person shall draw therefrom singly and by law seven names, and the director of the department of public safety and the person so charged shall each in order be entitled to exercise alternate challenges until the names of three persons are left and said three persons shall compose said court either of trial or inquiry as the case may be. In the event that there should not be fifty employees of the bureau of fire holding positions in the competitive class, equal or superior in rank to the employee under charges, then the names of all such employees equal or superior in rank to the employee under charges shall be so placed in said box and drawn there from and said court of trial or inquiry selected in the manner hereinabove described or as nearly in such manner as may be possible in the circumstances. Any employee so charged may waive by his written consent the selection of a board by agreeing to the board that has already been chosen. Any employee so charged, if he shall demand it in writing, shall be furnished promptly without cost or expense to him, a transcript of the testimony taken before said court of inquiry or trial, duly certified by the official reporter.

After said decision of said court shall have been duly determined, certified in writing to the mayor and approved by the mayor in writing, the director of the department of public safety shall before imposing the penalty so determined, furnish the person so charged with a written statement of the reasons for his said action and shall afford the person so charged a period of at least five days within which to make reply thereto, if he so desires. In every case of such removal, discharge, suspension, reduction or fine, a copy of the statement of the reasons therefor, and the written answer thereto of the person so sought to be penalized, if any, together with a transcript of the proceedings and decision of said trial court shall be furnished forthwith to the Civil Service Commission and entered upon its records. If the employee affected shall demand it, the Civil Service Commission shall upon his written request therefore, grant him a public hearing, which hearing shall be held within a period of fifteen days from his said request. At such hearing, the burden of proof shall be upon the removing officer to justify his action. If the Civil Service Commission shall fail to sustain the action of the removing officer, the person sought to be removed shall be reinstated with full pay for the entire period during which he may have been prevented from performing his usual employment and no charges shall be recorded against him. A written record of all testimony taken at such hearing shall be kept and preserved by the Civil Service Commission, which record shall be sealed and not be available for public inspection unless an appeal be taken by the employee from the action of the commission, Any employee so charged, if he shall demand it in writing, shall be furnished promptly without cost or expense to him, a transcript of the testimony taken before said Civil Service Commission, duly certified by the official reporter. The court shall proceed to hear said appeal upon the record and no additional evidence shall be introduced. The power to suspend shall in no event be for minor or petty offenses or for political or religious reasons.

Section 7 (23497.)

If, for reasons of economy, lack of funds, abolition of position or positions, or for any other reason it becomes necessary for any city of the second class to reduce the number of employees of its bureau of fire or the number of fire alarm operators or fire alarm box inspectors in its bureau of electricity, then the city shall follow the following procedure:

First: If there are any employees in its bureau of fire, fire alarm operators or fire alarm box inspectors eligible for retirement under the terms of any pension fund, then such reduction in numbers shall be made by retirement on pension of all the oldest in age and service.

Second: If the number of employees in its bureau of fire, fire alarm operators and fire alarm box inspectors eligible for retirement under the pension fund of said city, if any, is insufficient to effect the reduction in number desired by said city, or if there is no eligible person for retirement, or if no pension fund exits in said city, then the reduction shall be effected by suspending the last man or men, including probationers, that have been appointed. Such removal shall be accomplished by suspending in numerical order, commencing with the last man appointed, all recent appointees until such reduction shall have been accomplished. Whenever the number of such employees in the bureau of fire or fire alarm operators or fire alarm box inspectors in the bureau of electricity shall again be increased in numbers, or if any vacancies occur, the employees suspended under the terms of this act shall be reinstated to their former class before any new appointees are appointed.

Section 7.1 (23497.l)

Whoever knowingly makes an appointment or a promotion or a transfer in the competitive class in the bureau of fire in any city of the second class contrary to the provisions of this act, or wilfully refuses or neglects otherwise to comply with or to conform to any of the provisions of this act, shall be deemed guilty of a misdemeanor, and upon conviction thereof, shall be sentenced to pay a fine of not less than fifty dollars ($50) nor more than five hundred dollars ($500), or undergo an imprisonment not exceeding six months, or both.

PROVISIONAL APPOINTMENTS (23498.)

All persons who were given provisional appointments by the fire department of any city of the second class, and whose services may have been temporarily interrupted through no fault of their own, and who, upon the effective date of this act, have been properly appointed to any position in the fire departments of such cities of the second class, shall be given a civil service status applicable to persons who have been properly appointed and continuously in service since the date upon which such persons were given their original provisional appointment, less such time as they were out of service.

POLICEMEN'S CIVIL SERVICE STATUTE

1951, August 10, P.L. 1189, as amended

Section l (2353l.)

All positions in the bureau of police, except as hereinafter provided, in cities of the second class, shall be in the competitive class of the civil service of such cities. This act shall not apply to or include superintendents of police under the direction of the department of public safety by whatever title his position may be designated, nor his ranking assistant superintendent by whatever title his position may be designated, nor to the inspectors or chief clerks in bureaus of police in such cities, nor to school guards.

Section 2 (Repealed by Act of June l0, l955)

Section 3 (23532.)

Each applicant for original appointment to any position in the competitive class in any bureau of police in any city of the second class shall undergo a physical examination, subsequent to a mental examination but prior to appointment, which shall be conducted by a commission composed of doctors of medicine appointed for that purpose by the mayor. Said commission shall certify to the Civil Service Commission that the applicant is free from bodily or mental defects, deformity or disease that might incapacitate him from the performance of the duties of the position he is seeking. No application for such appointment shall be received from any person who is under eighteen years of age or over thirty-five years of age at the date of his application. A person applying for appointment shall not be required to be a resident of the city at the time of application for original appointment. The person shall, however, be required to become a bona fide resident of the city at the time of employment, and city residency must be maintained for the entire period of employment. Any applicant for reinstatement as a member of the bureau of police who shall have served as an employee in such bureau of police for a period of more than six months, and who at the time of his application for reinstatement shall be a resident of such city, shall be eligible for such reinstatement, even though such applicant shall be over the age of thirty-five years.

All original appointments to the position of police officer in the bureau of police shall be for a probationary period of six months. If at any time during the probationary period the conduct or capacity of the probationer has not been satisfactory to the appointing officer, the probationer shall be notified, in writing, that he will not receive absolute appointment, whereupon his employment shall cease; otherwise, his retention in the service shall be equivalent to final appointment.

Section 4 (23533.)

Reinstatements as employees in said bureau of police may be made without any restriction or restrictions as to time. No examination, other than a physical examination as directed by the Civil Service Commission, shall be required in any case of reinstatement. Any person so reinstated shall be the lowest in rank in the bureau next above the probationers in such bureau.

Section 5 (23534.)

No person employed in a competitive position in the bureau of police in any city of the second class shall be eligible for promotion from a lower grade to a higher grade until such person shall have completed at least four years service in the grade of patrolman.

Section 6 (23535.)

Vacancies in positions in the competitive class shall be filled by promotions from among persons holding positions in a lower grade in the bureau of police. Promotions shall be based upon merit to be ascertained by tests to be provided by the Civil Service Commission and upon the superior qualifications of the person to be promoted as shown by his previous service and experience. The Civil Service Commission shall maintain a list of those persons qualified for promotion to the next superior position, from which list the director of the department of public safety shall make all promotions from among the first four names appearing on the list at the time the promotion is to be made. The Civil Service Commission shall have the power to determine in each instance whether an increase in salary constitutes a promotion.

Any person taking a competitive examination for promotion in the competitive class in the bureau of police shall, upon request, be permitted after such examination to see his examination papers and to review his answers with those who conducted the examination.

Section 6.1 (23536.)

In addition to existing powers of promotion in the bureau of police, cities of the second class are hereby authorized to create such additional classes of detectives as they shall determine to be designated as Detective Class I, Detective Class II and Detective Class III. Such classes of detectives shall carry salaries which shall not be less than the maximum of salaries of patrolmen and not greater than the minimum salaries of detectives presently existing in cities of the second class, and shall consist of members of the police bureau who have been assigned to such additional classes of detectives because of a particular aptitude for investigation, outstanding meritorious service, or unusual and exceptional bravery.

Assignments to the several additional classes of detectives shall be made in the following manner. Whenever a member of the police bureau is recommended by his superior officer for assignment to one of the additional classes of detectives authorized in this section a police merit board shall be convened.

The board shall be constituted in each instance in the same manner as police trial boards authorized by law. The police merit board shall hear such evidence as may be pertinent to the case and shall thereafter make its recommendation. Such recommendation shall then be forwarded to the superintendent of police who shall endorse thereon his approval or disapproval of the board's finding. Thereafter the said report with the endorsement of the superintendent of police shall be submitted to the director of the department of public safety who shall take such action thereon as in his discretion he deems proper. In case of such assignments to an additional detective classification the member of the bureau of police so assigned shall retain his civil service status under the civil service laws then in effect. Whenever for any reason within the discretion of the director of the department of public safety it is deemed necessary or desirable to reassign any such member to his former position the said director of the department of public safety shall have the right to make such reassignment. Civil service commissions of cities of the second class may, in their discretion, make such rules and regulations for grades, merits, or credits, concerning the positions authorized by this section and relating to promotional examinations for such positions in the bureau of police as they may see fit. Rules and regulations relating to promotional examinations shall not require as a condition of taking any such examination that the applicant have any experience or service other than the completion of four years of service in the bureau of police.

Section 7 (23537.)

Any employee in any bureau of police in any city of the second class convicted of a felony shall be summarily dismissed from employment by the director of the department of public safety.

Section 8 (Repealed by Act of March 20, 1990)

Section 9 (23539.)

If, for reasons of economy or lack of funds, it becomes necessary for any city of the second class to reduce any employees of its bureau of police, then the city shall follow the following procedure:

First. If there are any employees in its bureau of police eligible for retirement under the terms of any police pension fund, then such reduction shall be made by retirement on pension of the oldest in age and service.

Second. If the number of employees in its bureau of police eligible for retirement under the pension fund of said city is insufficient to affect the reduction in number desired by the city, or if there is no eligible person for retirement, or if no retirement fund exists in said city, then the reduction shall be effected by suspending the last man or men, starting with probationers, that have been appointed. Such removal shall be accomplished by suspending in numerical order, commencing with the last man appointed, all recent appointees, until such reduction shall have been accomplished. Whenever the number of employees in the bureau of police shall be again increased in number, or if any vacancies occur, the employees suspended under the terms of this act shall be reinstated to their former class before any new appointees are appointed, in the inverse order in which they were suspended.

Section 9.1 (a)

No employee in the competitive or non-competitive class in the bureau of police, except any such employee who has been convicted of a felony and whose appellate remedies have been exhausted, shall be removed, discharged, suspended, demoted or placed on probation, except for just cause which shall not be religious or political. The procedure for an employee to challenge a removal, discharge or suspension or placement on probation is subject to collective bargaining. Collective bargaining concerning the procedure shall commence within thirty days of the effective date of this Amendatory Act.

Collective bargaining, and in the event of a collective bargaining impasse, arbitration shall be conducted in accordance with the Act of June 24, 1968 (P.L. 237, No. 111), referred to as The Policemen and Firemen Collective Bargaining Act, except that the time to request collective bargaining provided for in Section 3 shall not apply if this Amendatory Act takes effect on a date that makes compliance with Section 3 impossible.

Section 9.1 (b)

Any procedure adopted by the employer and the employee bargaining representative, either by agreement or through arbitration, must culminate in arbitration before a panel consisting of one arbitrator appointed by the employer, one arbitrator appointed by the bargaining representative of the employee and a neutral arbitrator selected by the arbitrators appointed by the parties. If the parties are unable to agree upon a neutral arbitrator, the American Arbitration Association, or its successor shall be requested to submit the names of seven disinterested persons qualified to act as the neutral arbitrator. From such list in the first arbitration conducted under this section, the employee bargaining representative and employer, in that order, shall strike one name until six names have been eliminated. In the second and subsequent arbitrations, the striking order shall alternate between the employee bargaining representative and the employer. The person whose name remains will act as the neutral arbitrator. The decision of the arbitration panel will be final and binding on all parties. The city shall pay the cost of arbitration.

Section 9.1 (c)

In addition to the requirements confirmed in subsection (a), any procedure adopted or awarded must grant the employee the right to file an initial grievance against the employer. The employee must be provided the opportunity to be informed of and to respond to any charges made against him prior to being suspended or discharged from employment.

Section 9.1 (d)

The arbitration panel and procedure provided for in subsection (b) shall terminate on January 1, 1995.

Section 10 (23540.)

All persons holding appointive positions in the bureau of police in any city of the second class upon the effective date of this act shall continue to hold such positions, subject to the provisions of this act, except that they shall not be required to take any examinations required by this act other than examinations required for promotions.

RULES OF THE
CIVIL SERVICE COMMISSION
CITY OF PITTSBURGH

Enacted pursuant to Sections 6 and 7 of an Act entitled "AN ACT to regulate and improve the civil service of the cities of the second class in the Commonwealth of Pennsylvania, etc." P.L. 167, approved 23 May, 1907, as amended, and Act (P.L. l207) approved 27 June, 1939, as amended, and all other Acts pertaining to the conduct of Civil Service Commissions in Cities of the second class.

RULE I

Applications

SECTION l. A. No person shall be admitted to examination or registration for a position in the classified service of the City of Pittsburgh until after he/she shall have filed on forms prescribed by the Commission, a sworn application including previous employment, education, training and all other data which the Commission may require. The Commission may require for certain examinations that persons file a form with the Commission freeing the City of Pittsburgh of any liability during the administration of a particular examination; the Commission can refuse to examine any person who fails to submit the required form.

B. The Civil Service Commission will not receive the application of, or proceed to examine, a person who does not meet the requirements established by the Commission or other legal requirements.

C. The Commission establishes 18 years of age as the minimum age qualification for applicants for appointment to any position in the competitive, non-competitive and labor classes.

SECTION 2. The Commission may by regulations fix the limits of time between which applications for a given examination shall be presented, but such period shall in no case be less than five (5) calendar days. Applications will be accepted in person or by mail only during posted business hours of the Commission Office or via the online application system at any time. Applications must be received in the Civil Service Commission Office on or before the close of business on the last day of the filing period <u>or</u> via the online application system by midnight on the last day of the filing period. *(Revised 2/2011)*

SECTION 3. An application shall be null and void after the expiration or cancellation date of the eligibility list or register for the position for which the application was submitted.

SECTION 4. Applications shall be dated and notarized free of charge by the Civil Service staff either at the time of application (if completed at the Personnel Office) or at the time of hire (if completed online). An application, once accepted and filed, shall not be returned to the applicant. Applicants may not supplement, correct, or otherwise alter their applications after the filing deadline unless provided that they receive prior authorization to do by the Civil Service Commission (*revised 2002 & 2/2011*).

SECTION 5. Any willful misstatement, falsification, or concealment in respect to an application shall render the same null and void. Subject to discretion of the Commission, a person making such false application may be prohibited from making any future application in the classified service, and if employed, may be dismissed from employment and may be prosecuted. *(Revised 2/2011)*

SECTION 6. Applications for a given position, class or subclass shall be received either continuously or between fixed dates as the Commission may by regulation or by resolution require, but no such fixed period shall be of less than five (5) calendar days duration. (*Revised 2/2011*)

(Rev. 8/86)

RULE II

Examinations - Competitive Class

SECTION 1. Prior to a competitive examination, public notice, including information concerning duties of the position to be filled, the qualifications required of candidates, the form of testing to be used, and any other pertinent information, as determined by the Civil Service Commission, shall be posted for at least ten (10) calendar days. The time and place of the examination shall be posted publicly at least seven (7) calendar days prior to the administration of the examination. (*Revised 2/2011*)

SECTION 2. When request has been made by an appointing officer to fill a position in the competitive class for which there is no appropriate eligibility list, the Civil Service Commission shall give an examination. When, in the judgment of the Civil Service Commission, an eligibility list does not contain sufficient names, or when a new eligibility list may be needed, the Civil Service Commission may schedule an examination.

SECTION 3. The Civil Service Commission will permit an individual who is deployed by the military during the administration of an entry level and/or promotional Competitive examination to defer the examination until after he/she has returned from deployment.

A. The individual must officially submit their application for employment for the position during the posted recruitment dates, and be deemed eligible for the examination.

B. It is the responsibility of the candidate to inform the Civil Service Commission, in writing before the examination, of their request to defer their testing due to deployment, and upon their return from deployment to inform the Commission, in writing of their request to sit for a makeup examination. The candidate will be required to provide proof of deployment during the testing period.

C. For promotional Competitive makeup examinations, the candidate will be permitted to submit written request to have the same study period as was

granted to all candidates.

D. If the candidate passes the makeup examination, his/her name will be added to the respective eligibility list in rank order based on the final score.

E. Candidates for entry level positions will have no entitlement to any back pay or seniority rights for any hiring opportunities missed during their deployment.

F. This rule applies only to the current eligibility list. If the candidate returns from deployment after the eligibility list has expired or has been exhausted, candidates may not request a makeup examination. Examination deferment does not transcend eligibility lists.

(Rev. 10/08)

RULE III

Examinations

SECTION 1. The Commission, in consultation with the Chief Examiner, shall designate the general nature, content, and scope of examination(s) and shall determine the method, i.e., whether written, oral, performance, evaluation of education and experience, or other forms of testing, or any combination thereof.

SECTION 1.1. The Civil Service Commission will permit an individual who is deployed by the military during the administration of a Non-Competitive or Labor class examination to defer the examination until after he/she has returned from deployment.

A. The individual must officially submit their application for employment for the position during the posted recruitment dates, and be deemed eligible for the examination.

B. It is the responsibility of the candidate to inform the Civil Service Commission, in writing before the examination, of their request to defer their testing due to deployment, <u>and</u> upon their return from deployment to inform the Commission, in writing of their request to take a makeup examination. The candidate will be required to provide proof of deployment during the testing period.

C. If the candidate passes the makeup examination, his/her name will be added to the respective eligibility list.

D. Candidates for Non-Competitive or Labor class entry level positions will have no entitlement to any back pay or seniority rights for any hiring opportunities missed during their deployment.

E. This rule applies only to the current eligibility list. If the candidate returns from deployment after the eligibility list has expired or has been exhausted, candidates may not request a makeup examination. Examination deferment does not transcend eligibility lists.

SECTION 2. In determining the nature, content, and scope of an examination, the Chief Examiner and his/her designated assistants may consult with heads of departments or their responsible subordinates and with specially qualified persons or experts concerning duties of a position to be filled, the qualifications to be required of candidates, data

upon which test items may be based, and the content of the test. All such examination materials and information used to develop test items shall be the charge of the Chief Examiner and his/her designated assistants, shall be kept strictly confidential by them and shall not be public records. All examinations must be approved by the Commission. Non-substantive changes in examinations may be approved by the Chief Examiner.

SECTION 3. A. The Commission in consultation with the Chief Examiner and his/her assistants has determined the minimum passing grade for Open and Promotional Competitive, Provisional, and Non-Competitive Examinations set in accordance with professionally accepted testing standards (e.g., 75%). (*Revised 2/2011*)

B. The Commission in consultation with the Chief Examiner and his/her assistants may determine in advance of any examination(s) that a score below the minimum passing score set for any one divisible or individual event may constitute a failure of the examination as a whole even if the overall average of all parts may be equivalent to the passing score set for the overall examination.

C. Some of the individual sections or events in the sections for any of the above examinations, or examinations in their totality, may be graded on a Pass or Fail basis. The Commission in consultation with the Chief Examiner and his/her assistants may direct in advance that a failure of a particular Pass-Fail event will result in a total failure of the examination as a whole. (*Revised 2/2011*)

SECTION 4. Upon completion of scoring, written notice of the grade attained shall be sent to each applicant at his/her last address of record.

SECTION 5. The Chief Examiner, with the consent of the Commission, shall determine in advance the credit to be awarded candidates for training and experience; but no such credit shall be given for any training or experience acquired by a candidate while a provisional or temporary incumbent of a position for which the candidate is an applicant. The Commission has set 32 hours per week as the "full time" benchmark for the evaluation of experience qualifications. Credit awarded to experience for volunteer positions will be at half (1/2) credit. Credit awarded towards training for internships will be at half (1/2) credit. (*Revised 2/2011*)

SECTION 6. Before proceeding to answer the questions in an examination, each candidate shall be required to: (a) sign and deposit with the responsible examiner the admission letter sent to the applicant with notification of the examination; and may be required to (b) fill out and sign a declaration sheet giving his/her full name, address, and such other information as the Commission may require, which sheet the applicant shall seal in an official numbered envelope in the presence of the responsible examiner. The envelope and the examination papers of the candidate shall be marked with an identical number, which number shall be kept confidential by the examiners. The number can be the candidate's social security number, a computer generated number, or any number as assigned. The envelope shall be deposited in a safe place and shall be opened for identification of the candidate only after all papers submitted in the examination have been scored. This number shall be kept confidential by the examiners. The candidate shall be identified by this number only after all papers submitted in the examination have been scored. (*Revised 2/2011*)

SECTION 7. A. Any candidate who places his/her name or any identifying mark on an examination paper other than when specifically directed to do so by the Commission may be disqualified. Specific announcement of this provision shall be made at the commencement of every examination.

B. The Commission may require that a candidate sign his/her examination paper under certain circumstances such as in performance examinations where the candidate's performance has been scored during the administration of the examination.

SECTION 8. When an examination is scheduled for a position for which there is an eligibility list insufficient to certify four names, the persons whose names remain on the existing list shall be notified that a new examination will be administered provided that such list shall not have existed for a period exceeding one year.

SECTION 9. Any applicant or candidate who, after proper investigation and/or a hearing before the Commission, shall have been found guilty of giving false information in respect to any examination, or guilty of any reprehensible conduct in respect to any examination, or guilty of any act ending to defeat the proper conduct or result of any examination, shall be disqualified from participation therein and shall be excluded from any eligibility list resulting from the said examination; and may, at the discretion of the Commission, be excluded from all subsequent examinations and may be prosecuted.

SECTION 10. A. The Commission may at any time prior to the certification, appointment, promotion, return to duty or reinstatement of a person to any position in the classified career service, require such person to pass a medical examination, the nature and scope of which shall be determined by the Commission.

B. All medical examinations shall be conducted by or under the direction of the regularly appointed Civil Service City Physician, including applicants for the positions of Police Officer or Firefighter, who shall be examined by physicians appointed for such purpose in accordance with the Police and Fire Civil Service Acts.

C. The scope of medical examinations, as outlined in Section 11 of this rule, may be modified by the Commission; but such determination shall be in accord with the job related standards/protocols provided for in Section 11.

D. The Civil Service City Physician shall report to the Commission in writing the results of all physical and medical examinations; and any applicant who is not determined by the Civil Service City Physician to be qualified and sound shall be rejected. If the disqualifying condition is remedied, the applicant may request reexamination and the Commission will grant such request. However, an applicant on a Promotional or Open Competitive or Non-Competitive eligibility list must remedy the disqualifying condition before the expiration or cancellation of that eligibility list.

E. When, in the opinion of the department head or authorized supervisor, an employee of the said department is physically or mentally incapable of performing the duties of his/her position, the department head or authorized supervisor, may require the employee in question to submit to a physical or mental examination by physician(s) pursuant to the established Department of Personnel and Civil Service Commission Fitness For Duty Policy.

The results of such examinations may be submitted to the department head or authorized supervisor for consideration in making work assignments for such employees. The written findings of such physician(s) may be deemed a just cause for charges of physical or mental disability. Dismissal because of physical or mental disability shall be made in accordance with Rule XI of these Rules except in the case of employees governed by the Police and Fire Civil Service Acts, in which instance the written findings of physical or mental disability may be submitted to a duly constituted Board of Inquiry.

F. (l) Any employee assigned to arduous or non-sedentary work as determined by the Civil Service Commission who has been absent fifteen (15) or more calendar days because of an approved Leave of Absence or due to a non-work related injury or illness, or because of a compensable work injury shall be required to take a medical examination prior to returning to work.

(2) Any employee failing to return to work immediately after the expiration of his/her authorized vacation period, who, in the opinion of the Civil Service Commission has been assigned to arduous or non-sedentary work, shall be required to take the prescribed medical examination.

(3) Any employee assigned to arduous or non-sedentary work as determined by the Civil Service Commission who has been on an approved Military Leave including National Guard or Reserve Duty twenty (20) or more calendar days shall be required to take a medical examination prior to returning to work.

(4) The foregoing provisions shall not deprive any department head or authorized supervisor or the Civil Service Commission, upon information received, from requiring medical examination in any case.

(Revised 10/2012)

SECTION 11. Pre-employment and/or Return To Duty medical evaluation is required for all candidates for positions as determined by the Civil Service Commission. The medical examination shall be conducted by, or under the direction of, the regularly appointed Civil Service City Physician. The medical standards permit the Civil Service Commission to identify applicants/employees whose physical abnormalities and disease states may be incompatible with safe and effective job performance. Every effort has been made through specialist consultation, literature review and available task analysis to assure that the strict criteria adopted are job related. Not all conditions that could be subsumed under the very broad categories have been included. Specific disease states and medical findings must be individually addressed by the Civil Service

City Physician with regard to performance of the specific job.

B. The medical evaluation is comprised of the following applicable protocols, where determined by the Civil Service Commission to be job related:

1. General Medical Evaluation – Medical history and targeted (or job specific) physical exam.
   i. Medical history
   ii. Blood Pressure/Pulse
   iii. Height/Weight
   iv. Eye exam
2. CVP Stress Test – Cardiovascular pulmonary stress test is used to test the heart and lungs capacity to achieve a level exertion that is deemed essential to the particular job demands. The test involves walking on a treadmill at increasing speeds and inclination while the cardiovascular system is being monitored.
3. Blood Chemical Profile – Blood test to assess function of the kidneys, liver, and metabolic systems to identify possible conditions that could impair the candidate in performing his/her duties.
4. CBC and Differential – Complete Blood Count test to identify blood disorders such as anemia that could impair the candidate's physical abilities.
5. Hearing Test – Audiogram and/or Forced Whisper Test done to determine hearing loss.
6. Urine Drug Screen – When determined by the Civil Service Commission a urine drug test will be performed in accordance with Department of Transportation Code of Federal Regulations 49 subpart 40. A urine drug test may be initiated and ordered by the Civil Service Commission /designee if he/she believes it is relevant to job safety at time of evaluation.
7. Hair Sample Drug Test – Drug test done by a certified lab on a small sample of body hair.
8. Hep B Vaccine – Vaccination done to protect employee from Hepatitis B infection.
9. Test Hep C Antibodies – Test to detect if infected with Hepatitis C.
10. Tetanus Immunization – Immunization to protect from Tetanus infection.
11. PPD – Purified Protein Derivative skin test to detect if exposed to tuberculosis.
12. Varicella, Rubella, Rubeola, and RPR
    i. Varicella - Immunization to protect from chicken pox.
    ii. Rubella, Rubeola - Immunization to protect from measles.
    iii. Rubeola - Immunization to protect from German measles.
    iv. RPR - Reactive Protein Reagent is a blood test to detect antibodies to syphilis and is done per requirement for paramedic education.
13. Rabies - Vaccine to prevent the rabies virus which can be transmitted to humans through bites, scratches, and saliva of infected animals.
    i. Rabies Titre Test – Test to detect if a rabies vaccination has been effective.

(Revised 10/2012)

C. Additional Medical Procedures: Blood and urine laboratory tests and such other evaluations as are deemed necessary shall be a part of the medical examination at the discretion of the Civil Service Commission City Physician. When determined by the Civil Service Commission to be job related, a urine drug test will be included as part of the medical examination. The presence of a controlled substance which may affect the individual's ability to perform the job will be disqualifying. This includes controlled

substances which were illegally obtained and/or used as well as legally prescribed and used controlled substances. A comprehensive medical history form must be completed by the applicant at the time of the medical evaluation. The applicant may be required to release results of previous medical evaluations if specifically indicated and job related. (Rev. 4/89)

D. The subsequent charts illustrate the Civil Service Medical Protocols/Tests, per Job Classification, that the Civil Service City Physician will follow for pre-employment and/or Return To Duty (RTD) examinations.

(Revised 10/2012)

	1	2	3	4	5	6	7	8	9	10	11	12	13
	1. BP/Pulse 2. Height/ Weight 3. Eye Exam 4. Medical History	**CVP Stress Test**	**Blood Chemical Profile**	**CBC & Differ-ential**	**Hearing Test -------- X= Audio-gram FW= Forced Whisper**	**Urine Drug Screen - - - - - - X=Non DOT DOT = DOT**	**Hair Sample Drug Test**	**Hep B Vaccine**	**Test Hep C Anti-bodies**	**Tetanus**	**PPD**	**1. Varicella 2. Rubella 3. Rubeola 4. RPR**	**Rabies Vaccine & Rabies Titre Test**
DEPARTMENT OF PUBLIC SAFETY (UNIFORM POSITIONS)													
BUREAU OF FIRE													
Firefighter – New Hire	X	X	X	X	X	X	X	X	X		X		
Promotion	X					X							
RTD – 15 Days	X					X							
RTD – 60 Days	X					X							
RTD – 1 Year	X					X							
Reinstatement	X	X	X	X	X	X							
BUREAU OF POLICE													
Police Officer – New Hire (&/or RTD 2 years or more)	X	X	X	X	FW	X	X	X	X				
Promotion	X												
RTD – 15 days	X												
RTD – 60 days	X												
RTD – 1 Year	X	X		X									
Reinstatement	X	X	X	X	FW	X							
BUREAU OF EMERGENCY MEDICAL SERVICES													
EMT Paramedic Trainee – New Hire	X	X	X	X	FW	X	X	X	X	X	X	X	
Paramedic – New Hire	X	X	X	X	FW	X	X	X	X	X	X		
Promotion	X					X							
RTD – 15 Days	X												
RTD – 60 Days	X												
RTD – 1 Year	X			X									
Reinstatement	X	X	X	X	FW	X							

	1	2	3	4	5	6	7	8	9	10	11	12	13
	1. BP/Pulse 2. Height/ Weight 3. Eye Exam 4. Medical History	**CVP Stress Test**	**Blood Chemical Profile**	**CBC & Differ-ential**	**Hearing Test -------- X= Audio-gram FW= Forced Whisper**	**Urine Drug Screen - - - - - - X=Non DOT DOT = DOT**	**Hair Sample Drug Test**	**Hep B Vaccine**	**Test Hep C Anti-bodies**	**Tetanus**	**PPD**	**1. Varicella 2. Rubella 3. Rubeola 4. RPR**	**Rabies Vaccine & Rabies Titre Test**
BUREAU OF ANIMAL CONTROL													
Animal Controller – New Hire	X					X							X
SCHOOL CROSSING GUARDS													
Sch. Cross Grd – New Hire	X					X							
RTD – 15 Days	X												
RTD – 60 Days	X												
RTD – 1 Year	X												
Reinstatement	X					X							
DEPARTMENT OF PUBLIC WORKS													
BUREAU OF ENVIRONMENTAL SERVICES													
CDL Drivers (Co-Driver, etc.) – New Hire	X				FW	DOT		X	X				
CDL Drivers (Co-Drivers, etc.) – RTD	X												
Recycling Asst. –New Hire	X					X		X	X				
Communication Clerk	X					X							
Non-CDL Env. Srvcs. Employees – New Hire								X					
BUREAU OF OPERATIONS													
CDL Driver Positions (Truck Driver, etc.) – New Hire, Promotion, & Reinstatement	X				FW	DOT							
CDL Drivers - RTD	X												
Tree Pruner – New Hire	X					X							

	1	2	3	4	5	6	7	8	9	10	11	12	13
	1. BP/Pulse 2. Height/ Weight 3. Eye Exam 4. Medical History	**CVP Stress Test**	**Blood Chemical Profile**	**CBC & Differ-ential**	**Hearing Test -------- X= Audio-gram FW= Forced Whisper**	**Urine Drug Screen - - - - - - X=Non DOT DOT = DOT**	**Hair Sample Drug Test**	**Hep B Vaccine**	**Test Hep C Anti-bodies**	**Tetanus**	**PPD**	**1. Varicella 2. Rubella 3. Rubeola 4. RPR**	**Rabies Vaccine & Rabies Titre Test**
DEPARTMENT OF PARKS & RECREATION													
Recreation Leader	X					X							
Lifeguard – New Hire	X					X							
Lifeguard – RTD	X					X							
Recreation Asst. PT/Seasonal – New Hire	X					X							
Parks Dept – New Hire and Reinstatement	X					X							
LABORERS													
Laborers – New Hires & Reinstatements	X					X							
*** ALL OTHER CITY POSITIONS (ARDUOUS IN NATURE)**													
New Hires	X					X							
RTD	X												
Promotion	X					X**							
Reinstatement	X					X							

NOTES:

*****The Department of Personnel and Civil Service Commission maintains a separate spreadsheet of every City of Pittsburgh position which requires a medical examination (pre-employment, promotional, and/or return to duty).

** Dependent on collective bargaining agreement language.

SECTION 12.

A. The psychological examination of all applicants for entry level Police service and entry level positions in the Bureau of Emergency Medical Services shall be conducted by, or under the direction of, the regularly appointed Civil Service Psychologist. For police service positions the examination shall be in accordance with the Police Civil Service Act and other applicable laws, rules and regulations, including but not limited to those of The Pennsylvania State Municipal Police Officers' Education and Training Commission.
B. The Civil Service Psychologist, or his/her designee, shall report in writing the results of all psychological examinations.
C. Any applicant receiving a psychological examination who is determined to be psychologically at risk or unsuitable for exercising appropriate judgment, restraint, etc. for their respective job service shall be rejected by the Civil Service Psychologist or his/her designee.
D. An applicant who is rejected based on the initial psychological examination shall have the opportunity to receive a second examination by the Civil Service Psychologist or his/her designee. If the second examination results in a rejection of the applicant, that action is administratively final. If the second examination results in a recommendation of the applicant, the Civil Service Psychologist shall convene a panel to consider the case. The decision of the panel is administratively final.

(Rev. 4/27/06 & 2/2011)

RULE IV
ELIGIBILE LISTS

SECTION 1. All Eligible Lists (Competitive and Non-Competitive)

A. All eligible (eligibility) lists shall continue in effect for a minimum of one (1) year. This is per the General Civil Service Act, Section 13.
B. Eligibility lists for all Civil Service non-tested positions (union or non-union, entry level or promotional, competitive or non-competitive) will be in effect for a one (1) year period and expire upon the one year anniversary date.
C. Eligibility lists for all Civil Service tested positions (union or non-union, entry level or promotional, competitive or non-competitive) will be in effect for a three (3) year period and expire upon the third year anniversary date, with the following exceptions to tested positions:
    1. Non-Union – one (1) year.
    2. AFSCME 2719 – two (2) years.
    3. Police Officer Recruit – eighteen (18) months.
    4. Firefighter Recruit - eighteen (18) months. *
    5. FAPP (Paramedic Union) promotional – two (2) years.
D. The hiring department(s) may submit a detailed request in writing to the Civil Service Commission to cancel eligibility lists either after their one year anniversary date (if applicable) or prior to their one year anniversary date if the list is insufficient. The request must include how many candidates from the lists were interviewed, appointed, unable to be contacted, did not return calls, etc. The Department of Personnel and Civil Service Commission staff will randomly contact names on these lists to ensure that hiring departments are contacting candidates, as per their documentation shows.
E. The hiring department(s) may submit a detailed request in writing to the Civil Service Commission to add names onto eligibility lists if the list is insufficient. The request must include how many candidates from the lists were interviewed, appointed, unable to be contacted, did not return calls, etc. The Department of Personnel and Civil Service Commission staff will randomly contact names on these lists to ensure that hiring departments are contacting candidates, as per their documentation shows.

SECTION 2. Eligible Lists – Competitive Class Only

A. The Civil Service Commission shall, as soon as practicable after each examination, prepare and make public a list of all persons who have passed the examination and who are eligible for appointment to the position or class of positions for which the examination was held. Names shall be arranged in descending order according to the final grade attained.
B. When two or more eligibles have received the same final score on an examination, priority on the list shall be determined by lot (e.g., random numbers generated by a computer system).
C. The name of any person on an open competitive eligible list (e.g., Police Officer Recruit, Firefighter Recruit) who is a veteran within the meaning of the Veterans' Preference Statute, as amended, shall be identified as such on the said list by the capital letters "VP" (Veterans' Preference) placed opposite his/her name.
D. A person whose name is on an eligible list and who wishes to postpone consideration of his/her name for appointment may request a waiver, provided that requests for waivers must be filed with the Commission in writing prior to the commencement of the pre-employment physical examination, and if approved, the name of such eligible shall not be certified until the waiver has been withdrawn in writing. Waivers, whether continuous or otherwise, shall not be permitted for a period longer than one (1) year. Waivers may be requested for documented medical, educational or military reasons.

(Revised 12/2009), (*Revised 7/30/12)

RULE V

Domicile (Bona Fide Residence)

SECTION l. The Civil Service Commission will not accept application from, or certify for appointment, any person whose domicile is not in the City of Pittsburgh, unless otherwise specified on the job announcement (For example, many positions require verification of City of Pittsburgh residency either at the time of submitting the application or by the time of appointment to the position). All employees of the City of Pittsburgh must be domiciled in the City at the time of their initial appointment and continuously maintain their domicile within the City throughout their terms of employment with the City, provided, however, that the Commission may grant domicile exemptions for applicants on the grounds that sufficient need has been shown by the department requesting exemptions. The applicant so exempted will present documentation to the Civil Service Commission for the Commission's approval that he/she has established domicile in the City of Pittsburgh prior to beginning employment. (*Revised 2/2011*)

SECTION 2. A candidate for employment must establish by his/her actions and documentation an intent to make his/her domicile (Bona Fide residence) in Pittsburgh. This must be demonstrated through a series of actions whereby the ties that bind the candidate to a prior place of domicile have been severed, and a candidate's intent to establish his/her domicile within Pittsburgh is conclusively proven.

SECTION 3. If after investigation and public hearing, the Civil Service Commission finds that an employee is or has been in violation of the domicile requirement, the Civil Service Commission will cease certification of pay for the employee and the employment will be terminated.

(Rev. 5/90)

RULE VI

Certification and Appointments

SECTION 1. A. An appointing officer, in making requisition upon the Commission for a certification from which to fill a vacancy in the competitive class, shall state in writing the title, character, and duties of the position, and the compensation to be paid.

B. Certification shall be according to the process described in Section l4 of the General Civil Service Statute, as amended, and the Veterans' Preference Statute, as amended.

SECTION 2. If there be more than one vacancy in the competitive class to be filled, certification and appointment shall be made for each of such vacancies in the same manner as for a single vacancy; but in order to expedite the making of multiple appointments, the Civil Service Commission may, at its discretion certify to the appointing officer the largest number of names which would be certified were appointments to be made singly, e.g.

No. of Positions	No. of Names Certified	No. of Positions	No. of Names Certified	No. of Positions	No. of Names Certified	No. of Positions	No. of Names Certified
1	4	26	53	51	102	76	154
2	5	27	54	52	106	77	155
3	6	28	58	53	107	78	156
4	10	29	59	54	108	79	160
5	11	30	60	55	112	80	161
6	12	31	64	56	113	81	162
7	16	32	65	57	114	82	166
8	17	33	66	58	118	83	167
9	18	34	70	59	119	84	168
10	22	35	71	60	120	85	172
11	23	36	72	61	124	86	173
12	24	37	76	62	125	87	174
13	28	38	77	63	126	88	178
14	29	39	78	64	130	89	179
15	30	40	82	65	131	90	180
16	34	41	83	66	132	91	184
17	35	42	84	67	136	92	185
18	36	43	88	68	137	93	186
19	40	44	89	69	138	94	190
20	41	45	90	70	142	95	191
21	42	46	94	71	143	96	192
22	46	47	95	72	144	97	196
23	47	48	96	73	148	98	197
24	48	49	100	74	149	99	198
25	52	50	101	75	150	100	202

The appointing officer shall, upon that certification, make appointments to fill all of the vacancies at the same time, appointing only such persons upon the list as would have been selected had he/she made the appointments one at a time upon separate requisition and certification, and charging to each eligible name its due number of rejections in the manner prescribed in Section 14 of the General Civil Service Act, as amended.

SECTION 3. An appointing officer may summon for interview persons whose names have been certified to him/her for appointment. An eligible who fails to respond to such a summons sent in writing to his/her last address of record in the Commission's office, within five (5) calendar days from the date of its dispatch, may be removed from the list of eligibles by action of the Commission.

SECTION 4. A list of eligibles certified to an appointing officer for employment in the competitive class shall be valid for thirty (30) days provided that if there be a request from any other department after ten (10) days, the said certification shall be recalled.

SECTION 5. Persons tendered appointment in the classified service must report to the head of the department or to the appointing officer. Failure to report shall be considered a declination, and the name shall be removed from the eligible list.

SECTION 6. Any person appointed to, or promoted in, the classified service shall be assigned to, and shall perform the duties of, the positions to which he/she has been appointed or promoted. No person shall serve in more than one position during a given period.

SECTION 7. A. Any regular employee may request a leave of absence for health or other reasons at any time based on the City's Employee Leave of Absence Policy. (*Revised 2/2011*)

B. When it is necessary to fill a position in the competitive class rendered vacant temporarily by the granting of a leave of absence, the appointing officer shall be permitted to make a temporary appointment from the appropriate eligible list in accordance with Clause 3, Section 15 of the General Civil Service Act, as amended. If no such list exists, the appointing officer may select a person for temporary service, but such temporary appointment shall terminate with the establishment of an eligible list, and in no event shall it be valid for a period in excess of six (6) months.

SECTION 8. A. Whenever any permanent position in the competitive or non-competitive class in any department or bureau is abolished or made unnecessary, or whenever the number of positions of a certain character is reduced for any cause, the person or persons legally holding such position shall be placed by the Commission on a preferred list under such classified title and corresponding to such competitive or non-competitive eligible list as, in the judgment of the Commission, most nearly covers the class of duties performed by such persons in the position which was abolished or made unnecessary. Priority in listing shall be given the person or persons with the longest continuous service and, in the event that two or more persons shall have equal service, priority shall be given the person senior in original appointment.

(Rev. 11/91)

B. If a vacancy should occur in any competitive or non-competitive position from which any person listed on the preferred eligible list was removed, the name of the person or persons on such preferred list shall be given to the director in accordance with the provisions of Section 20.1 of the General Civil Service Statute, as amended, and the Police and Fire Civil Service Statutes, as amended.

C. The preferred eligibility list shall be recorded in the book of eligible lists, shall be posted publicly, and shall be a public record in exactly the same sense as the current eligible list.

RULE VII

Provisional and Temporary Appointments - Competitive Class

SECTION 1. No provisional or temporary appointment shall be permitted under Section 15, Paragraphs l and 3, of the General Civil Service Statute, as amended, except after formal action by the Commission, which shall be entered at length in its minutes.

SECTION 2. Provisional appointments as defined by Section 15, Paragraph l of the General Civil Service Statute, as amended, shall not exceed a period of three months duration, nor shall successive provisional appointments be made to the same position.

SECTION 3. Temporary appointments as defined by Section 15, Paragraph 3 of the General Civil Service Statute, as amended, shall not exceed a period of six months. Successive temporary appointments shall not be made, nor shall a person be eligible to a temporary appointment if he/she has served as a temporary or provisional appointee in the same office or department within the previous six months.

SECTION 4. Acceptance of a provisional or temporary appointment shall not confer upon the appointee any rights of permanent tenure, promotion, transfer, or reinstatement, nor may service as a temporary or provisional employee be credited as experience in any examination.

SECTION 5. It shall be the duty of an appointing officer to notify any provisional or temporary appointee in writing at the time of appointment concerning the terms and tenure of such appointment as provided by law, and to take his/her written acknowledgment of such notice.

SECTION 6. A. A person chosen to fill a vacancy in the competitive class occasioned by the grant of a military leave of absence shall not be deemed to be a temporary appointee within the meaning of the General Civil Service Statute, as amended, but shall be deemed a war substitute appointee and shall be appointed in the manner prescribed by the said Act and the Rules of the Civil Service Commission adopted pursuant thereto for the appointment of regular employees, but shall acquire by such war substitute appointment no right of protection or tenure for a period in excess of the said leave of absence nor shall he/she acquire by reason of the said war substitute appointment any right to leave of absence under the said Rule VI, Section 7, Paragraph B, transfer, promotion, or reinstatement in or from the said position.

B. In the event that the war substitute employee described in the first paragraph of this section shall be a person who is, at the time of his/her substitute appointment, employed in some other position by the City of Pittsburgh, the person chosen to fill the vacancy occasioned by such war substitute employee's transfer or promotion shall be deemed to be a war substitute employee and shall be appointed in the same way and shall have the same limited right of protection or tenure as the first war substitute employee; similarly, if the second war substitute employee is also at the same time of his/her substitute appointment, already employed in some other position by the City of Pittsburgh, the person chosen to fill the other position by the City of Pittsburgh, the person chosen to fill the vacancy occasioned by his/her transfer or promotion shall also be deemed to be a war substitute employee. If any further war substitute appointments are made in line from among persons employed by the City of Pittsburgh, the same procedure shall be followed and the right of

protection or tenure of each shall be limited by the right of protection or tenure of the employee for whom he/she serves as a war substitute.

C. Upon the return of an employee from military or other approved emergency service, he/she shall be restored to the position which he/she originally held; i.e., the one from which the employee was given leave of absence; and the person who has served as his/her war substitute shall revert to the position he/she originally held; i.e., the one which he/she held when the leave of absence was granted to the first employee; and any or all war substitute employment incident to the filling of the vacancy occasioned by the leave of absence shall immediately terminate, any or all their status at the time the leave of absence was given.

D. In the event that the war substitute employee described in the first paragraph of this section shall be a person who is, at the time of his/her substitute appointment, employed in some other position by the City of Pittsburgh, and shall later find it necessary to leave the service of the City altogether, he/she shall be required to resign both from his/her originally held position and from the position in which he/she holds a war substitute appointment.

E. It shall be the duty of an appointing officer to notify any war substitute appointee in writing at the time of appointment concerning the terms and tenure of such appointment and to take his/her written acknowledgment of such notice.

RULE VIII

Promotions

SECTION 1. Vacancies in positions in the classified service above the lowest rank or grade shall, so far as is practicable, be filled by promotion from among persons in the said department, office, or institution who have held positions in the next lower rank or grade.

SECTION 2. Promotions shall be based on "examination" where feasible, the nature and scope of which shall be determined by the Commission, which may liken to only an evaluation of training and experience. (*Revised 2/2011*)

SECTION 3. A promotional examination for positions in the competitive class shall be conducted and the eligible list drawn up in the same manner as that prescribed for original appointment; provided that only the names of those participants in a promotional examination who shall have attained a final passing score shall be placed on the resultant eligible list for promotional appointment.

SECTION 4. If the next person to be promoted from a competitive eligibility list is unavailable due to military deployment, Personnel will proceed to the next person on the list to promote. The person passed over will be the first person considered for the next promotional opportunity, and so on (if needed), until the list expires. If the deployed candidate is promoted at a later date they are entitled to seniority and back pay adjustments in accordance with the Uniform Services Employment and Re-Employment Rights Act (USERRA).

Revised 2013

RULE IX

Transfers

SECTION l. A person who has been permanently appointed to a position in the competitive or the non-competitive class may be transferred without examination, other than a physical examination, if required, to a similar position in such class or to a position of the same grade thereof, if it be in a graded service, in any other department, office, or institution; provided, that for original entrance to the position proposed to be filled by transfer there is not required, in the judgment of the Commission, an examination involving tests or qualifications essentially different from, or higher than, those required in an examination for original entrance to the position from which transfer is sought.

SECTION 2. No transfer shall be valid until approved by the Commission upon receipt of authorizing letters from the appointing officers involved.

RULE X

Reinstatements

ELIGIBILITY FOR REINSTATEMENT

SECTION l. The following persons shall be eligible for reinstatement in the positions formerly held by them or to which they might have been legally transferred from such position:

A. One who has resigned his/her position and who was in good standing therein at the time of such resignation.

B. One who has been separated from the service without any delinquency or misconduct on his/her part.

METHOD OF REINSTATEMENT TO A POSITION

SECTION 2. Reinstatement shall be effected in the following manner:

A. The appointing officer having jurisdiction over the position proposed to be filled by reinstatement shall advise the Commission in writing (l) that there is a vacancy in the said position, (2) of the name and address of the person nominated for reinstatement together with full particulars concerning the record of the said nominee and the circumstances connected with his/her separation from the service, and (3) such other information, including the nature of the position and the compensation attached thereto, as will permit the Commission to decide intelligently either for or against the proposed reinstatement.

B. Upon receipt of the aforesaid information from the appointing officer and the written request of the applicant for reinstatement, the Commission may grant an interview to the applicant, shall consider the proposed reinstatement and approve or disapprove it, and shall advise the appointing officer of its action in writing within ten (10) calendar days from receipt of the proposal. If the Commission approves the reinstatement, the appointing officer shall reinstate the nominee within seven (7) calendar days. If the Commission disapproves, the nominee shall be ineligible thereafter for reinstatement under this rule.

RULE XI

Reduction and Dismissals

SECTION l. Persons in the competitive or non-competitive classification of the Civil Service may be reduced in rank or dismissed from their positions for just cause. "Just cause" may be, but is not limited to:

A. Physical or mental disability; or

B. Absenteeism, delinquency, misconduct, incompetence, inefficiency, or failure to maintain City domicile.

C. Economy reduction, lack of work, abolition of position, or failure of City to provide salary therefore.

METHOD OF DISCIPLINARY REDUCTION OR DISMISSAL

SECTION 2. A. In all cases included in Section l A and B of this rule involving employees other than those covered by the Police and Fire Civil Service Statues, as amended, the following procedure shall be followed:

(l) The responsible officer shall furnish written notice to employee of (a) suspension for five (5) calendar days, (b) detailed specific charges, on which the proposed reduction or dismissal is based, and (c) warning that if the employee does not respond to the responsible officer in writing to the charges within the said five (5) days, or if the employee's response is unsatisfactory to the responsible officer, an order of reduction or dismissal will be issued;

(2) Before the time for response has passed, the employee sought to be dismissed or reduced may petition the Civil Service Commission for a rule upon the responsible officer to make the charges or basis of reduction or dismissal more specific and detailed. If such petition is reasonable, the Commission shall order the responsible officer in writing to furnish the Commission and the employee sought to be dismissed or reduced with an amended notice of suspension, and to forward a copy of said amended notice to the Commission forthwith. The employee in question shall have five (5) days from the receipt of the amended notice in which to make written answer as set forth in (1) of this section. If such answer be made a copy thereof shall be furnished to the Commission forthwith by the responsible officer;

(3) On failure of employee to respond satisfactorily to the notice required in (1) above, the responsible officer shall advise the employee in writing of his/her reduction or dismissal;

(4) The responsible officer shall furnish to the Commission for its convenience immediately upon receipt or mailing, copies of all correspondence incident to a reduction or dismissal, including:

a. Notice of suspension with charges or amended charges.
b. Answer to charges or amended charges.
c. Notification of restoration, reduction, or dismissal.

(5) The responsible officer may, upon petition to and approval by the Commission, amend or supplement the charges against an employee, provided that the Commission shall allow the employee reasonable time to file a written answer to the amended or supplemental charges and/or prepare a defense.

B. In cases involving the reduction or discharge of members of the Police or Fire services, the provisions of the Police or Fire Civil Service Statutes, as amended, shall be followed.

METHOD OF ECONOMY REDUCTION OR DISMISSAL

SECTION 3. A. If for reasons of economy, a lack of funds, abolition of position(s), or for any other reasons it becomes necessary for the City to reduce the number of employees, the responsible officer shall follow the procedures set forth within Section 20.1 of the General Civil Service Statute, except in the case of the Police or Fire services, in which case Section 9 of the Police Civil Service Statute, as amended, or Section 7 of the Fire Civil Service Statute, as amended, shall be followed.

B. In making economy reduction or discharge, the responsible officer shall notify the affected employee(s) in writing that he/she is to be reduced or discharged for economy reasons and state the effective date of such reduction or discharge.

APPEALS FROM REDUCTION OR DISMISSAL

SECTION 4. A. (l) Any employee reduced or dismissed under Section l A or B of this rule, except one described in the Police Civil Service Statute, as amended, in which case Section 8 of said statute shall apply, and one described in the Fire Civil Service Statute, as amended, in which case Section 6 of said statute shall apply, may file with the Secretary of the Commission an affidavit of appeal alleging that his/her reduction or dismissal was made without just cause and/or that the provisions of the General Civil Service Statute, as amended, and/or the Rules of the Commission were not observed.

(2) The affidavit of appeal must be filed within ten (10) calendar days of the date of receipt of written notice of reduction or dismissal if served personally, or within ten (10) calendar days of the date of delivery of such written notice by certified mail to the last known address of the said employee, except that if the written notice by certified mail to the last known address of said employee is returned undeliverable by the Post Office to the responsible officer, the notice of reduction or termination will be posted publicly for ten (10) calendar days at the Civil Service Commission Office and at the division office where the said employee was last assigned, and the said employee may, within the ten (10) calendar days of such public posting of notice of reduction or dismissal, submit an affidavit of appeal in accordance with (1) above.

B. (1) Any employee reduced or dismissed under Section 1C of this rule, including employees covered by either Police or Fire Civil Service Statutes, as amended, may file with the Secretary of the Commission an affidavit of appeal alleging a) that he/she was not the proper person to be reduced or dismissed under the economy reduction provisions of the applicable Civil Service Statute, or b) that his/her reduction or dismissal was for reasons other than economy or efficiency.

(2) The affidavit of appeal must be filed within ten (10) calendar days of the date of receipt of written notice of reduction or dismissal if served personally, or within ten (10) calendar days of the date of delivery of such written notice by certified mail to the last known address of the said employee, except that if the written notice by certified mail to the last known address of the said employee is returned undelivered by the Post Office to the responsible officer, the notice of reduction or termination will be posted publicly for ten (10) calendar days at the Civil Service Commission Office and at the division office where the said employee was last assigned, and the said employee may, within the ten (10) calendar days of such public posting of notice of reduction or dismissal, submit an affidavit of appeal in accordance with (1) above.

HEARING IN APPEALS

SECTION 5. In all cases except those subject to the provisions of the Fire Civil Service Statute, as amended, the Commission shall determine whether or not the allegations of an appellant warrant a hearing. If they so warrant, the Commission shall appoint a time and place of public hearing therein. Written notice of time and place of hearing shall be given to all parties concerned at least five (5) calendar days prior to the said time of hearing.

CONDUCT OF HEARINGS

SECTION 6. A. All hearings shall be public.

B. Both the person sought to be reduced or dismissed and the responsible officer shall have the right to counsel, and may invoke the power of the Commission to subpoena witnesses.

C. The cause shall be heard on a basis of the written statement of reasons for the action complained of and the written answer thereto of the person sought to be reduced or dismissed, if any, which has been filed with the Commission as provided in these rules, and the affidavit of appeal. The entire service record of the person sought to be reduced or dismissed may be introduced in evidence.

D. The Commission shall be the judge of admissible evidence and procedure, and shall not be bound by technical rules of evidence.

E. All testimony shall be given under oath.

F. A stenographic transcript of proceedings shall be made and filed with all other records involved, in the Commission's archives; and if the appellant be of the Fire service, the said transcript shall be sealed in accordance with Section 6 of the Fire Civil Service Statute, as amended. Costs may be assessed by the Commission against either or both parties.

DECISION IN APPEALS

SECTION 7. After hearing and due consideration, the Commission shall have the right to sustain, modify, or deny the appeal. If the appeal be sustained, the Commission may issue a written order directing that the appellant be restored with or without back pay to the position from which he/she was reduced or dismissed.

RULE XII

Notice Required By the Civil Service Commission

SECTION 1. Appointing officers are required to notify the Civil Service Commission of all appointments, promotions, transfers, reinstatements, reductions, leaves of absence, suspensions, dismissals, resignations, and deaths, or any other factor concerning personnel, forthwith upon their occurrence, unless herein otherwise provided.

RULE XIII

Non-Competitive Class

SECTION 1. A. (l) In order to fill vacancies in the Non-Competitive class, the Commission shall conduct recruitment and shall post a notice (job announcement) of the non-competitive position to be filled including information concerning the duties of the position, the qualifications required of candidates, and the form of testing to be used where applicable. The public notice shall be posted for no less than five (5) calendar days. (*Revised 2/2011*)

(2) Depending upon the nature of the position to be filled and the type of testing feasible for such a position, the Commission shall determine whether **a)** to examine the applications of all who apply against the posted requirements and furnish the appointing officer with the names and applications of all qualified applicants for the position whereupon the appointing officer shall nominate a candidate for appointment subject to the approval of the Civil Service Commission, or **b)** to administer a non-competitive written and/or performance examination to all applicants determined to be eligible as provided in Section l.A (2) (a) for the position and forward to the appointing officer only the names and applications of those candidates who have passed the non-competitive written and/or performance examination from which the appointing officer shall nominate a candidate for appointment subject to the approval of the Civil Service Commission.

B. When there is no existing Eligibility List and there is a compelling need to fill a vacancy the appointing officer may request by letter that the Civil Service Commission accept a nomination for appointment (nominating in the absence of a current eligibility list). If the Civil Service Commission approves the request to accept the nomination, the Commission will then administer a written, performance and/or oral Non-Competitive examination. (*Revised 2/2011*)

SECTION 2. Any department head desiring the reclassification of a position to the non-competitive class must submit in writing to the Civil Service Commission a letter stating l) the title of the position to be reclassified, 2) the department and bureau in which the position is located, and 3) the reasons for requesting non-competitive classification. Positions may be placed

in the non-competitive classification by the Commission for reasons including but not limited to a) the supervisory, administrative, or technical nature of the duties and responsibilities of the position cannot be measured adequately by competitive examination, c) other comparable positions previously have been placed in the non-competitive classification by the Commission, and d) the position may be included under a labor agreement which provides for promotion based upon factors including seniority which are not feasible in the competitive classification.

SECTION 3. Positions placed in the non-competitive classification during the current year shall be listed in the Annual Report of the Civil Service Commission.

RULE XIV

Exempt Class

SECTION 1. In accordance with the applicable General Civil Service Statute, the exempt class must include **l)** the superintendent of police (chief of police) and detectives, and the chief of the fire department, and **2)** one secretary and one confidential clerk to the director of each executive department. In addition, the exempt class includes those offices or positions as listed in Section 3 of this rule. NOTE: All Department of Public Safety, Bureau Chiefs are classified as Exempt. Other Department Directors, Mayoral/Council approved positions, and/or Mayor's Office "Super" Directors are placed in the Unclassified Service (these are not exempt). (*Revised 2/2011*)

SECTION 2. No office or position or specific numbers of any exempt positions may be changed from that defined by Section 3 of this rule without a public hearing by the Commission. Any department head desiring the reclassification of a position to the exempt class must submit in writing to the Civil Service Commission a letter stating **l)** the title of the position to be reclassified, **2)** the department and bureau in which the position is located, and **3)** the reasons for requesting exempt classification. Positions may be placed in the exempt classification by the Commission for reasons including but not limited to **a)** the duties and responsibilities of the position cannot be measured by competitive or non-competitive examinations for reasons including but not limited to **l)** the policy making responsibilities of the position, **2)** the management level of the position, or **3)** personal characteristics such as honesty, integrity, and other attributes not measurable by examination, or **b)** the position may be in a program which is funded for a limited time thereby making the term of employment temporary or seasonal.

SECTION 3. The following positions are included in the Exempt Classification.

NOTE: This Section should be amended each calendar year to reflect the accurate positions in the Exempt Classification. Follow Rule XX for amending Rules to update this section annually.

Position Titles	Department
Accountant 3-City Controller	5
Admin Ass't/Mayor	2
Admin Ass't-City Clerk	1
Admin Ass't-Controller	5
Admin Ass't-FA	7
Admin Ass't-Finance	6
Admin Ass't-Fire	D
Admin Ass't-Law	7
Admin Ass't-Public Works	F
Administrative Aide-BBI	D
Administrative Aide-Finance	6
Administrative Aide-PR	A
Administrative Aide-PRSI	A
Administrative Aide-PW	F
Administrative Mgr-CO	5
Administrative/Research AN	1
Administrator 2 AN-PW	D
Admnistrative Aide-PS	D
Assistant Chief of Staff	2
Assistant Chief-Fire/P	D
Assistant Director E&T	8
Assistant Director-Budget	6
Assistant Director-CIS	2
Assistant Director-EC	8
Assistant Director-EEO	8
Assistant Director-OMB	6
Assistant Director-Operations	F
Assistant Director-Properties	F
Assistant Director-Rec	A
Assistant Director-SH	F
Assistant Solicitor 3	7
Assistant Solicitor/2	7
Assistant Solicitor-RM	7
Associate Solicitor	7
Ass't Accounting Manager	5
Ass't Chief of Police	D
Ass't Chief-BBI	D
Ass't Chief-Code Enforcment	D
Ass't City Treasurer	6
Ass't Contract Supervisor	5
Ass't Director-Engineer	D
Ass't Director-FA	6
Ass't Director-PW-ES	F
Ass't Director-Sr Prog	A
Ass't Management Auditor	5

LEGEND

Department No.	Description
1	City Council
1A	City Clerk
2	Mayor's Office
2A	City Information Systems
4	Commission on Human Relation
5	Controller's Office
6	Finance
6A	Office of Management & Budget
7	Law
8	Personnel & Civil Service
9	City Planning
A	Parks & Recreation
D	Public Safety
F	Public Works
H	Citizen Police Review Board
J	Equal Opportunity Review Commission
K	Office Of Municipal Investigations

Ass't Payroll Audit Supv	5
Ass't Plan Director DD	9
Ass't Planning Director	9
Audit Supervisor	5
BBI Chief	D
Bicycle Pedestrian Coord	9
Budget Analyst	6
Budget Analyst-City Clerk	1
Budget Director	1
Budget/Accounts Tech	6
C.P.A. As Needed	5
Capital Budget Manager	6
Carpenter (Temp)	F
Cement Finisher AN (Temp)	F
Chief Accounting Officer, CPA	5
Chief Clerk 1-Budget	6
Chief Service Officer	2
CIS Intern	2
City Solicitor	7
Communications Assistant	2
Communications Specialist	2
Contracts Division Mgr	5
Controller's Engineer	5
Controller's Exec Secretary	5
Controller's Info Syst Mgr	5
Deputy Chief (EMS)	D
Deputy Chief (Police)	D
Deputy City Clerk	1
Deputy Dir-City Treasurer	6
Deputy Director-FN/GS	6
Deputy Director-PW	F
Deputy Solicitor	7
Deputy Youth Policy Manager	D
Dir- Commission On H.R.	4
Dir Neigh Initiatives-CP	9
Director of Public Affairs-CO	5
E.O.R.C. Administrator	J
Economic Development Coord	2
EMS Chief	D
Exec Dir Citizen Police	H
Executive Assistant-CC	1
Fire Chief	D
Fire Chief/P	D
Fiscal Audit Manager	5
Gov't Affairs Manager	2
Grants Officer	6
Heavy Equip Opr Spec Proj	F
Historic Preserv. Intern	9
Law Clerk	7
Law Intern	7
Legislative Projects Analyst	5

LEGEND

Department No.	Description
1	City Council
1A	City Clerk
2	Mayor's Office
2A	City Information Systems
4	Commission on Human Relation
5	Controller's Office
6	Finance
6A	Office of Management & Budget
7	Law
8	Personnel & Civil Service
9	City Planning
A	Parks & Recreation
D	Public Safety
F	Public Works
H	Citizen Police Review Board
J	Equal Opportunity Review Commission
K	Office Of Municipal Investigations

Lifeguard 1	A
Lifeguard 2	A
Lifeguard 3	A
Lifeguard 4 @ABCD	A
Management Auditor	5
Management Intern	2
Manager of E.O.R.C.	J
Market Based Rev. Opp. Spec	6
Materials Supervisor	5
Mayor's 311 Resp Line Supr	2
Neigh Initiatives Coord	9
Neigh Initiatives Coord-CP	9
Neigh Initiatives Spec.	9
O.M.I. Manager	K
Operating Budget Mgr	6
Paramedic Trainee AN	D
Payroll Audit Supervisor	5
Personnel Intern AN	8
Police Chief	D
Policy Manager-MO	2
Pool Aide-Cashier	A
Press Secretary	2
Prevailing Wage Officer	5
Princ. Pl. (Admin Ass't.)	9
Program Aide	A
Program Coordinator PT	A
Project Manager-ERP, AN	6
Project Mgr-PittMaps	6
Public Art Manager-Heinz	9
Public Information Officer	D
Recreation Assistant	A
Recreation Assistant-S	A
Recreation Leader-PT	A
Research Assistant-CO	5
Rink Attendant @8.34	A
Rink Attendant-LW	A
Secretary - PCSC	8
Secretary To City Clerk	1
Secretary-Citizens Review	H
Secretary-FA	4
Secretary-MO	2
Secretary-PP	D
Secretary-Public Works	F
Secretary-SH	F
Senior Budget Analyst	6
Senior Budget Analyst-CC	1
Site Leader	A
Site Monitor	A
Special Events Coordinator	D
Sr Citizen Program Aide	A
Sr Secretary/COS	2

LEGEND

Department No.	Description
1	City Council
1A	City Clerk
2	Mayor's Office
2A	City Information Systems
4	Commission on Human Relation
5	Controller's Office
6	Finance
6A	Office of Management & Budget
7	Law
8	Personnel & Civil Service
9	City Planning
A	Parks & Recreation
D	Public Safety
F	Public Works
H	Citizen Police Review Board
J	Equal Opportunity Review Commission
K	Office Of Municipal Investigations

Sr Secretary/Mayor	2
Sr Secretary/Operations	2
Sr Secretary-City Planning	9
Sr Secretary-Neigh Initiatives	9
Student Intern-CD	9
Student Intern-FA	6 & 9
Student Intern-SH	D
Supervisory Clerk, City Clerk	1
Truck Driver-Temporary	D
U-Clerk 1 Living Wage	6
U-Mayor's 311 RLR PT	2
U-Sch Crossing Guard	D
U-School Crossing Guard AN	D
U-Support Clerk-Part Time	2
W&S Coord. (Neigh Init. Coord)	9
Weed & Seed Site Coordinator	9
Youth Policy Manager	D
Zoning Administrator	9

(*Rule Revised 02/2011*)
(Position Titles Revised 11/2013)

LEGEND

Department No.	**Description**
1	City Council
1A	City Clerk
2	Mayor's Office
2A	City Information Systems
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5	Controller's Office
6	Finance
6A	Office of Management & Budget
7	Law
8	Personnel & Civil Service
9	City Planning
A	Parks & Recreation
D	Public Safety
F	Public Works
H	Citizen Police Review Board
J	Equal Opportunity Review Commission
K	Office Of Municipal Investigations

RULE XV

Labor Classification

SECTION 1. Applications for registration for positions in the labor class shall be made to the Commission on a prescribed form (completed in person and/or via the online application system). Applicants who apply in person shall sign indicating the position sought, and stating under oath such facts concerning residence, previous occupation, and experience as the Commission may require; whereas online applicants shall do so at the time of being hired. (*Revised 2/2011*)

SECTION 2. The Commission may, by regulations, divide positions in the labor class into appropriate sub-classes, and shall furnish to appointing officers on request a complete list of applicants in the said class or sub-class thereof, from which to select persons for appointment.

SECTION 3. Persons nominated for appointment in the labor classification shall be subjected to a medical examination prescribed by the Commission; but only those who pass the said examination shall be certified by the Commission for appointment within the designated class or sub-class. (*Revised 2/2011*)

SECTION 4. When a person in the labor classification shall have been out of service for a period exceeding fifteen (15) days, he/she shall be subject to a medical examination and shall pass the same before being restored to duty. (*Revised 2/2011*)

RULE XVI

Change of Classification

SECTION 1. A change in the title or compensation rate of a position in the classified service, the nature and function of which remain unchanged, shall not operate to change the classification of such position or the status of a person legally appointed to it.

SECTION 2. A change in classification from the exempt class to the non-competitive class or competitive class, or from the non-competitive class to the competitive class shall not disturb the status of an incumbent in any position, the classification of which is so changed.

RULE XVII

Commission Records

SECTION 1. The Commission shall make suitable provision for the preservation and accessibility of minutes of all its meetings and public hearings; roster cards; eligibility lists and certifications; lists of applications; and files pertaining to appeals.

The Commission shall preserve admission cards/letters, the original papers submitted in all examinations, answer sheets and written objections for a period of five years or in accordance with the established archive policy of Ordinance 19-2012 of the City Code of the City of Pittsburgh.

The Commission shall preserve the personnel files and medical files of employees for a period of twenty-five years after the termination of the employee or in accordance with the established archive policy of Ordinance 19-2012 of the City Code of the City of Pittsburgh.

The Commission shall preserve the applications and pre-employment medical files of individuals not appointed for a period of five years after the date of application or in accordance with the established archive policy of Ordinance 19-2012 of the City Code of the City of Pittsburgh.

SECTION 2. Employees must supply the Civil Service Commission and the department head with their correct address and home telephone number and must notify the Commission of any change in address or home telephone number within two (2) weeks of such change.

SECTION 3. Pursuant to Section 22 of the General Civil Service Statute, the Commission will not certify on the bi-weekly payroll to the City Controller that an employee is legally appointed if said employee a) fails to meet the residency requirements of Rule V, b) fails to meet the residency requirements of Section 42 of Ordinance No. 450 of 1902, as amended, c) fails to comply with Rule XVII, Section 2 above, or d) fails to meet any requirement necessary for continued employment with the City of Pittsburgh.

RULE XVIII

Hours of Business

SECTION 1. The offices of the Commission shall be open for transaction of public business during the regularly scheduled business hours of the City of Pittsburgh. Typical business hours are 7:30 AM to 4:45 PM Monday through Friday. However, the online application system shall be operational 24/7, seven (7) days per week.

(*Revised 2/2011*)

RULE XIX

Publicity

SECTION 1. The Civil Service Commission shall maintain in a place or places easily accessible to the public, a bulletin board, or boards, on which shall be posted notices of all examinations and public hearings, and copies of all eligible lists, except the list of ordinary unskilled laborers. Such posting shall be official publication and shall be deemed sufficient public notice in all matters of which such notice is required, except that public notice of meetings and hearings shall be made in accordance with the provisions of Act 175 of 1974 (Open Meeting Act).

SECTION 2. A notification concerning any application, examination, appearance, hearing, or other matter, forwarded by the Civil Service Commission via the United States Mails, is for the convenience and information of the person addressed; and no failure or delay in the delivery or receipt thereof shall be deemed a basis for an appeal to the Commission in any matter conditioned by such failure or delay.

SECTION 3. Copies of these rules and all amendments therein shall be printed and given to any responsible citizen of Pittsburgh upon request.

RULE XX

Amendment of Rules

SECTION 1. Any rule may be amended as follows:

A. On the request of an interested person, or upon the initiative of the Commission, a public hearing may be set for the discussion of a proposed change in rule.

B. Public Notice of hearing will be posted on official bulletin boards five (5) calendar days in advance of the date set for said hearing.

C. Public hearing.

D. Adoption of resolution of change, if in the opinion of the Commission such change is desirable, within ten (10) calendar days after public hearing.

E. Submission to the Mayor for approval within three (3) calendar days following the adoption.

F. Amendment in force on approval by the Mayor, or ten (10) days after transmittal to the Mayor in the event of the Mayor's failure to act upon it. Approval or disapproval by the Mayor shall be included in the minutes. If the Mayor fails to act within ten (10) days, such fact shall be included in the minutes of the first meeting next after expiration of said ten (10) day period.

SECTION 2. In the event of an emergency affecting the best interests of the City, the Commission may adopt an amendment without respect to the provisions of Clauses A, B, C, D, and E of Section l of this rule.

RULE XXI

Appeals from Non-Disciplinary Actions

SECTION 1. A. Any hearing before the Civil Service Commission to which a person is entitled under the provisions of the Civil Service Statutes and Rules must be requested in writing and received within ten (10) calendar days of the date of written notice of action giving cause for the hearing. Applicants who are disqualified from

consideration based on the minimum posted requirements for Non-Competitive and/or Exempt positions are not subject to appeal before the Commission. (*Revised 2/2011*)

B. Any person aggrieved by the findings of the Civil Service Commission shall have the right to appeal to the Court of Common Pleas of the County as provided by state law. (*Rev. 6/91*)

RULE XXII

Conduct of Civil Service Commission Meetings

SECTION 1. Public Notice of Civil Service Commission meetings will be made in accordance with the provisions of Act 84 of 1986 (Sunshine Act).

SECTION 2. Any individual requesting that an issue be considered by and/or acted upon by the Civil Service Commission must submit such request to the Commission in writing. The correspondence must specifically state the issue(s) to be addressed by the Commission and the basis for the request. Correspondence received by 4:45 p.m. on the business day prior to the regularly scheduled Commission meeting will be included on the agenda for that meeting. Correspondence received after the specified deadline may be included on the agenda for the next regularly scheduled meeting of the Commission. The Commission shall determine the appropriateness, timeliness and criticality of considering and/or acting upon all agenda items. The Commission may consider or act upon matters which are not on the agenda which the Commission deems urgent and necessary, and may defer and/or take agenda items under advisement.

SECTION 3. The Secretary and Chief Examiner will present the items on the agenda to the Civil Service Commission for consideration and/or action. The Commission may hear from the following individuals on an agenda item: l) The Secretary and Chief Examiner 2) any individual from whom the Commission specifically requests information 3) any individual, including the individual who submitted the agenda item, who has both standing to speak on the item and information relevant to the item. Individuals permitted or requested to speak shall do so upon recognition by the presiding Commissioner.

SECTION 4. Discussions, deliberations and official actions by the Commission will take place during the public meeting unless the Commission meets in Executive Session in accordance with the provisions of Act 84 of 1986 (Sunshine Act). Executive Session will be announced at the public meeting of the Commission and the general purpose of the session will be announced prior to going into Executive Session.

SECTION 5. The Secretary and Chief Examiner will take minutes at regularly scheduled Commission meetings.