

ARTICLE 157

Civil Service Board

157.01 Police Civil Service Board.

157.02 Engineering, Electrical and Building Civil Service Board.

157.03 Fire and Health Civil Service Board.

CROSS REFERENCES

Examination of appointees - See 3rd Class §4401 (53 P.S. § 39401)

Appointment of Examining Boards - See 3rd Class §4402 (53 P.S. §39402)

Examination regulations - See 3rd Class §4404 (53 P.S. §39404)

Selection of appointee from lists - See 3rd Class §4406 (53 P.S. §39406)

Suspension and discharge - See 3rd Class §4408 (53 P.S. §39408)

Review of eligibility lists - See 3rd Class §4410 (53 P.S. §39410)

Fire Civil Service - See 53 P.S. §39861

Officers and employees - See ADM. Art. 117

Employment provisions - See ADM. Art. 123

157.01 POLICE CIVIL SERVICE BOARD.

(a) Establishment; Membership; Term. Pursuant to the provisions of the Act of June 28, 1951 (P.L. 662), its supplements and amendments, there is created a Civil Service Board for the examination of applicants for appointment to any position in the Bureau of Police.

The Board shall consist of three citizens, one of whom shall be an educator and one a physician, who shall be appointed by the Mayor with the consent of Council.

Upon the expiration of the term of any member of the Civil Service Board, one person shall be elected by Council to serve upon the Board for the term of four years and until his successor is elected. If any vacancies occur, they shall be filled by Council for the unexpired term. Each of the members, before entering upon the duties of his office, shall take and subscribe to the oath of office prescribed by the Constitution of Pennsylvania and the Act of Assembly above mentioned, and file the same,

duly certified by the officer administering it, with the City Controller. No salary or other compensation shall be paid to any member of the Board.

(b) Appointments and Promotions. All appointments of employees to, and promotions in, the Bureau of Police, shall be made according to qualifications and fitness, to be ascertained by examinations, which, so far as practicable, shall be competitive in accordance with the provisions of the Act of Assembly approved June 28, 1951 (P.L. 662), and any supplement or amendment thereto.

(c) Rules and Regulations. The Civil Service Board shall prepare and adopt such rules and regulations providing for the examinations for positions in the Bureau of Police, and for appointments to and promotions therein, and for such other matters as are necessary to carry out the purposes of the Act of Assembly relating thereto.

The Civil Service Board shall also prescribe, amend and enforce rules and regulations for the promotion, reduction, removal and reinstatement of all employees so appointed in the Bureau of Police.

The rules and regulations so prepared may, from time to time, be added to, amended or rescinded. All rules shall be approved by the Mayor and Council before they go into effect. When so approved, such rules shall not be annulled or changed except by the Board with the approval of the Mayor and Council. If the Mayor or Council take no action on a rule or amendment submitted to them within a period of twenty days from the date of its submission, then the rule or amendment shall become effective as though approved by the Mayor and Council.

(d) Reports and Recommendations. The Police Civil Service Board shall make an annual report to the Mayor showing its own actions and rules and regulations, and all exceptions thereto, in force and the practical effect thereof, and any suggestions it may approve for the more effectual accomplishments of the purposes of the Act of Assembly relating to appointments to the positions referred to herein.

(e) Secretary and Examiners. The Board shall have power, with the consent and approval of Council, to appoint a secretary and civil service examiners who shall receive such compensation as Council shall by ordinance prescribe. (1946 Code C.7 §1-5)

157.02 ENGINEERING, ELECTRICAL AND BUILDING CIVIL
SERVICE BOARD.

(a) Establishment; Membership; Term. Pursuant to the provisions of the Act of Assembly approved June 28, 1951 (P.L. 662), its supplements and amendments, there is created a Civil Service Board for the examination of applicants for appointment to any position in the Engineering and Electrical Bureaus, and the position of Building Inspector. The Board shall consist of three citizens, one of whom shall be a physician and one a registered engineer, who shall be appointed by the Mayor with the consent of Council.

Upon the expiration of the term of any member of the Board, one person shall be elected by Council to serve upon the Board for the term of four years and until his successor is elected. If any vacancies occur, they shall be filled by Council for the unexpired term. Each of the members, before entering upon the duties of his office, shall take and subscribe to the oath of office prescribed by the Constitution of Pennsylvania and the Act of Assembly above mentioned, and file the same, duly certified by the officer administering it, with the City Controller. No salary or other compensation shall be paid to any member of the Board.

(b) Competitive Examinations. All appointments of employees to, and promotions in, the Engineering and Electrical Bureaus, and the position of Building Inspector shall be made according to qualifications and fitness, to be ascertained by examinations which, so far as practicable, shall be competitive in accordance with the provision of the Act of Assembly approved June 28, 1951 (P.L. 662), and any amendment or supplement thereto.

(c) Rules and Regulations. The Civil Service Board shall prepare and adopt such rules and regulations providing for examinations for positions in the Engineering and Electrical Bureaus and the position of Building Inspector, and for appointments to and promotions therein, and for such other matters as are necessary to carry out the purposes of the Act of Assembly relating thereto.

The Civil Service Board shall also prescribe, amend and enforce rules and regulations for the promotion, reduction, removal and reinstatement of all employees so appointed in such Bureaus. The rules and regulations so

prepared may, from time to time, be added to, amended or rescinded. All rules shall be approved by the Mayor and Council before they go into effect. When so approved, they shall not be annulled or changed except by the Board with the approval of the Mayor or Council. If the Mayor or Council take no action on a rule or amendment submitted to them within a period of twenty days from the date of its submission, then the rule or amendment shall become effective as though approved by the Mayor and Council.

(d) Reports and Recommendations. The Civil Service Board shall make an annual report to the Mayor showing its own actions and rules and regulations, and all exceptions thereto, in force and the practical effect thereof, and any suggestions they may approve for the more effectual accomplishment of the purposes of the Act of Assembly relating to appointments to the positions herein referred to.

(e) Secretary and Examiners. The Board shall have power, with the consent and approval of Council, to appoint a secretary and civil service examiners who shall receive such compensation as Council shall by ordinance prescribe. (1946 Code C.7 §6-10)

157.03 FIRE AND HEALTH CIVIL SERVICE BOARD.

(a) Establishment; Membership; Term. Pursuant to the provisions of the Act of Assembly approved June 23, 1931 (P.L. 932), and the Act of Assembly approved May 31, 1933 (P.L. 1108), their supplements and amendments, there is created a Civil Service Board for the examination of applicants for appointment as paid employees in the Bureau of Fire, and as fire alarm operators, fire inspectors and fire box inspectors, and for the position of health officers (other than registered physicians) and sanitary policemen or inspectors of the Bureau of Health. The Board shall consist of three citizens one of whom shall be an educator and one a physician, who shall be appointed by the Mayor with the approval of Council. Upon the expiration of the term of any member of the Board, one person shall be appointed by the Mayor with the approval of Council to serve upon the Board for the term of four years and until his successor is elected, If any vacancies occur, they shall be filled by the Mayor with the approval of Council for the unexpired term, Each of the members, before entering upon the duties of his office, shall take and subscribe to the oath of office prescribed by the Constitution of Pennsylvania and the Acts of Assembly above mentioned, and file the same, duly certified by the officer

administering it, with the City Controller. No salary or other compensation shall be paid to any member of the Board. (Ord. 1818 §1. Passed 8/6/63.)

(b) Appointments and Promotions, Bureau of Fire. All appointments of employees to, and promotions in, the Bureau of Fire, and as fire alarm operators, fire inspectors and fire box inspectors, shall be made according to qualifications and fitness, to be ascertained by examinations which, so far as practicable, shall be competitive, in accordance with the provisions of the Act of Assembly approved May 31, 1933 (P.L. 1108), and any amendment or supplement thereto. (Ord. 1818 §2. Passed 8/6/63.)

(c) Rules and Regulations, Bureaus of Fire and Electricity.

- (1) The Civil Service Board hereby created shall prepare and adopt such rules and regulations providing for examinations for positions in the Bureau of Fire, and as fire alarm operators, fire inspectors and fire box inspectors in the Bureau of Electricity, and for appointments to and promotions therein, and for such other matters as are necessary to carry out the purposes of the Acts of Assembly relating thereto. (Ord. 1818 §3. Passed 8/6/63.)
- (2) The Civil Service Board shall also prescribe, amend and enforce rules and regulations for the promotion, reduction, removal and reinstatement of all paid employees so appointed in any of such Bureaus. The rules and regulations so prepared may, from time to time, be added to, amended or rescinded. All rules shall be approved by the Mayor and Council before they go into effect. When so approved, they shall not be annulled or changed except by the Board with the approval of the Mayor and Council. If the Mayor or Council take no action on a rule or amendment submitted to them within a period of twenty days from the date of its submission, then the rule or amendment shall become effective as though approved by the Mayor and Council. (Ord. 951 §4. Passed 2/26/46.)

(d) Reports and Recommendations. The Civil Service Board shall make an annual report to Council showing its own actions and rules and regulations, and all exceptions thereto in force and the practical effect thereof, and any suggestions it may approve for the more effectual accomplishment of the purposes of the Act of Assembly relating to appointments to the positions herein referred to. (Ord. 1818 §6. Passed 8/6/63.)

(e) Secretary and Examiners. The Board shall have power, with the consent and approval of Council, to appoint a secretary and civil service examiners who shall receive such compensation as Council shall by ordinance prescribe. (Ord. 951 §6. Passed 2/26/46.)

(f) Promotions, Demotions in Bureau of Fire. Hereafter, no person shall be reinstated, promoted, demoted or discharged as a paid member of the Bureau of Fire (except the Chief and Deputy Chiefs), regardless of rank or position, in the Bureau of Fire, or as a fire alarm operator, fire inspector or fire box inspector, or as health officer, sanitary policemen or inspectors in the Bureau of Health, except in accordance with the provisions of the Act of Assembly approved May 31, 1933 (P.L. 1108), and any amendment or supplement thereto. (Ord. 1818 §8. Passed

(g) Eligibility Lists. The Civil Service Board shall make and keep, in numerical order, a list containing the names of all applicants for civil service positions who may pass the required mental and physical examinations. Where more than one person takes examinations for any of such positions at the same time, the names of all those successfully passing such examination shall be entered upon the list of eligible names in the order of their respective percentages, the highest coming first. The Board shall furnish to Council a certified copy of all lists so prepared and kept.

Whenever any vacancy shall occur in any civil service position, the Mayor shall make written application to the president of the proper board, who shall forthwith certify to the Mayor, in writing, the four names on the list of applicants for such position having the highest percentage, where there are four or more eligible names on the list, but if there are less than four eligible names on such list, the Board shall certify such name or names. Thereupon the director of the department in which such appointment is to be made shall nominate to the Mayor a person from the list submitted to fill such vacancy. If the Mayor approves such nomination, the person nominated

shall be appointed by the Mayor to fill such vacancy, and shall be assigned for service in the department. If the Mayor does not approve such nomination, then the director of the department in which such appointment is to be made shall submit another nomination for such position from the remaining names, if any, and if such nomination is not approved by the Mayor, he shall submit the third name, if any, and if such nomination is not approved, he shall submit the fourth name, if any. The person whose nomination by the director is approved by the Mayor shall be appointed to fill such a position in the department.

In all cases the boards may recommend those in the employ of a department for promotion in case the person recommended is competent for the higher position. The name of the person so appointed shall be immediately stricken from the list of the board, and the names of the rejected persons shall immediately be restored to their proper place in such list, provided, however, that if the name of any applicant has been submitted to the Mayor and has been rejected three times, then such name shall be stricken from the eligible list.

The list of eligible names kept by such Civil Service Board shall be annually examined by the Board for the purpose of deleting therefrom persons who are permanently unavailable for or disqualified for the position or positions involved, either by death, permanent removal from the area, written desire to be removed therefrom, or by other permanent cause, in conformity with the Board's rules and regulations. (Ord. 1818 §9. Passed 8/6/63.)