

## **Article 3: Civil Service**

### **Division 1: Definitions**

*(Incorp. 1-22-1952 by O-5046 N.S.,  
contained in O-4340 N.S., adopted 3-21-1950.)*

#### **§23.0101 Definitions**

As used in these rules, the following terms shall have the meanings as indicated below:

“Appointing Authority” a person or group having the authority to make appointment to positions in the classified service of the City as prescribed in the City Charter.

“Assembled Examination” an examination in which applicants are called together in one or more designated places to compete in tests according to procedures established and controlled by the examining staff.

“Calendar Year” a twelve-month period beginning January 1, and ending December 31.

“Class” a group of positions sufficiently similar in respect to duties and responsibilities that the same title may reasonably and fairly be used to designate each position allocated to the class, that the same minimum qualifications may be required, and the same salary range may be made to apply with equity.

“Commission” the Civil Service Commission of the City of San Diego.

“Continuous Service” as used in computing leaves of absence applies to the time a person has been employed on a permanent or limited basis, or to the continuation of employment from temporary to a permanent appointment in the same department without any break in service.

“Eligible List” a list established either through original, or promotional examination or reinstatement.

“Open Competitive Examination” any examination which is open to all persons, whether employed by the City or not, who meet the qualifications and comply with prescribed requirements for admission thereto.

“Personnel Director” the director appointed by the Commission to act as Secretary and Chief Examiner, to administer the activities of the Civil Service Department and to exercise general supervision over the employment policy of the City subject to the direction of the Commission.

“Position” a group of current duties and responsibilities, assigned or delegated by competent authority, requiring the full-time or part-time employment of one person.

“Promotional Examination” a competitive examination which is open only to employees of the City and given for the purpose of establishing a list for a designated class from which to certify eligibles for promotion.

“Unassembled Examination” an examination in which applicants are subject only to general controls as to the manner in which required material is submitted to the examining staff for review and rating and usually not involving the calling of applicants together.

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