

## **CIVIL SERVICE BOARD**

**AUTHORIZATION:** Article VII, Section 710, 711 of the Charter of the City of Newport Beach.

**MEMBERSHIP:** Five Members appointed by the City Council.

**TERM:** Four years.

**PURPOSE & RESPONSIBILITIES:**

- A. Recommend to the City Council, after a public hearing thereon, the adoption, amendment or repeal of civil service rules and regulations.
- B. Act in an advisory capacity to the City Council on problems concerning personnel administration.
- C. Hear appeals of any person in the City employment relative to any suspension, demotion or dismissal and make findings and recommendations thereon.
- D. Make any investigation concerning the administration of personnel in the municipal service and report its findings to the City Council and City Manager when requested to do so by the City Council, the City Manager or by any organized City employees association.
- E. Perform such other duties as may be prescribed by ordinance.

**STAFF LIAISON:** Human Resources Director