

## **EXHIBIT A TO CIVIL SERVICE BOARD MEETING AGENDA MAY 7, 2026**

### **TMC 1.24.290 Classified and Unclassified Service**

The City Service is divided into the Classified and Unclassified Services:

- A. The Unclassified Service shall consist of:
  - 1. Officers elected by the People and persons appointed to fill vacancies in elective offices.
  - 2. The members of boards and commissions.
  - 3. Officers appointed by the Mayor and Council or by boards and commissions, as provided by law or by the Charter.
  - 4. All department heads, one confidential secretary for the City Manager and one for the Director of Utilities, and such other principal officers and assistants to department heads as the Council may prescribe by the affirmative vote of not less than six members.
  - 5. Not more than three administrative assistants or aides to the City Manager.
  - 6. Professional personnel in the office of the City Attorney.
  - 7. Persons employed in a professional or scientific capacity to conduct a special inquiry, investigation, or examination.
- B. The term “principal officer” shall mean a department head or senior leader at a higher level than a department head responsible for a division or office that encompasses a large function or body of work with the City including those positions listed in 1.06.070 and 1.06.500.
- C. The term “assistants to department heads” shall mean a confidential secretary and/or administrative assistant reporting directly to a department head or other principal officer.
- D. The term “special inquiry, investigation, or examination” shall mean an inquiry, investigation, or examination not in the ordinary course of business of the City or regular job duties of an employee.
- E. The Classified Service shall comprise all positions not specifically included in the Unclassified Service.

### **New Section:**

#### **TMC 1.24.295 Determination of Classified or Unclassified Status**

Recommendations to the City Council or determinations to assign employees to the unclassified or classified categories made by the Human Resources Department, other departments of the City, City Officers, or other employees shall be provided to the Civil Service Board and will be subject to board approval to ensure that the placement of the position in the classified or unclassified service does not violate Article VI of the City Charter. The Civil Service Board may reclassify any position improperly designated as classified or unclassified under Article VI of the City Charter. The board may waive any provision of these personnel rules for individuals redesignated as classified including the requirement of a probationary period.

The Human Resources Director shall provide to the Civil Service Board on a quarterly basis a report of all employees designated as unclassified and classified during that particular quarter.