

Rule 104

Administration

Applicability: Rule 104 shall apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes.

Sec. 104.1 **Election of President and Vice-President**

Sec. 104.2 **Duties of President and Vice-President**

Sec. 104.3 **Executive Officer**

Sec. 104.4 **Duties of Executive Officer**

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Applicability: Rule 104 shall apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes.

Sec. 104.1 Election of President and Vice-President

At its first regular meeting in June of each year, the Commission shall elect one of its members President and one of its members Vice-President, and each shall hold office for a term ending June 30 of the next succeeding year or until a successor has been elected.

Sec. 104.2 Duties of President and Vice-President

104.2.1 The President shall preside at all meetings of the Commission and shall act as spokesperson for the Commission. The President or the Commission may establish such standing or special committees as deemed necessary. Nothing in these Rules shall prohibit the President from making or seconding a motion and otherwise fully participating as a Commissioner.

104.2.2 The Vice-President shall assume the duties of the President when the President is absent or when the President shall designate the Vice-President to act. In the event of the death, resignation, or permanent disability of the President, the Vice-President shall act for the President until the Commission shall elect a President to serve until the normal expiration of the term of the succeeded President. When acting for the President, the Vice-President shall have all of the powers of the President and shall assume all the duties of the President.

Sec. 104.3 Executive Officer

The Commission shall appoint an Executive Assistant who shall be the Chief Executive of the Commission and who shall hereinafter be titled, Executive Officer, and who shall hold office at the pleasure of the Commission.

Sec. 104.4 Duties of Executive Officer

In the performance of all duties, the Executive Officer shall be responsible to the Commission. The duties of the Executive Officer shall be to:

- 104.4.1** delegate duties where necessary and supervise and direct the work of all persons employed in the Civil Service Department;
- 104.4.2** keep the minutes and other records of the Commission and certify to the same when required;
- 104.4.3** make recommendations relative to matters of policy and for necessary amendments to these Rules;
- 104.4.4** report to the Commission from time to time as directed concerning the details of the work of the Civil Service Department and on the operation of the civil service merit system;
- 104.4.5** promulgate procedures for the processing of all appeals including but not limited to deadlines for filing of written reports by the parties to the appeal;
- 104.4.6** prepare the budget for the Civil Service Department, approve accounts, and administer generally the expenditure of funds appropriated for the operation of the Civil Service Department;
- 104.4.7** assign an employee of the Civil Service Department or the Department of Human Resources to serve as acting Executive Officer when required; and
- 104.4.8** perform such additional duties as assigned from time to time by the Commission.