

CITY OF AURORA, ILLINOIS
ORDINANCE NO. _____
DATE OF PASSAGE _____

AN ORDINANCE AMENDING CHAPTER 13.5, SECTION 13.5-3 OF THE CITY OF AURORA CODE OF ORDINANCES ENTITLED “CHIEF EXAMINER—GENERALLY”

WHEREAS, the City of Aurora has a population of more than 25,000 persons and is, therefore, a home rule unit under subsection (a) of Section 6 of Article VII of the Illinois Constitution of 1970; and

WHEREAS, subject to said Section, a home rule unit may exercise any power and perform any function pertaining to its government and affairs for the protection of the public health, safety, morals and welfare; and

WHEREAS, the City deems it necessary and appropriate to amend Chapter 13.5, Section 13.5-3 of the City of Aurora Code of Ordinances entitled “Chief Examiner Generally.”

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Aurora, Illinois, that Chapter 13.5, Section 13.5-3 of the City of Aurora Code of Ordinances is hereby amended as follows:

Section One: That Chapter 13.5, Section 13.5-1 entitled “Chief Examiner Generally” shall be amended by deleting in its entirety the current provisions thereof, and replaced with a new Section 13.5-3 entitled “Civil Service Administrative Functions” as follows:

Sec. 13.5-3. ~~Chief examiner generally.~~Civil Service Administrative Functions

- (a) ~~The civil service commission shall employ a chief examiner who shall, under the direction of the commission, have the following duties:~~All administrative functions of the civil service commission shall be performed by the Human Resources Department.

Such functions include, but are not limited to:

- (1) Preparinge, administringe, supervisinge and gradinge all examinations held by the commission.
- (2) Establishing and maintaining eligibility lists for appointments and promotions.
- (3) Certifying to the appointing authority the names of persons who are qualified to fill a vacant position.
- (4) Certifying the appointment, removal, suspension, promotion and transfer of all employees in classified service positions.
- (5) Publishing notice of examinations and fees in accordance with section 13.5-8.
- ~~(6) Cooperates with the personnel director in maintaining comprehensive personnel records of all employees in the classified service.~~
- (7) Maintaining a manual of rules promulgated by the civil service commission pursuant to section 13.5-2.
- (8) Distributinge to all elected officials and department heads the manual of rules promulgated by the civil service commission and all amendments and changes thereto within fifteen (15) days of their effective date.
- ~~(9) Assist the personnel director in exercising leadership in the development of effective personnel administration within all departments of the city government.~~
- ~~(10)~~(9) ___ Establishing and administringe a plan, approved by the commission for resolving those employee grievances relating to matters of promotion, transfer, discharge and disciplinary suspensions subject to review by the commission.
- ~~(11)~~(10) ___ Establishing and administringe procedures, approved by the commission, for disciplinary actions such as demotions in rank or pay grade or discharge which

provide for presentation of charges, hearing rights and appeals for all employees in the classified service.

- ~~(12) — Make a biannual report to the civil service commission, with copies to the city council, on or before January 15 and June 15 of each year regarding the work of the civil service commission including a summary of all appointments, suspensions, discharges and promotions made during the preceding year.~~
- ~~(13) — Certify to the city treasurer during the first week of each calendar quarter classified positions, all appointments to offices and places in the classified civil service and all vacancies occurring therein whether by dismissal, resignation or death, and all findings made or approved by the commission relating to the removal, suspension or discharge of any employee within the classified civil service.~~
- ~~(14)~~(11) Act as ex officio secretary of the civil service commission, keeping minutes of all its proceedings, preserve all reports made to it and keep records and copies of all examinations held under its direction.
- ~~(15)~~(12) Performing such other related duties as assigned the commission shall prescribe.
- ~~(b) — The civil service commission may employ a civil service assistant who shall have those duties that the commission may from time to time prescribe. In the absence of a chief examiner, the civil service assistant shall be responsible for those duties of the chief examiner described under subsection (a) hereof which the commission may from time to time designate.~~
- ~~(c) — The commission shall recommend to the city council the annual salary of the chief examiner and civil service assistant, but such salaries shall be fixed by the city council.~~

Section Two: That this Ordinance shall be in full force and effect, and shall be controlling immediately upon passage and approval.

Section Three: That all ordinances or parts of ordinances thereof in conflict herewith are hereby repealed to the extent of any such conflict.

Section Four: That any Section or provision of this Ordinance that is construed to be invalid or void shall not affect the remaining sections or provisions which shall remain in full force and effect thereafter.

PASSED by the City Council of the City of Aurora, Illinois, on _____.

AYES _____ NAYS _____ NOT VOTING _____

APPROVED AND SIGNED by the Mayor of the City of Aurora, Illinois, on _____.

Mayor

ATTEST:

City Clerk

City of Aurora
Law Department
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Aurora, IL 60507
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