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**808.3 SUBJECT: ORGANIZATION AND POLICY – CIVIL SERVICE ADMINISTRATOR**

**:1 OBJECTIVE:**

Provide personnel and administrative assistance to the Civil Service Board.

**:2 AUTHORITY:**

This procedure amended by City Council September 15, 2003; amended City Council April 27, 2009.

**:3 DIRECTION:**

The Administrator, as an employee of the City of Orlando, receives direction from the Civil Service Board and the Human Resources Division Manager.

**:4 METHOD OF OPERATION:**

Civil Service Testing is established as a Section of the Human Resources Division under the /Chief Administrative Officer (CAO) or designee, providing personnel, administrative, secretarial, and clerical assistance and support to the Civil Service Board. The functions outlined describe the responsibilities of the Administrator and are not intended to infringe upon the legislative or statutory rights and authority of the respective boards.

Staffing and administrative direction are responsibilities of the Human Resources Division. Funding requirements of the Section are provided by City of Orlando General Fund.

The Administrator shall provide personnel, clerical, secretarial and other assistance as required by the respective boards in a manner acceptable to the Boards and to the City of Orlando.

**:5 FORMS:**

None.

**:6 COMMITTEE RESPONSIBILITIES:**

None.

**:7 REFERENCE:**

Civil Service Board, City Charter, Chapter 13, Sections 58, 59, 60.1, 60.2, 60.3; Code of Rules and Regulations of the Civil Service Board of the City of Orlando: Fire Pension Fund, City Charter, Chapter 12, Article III; Police Pension Fund, City Charter, Chapter 12, Article II; procedure was previously 701.9; amended by City Council March 14, 1983, Item 33BB; amended April 3, 2000, Item 2PPP; amended September 15, 2003; re-formatted only April 2004; amended April 27, 2009, Item A-9.

**:8 EFFECTIVE DATE:**

This procedure effective April 27, 2009.