

CITY OF MARGATE, FLORIDA

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF MARGATE, FLORIDA,
AMENDED CHAPTER 30 PERSONNEL, ARTICLE II -
CIVIL SERVICE, DIVISION 3 - PROCEDURES FOR
PROMOTIONAL POSITIONS, SECTION 30-42
EXAMINATION PROCEDURE; PROVIDING FOR REPEAL;
PROVIDING FOR SEVERABILITY; PROVIDING FOR
CODIFICATION.

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF
MARGATE, FLORIDA:

SECTION 1: The Code of Ordinances of the City of
Margate, Florida, Chapter 30 Personnel, Article II - Civil
Service, Section 30-42. - Examination procedure, is hereby
amended to read as follows:

ARTICLE II. - CIVIL SERVICE^[1]

...

DIVISION 3. - PROCEDURES FOR PROMOTIONAL POSITIONS

...

Sec. 30-42. - Examination procedure.

(a) The human resources director shall ensure that
applicable written, oral and practical examinations,
for promotional opportunities, shall be given.

¹ Coding: Words in ~~struck through text~~ are deletions from existing text;
underscored text are additions to existing text, and **shaded text** are
changes between First and Second Readings.

1 (b) The department head and the human resources director,
2 or their respective designees, shall review and evaluate
3 applications to determine if the candidate meets or exceeds
4 the minimum qualifications for the position sought.

5
6 (c) The human resources department shall coordinate and
7 conduct the written examination, if applicable, for those
8 applicants deemed qualified pursuant to [subsection] (a)
9 above.

10 (d) One union representative of the department seeking
11 promotion(s) shall be allowed to attend, observe and monitor
12 at all levels of testing, but shall in no manner be
13 permitted to participate in or interrupt the process.

14 (e) For those qualified candidates who pass any applicable
15 written examination, the department director, in conjunction
16 with the human resources department, shall convene an oral
17 examination board that shall consist of the chief examiner
18 of the civil service board, the human resources director,
19 and the department director, or their respective designees.

20 (f) The department director, in conjunction with the human
21 resources department shall schedule and conduct a practical
22 examination, if applicable, for those applicants who pass
23 the oral examination.

24 (g) The human resources department shall create an
25 eligibility list based on the grade order determined by
26 final examination rankings, pursuant to section 30-43. The
27 eligibility list shall be submitted for review and
28 certification by the chief examiner of the civil service
29 board.

30 (1) The certified eligibility list shall remain in effect
31 for a period of three (3) months unless extended by the
32 mutual agreement of the city manager.

33 (h) The human resources department will conduct all
34 applicable written, applicable oral, and applicable
35 practical examinations both initial and promotional. If
36 additional assistance is required to prepare, conduct, or
37 administer any examination, the human resources director is
38 empowered to seek outside assistance, subject to the
39 availability of city funds.

40 (i) Oral examinations shall be conducted by the human
41 resources department, and one (1) department director, or
42 their designees, and one (1) civil service board member. The

1 final score on the oral examination shall be based on the
2 average of all three (3) scores received from the examiners.

3 (j) Oral examinations shall be conducted for only the ten
4 (10) candidates scoring highest for each vacant civil
5 service position, unless otherwise determined in advance by
6 the civil service board.

7 (k) The civil service board, through the human resources
8 department, shall ensure that all examinations have been
9 held and maintain all eligibility lists for appointment to
10 all departments of the city. Employees will be promoted only
11 after passing a competitive examination. All competitive
12 examinations shall be given under the authority of the civil
13 service board, through the chief examiner or designee.

14 (l) Candidates who have scored a passing grade but who have
15 not been given an oral examination shall be placed on a
16 qualification list. Those candidates shall be subject to the
17 continuation of the full promotional process to fill future
18 vacancies in that position for as long as the original
19 eligibility list would have existed.

20 (m) All examinations, whether written or oral, shall be
21 graded by the human resources department. The human
22 resources director, or designee, shall certify all
23 promotional examinations and the results of examinations to
24 the civil service board.

25 (n) A candidate whose application has been accepted and
26 acknowledged by the board will be admitted to an
27 examination.

28 (o) No candidate will be given a special examination or a
29 re-examination or a rescheduled examination unless it is
30 otherwise authorized by the human resources director. All
31 such claims must be filed in writing with the chief examiner
32 of the civil service board within five (5) business days of
33 the previously scheduled examination.

34 (p) An individual who fails any written, oral, or practical
35 examination for a promotional opportunity may not retest for
36 that same position within six (6) months of the date that
37 the individual failed the examination.

38 **SECTION 2:** All ordinances or parts of ordinances
39 in conflict herewith are and the same is hereby repealed to
40 the extent of such conflict.

41
42 **SECTION 3:** If any section, sentence, clause, or
43 phrase of this ordinance is held to be invalid or

1 unconstitutional by a court of competent jurisdiction, then
2 said holding shall in no way affect the validity of the
3 remaining portions of this ordinance.
4

5 **SECTION 4:** It is the intention of the City
6 Commission that the provisions of this ordinance shall
7 become and be made a part of the City of Margate Code, and
8 that the sections of this ordinance may be renumbered or
9 relettered and the word "ordinance" may be changed to
10 "section", "article" or such other appropriate word or
11 phrase in order to accomplish such intentions.
12

13 **SECTION 5:** This ordinance shall become effective
14 immediately upon adoption at its second reading.
15

16 PASSED ON FIRST READING THIS ____ day of _____, 2016.

17 PASSED ON SECOND READING THIS ____ day of _____, 2016.

18 ATTEST:

19
20
21 _____
22 JOSEPH KAVANAGH
23 CITY CLERK
24

MAYOR TOMMY RUZZANO

25 RECORD OF VOTE - 1ST READING RECORD OF VOTE - 2ND READING

26
27 Simone _____
28 Peerman _____
29 Talerico _____
30 Bryan _____
31 Ruzzano _____
32

Simone _____
Peerman _____
Talerico _____
Bryan _____
Ruzzano _____