

material relevant thereto in the same manner, and with the same effect as is provided with respect to the Public Service Commission under Article 23 of the Code of Public General Laws, and any amendments thereto.

1920, ch. 41, sec. 7.

7. Subject to the approval of the Governor, the Commissioner shall establish classes and classify therein all positions in the classified service, and shall, from time to time, thereafter as may be necessary, establish additional classes and classify therein new positions created, and may combine, alter or abolish existing classes. Each such class shall embrace all positions similar in respect to the duties and responsibilities appertaining thereto and the qualifications required for the fulfillment thereof and shall be given a classification title indicative of the character and rank of the employment. The classification title thus prescribed shall be observed in all records and communications of the Commissioner, Comptroller and Treasurer. Employees shall assume the classification titles of their respective positions. Any change in the duties of a position, if material, shall operate to abolish it and create a new position which shall be classified under this section.

1920, ch. 41, sec. 8.

8. Whenever a vacancy in any position in the classified service is to be filled, the appointing authority shall make requisition upon the Commissioner for eligibles. The Commissioner shall thereupon certify to the appointing authority the names and addresses of the five persons standing highest upon the eligible list for the class in which the position is found, or if there be less than five, then such name or names as may be on such list, and said appointing authority shall appoint one of said persons so certified to said position; in case there is no eligible list for the class, the Commissioner shall forthwith call an examination, and shall post the eligible list resulting therefrom within sixty days from the time of holding said examination, and in case no eligible list results, the Commissioner shall repeat such call and continue to hold examinations until an eligible list results. If necessary to prevent the stoppage of public business, but not otherwise, the Commissioner may authorize a temporary appointment as prescribed in Section 11 of this Article.

The list of eligibles for each class of positions in the classified service shall be made up first of names of persons who have previously held positions in such class and who were laid off in good standing under Section 16 of this Article, and then of names of persons in the order of merit, who have been examined by the Commissioner and found qualified.

The Commissioner shall divide all classes of positions into two groups known respectively as "active" and "inactive" and shall by schedule, made a part of his rules, indicate which classes fall into each group, and shall revise such schedules annually. All classes in which at least three vacancies are anticipated during the ensuing year shall be placed in the active group and examinations for such classes shall be held whenever there are fewer than five names left on the eligible list. All other classes shall be placed in the inactive group, and examinations for such classes shall be held only when there is no eligible list and vacancies occur.