

File No. 86671

January 30, 1951

City Service Commission
Room 107 City Hall
Baltimore - 2, Maryland

Gentlemen:

Section 13 of the Baltimore City Charter, 1949 Edition, is as follows:

"The heads of departments, municipal officers not embraced in a department, commissions and boards, shall have the sole power of appointment and removal of all deputies, assistants, clerks and subordinate employees employed by them, subject to the provisions of Sections 150 to 152 unless otherwise provided in the Charter."

Sections 150 to 152 of the Charter relate to appointments, promotion, transfer, reinstatement and discharge of persons in the Classified City Service.

Section 150 is, in part, as follows:

"When a vacancy occurs or a new position is created in the Classified City Service, other than the exempt class, the appointing officer shall fill such position provisionally by the appointment of one of the persons certified to him by the Commission, as above provided, which appointment shall be on probation for a period of six months."

Section 153 of the Charter directs your Commission to keep an official roster of the Classified City Service and to enter thereon the name of every person who has been appointed, employed, promoted, reduced, transferred or reinstated in any position of such service. That section makes it the duty of "each appointing officer to report to the Commission forthwith upon the appointment or employment of any person in the Classified City Service, the name of such appointee or employee, the title and character of his office or employment, the date of commencement of service by virtue thereof, and to report from time to time and upon the date of official action in or knowledge of each case, the separation of a person from the service, or other change in his status and such other information as the City Service Commission may require in order to keep the roster."