

## V

## PERSONNEL

44. The Mayor with the advice and consent of the Council shall appoint a Personnel Director who shall be a person well informed in the field of personnel administration, and who is in sympathy with the application of merit principles to public employment. He shall receive a salary to be determined by the Council. He may be removed for cause upon written charges after a public hearing. The Personnel Director shall appoint and employ, within the appropriations made therefor, such subordinates as may be necessary to carry out the purposes of this Charter.

45. The civil service of the City of Hagerstown is hereby divided into the unclassified and the classified service.

The unclassified service shall comprise;

Officers elected by the people;

Heads of principal executive departments, except as otherwise provided;

Members of boards or commissions appointed by the City Council to conduct a temporary and special inquiry or investigation;

Unskilled laborers, provided that unskilled labor shall not include clerical work, office work, or inspection of other work or service.

The classified service shall include all other positions now existing or hereafter created.

It is intended that among other positions, the position of City Sanitary Inspector, as now established, or such similar position or positions as may be hereafter created, shall be in classified service.

46. The Personnel Director shall prescribe, amend and enforce rules for the classified service, which shall have the force and effect of law, shall keep minutes of all proceedings and records of his examinations, and shall make investigations concerning the enforcement and effect of this Charter and of the rules. He shall make an annual report to the Mayor. The rules shall provide:

For the classification by duties and responsibilities of all positions in the classified service.

For open competitive examinations to test the relative fitness of applicants for such positions.

For public advertisement of all examinations at least ten days in advance in at least one newspaper of general