

75. EXAMINATIONS. (a) The Civil Service Commission of the City shall from time to time determine the employment needs of the Classified Service, and shall so far as practical have available when needed a list of prospective appointees to the several positions in the Classified Service.

(b) The Commission shall provide for such examinations and other tests as in its judgment may be necessary to determine the qualifications of applicants for positions in the Classified Service, giving due announcement thereof in the newspapers of the City.

(c) The Commission shall reject such applicants who fail to comply with reasonable requirements as to age, sex, physical condition, and moral character. Such requirements shall not be altered more frequently than once every two years.

(d) The Commission shall prepare lists of candidates eligible for employment, which lists shall be arranged in the order of the relative standing of applicants as determined by the Commission.

(e) The Commission shall upon request of the appointing officer certify to him the five persons standing highest on the appropriate eligible list, or all the persons on said list when it contains five names or fewer. For appointments to the Police Department and to the Fire Department, the five persons standing highest on the appropriate eligible list shall be certified to the appointing officer, or all persons on said list when it contains five names or fewer.

76. APPOINTMENTS. When a vacancy occurs or a new position is created in the Classified Service, the appointing officer shall fill such position provisionally by the appointment of one of the persons certified to him by the Commission. Any such appointment shall be probationary for a period of six months. The appointing officer may remove any such probationer from his provisional employment at any time within six months. If the probationer is not so removed within the six months' period, his appointment shall be deemed complete. For emergency or temporary services, not to exceed sixty days, the appointing officer with the approval of the Commission may make a temporary appointment from among persons not on the eligible list; but a temporary appointment shall remain effective only until a regular appointment can be made, and in no event longer than sixty days.

77. LABOR CLASS. The Labor Class shall include unskilled laborers and such skilled laborers as may be so classified by the regulations of the Commission. No person shall