

RULE 1: DEFINITIONS.

In these rules:

(1) **APPLICANT** means a candidate for employment in a civil service position with the city of Dallas.

(2) **APPLICATION** means the act of providing the required information and documentation for the purpose of being considered for employment in a civil service position with the city of Dallas.

(3) **CIVILIAN** or **CIVILIAN EMPLOYEE** means any civil service employee other than employees in the sworn service.

(4) **CLASSIFICATION** means all positions, regardless of departmental location, that are sufficiently alike in duties and responsibilities to:

(A) be called by the same descriptive title;

(B) be accorded the same pay scale under like conditions; and

(C) require substantially the same education, experience, and skills.

(5) **CLASSIFIED SERVICE** means all positions not exempted or otherwise designated according to the Charter, including two classes known as the “competitive class” and the “noncompetitive class.” Pursuant to Section 3(b) of Chapter XVI of the Dallas City Charter, the following positions are not included in the classified service:

(A) Directors of departments, assistant directors of departments, and managerial personnel designated by the city council.

(B) The municipal court clerk and the secretary of the civil service board.

(C) The labor class, which includes all ordinary unskilled labor.

(6) **COMPETITIVE CLASS** means those positions and employment for which it is practical to determine the merit and fitness of the applicant by competitive examination.

(7) **ELIGIBILITY LIST** means a list of applicants for employment who meet a position’s minimum requirements and have successfully completed a civil service examination, as applicable.

(8) **EXAMINATION** means a test or assessment designed to evaluate the merit and fitness of applicants to discharge the duties of the particular position they seek to fill.

(9) MERIT AND FITNESS means education, training, experience, performance, knowledge, skills, ability, licenses, or certifications, demonstrated by examination or other appropriate evidences of competition and by records of merit, efficiency, character, conduct, and seniority.

(10) MINIMUM QUALIFICATION means those minimum requirements, as determined by the civil service board, for an applicant for employment to be included on an eligibility list, and may include, but are not limited to, requirements as to education, training, and experience.

(11) NONCOMPETITIVE CLASS means those positions designated to respond to special needs identified by directors of departments and approved by the board, or positions requiring peculiar and exceptional qualifications or management accountability as may be determined by the rules of the board.

(12) PREFERRED QUALIFICATION means qualifications relevant to a position, in addition to the minimum qualifications, for a civil service position.

(13) PROBATION means a minimum six-month period:

(A) after initial appointment, during which an employee can be terminated without right of appeal; or

(B) after promotion, during which an employee can be:

(i) returned to the previous position if a retreat right to the previous position exists; or

(ii) terminated without right of appeal if no retreat right exists.

(14) PROMOTION means an increase in grade with a resulting increase in salary due to placement in a position as a result of a competitive or noncompetitive selection process.

(15) REASSIGNMENT means a change of an employee to an equivalent position (same grade) within the same department.

(16) SWORN SERVICE means:

(A) a sworn police officer employed by the city who is covered by the Dallas Police and Fire Pension System and is classified by the city of Dallas as nonexempt, as defined in Section 147.002(3) of the Texas Local Government Code, not including a police officer with the rank above that of Captain, a civilian, or a municipal marshal; or

(B) a firefighter employed by the city who is covered by the Dallas Police and Fire Pension System and is classified by the city of Dallas as nonexempt, as defined in

Section 147.002(1) of the Texas Local Government Code, not to include a firefighter above the rank of Battalion Chief or Section Chief or civilians.

(17) TRANSFER means the change of an employee from a position in one department to an equivalent position (same grade) in another department, but that does not result in either promotion or demotion.