

(4) Submitting to the Personnel Board annually, no later than the first day of January, his recommendations for changes in the Pay Plan.

(5) Preparing and submitting to the Executive annually no later than the first day of February, a proposed pay plan for the officers and employees in the exempt service of the County.

(6) Approving and certifying the payment of all payrolls for employees in the classified service and withhold authorization for payment for personnel services to any person or position in the classified service unless the persons named therein have been appointed and employed in accordance with the provisions of the Charter, the laws of the State, and applicable personnel rules and regulations, and unless there has been a budgetary provision or supplemental appropriation therefor.

(7) Serving as Executive Secretary to the Personnel Board and attending all meetings of the Personnel Board, except those meetings at which an appeal from an action of the Personnel Officer is to be heard.

(8) Administering all provisions of this Act and the personnel rules and regulations not specifically reserved to the Personnel Board or to other agencies of the County Government.

(9) Counseling, advising and consulting with other offices and departments on personnel problems that may, from time to time, arise.

(10) Recruiting new employees.

1.105—Duties of the Personnel Board

a. The Personnel Board shall be constituted as provided for in Article VII, Section 703, of the Charter. The Board shall annually select a Chairman and a Vice-Chairman from its membership. The Board shall determine its own procedures and the order of its business for the conduct of its meetings, and shall meet at such times as specified in the Charter or in the Personnel Rules and Regulations. The Board's duties shall be, in addition to those that may be provided in the Charter and in the Personnel Rules and Regulations, as follows:

(1) To advise and consult, as appropriate, with the County Executive, the Director of Personnel and other County officials and employees, from time to time, on matters concerning the administration of the County Merit System, the Charter, this title and the Personnel Rules and Regulations.

(2) To conduct investigations or inquiries concerned with administration of the County Merit System and, in this capacity, to be authorized to administer oaths, to compel the attendance of witnesses and to require the production of records and other materials in connection with said investigation or inquiry, and to advise the County officials concerned with the Board's findings and recommendations.

(3) Subject to the provisions of Article VII of the Charter, to hear and decide finally for the County, Appeals filed by the employees having merit system status involving their dismissal for cause or other disciplinary actions taken against them, which are reviewable under this title or the rules and regulations provided for herein, and to review and decide finally for the County appeals brought by applicants for jobs in the classified service in cases involving examinations and examination ratings.