

LOCAL LAW NO. \_\_\_ OF 2025

**A LOCAL LAW AMENDING ARTICLE IV OF THE  
MOUNT VERNON CITY CHARTER TO REQUIRE  
PERIODIC REVIEW OF ALL EXEMPT JOB TITLES**

**BE IT ENACTED** by the City Council of the City of Mount Vernon, in the County of Westchester, as follows:

**Section 1. Title.** This Local Law shall be known and may be cited as: “A Local Law Amending the Mount Vernon City Charter to Establish a Periodic Review Process for Exempt Job Titles.”

**Section 2. Legislative Findings and Intent.**

**WHEREAS**, the City of Mount Vernon recognizes the importance of maintaining a highly qualified, professional workforce to effectively serve its residents; and

**WHEREAS**, the City Charter establishes provisions governing the appointment and qualifications of City officers and employees, including those serving in exempt titles; and

**WHEREAS**, it is essential that exempt job titles remain aligned with evolving industry standards, professional certifications, and best practices in municipal governance; and

**WHEREAS**, regular review of exempt positions will strengthen accountability in hiring and retention practices, promote workforce development, and ensure that the City continues to attract and retain qualified personnel;

**NOW, THEREFORE, BE IT ENACTED** by the City Council of the City of Mount Vernon as follows:

**Section 3. Amendment to the Mount Vernon City Charter.**

Article IV — Officers and Elections of the Mount Vernon City Charter is hereby amended by adding a new section to read as follows:

**Section 31. Periodic Review of Exempt Job Titles**

1. **Review Requirement.** All exempt job titles within the City of Mount Vernon shall be subject to a comprehensive review at least once every three (3) years, or more frequently if deemed necessary.

2. **Reviewing Authorities.** The review shall be conducted jointly by the Department of Civil Service, the Department of Human Resources, and the Office of the Mayor.

3. **Scope of Review.** The review shall include, but not be limited to:

(a) Verification of certifications, credentials, and qualifications required for each exempt title;

(b) Evaluation of job descriptions to ensure consistency with current duties and responsibilities;

(c) Assessment of alignment with applicable industry standards and best practices in municipal government; and

(d) Recommendations for any modifications to job descriptions or qualification requirements.

4. **Reporting and Approval.** The findings of each review shall be documented in a written report and submitted to the Civil Service Commission for review and approval.

Any recommended changes to job titles, descriptions, or qualifications shall be formally presented to the Commission and, where applicable, to the City Council for legislative or administrative action.

5. **Purpose.** The intent of this section is to ensure continued accountability, transparency, and professional excellence within the City's exempt workforce.

**Section 4. Effective Date.** This Local Law shall take effect immediately upon filing with the Secretary of State in accordance with the Municipal Home Rule Law.

New Matter Underlined

Deleted Matter in Brackets [ ]