



ADMINISTRATIVE POLICIES AND PROCEDURES.

Policy ID: Human Resources
Subject: Classification Policy
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Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

DESCRIPTION: CLASSIFICATION

I. POLICY:

The Human Resources Director shall update as necessary the classification plans of the City. When a substantial change of duties is made, or duties are added that are incidental to the main employment, such changes will be reported to the Human Resources Director for the purpose of possible reclassification of the position. This policy applies to all classification plans of the City to include classified, unclassified, and uniformed service.

II. DEFINITIONS:

- A. **Specifications of classes:** They are descriptive and explanatory and are not restrictive. The use of a particular expression or illustration as to duties, qualifications, or other attributes will not be held to exclude others not mentioned if such others are similar in kind or quality.
- B. **Reclassification:** Means changing the allocation of a position to the same, higher, or lower graded job classification.
- C. **Allocation:** The means by which an individual position is assigned to an appropriate job classification based on the duties and responsibilities of the position.

III. PROCEDURES:

- A. **Classification of New Positions:** The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans to the City Council for acceptance and approval.

1. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a review of the Department Head's proposal, make changes; if necessary recommend the appropriate class and grade in the classification plan to which the position should be allocated.
2. In determining the classification of a position consideration shall be given to the general duties and responsibilities of the position, the recommended minimum entrance qualifications, and relationship to other positions

B. Reclassification of Positions: The Human Resources Director may study of his own accord or will study upon the request of a Department Head, any change in the duties and responsibilities of a position from those upon which it was originally classified. Upon initiation of a study, the employee shall be provided written notice. If it is found that the duties and responsibilities of the position have changed so significantly that the former classification is a substantially inaccurate description of the current duties and responsibilities, the Human Resources Director will place the position in a proper class and grade.

1. A change in compensation applying to all positions of the same class and grade will not affect the seniority or other rights of those in the Civil Service. The Human Resources Director may at any time secure from the Department Heads or employees involved, statements of the duties and responsibilities of the classification under review.
2. Whenever the reclassification of a position has been authorized, the Human Resources Director, after conferring with the City Manager and Department Head, will determine whether:
 - a) the position in the new class will continue to be held by the incumbent of the position of the old class;
 - b) the position is to be filled through a non-competitive or competitive examination.

C. Reassignment into a Different Job Classification: A regular employee or department head may request to change an employee's job classification to another job classification at the same or lower grade. It must be determined by the Human Resources Director that the employee is fully qualified for the new job classification.

1. When needed, the Human Resources Director may reassign an employee who is fully qualified from one job

classification into another job classification with an equal or lower grade.

2. If the reassignment is to a lower graded classification the employee must agree to the reassignment in writing.
3. The employee will serve a six (6) month probationary period if the employee has never successfully passed probation in the classification. The competency date will be adjusted to reflect entry into the new job classification.

APPROVED BY:

Joyce Wilson
Joyce Wilson, City Manager

8/6/13
Date