

Chapter 28

Issue 1

Date 08/04/86

SUBJECT: ADMINISTRATION OF POSITION CLASSIFICATION PLAN

I. PURPOSE

The purpose of this procedure is to provide for the continuous administration and maintenance of the City's Position Classification Plan and to establish a standard method for review and approval of proper classifications for all new positions added to the adopted budget.

II. SCOPE

This procedure is applicable to all employees in the competitive service. Where any section, subsection, sentence, clause or phrase of these procedures is found inconsistent with an approved memorandum of understanding enacted between the City and a recognized employee organization, the current memorandum of understanding shall prevail. Exceptions to this procedure shall only be allowed when approved by the City Administrator.

III. AMENDMENT

This procedure may be amended by the City Administrator.

IV. GUIDELINES AND PROCEDURES

A. Department Request

The department director shall make a formal request in writing to the City Administrator to establish a new classification, create a new position or reclassify an existing position.

Requests shall be accompanied by a classification questionnaire form (attachment 1). Other information may be requested by the City Administrator.

B. Individual Requests

Current City employees shall have the right to request and obtain a review of their classification by the Human Resources Officer. Requests shall be accompanied by a classification questionnaire form which must be submitted through the immediate supervisor and department director.

C. Independent Evaluation

When deemed appropriate the Human Resources Officer may upon his/her initiative, review any position or series of positions in the competitive service.

V. CLASSIFICATION REVIEW PROCEDURES

A. The Human Resources Officer or his designated representative confers with the employee(s) and the department director to explain the purpose of the study. Job Description questionnaire forms are distributed to each employee whose position is included in the study. Any questions re: the

questionnaire forms are answered.

B. The employee describes his duties and responsibilities on the questionnaire forms and submits the completed forms to his/her immediate supervisor who reviews the information supplied and adds any appropriate comments without making changes in the statements of the employee(s). The immediate supervisor submits the forms to the department director for review. The department director adds his comments without changing those already supplied. Completed forms are returned to the Human Resources Department.

C. Each questionnaire is carefully and thoroughly reviewed by the Human Resources Department. Following review, interviews are conducted with department directors, supervisors and the employee(s). Additional information is obtained by observing work performance. All job data is verified.

D. After a careful review of job specifications, job description forms, and following consultation with the department directors, supervisors, and employee(s), the Human Resources Dept. shall make a determination or recommendation concerning the position. When an amendment or revision in the class specification is required, the Human Resources Dept. shall prepare the recommended changes in final form for City Administrator and City Council review and approval.

E. If following consultation with the Human Resources Officer or his/her designated representative the employee believes that recommendations for his/her position are inaccurate he/she may file a written statement to that effect, and giving his/her reasons, at least five days prior to the submission of the Human Resources Officer's recommendation to the City Council.

The employee's statement and all previously submitted questionnaires and other data shall be reviewed and an informal conference shall be scheduled. After this conference and such reinvestigation as may be necessary, the Human Resources Officer shall make any changes which seem appropriate. The employee shall have all appeal rights as specified in the Personnel Rules.

VI. FINAL APPROVAL

A. New Classification: The City Council must establish any new classification and corresponding salary range. The Human Resources Department, working with the requesting department, shall develop the agenda item for City Administrator and Council review.

B. New Position: The City Council must establish any new permanent positions. The City Administrator shall recommend an appropriate classification at the time Council considers the request to establish a new position.

C. Reclassified Position: The City Administrator has the authority to approve or disapprove all reclassifications. The City Administrator shall review the recommendations of the Human Resources Department along with supporting documentations and materials from the requesting department in deciding on the reclassification request. The City Administrator will notify the department in writing of the final decision.

VII. NOTIFICATION

The Human Resources Office shall notify the employee(s) and department director of the final disposition of the classification review request no later than forty-five days following the submission

of the completed job description questionnaire form.

VIII STATUS OF INCUMBENTS IN RECLASSIFIED POSITIONS

The City Administrator shall determine whether the reclassification of a position will result in the reallocation or reassignment of the incumbent to the new position or whether the reclassification will necessitate the posting of the new position and recruitment and selection on the basis of merit and fitness.

A. The City Administrator will utilize the following criteria when determining the status of incumbents in reclassified positions.

1. Reclassification will be considered when at least fifty percent (50%) of the job content has changed. In addition to the percentage of change, the City Administrator shall determine whether these changes are substantive or inappropriate to justify reclassification.
2. Incumbents in positions recommended for reclassification upward must meet the minimum qualifications for the new classifications.
3. When job changes are primarily one of job complexities and reflective of level within the same classification series, a reclassification will result in the reallocation of both the position and the incumbent subject to VIII A.2. above.
4. Where job changes are outside the classification series, but within the same occupational category (Clerk to Secretary), a reclassification will result in the reallocation of both the position and the incumbent subject to VIII A.2. above.
5. Reclassifications which result in a change in occupational fields, (i.e., Engineering to Data Processing) will require competitive recruitment and selection on the basis of merit and fitness.
6. Reclassification which results in a change in occupational category, (i.e., Engineering Aide to Civil Engineer) will require competitive recruitment and selection on the basis of merit and fitness.
7. Reclassification which results in a change in staffing relationships, (i.e., Professional Staff to Managerial/Supervisory) will require competitive recruitment and selection on the basis of merit and fitness.

IX. IMPLEMENTATION

When a reclassification is approved the requesting department shall submit to the Human Resources Department a completed Human Resources Action Form (PAF) so that the reclassified position can be incorporated into the department budget. If the reclassification requires a budget transfer or a supplemental appropriation, the funds should be identified and the Finance Department notified. In cases involving supplemental appropriations PAF's will not be processed until City Council approval of the appropriations. Exceptions to this rule may be approved by the City Administrator. It is recommended that any employee(s) that would be affected by a reclassification action should be notified in writing by the Department Head at least two weeks prior to the action taking place.

The Human Resources Department shall be responsible for the implementation of all new classifications approved by the City Council.

X. SALARY OF RECLASSIFIED POSITIONS

A. **Reclassification Upward:** When an employee is reclassified to a classification with a higher salary range, the incumbent shall receive a one step increase or the first step of the new salary range, whichever is higher. In no case may an individual's salary exceed the maximum of the new salary range. Incumbents shall receive a new anniversary date.

B. **Reclassification Downward:** When an employee is reclassified to a classification with a lower salary range for reasons which do not reflect discredit on their employment record, the following shall occur:

1. If the employee's current salary is within the salary range of the new classification, the employee's salary shall remain the same.
2. If the employee's current salary is greater than the salary range of the new classification, the employee's salary shall be rated or frozen at its current level for a maximum of twenty-four (24) months. If after twenty-four (24) months the maximum rate of the new classification has not increased to the employee's frozen salary level, the employee's salary shall be reduced to the maximum rate of the new classification. This type of reclassification is not considered a demotion. Anniversary dates will not be changed as a result of reclassification downward.

C. **Reclassification With No Change In Salary Range:** When an employee is reclassified and the salary range of the new classification is identical to the salary range of the old classification, the employee's salary and anniversary date shall remain the same.

XI. INTERPRETATION AND IMPLEMENTATION

Any questions relative to the intent or application of these procedures shall be directed to the Human Resources Officer.

Authorized:
City Administrator Effective Date