

SUBJECT: FLEXIBLE ALLOCATION SYSTEM/CAREER LADDER CLASS SERIES

I. PURPOSE

The purpose of this policy and procedure is to provide guidance for the implementation and continuous processing of promotions through the flexible allocation system for Career Ladder Class Series.

II. SCOPE

This policy and 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. AMENDMENTS

This policy and procedure may be amended by the City Administrator.

IV. POLICY

It is the intent of this policy to provide a means by which an employee may promote from one level to the next under a Career Ladder Class Series system. This flexible allocation system provides for greater mobility within a given job class versus a fixed allocation system which allows promotions only when an opening becomes available for a position.

Thus, under the flexible allocation system one may promote to the next level when:

A. The class specification has under its provisions a career ladder class series format.

1 of 4

B. The employee meets the minimum qualifications of the higher level class as verified by the Human Resources Department.

C. The employee is performing at the higher level as verified by the Department Head, Division Head and supervisor.

D. The department/division staffing needs would permit employee advancement, i.e., the department or division organizational structure could function effectively and efficiently with, for example, all maintenance workers at the Senior level or only three out of five at the Senior level,

even though the incumbents met the above criteria.

## V. PROCEDURES

The procedures set forth below will be followed upon implementing this new system as well as the continuous processing of these types of promotions.

A. Department Head determines how many incumbents could be advanced to the higher level if above criterion IV-D applies to department, division or work unit.

B. Department head in conjunction with Division head and supervisor's input determines which incumbents may be advanced based on:

1. An updated City application completed by incumbent(s) which would specify training, experience and education, certifications or licenses. Copies of certificates, licenses should be attached to application.

2. Verification by a performance evaluation of the skill level attained by the incumbent. The department may develop and administer a test (approved by the Human Resources Department), which could be the basis for completing the performance evaluation.

C. Department head submits to the Human Resources Department the "Request for Advancement" form (attached), along with updated application, applicable certificates and licenses, and completed performance evaluation.

D. The Human Resources Department reviews information submitted under Item #3 above, approves and forwards PAF to Payroll for processing.

2 of 4

## VI. SALARY

Generally, the salary will follow the Human Resources ordinance under Rule 11, Pay Adjustments, as discussed on page 23 and 24 of said ordinance, and Chapter 28, Administration of Position Classification Plan of the Human Resources Procedures Manual, pertaining to salary of reclassified positions, pages 4 and 5.

A. In a promotion of this nature, the incumbent's new salary will be equivalent to a one step increase. The date of the promotion is the employee's new anniversary date and the beginning of a new probation period.

B. Upon implementation of this new system, if incumbent does not meet the minimum qualifications of the higher level and his/her present salary exceeds the lower level range due to this class series change, then the salary is "Y" rated and his/her job class will be the one which most closely describes his/her level of work under the new series specification.

## VII. APPEAL

In the event an employee disagrees with his/her non-promotion or level of promotion, he/she may

appeal the decision by requesting a meeting with a representative of the Human Resources Department to present his/her case.

VIII.INTERPRETATION AND IMPLEMENTATION

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

Authorized:  
City Administrator Effective Date

3 of 4  
REQUEST FOR ADVANCEMENT  
CAREER LADDER SERIES

EMPLOYEE NAME

PRESENT JOB TITLE

REQUESTED JOB TITLE

DEPARTMENT AND DIVISION

REQUESTED EFFECTIVE DATE

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Attach City application, appropriate certificates and licenses, and performance evaluation.

COMMENTS:

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Department/Division and Human Resources Review and Approval

Department Head Signature  
Date Approved Not Approved

Division Head Signature  
Date Approved Not Approved

Supervisor Signature  
Date Approved Not Approved

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Human Resources Department Review:  
Approved  
Not Approved  
Signature Date