



Personnel and Administrative Policy and Procedure

SUBJECT: Classification System	EFFECTIVE DATE: July 1, 2003 REVIEWED: May 2011 REVISED:
CATEGORY: 200 POLICY NUMBER: 200.6	CROSS REFERENCE:

Purpose: To ensure that positions are placed in the appropriate classification with other similar positions in order to:

- Establish qualification standards for employment eligibility
- Assess parity in compensation for similar positions
- Develop standards for work performance; and
- Establish lines of career advancement.

Definitions

Classification: Grouping like positions into appropriate classes that are similar in knowledge, skills, abilities, responsibilities and levels of work performed. Each classification specification shall include the class title, a description of the duties and responsibilities of the work, and job specifications inclusive of a statement of the minimum qualifications necessary to successfully perform the work.

Reclassification: A change in the allocation of an individual position by raising it to a higher class, reducing it to a lower class, or by moving it to another class at the same level on the basis of significant changes in the kind, difficulty, or responsibility of the work assigned to such position.

Scope: All positions at the City.

Policy: The Human Resources (HR) Director shall maintain classification assignments for all budgeted positions. The HR Director is responsible for developing a methodology whereby every position in the City is analyzed in terms of duties and responsibilities; minimum qualifications; and knowledge, skills, and abilities. Each position is allocated to a classification comprised of one or more positions so similar that the same title, pay scale, and prerequisite qualifications can be equitably applied. Each class has written specifications which state characteristic duties and responsibilities; job specifications including knowledge, skills, and abilities; and prerequisite qualifications that distinguish one class from another. The class specifications shall not be construed to limit the assignment of other duties related to the class. They are not to be construed as prescribing the exact duties or responsibilities of any position, or as limiting or modifying the power of a department head to assign, direct, and control the work of employees under supervision.

Guidelines for Use

- No person or employee can be assigned, promoted, transferred or demoted except to an approved position that has been assigned to a City classification.
- Each supervisor or department head shall report significant modification of existing positions to the HR Director.

- Eligibility for a reclassification review occurs when over time the majority of an employee's time is spent performing the higher-level duties.
- Eligibility for a reclassification review may also occur when the supervisor changes the nature of the job by assigning new or expanded duties and indicates in writing that such changes are anticipated to be a standing part of the position's duties.
- Normally, a position shall be eligible for audit and review of classification assignment not more than once every twelve (12) months. Exceptions may be made if the position has changed substantively; however this shall require approval of the HR Director.
- Supervisors or managers who would like to make changes to positions or duties should consult with the HR Director to ensure that a reclassification of a position is warranted. When a new position is budgeted, the department head shall submit a job analysis questionnaire to the HR Director who will then determine the appropriate classification.

Class Titles: The class title shall be the official title of every position allocated to the class for the purpose of personnel actions and shall be used on all payrolls, budget estimates, and official records and reports relating to the position. Any other working title desired and authorized by the department head and approved by the Human Resources Director may be used as a designation of any position.

Procedures, Equipment and Training

The basic procedure includes the completion of a classification questionnaire completed by all incumbents in an existing classification or the department head if there are no incumbents. The HR Director will discuss this with any incumbents and the supervisor and will either assign the position to an existing classification or develop a new classification.

Newly Created Position

1. Positions must be budgeted (regular) or approved (temporary or seasonal) before the appropriate classification may be determined.
2. The initiating department forwards a Job Analysis Questionnaire (JAQ) on the new position to the HR Director. The JAQ must be signed by the position's supervisor and should be routed through the departmental chain of command prior to forwarding to the HR Director.
3. Data Collection Interviews: The HR Director may interview the supervisor, or department head to gain additional information about the position.
4. The HR Director will recommend a classification assignment and pay range for the new position. The recommendation will be submitted to Council for review and approval. For union positions, the pay range will also be submitted to the respective collective bargaining unit for review and approval. The recommendation could be to assign the position to a current, existing classification or create a new classification to describe the position.
5. A newly created classification is placed into the salary schedule by review based on the point factor system in place at the City.

Reclassification

1. Notification of Changes

The department shall notify Human Resources as soon as significant modifications to a position are planned or identified. Requests for reclassification may be initiated for the following reasons: reorganization, significant program change or position vacancy. The most appropriate time to do this is prior to actually changing the incumbent's duties. At times, this is not possible, and the department shall notify HRD as soon as it has been identified that the incumbent is performing a substantial amount of work outside of his/her current classification. Employees may initiate a request of classification review if they feel their position has substantially changed.

2. Data Collection – Job Analysis Questionnaire

The initiating department forwards a completed JAQ on the modified position to the HR Director. The JAQ should list the duties, responsibilities, authority level, education and experience requirements as well as any other pertinent information regarding the new position. This should be as detailed and accurate as possible and should include a comprehensive description of the specific changes that have occurred in the position. The JAQ serves as the primary source of information for analyzing positions and making evaluation determinations and grade assignments. The JAQ must be signed by the position's supervisor and should go through the departmental chain of command prior to reaching the HR Director.

3. Data Collection – Interviews

The HR Director may interview the incumbent, supervisor, manager and/or director to gain additional information about the position.

4. Classification Assignment Recommendation

The HR Director will recommend a classification assignment for the modified position. The recommendation could be that 1) the position has not changed enough to warrant a change in classification, so the position will maintain its current classification assignment; 2) the position has changed substantively and should be reclassified to a current, existing classification; or, 3) the position has changed substantively and should be reclassified to a newly created classification. In determining the class to which any position should be allocated, the specification describing each class shall be considered as a whole. Consideration shall be given to the general duties, specific tasks, responsibilities, qualification requirements, and relation to other classes as a composite description of the kind of employment which the class is intended to describe. A newly created classification is placed into the salary schedule by review based on the point factor system in place at the City.

5. The effective date of any classification or reclassification action shall normally be the first of the pay period following the date on which the HR Director approved the action.

Appeal of Allocation

An employee or the employee's supervisor who questions the allocation of a position to its current classification may submit a written request to the HR Director to review the classification of the position. The HR Director performs the review and submits the findings to the department head and the employee.

Working Out of Classification

Nonrepresented Career Service employees may be formally assigned, by the department head or City Manager, responsibility for performing all of the duties of a vacant position in a classification allocated to a higher salary range. When this occurs for a period of greater than two weeks, the employee shall be

compensated at a rate equal to five percent (5%) more than the employee's regular rate, not to exceed the maximum step of the higher salary range. To designate an employee as Working Out of Classification (WOC), the department head/ City Manager must identify the position that is vacant and the expected duration of the WOC assignment. In addition to actual vacancies, a position may be considered vacant for this purpose whenever the incumbent is absent by reason of illness or an approved leave of absence with or without pay for a period greater than two weeks. The WOC responsibility must be documented in writing on a Personnel Action form.

Represented employees shall be compensated under the terms and conditions specified in their collective bargaining agreement.

Responsibilities

Employee:

- To complete the Job Analysis Questionnaire if the employee's position is being reviewed.

Human Resources Director:

- To review the position and make a determination as to the appropriate classification, and if a new position, the appropriate pay range.

Supervisor:

- To initiate a review of newly budgeted positions or reclassification requests if the duties of a position have substantially changed.

Attachments: Job Analysis Questionnaire