

3.0 - THE CLASSIFICATION PLAN

3.1 - Purpose - The purpose of the Classification Plan is to provide an orderly inventory and appraisal of positions in the City service.

3.2 - Development, Adoption and Amendment - The City Manager shall approve a Classification Plan which provides a complete inventory of all positions in the service of the City. The Classification Plan shall be based upon an analysis of the duties and responsibilities of each position. The Plan will be approved and revised, as needed, by the City Manager. Each classification in the Plan will apply to one position or to several positions that perform duties requiring similar knowledge, skills, abilities and qualifications.

3.3 - Administration of the Plan - The City Manager may delegate the day-to-day administration of the plan to the Human Resources Director. Administration of the plan shall include allocation of all new and existing positions to appropriate classifications, preparation of recommendations for necessary amendments, and review of requests for reclassification of employees.

3.4 - Use of the Plan - The Classification Plan shall be used as follows:

3.4.1 - Classification titles, as set forth in the Plan, shall be used in all personnel, accounting, budget and financial records of the City. This rule, however, is not intended to prevent use of "working titles" by departments to indicate areas of responsibility and authority.

3.4.2 - Job descriptions are to be interpreted in entirety and in relation to others in the Classification Plan. Examples given of work performed are not intended to be inclusive of all duties or restrictive to the performance of duties not listed.

3.4.3 - The job descriptions shall be used as a guide in recruitment efforts, in the preparation of any examinations that may be given to measure abilities needed to perform the work of a job classification, and to measure performance during probation/annual evaluation.

3.4.4 - The Plan shall be used in determining lines of promotion and in developing employee training programs.

3.4.5 - The Plan shall be used in conducting wage surveys and as a basis for determining the pay range for each classification.

3.5 - Job Descriptions - Job descriptions shall include the following components:

3.5.1 - Job Title

3.5.2 - Classification and Pay Grade

3.5.3 - Summary of Major Function (s)

3.5.4 - Essential Duties & Responsibilities

3.5.5 - Physical Requirements

3.5.6 - Knowledge, Skills and Abilities

3.5.7 - Education and Experience Requirements

3.5.8 - Date Prepared/ Approved

3.6 - Allocation of Positions - It shall be the responsibility of the Human Resources Director to allocate each position to an appropriate classification. When a new position is established, or the duties of an existing position are substantially changed, the following procedures shall be followed:

3.6.1 - When a new position has been established, the Department Head shall submit, in writing, a detailed job description. The Human Resources Director shall be responsible for the review and determination if a new classification should be created or if the position can be allocated to an existing classification.

3.6.2 - When a Department Head feels that the duties of an existing position have been substantially changed, the Department Head shall so notify the Human Resources Director. The Human Resources Director will determine if the existing job description should be revised, if a new classification should be proposed, or if a reclassification to an existing classification is warranted. The Human Resources Director will refer a recommendation to the City Manager for a final decision.

3.6.3 - The Human Resources Director shall be responsible for the review of a position and proposed allocation each time an opening occurs prior to appointment of a new employee or promotion of an existing employee.

3.7 - Maintenance of the Plan - It is the responsibility of the City Manager to maintain the Classification Plan. These duties may be delegated to the Human Resources Director as follows:

3.7.1- Prepare position descriptions for new classifications or positions as necessary.

RULE 3

3.7.2 - Prepare revised specifications for classifications when the duties or requirements have substantially changed.

3.7.3 - Recommend deletion from the Plan of any classifications that are no longer needed.

3.7.4 - Recommend any revisions or additions to the Plan.

3.7.5 - Maintain current job descriptions.