

808.7 SUBJECT: CLASSIFICATION PLAN

:1 OBJECTIVE:

To provide a systematic method for the evaluation of positions, to outline procedures to follow, in classifying/reclassifying City positions, and to furnish a list of classification titles covered by this policy.

:2 AUTHORITY:

This procedure amended by City Council September 15, 2003.

:3 DIRECTION:

Human Resources Division Manager, as an appointed official, serves at the pleasure of the Mayor, and receives direction through the General Administration Department Director.

:4 METHOD OF OPERATION:

A. Definitions

The following words or phrases, for the purpose of this procedure, shall be defined as:

1. **Audit** - A study conducted for the purpose of identifying/verifying the duties, responsibilities and other requirements of a position.
2. **Class** - A group of positions that are similar enough in their required duties, responsibilities, qualifications, and effort to warrant their classification under the same job title and pay grade.
3. **Class Specification** - A general description of the most important features of a class including the nature of work performed, task statements, and the knowledge, skills, abilities, education, and experience required.
4. **Classify** - To evaluate a position and assign a class, title, and pay grade in the City Classification Plan.
5. **Position** - A set of assigned duties and responsibilities. Similar positions are incorporated into a class.
6. **Position Questionnaire** - A form completed by employees and their supervisors which details the nature, duties, impact, relationships, supervisory responsibility, working conditions, and qualifications required for a position.
7. **Reclassify** - Changing a title/position based on a position audit to determine appropriateness of assigned title and pay grade, and make changes when warranted.

B. Policy

The Classification Plan provides a foundation for internally equitable compensation. The plan prescribes that positions be evaluated in a uniform and equitable manner.

C. Description of Plan

The City Classification Plan is a system used to analyze positions and determine their proper grade and title. The classification/reclassification process consists of evaluating the duties and responsibilities, as well as other critical job-related factors of a position using the point factor job evaluation method and may be supplemented by an on-site audit and salary survey if appropriate. Two groups are covered by this plan. Within each group, positions are ranked in hierarchical order based on their evaluation results and value to the City. The two groups are:

Exempt

Non-Exempt

These groups are defined as follows:

1. Exempt

- a) **Administrative Management** - Personnel who customarily serve as second in command to Office Heads/Directors or Division Managers or serve as principal assistant to the CAO/DCAOs or a Department Director, performing exempt administrative functions. They are responsible for managing a major program, analyzing the assigned program objectives, determining various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff among various work operations, and reporting periodically on the achievements made, and the current status of program objectives.
- b) **Middle Management** - Personnel whose primary duties consist of responsible office or non-manual work directly related to management policies or general operations. They are responsible for the accomplishment of an assigned body of work which includes planning, selecting, or devising the methods and procedures to be used by a group of subordinates. They supervise the activities of these subordinates and assure in some instances through subordinate supervisors, performance of the required quantity and quality of work with effectiveness and efficiency. They work under general supervision, and customarily and regularly exercise discretion and independent judgment in making important decisions. They spend at least 80% of their time performing these functions.
- c) **Administrative** - Personnel whose primary duties consist of responsible office or non-manual work directly related to management policies or general operations. They perform functionally diverse activities. Work is governed by general instructions consisting primarily of objectives, priorities, and deadlines and requires the analysis of broad problems, the planning of interrelated activities, and involves gaining cooperation of and persuading others outside the immediate department. They plan the details of work and methods to attain objectives and make recommendations based on designated standards accepted within occupational category and City philosophy. They work under general supervision, assist an administrative management or executive employee and customarily and regularly exercise discretion and independent judgment in making

important decisions. They spend at least 80% of their time performing these functions.

- d) **Professional** - Personnel whose primary duties consist of work requiring knowledge of an advanced type in a specific field of science or learning, customarily obtained by prolonged courses, specialized instructions and study, or work which is creative and requires invention, imagination or talent. They –spend at least 80% of their time performing these types of functions. Examples of professions which meet the "prolonged courses in specialized instruction and study" include - accounting- and engineering.

2. Non-Exempt

- a) **Supervisory** - Personnel whose primary duties consist of ensuring the accomplishment of assigned work by a group of employees. They are responsible for assigning and distributing work, instructing employees, ensuring that needed materials, supplies, and equipment are available or obtained, maintaining the flow and quality of work in assigned unit, reviewing completed work, evaluating employees, and making recommendations concerning personnel actions.
- b) **Secretarial/Clerical** - Personnel whose primary duties consist of sorting and filing correspondence, records, and other data; taking and transcribing shorthand notes; operating office machines; preparing payroll; performing routine computing, calculating, and posting of numerical data to maintain accounting records; eliciting and recording information; and/or receiving, storing, issuing, and accounting for materials and goods.
- c) **Technical** - Personnel whose duties require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary education or through equivalent on-the-job training.
- d) **Paraprofessional** - Personnel who perform some of the duties of a professional in a supportive role, which usually requires less formal training, proficiency, and/or experience normally required for professional status.
- e) **Lead Worker** - Personnel whose duties consist of leading a group of workers in accomplishing the assigned work and also personally performing non-supervisory work, often of the same kind and level as that done by the group that is led.
- f) **Bargaining Unit** (Non-Civil Service) - These positions are defined as: Certified as belonging to a bargaining unit certified by the Public Employees Relations Commission (PERC).

NOTE: Non-civil service positions covered by bargaining agreements may be reviewed and evaluated by the Human Resources Division with recommendations forwarded to the Labor Relations Section and the - Management, Budget, and Accounting for approval.

D. Administration

The Human Resources Division is responsible for the administration and maintenance of the Classification Plan. Position reviews may be conducted at any time the Human Resources Division determines that such reviews are necessary to ensure the City maintains current Classification Plans. Classification specifications are maintained by the Human Resources Division.

E. Types of Evaluation Requests

1. **Classification of New Positions** - Creation of new positions is normally associated with increased workload, new programs/services and/or organizational restructuring. A proposal to establish new positions is made when a department determines that additional personnel, or a different set of skills, are needed in order to maintain or improve the effectiveness and efficiency of operations. Such proposals must be reviewed and approved by the Chief Administrative Officer or General Administration Department Director before submitting position evaluation requests to the Human Resources Division.
2. **Reclassifications** - Reclassification of existing positions is justified based on significant changes in the position's duties and responsibilities. These job changes are normally the direct result of changes in department, office, bureau, or program operations. A reclassification request may also be submitted if the department considers the position's title and/or grade is inappropriate within the structure of the department. The reclassification process will not be used in lieu of a merit increase for an incumbent.
3. **Reclassification requests must be submitted as part of the annual budget planning process.** The Human Resources Division will schedule job evaluation studies once the need for review has been established. The Human Resources Division Manager may authorize consideration of special requests when deemed appropriate.
4. **All reclassification requests will be processed in accordance with the City Classification Plan.** The Human Resources Division will submit recommendations and costs of implementation to the Office of Management and Budget for review and presentation to the Budget Review Committee or for inclusion in the annual budget.

F. Processing of Position Evaluation Requests

1. The Position Evaluation Request form will be used to request evaluation of new and existing positions. The form must be completed by the requesting bureau/office for each position, signed by the Office Head/Division Manager and Department Director and submitted to - - Management -, Budget and Accounting.
2. The Human Resources Division and - Management -, Budget and Accounting will assess the justification for reclassification and determine if re-evaluation is warranted.
3. Once the need for further review has been established, a completed position questionnaire must be forwarded to the Human Resources Division for review. Other supporting documents may also be attached.

4. The Human Resources Division will schedule audits (if applicable), evaluate the position and submit recommendations to - Management -, Budget and Accounting for review, management-funding recommendations, and presentation to the Budget Review Committee.
5. The Human Resources Division will make the necessary adjustments to the employee's salary, position control and any other pertinent documents. All changes will be made effective the beginning of the first pay period following final approval.

When a position is reclassified to a higher grade, the incumbent will receive a promotional increase (see Section 808.5).

If a position is reclassified to a lower grade, the incumbent's salary will be maintained if it is within the new salary range.

If an employee's base salary exceeds the maximum of the assigned salary range, a lump sum payment will be granted. Payment equals the hourly increase above the maximum, multiplied by 2,080 hours for full time employees (1,040 for permanent part-time employees), paid in one lump sum. This payment will be pensionable.

:5 FORMS:

Position Evaluation Request, Form 808.7.1; Position Questionnaire, Form 808.7.2.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

Procedure approved by City Council November 3, 1980, item 7; procedure renumbered from 708.7 and amended by City Council August 13, 1984, Item 12A-10; amended by City Council September 8, 1986, Item 28A-22; amended by City Council February 11, 1991, Item 2-7; amended by City Council June 21, 1993, Item 2 P; amended by City Council October 21, 1996, Item 8YY; amended by City Council March 23, 1998, Item 3KKK. Amended by City Council June 3, 2002, Item B24; amended September 15, 2003; re-formatted only April 2004.

:8 EFFECTIVE DATE:

This procedure effective September 15, 2003.