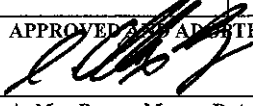

	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: POSITION CLASSIFICATION
	NUMBER: EMP 13.0	REVISIONS:	EFFECTIVE DATE: 10/03/2011
	SUPERCEDES:	APPROVED AND ADORTED BY MAYOR AND COUNCIL:  	
	A. Max Bacon, Mayor, Date		Eric Taylor, City Administrator, Date 10/10/11

PURPOSE: To provide a systematic way of either (1) creating and establishing a new job classification OR (2) reclassifying an existing position to a more appropriate, previously established job classification and -- in either case -- assigning to the appropriate pay grade level on the City's current *Employee Classification and Pay Schedule*.

STATEMENT OF POLICY

The Human Resources Director shall be responsible for the on-going maintenance and administration of the City's official Position Classification Plan.

The formal creation and establishment of new job classifications, the reclassification of existing positions to previously established job classifications, and/or any other specific change in the Position Classification Plan shall be routed in writing by the requesting department head to the Human Resources Director. Except in extenuating circumstances, all requests shall be submitted during the annual budgeting process.

A department head shall complete either (1) a *New Position/Classification Request* OR (2) a *Position Reclassification Request* form. When completing the appropriate form, the department head must provide written justification as to why the new classification and/or reclassification is necessary.

If the request is made during the fiscal year (other than during the budget process), the department head must indicate whether or not funds have been previously approved and budgeted for the classification OR (when such funds have not been previously budgeted) whether or not a budget adjustment could be accomplished to achieve the requested change. He/she will then forward the properly completed and signed form to the Human Resources Director for review and comments.

The Human Resources Director shall forward all such requests to the City Administrator for review. Only upon written approval and authorization by the City Administrator shall a classification/reclassification study be conducted. Such study will be conducted by Human Resources and/or designated consultants.

The Human Resources Director and/or the consultant, in conjunction with the respective department head, will develop a written class description based upon the information provided by the department. An on-site audit and/or interview with the incumbent, supervisor, department head, or other relevant persons may be required,

Review and analysis by the Human Resources Director and/or his or her designee of the duties and responsibilities of the position in question may result in one of the following specific conclusions and recommendations:

- a) The position merits allocation to a newly created and established job classification.
- b) The position merits reclassification to an *already existing* higher-level job classification
- c) The position is appropriately classified as is; no change is necessary.
- d) The position merits reclassification to a lower level job classification.

Once the class description is completed, the Human Resources Director and/or consultant, will recommend the appropriate pay grade and range on the City's current *Employee Classification and Pay Schedule*. Such recommendation will be presented to the City Administrator.

The City Administrator will review the analysis and the resulting conclusions/recommendations. If, at that point, the City Administrator concurs with the recommendations, the City Administrator will present such information to the Mayor and Council as part of the annual budget process. Only in extenuating circumstances shall the City Administrator present requests during the fiscal year. Final authorization/approval is reserved for the Mayor and Council.

The effective date of any approved classification and/or reclassification decision shall be the date as established by the Mayor, Council and City Administrator.

(Refer to *EMP 12.0 Pay Plan Policy* for details regarding changes in pay).



NEW POSITION/CLASSIFICATION REQUEST

Proposed Classification Title: _____

Department/Division: _____

Are these job duties currently being performed by a City employee? Yes No

If so, show name and current class title: _____

Are Funds Currently Approved and Budgeted for this Requested Position? Yes No

If not, where do you propose to get necessary funding? _____

Department Head: Please provide below your written justification as to WHY the requested new classification should be created and established. (Attach additional supporting documentation, as appropriate.) When this section is completed and signed by you, please forward this form and all supporting documentation to the Director of Human Resources.

Department Head's Signature _____ Date _____

HR Director's Recommendation:

HR Director' Signature _____ Date _____

City Administrator's Comments: _____

Approved Denied

City Administrator's Signature: _____ Date: _____



POSITION RECLASSIFICATION REQUEST

From Current Class Title: _____

Department/Division: _____

To Proposed Class Title*: _____

(See Current Employee Classification and Pay Schedule.)*

FROM: (Current Pay Grade) _____ **TO: (Proposed Pay Grade)** _____

FROM: (Current Pay Range) _____ **TO: (Proposed Pay Range)** _____

Are Sufficient Funds Currently Approved and Budgeted for this Request? Yes No

If not, where do you propose to get sufficient funding? _____

Department Head: Please provide below your written justification as to WHY the above position should be reclassified. (Attach additional supporting documentation, as appropriate.) When completed and signed, please forward this form and all supporting documentation to the Human Resources Director.

Department Head's Signature _____ **Date** _____

HR Director's Recommendation:

HR Director' Signature _____ **Date** _____

City Administrator's Comments: _____

Approved Denied
City Administrator's Signature: _____ **Date:** _____