

POLICY STATEMENT

Subject: Position Classification

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Policy number: 100

Purpose

The purpose of the Classification Plan is to provide a complete inventory and job description of all City positions. The Plan is designed to establish a salary range for each position that is based on a systematic blending of the position's internal worth to the City and the position's external value in the market.

Policy**A. Maintenance and Administration of the Classification Plan**

The Human Resources Director, or designee, shall be responsible for maintenance and administration of the Classification Plan. This includes recommending the allocation of positions to the appropriate ranges, coordinating the updating of job descriptions, conducting wage and salary surveys, and recommending salary structure changes and plan amendments.

1. Salary Structure

Periodic surveys of the market will be done to determine the City's relative position to the market. The City Council will determine if a change to the structure is necessary based upon the position they want the City to be in compared to the market, market movement, and the City's financial outlook. If the salary structure moves, all employees' salaries in the system should be moved a like amount to avoid compression if financially possible.

The City will maintain four salary structures including: certified police, certified fire, non-exempt, and exempt positions. (Excludes Elected Officials, City Manager, City Attorney and Municipal Judge)

2. Salary Ranges

Each salary structure will have several salary ranges with defined minimum and maximum dollar limits. The range defines the pay opportunities for the position. Pay increases allow employees to move through the range over a period of years.

3. Job Descriptions

Every position will have a written job description that describes its general purpose, essential functions, and minimum qualifications.

The job description is not meant to be restrictive or all-inclusive, but describes the major functions of a job. It should be reviewed periodically and changed as necessary. A copy of each job description will be signed by the employee and by the chain of command through the Department Director or designee and will be maintained by the Human Resources Department.

a. Interpretation of Job Descriptions

The wording in job descriptions is descriptive and not restrictive. They are not to be construed as declaring the only duties or responsibilities of any position. They shall not limit or modify the power of any supervisor to assign, direct and control the work of employees under their supervision. The use of a particular expression or illustration as to duties shall not be held to exclude others not mentioned that are of similar kind or quality nor shall any specific omission necessarily mean that such factor is not included.

b. Minimum Qualifications Statements

The minimum qualifications included in the job description shall relate to the minimum reasonable standards of required experience and training. Examples include certification, licensing, or registration required at the time of original appointment to the position.

c. Position Titles

The Position Title is the official City title of every position. It shall be used for the purpose of personnel actions and on all documents referencing the position.

4. Job Evaluation

Non-public safety positions in the City are placed in a salary range based on minimum qualifications of the position and the use of a point factor system. Points are assigned to a position based on the following factors: knowledge, experience, management and supervision, human collaboration, budget responsibility (exempt only), freedom to act, technical skills, and working conditions.

Police and Fire public safety positions are in separate pay structures which reflect a para-military ranking system rather than point factoring. The public safety pay structures are market driven.

5. Allocation of Positions

a. Classification of New Positions

When a Department Director desires to establish a new position, a written job description questionnaire containing the knowledge, skills and abilities required to do the position, as well as the essential functions of the position must be prepared and submitted to Human Resources. Human Resources will conduct, or will arrange for a consultant to conduct, a classification analysis of the proposed position to determine the proper range. Requests for new positions may be based upon reorganization, new programs, significant program change, or increased workload. A classification review will be conducted after the new position is approved by the City Council as a funded position.

b. Reclassification of Existing Positions

Employees shall perform duties and be assigned responsibilities consistent with those outlined in the classification for the position to which they are assigned. A Department Director, supervisor, or employee may feel that the duties and responsibilities performed by their subordinate or themselves have altered substantially. If so, they may submit a written request for reclassification analysis to determine if the position is properly classified, provided the position has not been reviewed within the previous twelve-month period. Such requests must include detailed evidence supporting how the position has changed and how it is inconsistent with the classification specification.

1. The Department Director shall review the request and the supporting evidence submitted. If they do not concur, they should meet with the supervisor or employee and explain why they do not feel a reclassification is appropriate. If the Department Director agrees with the request, their approval of the requested reclassification analysis must include the rationale for the recommended action.
2. Human Resources will review the reclassification request and corresponding documentation, and provide

the City Manager pertinent facts in relationship to the request. If the City Manager, finds that the recommendation is sufficiently documented to support the reclassification, or denies the request, all parties affected shall receive a copy of the City Manager's decision.

3. The above steps should, when possible, be completed within ninety (90) calendar days of the request.

For information on how a reclassification may financially impact an employee, see Policy 200.