



ADMINISTRATIVE DIRECTIVE

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I. POLICY

Department Directors may not, on a permanent basis, assign to a position substantial duties that are outside of the specification for the classification (departments may not work an employee "out-of-class"), nor shall departments work an employee "out-of-class" as justification for promoting the employee to a higher classification.

II. DEFINITIONS

- A. **Classification**: A group of positions sufficiently similar as to duties performed, degree of supervision exercised or required, minimum qualifications and other characteristics, that the same title, the same test of fitness, and the same schedule of compensation may be applied to each position in the group.
- B. **Classification Plan**: A plan adopted by the Human Resources (HR) Director with the prior approval of the City Manager that groups all positions in the classified service into classes based on their duties, authority and responsibilities. An appropriate job title, a brief description of the job and essential functions to be performed by persons holding positions therein and the minimum qualifications necessary for appointment thereto shall be set forth for each class of positions.
- C. **Classification Review**: A process conducted to evaluate and gather the information necessary to describe and classify a position into the correct grouping of positions within the classification system.
- D. **Demotion**: The reassignment of an employee from a position in one classification to a position in another classification that is assigned a lower salary range by ordinance.
- E. **Job Evaluation**: A system used to determine the internal worth of classifications by assigning points to specifically designed compensable factors which are present in the essential duties of the classification. The compensable factors are formal education, experience, organizational control, human relations skills, freedom to act, complexity and working conditions. An additional compensable factor used for exempt classifications is budget responsibility.
- F. **Personnel Action Form (PARF)**: The required form used to hire, promote or change employee specific information, such as merits, disciplinary actions, extended leaves, etc.
- G. **Promotion**: The reassignment of an employee from a position in one classification to a position in another classification that is assigned a higher salary range by ordinance.
- H. **Reclassification**: The approved assignment of a position from one classification to a new or existing classification that is based on a change in assigned duties or responsibilities to meet organizational needs.



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III. CLASSIFICATION REVIEW

- A.** The following information shall be included in the request for a Classification Review:
1. Detailed explanation of the need for the classification review and the desired result,
 2. Current organizational chart and proposed changes,
 3. Detailed description of the proposed changes in duties associated with the position classification review or in the event of an individual position review, a detailed description of the current duties associated with the position, and
 4. Names and contact information of current incumbents and supervisors.
- B.** The following types of Classification Requests will not be accepted.
1. Requests submitted directly to HR without Department Director approval.
 2. Requests for change in grade assignments.
 3. Requests for review of compensable factor points.
 4. Requests which have already been reviewed and for which no additional or new information is provided.
- C.** Employees may submit written requests for classification review to the Department Director. Requests should include a detailed description of the need for a classification review as well as a completed job description questionnaire.
- D.** The HR Department will review all information submitted. If further clarification is needed, interviews may be scheduled with incumbents or supervisors of the positions in question. Final recommendations may include:
1. No change in classification,
 2. Reclassification,
 3. Creation of a new classification.

