

RULE 3

CLASSIFICATION

3.1 Policy: The purpose of Classification Specifications ~~classification~~ is to establish and maintain a system of written job analyses by job titles and duties. ~~They shall which~~ accurately ~~describe~~ ~~represents~~ the assignment of duties and responsibilities by organization and function to individuals as well as and which describe the qualifications necessary to perform such duties and responsibilities satisfactorily. There shall be a Classification Specification ~~class specification~~ for each ~~job~~ Classification in the Classified Service. The Classification Specification ~~class specifications~~ shall contain the duties, assignments, title, ~~and~~ requirements as to education, experience, licenses and other special characteristics and/or skills required to satisfactorily perform the Position.

The Appointing Authority ~~appointing authority~~ may establish as many Classifications ~~classes~~ as the Appointing Authority ~~determines are necessary~~ ~~appointing authority wishes~~ pursuant to this Rule, whether or not the Appointing Authority ~~appointing authority~~ fills such Classifications ~~classes~~; ~~and~~ The Appointing Authority may fill as many Positions within the Classifications ~~classes~~ as the Appointing Authority's ~~appointing authority's~~ budget allows, ~~subject to budgetary constraints as may be imposed by the City Council~~.

3.2 Existing Classifications: All Classification Specifications ~~classifications~~ presently existing as of the date of adoption of these revised Rules, as evidenced by the records of the Human Resources Department, shall continue in full force and effect unless subsequently changed pursuant to the procedures contained in this Rule.

3.3
Procedure:

- a. **Processing:** ~~A request to The~~ establishment of a new Classification ~~classification~~ or ~~to amend an existing Classification~~ ~~a reclassification~~ may be ~~initiated requested by the~~ Appointing Authority ~~as well as~~ any member of the City Council, ~~Commission, appointing authority~~ or any Employee of the City. The request shall be prepared and submitted to the Human Resources Director and the affected Department head for consideration ~~department head, and attached thereto~~ This request shall ~~include be~~ a description of the duties to be performed, and such information or attachments as may be necessary to consider the ~~request~~ case. ~~The Human Resources Director shall review the requested action with the requesting party and make such recommendations to the Commission as the Human Resources Director deems appropriate.~~

The Human Resources Director ~~s~~ shall review the request with recommendations ~~shall be communicated to~~ the originator, the affected Appointing Authority ~~appointing authority~~ and Recognized Employee Organization ~~employee organization~~. If any Employee or party ~~subject to these Rules~~ disagrees with the Human Resources Director's ~~decision~~ recommendations, such objection ~~shall may~~ be presented in writing to the City Manager ~~or verbally to the Commission at the time~~ for consideration within 10 Working Days of the Human Resources Director's decision ~~of the recommendation~~. ~~The City Manager Commission~~ shall make the final decision on the establishment of a new Classification ~~classification~~ or revisions to an existing Classification ~~classification~~. This shall be the sole Appeal process for Classifications, except as provided in the grievance procedures in these Rules.

- b. **Reclassification:** When the duties and responsibilities of a Position ~~position~~ are modified to add or delete significant functions, skills, ~~or~~ authority, educational requirements or

other factors which may affect compensation decisions, the Classification Specification classification may be redefined to reflect the new level. This constitutes a Reclassification reclassification of the Position position. In the event the Reclassification results in the establishment of a new Classification, the process specified in these Rules for establishing a new Classification Specification or amending an existing Classification Specification shall be followed. The process specified in these Rules for establishing a new classification or changing an existing classification is to be followed for processing a reclassification, which may result in establishment of a new classification or promoting the position to an existing classification.

(1) **Basis for Reclassification:** Reclassification of an Employee employee shall be based upon specific and significant changes in duties and responsibilities, and shall not be used as a reward or punitive action, or to circumvent these Rules regarding Promotion promotion, Demotion demotion or layoff. No Employee employee shall be reclassified to a Classification class for which they do not possess the Minimum Requirements.

(2) **Reclassification to Higher Level Position:** Should an Employee's employee's permanent Position position be reclassified to a higher level Position position, based upon the duties and skills currently being performed, the Employee employee shall be entitled to that Classification classification upon recommendation by the Appointing Authority and verification by the Human Resources Director that the Employee employee meets the Minimum Requirements minimum requirements of the new Classification classification.

(3) **Layoff Rights for Reclassified Employees:**

- i. Should an Employee's permanent Position be reclassified to a lower level Position, the Employee An employee whose position is reclassified to a lower level classification shall have the right to be placed in the lower level Position or be entitled to lay off rights, in accordance with Rule 14, as it pertains to the higher classification.
- ii. An Employee employee whose Position position is reclassified to a higher Classification classification and is deemed not qualified for the higher Classification classification shall be entitled to lay off rights, as it pertains to the lower Classification classification.

~~c. **Appeal:** Any employee subject to these Rules, except as otherwise provided herein, may appeal by filing written objections to the Commission regarding the proposed classification action. Such objections shall be considered at the same time as the Commission considers the recommendations of the Human Resources Director. This shall constitute the appeal process for classification actions except as provided in the grievance procedures in these Rules.~~

~~cd. **Duty Assignments:** An Employee employee may be assigned related or collateral duties, not specifically named in a Classification Specification class specification, and which do not alter the primary responsibilities of the Classification classification, as deemed necessary by the Employee's Appointing Authority employee's appointing authority, without requiring a modification of the Classification Specification class specification or a Reclassification reclassification.~~

~~e. **Prohibitions:** No appointment shall be made to a classification which is not authorized under this Rule.~~