## RULE 3 CLASSIFICATION

3.1 Policy: The purpose of classification—Classification Specifications 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 They shall also which describe the qualifications necessary to perform such duties and responsibilities satisfactorily. There shall be a class—Classification specification for each job cClassification in the Classified Service. The class—Classification Specifications specifications shall contain the duties, assignments, title, and requirements as to education, experience, licenses and other special characteristics and skills required to satisfactorily perform the position.

The appointing authority Appointing Authority may establish as many classes Classifications as the appointing authority Appointing Authority wishes determines are necessary pursuant to this Rule, whether or not the appointing authority Appointing Authority fills such classes Classifications. The Appointing Authority; and may fill as many classes Positions within the Classifications 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 classifications Classification Specifications 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. <a href="Processing">Processing</a>: The establishment of a new Celassification—Classification or a reclassification the amendment of an existing Classification Specification may be requested by any member of the City Council, Commission, or appointing authority the 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 Department Head for consideration., and a Attached thereto—This request shall include a description of the duties to be performed, and such information or attachments as may be necessary to consider the case request. The Human Resources Director shall review the requested action with the requesting party and make such recommendations to the Commission and the Department Head as the Human Resources Director deems appropriate.

The Human Resources Director's shall review the request with and make recommendations shall be communicated to the originator, the affected appointing authority Appointing Authority and Recognized Eemployee organization Organization and make a decision on said request. If any party or employee subject to these Rules disagrees with the Human Resources Director's recommendations decision, such objection may shall 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 Commission—City Manager shall make the final decision on the establishment of a new classification or revisions to an existing 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 are modified to add

or delete significant functions, skills, or—authority, educational requirements or other factors which may affect compensation decisions, the elassification—Classification Specification may be redefined to reflect the new level. This constitutes a Reclassification of the pPosition. The process specified in these Rules for establishing a new classification Classification—or changing an existing classification—is to be followed for processing a reclassification, which may result in establishment of a new classification—Classification—or promoting converting the position to an existing classification—ln 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.

- (1) <u>Basis for Reclassification</u>: Reclassification of an employee shall be based upon specific and significant changes in duties and responsibilities, and shall not be used a as reward or punitive action, or to circumvent these Rules regarding <u>P</u>promotion, <u>dD</u>emotion or layoff. No <u>E</u>employee shall be reclassified to a <u>C</u>elass<u>ification</u> for which they do not possess the <u>Mminimum Requirementsqualifications</u>.
- (2) Reclassification to Higher Level Position: Should an Eemployee's permanent pPosition be reclassified to a higher level pPosition, based upon the duties and skills currently being performed, the Eemployee shall be entitled to that classification Classification upon recommendation by the Appointing Authority and verification by the Human Resources Director that the Eemployee meets the Mminimum rRequirements of the new classification Classification.

## (3) Lavoff Rights for Reclassified Employees:

- i. Should an Eemployee's permanent Pposition be reclassified to a lower level pPosition, the Employee An employee whose position is reclassified to a lower level classification-shall have the right to be placed in the lower level pPosition or be entitled to lay off rights, in accordance with Rule 14, as it pertains to the higher classification.
- ii. An <u>Eemployee</u> whose <u>pPosition</u> is reclassified to a higher <u>eClassification</u> and is deemed not qualified for the higher <u>eClassification</u> shall be entitled to lay off rights, as it pertains to the lower <u>eClassification</u>.
- c. <u>Appeal</u>: Any employee subject to these Rules, except as otherwise provided herein, may appeal by filing written objections to the Commission <u>Director of Human Resources regarding</u> the proposed classification action. Such objections shall be considered at the same time as the Commission considers the recommendations of the Human Resources <u>Director</u>. This shall constitute the appeal process for classification actions except as provided in the grievance procedures in these Rules.
- <u>Cd. Duty Assignments</u>: An <u>eEmployee</u> may be assigned related or collateral duties, not specifically named in a <u>eClassification</u> <u>Sepecification</u>, and which do not alter the primary responsibilities of the <u>Celassification</u>, as deemed necessary by the <u>Eemployee's appointing authority Appointing Authority</u>, without requiring a modification of the <u>class specification Classification Specification</u> or a <u>reclassification Rreclassification</u>.
- Prohibitions: No appointment shall be made to a classification which is not authorized under this Rule.