

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 Specification for each ~~job~~Classification 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~~Appointing Authority 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. **Processing:** The establishment of a new ~~C~~classificationClassification 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 E~~mployee organizationOrganization 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 ~~p~~Position are modified to add

