

## **RULE 3**

### **CLASSIFICATION**

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

The Appointing Authority may establish as many Classifications as the Appointing Authority determines are necessary pursuant to this Rule, whether or not the Appointing Authority fills such Classifications. The Appointing Authority may fill as many Positions within the Classifications as the Appointing Authority's budget allows.

**3.2 Existing Classifications:** All 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:** A request to establish a new Classification or to amend an existing Classification Specification may be initiated by the Appointing Authority as well as any member of the City Council 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. This request shall include a description of the duties to be performed, and such information or attachments as may be necessary to consider the request.

The Human Resources Director shall review the request with the originator, the affected Appointing Authority and Recognized Employee Organization and make a decision on said request. If any Employee or party subject to these Rules disagrees with the Human Resources Director's decision, such objection shall be presented in writing to the City Manager for consideration within 10 Working Days of the Human Resources Director's decision. The 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, authority, educational requirements or other factors which may affect compensation decisions, the Classification Specification may be redefined to reflect the new level. This constitutes a Reclassification of the 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.

- (1) **Basis for Reclassification:** Reclassification of an 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, Demotion or layoff. No Employee shall be reclassified to a Classification for which they do not possess the Minimum Requirements.

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

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

- i. Should an Employee's permanent Position be reclassified to a lower level Position, the Employee shall have the right to be placed in the lower level Position or be entitled to lay off rights, in accordance with Rule 14.
  - ii. An Employee whose Position is reclassified to a higher Classification and is deemed not qualified for the higher Classification shall be entitled to lay off rights, as it pertains to the lower Classification.
- c. **Duty Assignments:** An Employee may be assigned related or collateral duties, not specifically named in a Classification Specification, and which do not alter the primary responsibilities of the Classification, as deemed necessary by the Employee's Appointing Authority, without requiring a modification of the Classification Specification or a Reclassification.