

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 represents the assignment of duties and responsibilities by organization and function to individuals. ~~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~~Position~~ 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. **Processing:** The establishment of a new ~~classification~~Classification or a ~~reclassification~~the amendment of an existing Classification may be requested by any member of the City Council, Commission, ~~or appointing authority~~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, ~~and a~~ Attached thereto shall be 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 recommendations shall be communicated to the originator, the affected ~~appointing authority~~Appointing Authority and Recognized E~~employee~~organizationOrganization. If any party disagrees with the Human Resources Director's recommendations, such objection ~~may~~shall be presented in writing or verbally to the Commission at the time for consideration of the recommendation. The Commission shall review said recommendations and approve with any amendments deemed necessary make the final decision on the establishment of a new classification or revised Classification Specification to ensure consistency with the Civil Service System's goals, objectives and policies. or revisions to an existing classification.

In the event that the Commission fails to approve the new or revised Classification Specification, the Human Resources Director shall present it to the City Council for final approval.

- 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 ~~classification~~ Classification may be redefined to reflect the new level. This constitutes a reclassification of the position. The process specified in these Rules for establishing a new ~~classification~~ Classification or changing an existing ~~classification~~ 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~~ Classification.
- (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 reward or punitive action, or to circumvent these Rules regarding promotion, demotion or layoff. No employee shall be reclassified to a class for which they do not possess the minimum qualifications.
- (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~~ 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~~ 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 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. **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.~~
- d. **Duty Assignments:** An employee may be assigned related or collateral duties, not specifically named in a class specification, and which do not alter the primary responsibilities of the classification, as deemed necessary by the employee's ~~appointing authority~~ Appointing Authority, without requiring a modification of the ~~class specification~~ Classification Specification or a ~~reclassification~~ reclassification.
- e. **Prohibitions:** ~~No appointment shall be made to a classification which is not authorized under this Rule.~~