

## 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; 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 Specification 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 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 shall review the request and make recommendations ~~shall be communicated~~ to the originator, the affected ~~appointing authority~~ Appointing Authority and Recognized Employee organization Organization. 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.

provided however, 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 pPosition are modified to add or delete significant functions, skills, ~~or~~ authority, educational requirements or other factors which may affect compensation decisions, the ~~classification~~ Classification Specification may be redefined to reflect the new level. This constitutes a Rreclassification of the pPosition. ~~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.~~ 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 a as reward or punitive action, or to circumvent these Rules regarding Ppromotion, dDemotion or layoff. No Eemployee shall be reclassified to a Cclassification for which they do not possess the Mminimum Requirements ~~qualifications~~.
  - (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) **Layoff 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 Eemployee whose pPosition is reclassified to a higher eClassification and is deemed not qualified for the higher eClassification shall be entitled to lay off rights, as it pertains to the lower eClassification.
- 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 eEmployee may be assigned related or collateral duties, not specifically named in a eClassification Sspecification, and which do not alter the primary responsibilities of the Cclassification, as deemed necessary by the Eemployee's ~~appointing authority~~ Appointing Authority, without requiring a modification of the ~~class specification~~ Classification Specification or a ~~reclassification~~ Rreclassification.
- e. **Prohibitions:** ~~No appointment shall be made to a classification which is not authorized under this Rule.~~