EFFECTIVE DATE: FEBRUARY 23, 1982

REVISION DATES: _____ _____ _____

SUBJECT: CLASSIFICATION ACTIONS

Purpose

This directive establishes a procedure for the submission, review, and approval of all requests for changes to the City's authorized position complement and changes in the classification and pay plan as approved in the City's annual budget, as well as reclassification of positions.

RESPONSIBILITIES

A. Department heads are responsibile for effective personnel administration which requires that the duties and responsibilities assigned the various positions in the authorized complement be appropriate in terms of the department's service objectives.
B. The Budget and Research Department is responsible for monitoring all position authorizations for control of the City's position complement as authorized by City ordinances.
C. The Classification and Pay Division of Personnel is responsible for insuring proper job classification and pay grade assignments for all authorized positions.
D. The City Manager is responsible for approval of all classification change requests that require an amendment to the City's Classification and Pay Plan.

DEFINITIONS

There are five (5) basic types of classification action as defined below.

(1) Creation of a new position results in an increase in the total authorized strength of the affected organization.
(2) Abolition of an existing position results in a decrease in the total authorized strength of the affected organization.
(3) Reclassification results in the reassignment of an existing authorized position from one job class to another with no impact on total authorized strength.
(4) Regrade results in the reassignment of an entire job class from one pay grade (range) to another; or, as in the case of multi-graded classes, a change of the grade assigned a specific position.
(5) Creation of a new class results in the addition of a new job class to the City's classification plan and the assignment of a pay grade to that class.

CLASSIFICATION ACTIONS REQUIRING CITY COUNCIL AND CITY MANAGER APPROVAL

A. Any classification action resulting in a net increase to the authorized strength within a City fund must receive City Council approval.
B. The preparation of any ordinance affecting the position complement of the department must be processed through the classification actions addressed in this directive.
C. The City Manager or his delegate will review all classification actions which affect the position complement of a department and any changes to the City Pay Plan.

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CLASSIFICATION ACTIONS REQUESTED BY DEPARTMENTS

Individual Job Requests: A department head may request the Personnel Department to perform a job study in order to review the appropriate classifciation and pay grade of a position anytime during the year. (Requests for a comprehensive job study resulting from a major reorganizational change will be explained later in this directive.) In making the individual job study request, the department must complete the Classification Action Form, and the Position Description Questionnaire which will be used by the Personnel Classification staff in conducting the job study (see attached forms). Any new position which is added to the department's personnel strength, must be approved by the Budget/Research Department prior to requesting the job study. The following general guideline cover the steps for requesting a job study:

1. Classification Action Form--

   a. This form must be initiated by the employee's supervisor, and it must be approved by the department head before submitting it to the Personnel Classification/Pay Division.
   b. Specific instructions on how to complete this form have been written on the form itself.
   c. All individual job study requests sent to the Personnel Classification Division will be prioritized based on the date-of-receivership, and the job study will be conducted in accordance with this ranking.

2. Position Description Questionnaire--

   a. A fully executed Position Description Questionnaire must accompany all classification action requests, except simple position abolitions.
   b. If the proposed action affects an occupied position, the employee must complete sections 1-9 of the questionnaire. The balance of the form is to be completed by the employee's supervisor and the division head as indicated.
   c. If the action proposed involves a vacant position, the employee related sections of the form should be executed by the initiating official.

3. Routing--

   The requesting supervisor should then submit the completed forms through departmental channels for internal review and department head approval. One copy of the Classification Action Form, and the Position Description Questionnaire should be forwarded to the Personnel Classification/Pay Division, and another copy of the Classification Action Form sent to the Budget/Research Department.

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4. Classification and Pay Review--

   a. Upon receipt of these two forms from the department, the Classification and Pay Division will conduct the job study, and make a determination as to the proper classification and pay grade.
   b. The Classification/Pay Division may conduct interviews and wage surveys, where appropriate to establish the proper pay grade.
   c. Upon completion of the classification work, the Classification/Pay Division will then route the Classification Action Form to the Budget and Research Department.

5. Budget and Research Review--

   a. Budget and Research will then make two (2) recommendations on each proposed classification action:
      (1) financial feasibility, and
      (2) operational desirability.
      Requested actions will be reviewed to determine the City's ability to fund the proposed change and to evaluate the operational feasibility of the proposal in terms of efficiency and effectiveness. Based upon departmental input, Budget and Research will evaluate alternative approaches to the funding of proposed classification changes, including budget adjustments, position abolitions, accumulated savings, etc.
   c. Budget and Research may request the creation of a Management Review Team (composed of Budget and Classification staff and a department representative) to fully evaluate the impacts of the proposed classification action and make final recommendations to departmental management.
   d. All approved classification action requests that involve a change in the City's Pay Plan or a change in a department's position complement will be forwarded to the City Manager's office for review.
   e. Upon completion of the entire review process, all classification requests will be forwarded to the Personnel Classification Division which will send copies of the classification action forms to the following departments: Budget and Research, Finance--Payroll Section, Information Systems Services Division, and the originating department.

6. Originating Department--

   The department, upon receiving approval for either an additional position authorization or the reclassification or regrade of a position, should take the proper steps to complete the classification changes through regular personnel procedures; i.e., the department should prepare Personnel Requisitions, Changes-of-Status, or initiate ordinance procedures. All personnel transactions must reflect the "job study number" as shown on the Classification Action Form.

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UPGRADE-BACKSTEP PROCESS

Employees whose positions have been reclassified or regraded will be assigned to new pay grades in accordance with the following criteria:

1. A non-probationary employee will be assigned to Step B of the proposed pay grade if the current pay rate is below or equal to the rate of pay of the new B Step.

2. A non-probationary employee, whose current pay falls above Step B of the proposed higher pay grade will be placed in the pay step equal to his/her current salary.

3. A probationary employee who has not completed the six-month probationary period--promotion, new hire, or demotion--will be assigned to Step A of the new pay grade if the current pay is less than, or equal to, the rate of Step A of the new pay grade.

4. An employee, whose current pay falls beyond Step G of the new grade, will be assigned to the pay step equal to the current salary by means of a pay adjustment.

5. No employee will get a pay reduction in his/her current salary as a result of a reclassification or regrade.

COMPREHENSIVE JOB STUDY PERIOD

The following information pertains to comprehensive job study assignments which are carried out by the Personnel Classification and Pay Division.

1. A period, designated as January through May of each year, has been established for the purpose of reviewing organizational structures and conducting comprehensive job studies. During this period--especially January and February--department heads who intend to reorganize their departments should prepare a written report outlining the reorganizational plans for preliminary approval for study by the City Manager. Preliminary approval by the City Manager merely represents an approval for further study by Personnel and Budget. The reorganizational proposal, resulting from the in-depth study, will not take affect until final approval by the City Manager.

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2. With reference to this time-table, the Classification analysts will meet with each department head in January to help determine a department's job study needs. The analysts will then conduct the job studies, and submit their classification recommendations to department heads and Budget and Research by May for consideration in the following year budget.

Leroy J. Harvey

Leroy J. Harvey, Director of Personnel Department

Louis O. Fox, City Manager

Dated: 2/23/82

CLASSIFICATION ACTION FORM

To: Personnel Department, Classification/Pay Division (1)

From: _____ / _____ / _____
Department Division Activity No.

_____ _____
Initiating Officer Title

_____ _____
Department Head Date

Official Use Only (2)

Job Study No. _____

Date Job Study Request Received _____

ACTION REQUESTED: (3)

Create position _____
Abolish position _____
Reclassification _____
Regrade _____
Create new class _____

DETAILS OF REQUEST: (4)

	Current
Class Title	_____
Activity No.	_____
Job Class No.	_____
Position No.	_____
Pay Grade/Step	_____

JUSTIFICATION OF REQUEST: (5)

Attach a Position Description Questionnaire (except for abolition of an existion).

CLASSIFICATION/PAY COMMENTS

Recommendation: (6)

Title _____
Class No. _____
Pay Grade _____
_____ / _____
Analyst Date

BUDGET/RESEARCH COMMENTS

Recommendation: (7)

Approve _____
Hold _____
Disapprove _____
_____ / _____
Analyst Date

APPROVED ACTION: (8)

	Delete	Add
Class Title		
Activity No.		
Job Class No.		
Position No.		
Pay Grade		

Budget Director (9)	Personnel Director (10)	City Manager Approval (11)

Instructions

Please read the instructions which will help you to complete the Classification Action Form. The form is to be used for conducting a job study on a position. If you have any questions, refer to the Classification Actions Directive No. 4.7, or contact the Personnel Classification Pay Division.

BLOCK #1: Complete all of the identifying information. Be sure department head signs the for before submitting it to the Personnel Classification/Pay Division. (Blocks number 1, 3, 4, and 5 must be completed by person requesting job study.)

BLOCK #2: OFFICIAL USE ONLY. This block is reserved for the Classification/Pay Division. However, after the study is completed, you are to use the Job Study Number in this block and write it in all personnel transaction forms (Personnel Requisition, Change-of-Status, etc.) related to reclassifications or regrades.

BLOCK #3: Person initiating the job study must check the action requested in accordance with the following definitions:

Create Position — Position added to budgeted positions.
Abolish Position — Position deleted from budged positions.
Reclassification — Change in position title to another existing job class title an pay grade.
Regrade — Reassignment of job class to a lower or higher pay grade.
Create new class — Establish a new job class and pay grade.

BLOCK #4: Provide the current class title, department activity number, job class number, position number, pay grade and step for the position to be studied.

BLOCK #5: Give the reasons you feel that this particular position should be evaluated. (Be sure and complete a Position Description Questionnaire on the position attach it to this form.)

BLOCK #6: Classification analyst will complete this section and provide a classification recommendation based on the job study.

BLOCK #7: Budget and Research staff will review the classification recommendation and will approve, disapprove, or hold the job study on the basis of available funding.

BLOCK #8: Classification analyst will fill this section whenever it is necessary to make a classification change in the City Pay Plan. Information in this block will be reviewed by the City Manager and used by the Information Services Division for changing the pay plan.

BLOCKS #9 and #10: Reserved for signatures by the Director of Budget and Research, and the Director of Personnel when classification changes to the City Pay Plan are required.

BLOCK #11: Reserved for the City Manager's signature approving a classification change to the City Pay Plan.

ROUTING: The department requesting the job study must submit one copy to the Classification Action Form and the Position Description Questionnaire to the Personnel Classification and Pay Division. Job studies on individual positions will be handled by date-of-receivership. Upon completing the job study, the Classification/Pay Division will return a copy of the Classification Action Form with its classification recommendation to the department head. (A copy of the Classification Action Form should also be forwarded to the Budget and Research Department.)

1. Name of Employee:	POSITION DESCRIPTION QUESTIONNAIRE	Leave This Space Blank Activity No. _____ Position No. _____
2. Official Title:	4. (a) Location or Place of Work:	Class No. _____ Range/Step _____
3. Department & Division:	(b) Work Telephone No.:	Job Study No. _____ Comments: _____

TO BE COMPLETED BY EMPLOYEE

5. Name and title of immediate supervisor:

6. Names and titles of persons you supervise:

Name	Title

7. Description of Duties: Describe and explain fully the work you do. Use a separate paragraph for each kind of work. Begin by describing the most important work or that which takes up most of your time. Then describe the next most important and so on. Put special or occasional duties last. Be sure your descriptions give a clear picture of the work you do. In the left column, give your best estimate of the fraction or percent of total working time that is taken up by each kind of work.

PERCENT OF WORK TIME	DESCRIPTION (If more space is needed attach a separate sheet)

8. If applicable, list equipment and/or tools used in your work and portion of time used:

Type	Portion of work time used:

9. I certify that the entires to the above questions are my own answers, and, to the best of my knowledge are correct and complete.

(Date) _____ (Employee's Signature) _____

TO BE COMPLETED BY IMMEDIATE SUPERVISOR

10. State the purpose or overall responsibility of the job under study:

11. State any corrections, additions, or comments regarding the duties and responsibilities assigned to this position:

12. What qualifications should be required to fill this position in case of a vacancy? Disregard the qualifications the present incumbent may or may not have:

(a) Related Work Experience: _____

(b) Job Related Knowledge, Skills, Abilities: _____

Formal Education:

(c) Disregard the educational background the present incumbent may or may not have. (Indicate how many years.)

Common School	High School	College or University

(d) Degrees or Certificates: _____

(e) Description of Special or Technical Courses: _____

13. I certify that, to the best of my knowledge, the entries by the employee and by me hereon provide true and complete answers to the questions. I understand that the position is to be evaluated largely on the basis of the facts presented.

(Date) _____ (Supervisor's Signature) _____

TO BE FILLED BY DIVISION HEAD

14. Comments: _____

(Date) _____ (Division Head's Signature) _____