

300 Classification Plan

301.1

Each regular position shall be classified into a standard class within the City's classification plan. Positions will be grouped into classes in such a way that the positions included in each class are sufficiently similar in duties and responsibilities to warrant similar treatment in personnel and pay administration. Official class titles are to be used in all personnel, payroll, accounting, budget appropriations and financial records and transactions. Working or functional job titles may be used at the discretion of individual departments in all matters, other than those involving records, provided such titles are not the same as any other official class title.

301.2

Job Descriptions shall be prepared by the first-line supervisor in cooperation with the Department Head, Division Director and Human Resources Department with approval of the City Manager. Job Descriptions are primarily descriptive and not restrictive concerning job duties except as the minimum and preferred qualification requirements specified for the position.

301.3

The qualification statement in each Job Description establishes minimum requirements that should be met by any individual before being considered for appointment, transfer or promotion to a position. Alternate combinations of education, training or experience are generally indicated in the Job Description, but do not preclude other combinations designated by the Director of Human Resources.

301.4

When a position study determines the need for a new class, the Director of Human Resources shall be responsible for recommending a new class title and the development of the new Job Description for the proposed change. Periodically or as circumstances require, the Director of Human Resources shall be responsible for the review of existing class specifications and shall make recommendations concerning appropriate revisions. The Department Head and Division Director shall request a position study when a significant modification of a position's duties and responsibilities is made on a permanent basis. The request shall be in writing and shall include the date on which the change took place and a specific description of the nature of the change in duties. If a Department Head and Division Director do not agree with the recommended classification of a position in the department, that Division Director may appeal the recommendation to the City Manager whose decision is final.