

City of Sterling Personnel Policies

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CHAPTER 2 POSITION CLASSIFICATION

A position classification plan is a system of identifying and describing the different kinds of work in an organization, then grouping together under common job criteria those positions which are basically similar with respect to nature of work, level of difficulty, responsibility, training and experience and then assigning those position titles to a particular position class. The following sections represent the staff administrative functions to maintain and apply the classification plan as adopted and within City Charter provisions.

SECTION 1 - POSITION CLASSIFICATION PLAN

A position classification plan is the foundation upon which the major phases of a personnel program are constructed. The classification plan is of importance to management when revising the organizational structure(s), clarifying lines of authority, fixing responsibility and judging the need for the establishment of new positions or removing positions in the case of downsizing. A position classification plan is useful in, but not necessarily limited to, the application of the following management functions: Staffing, planning, budgeting, recruitment, and selection.

A position classification reflects neither the manner in which duties are being performed nor an individual's competence, efficiency, capability, length of service, or experience.

Classification deals with jobs, not with individuals.

SECTION 2 - BASIC ELEMENTS OF THE CITY'S CLASSIFICATION PLAN

The basic elements of the City's classification plan are as follows: Position descriptions, class specifications, Class Title, Position Classes, and classification grade.

Position descriptions are developed through a detailed analysis of a particular position or set of positions. A position description will contain the position title, a listing of the position's essential and marginal functions, a description of the duties, tasks and responsibilities the position is expected to perform or execute on a daily or otherwise routine basis. The City Manager, Department Heads and Human Resource Director are responsible for developing the position descriptions based on the operational needs of the City.

A position description will also contain **class specifications**. Class specifications are more general descriptions of the duties performed, responsibilities exercised, education and training requirements necessary, etc. The class specifications are used to place a position into a broader Class Title and subsequently a Position Class.

Position descriptions with class specifications of a like and similar nature (as to make them virtually indistinguishable when comparing class specifications) may be placed in the same **Class Title**. A class title is then placed into an even broader Position class.

To organize work and establish lines of authority the City Classification Plan recognizes the following **Position Classes**: Clerical, Labor and Trades, Public Safety, Technical, Supervisory and Professional,

City of Sterling Personnel Policies

Superintendent, Assistant Department Director, and Department Director. The position Classes are a general grouping of Class titles based on the type and kind of work found in the position description.

A **classification grade** is then assigned to the class title. The classification grade (or grade) is a numeric identifier intended to rank a class title relative to other class titles in the overall organizational and/or class title hierarchy. The grade establishes the relative degree of difficulty/accountability of the position title in the organization.

SECTION 3 - MAINTENANCE OF THE CLASSIFICATION PLAN

Each City position as covered under this manual shall be assigned to a class title in the classification plan. The Human Resource Director or the designated representative may, at any time, review a position which appears to be not properly classified and assign the position to the proper existing or new class title. A **Request for Classification/Reclassification form** shall be used to initiate major changes in the duties and responsibilities of a position. Each time a new position title is established; a position description shall be written and incorporated in the existing classification/pay plan. Likewise, an abolished title shall be deleted from the Classification Plan. Any classification action does not become final until such action has the City Manager's approval.

A) Request for Classification: New Position

The creation of new positions and the assignment of duties (whether temporary or permanent, incidental or essential, and including changes in location of work, equipment, and tools used, etc.) shall be wholly the responsibility of the City Manager pursuant to budget provisions and with advice from the Human Resource Director. The classification plan shall in no way operate or be construed to operate to interfere with the responsibility for establishing or abolishing positions.

(1) When a position is created, the appointing authority (the Department Head, with the approval of the City Manager) shall send to the Human Resource Director a request for classification of the position with a description of the duties and responsibilities. The Human Resource Director shall allocate the position to the proper class title after analysis and evaluation of duties and responsibilities without regard to the employee's personal characteristics, abilities, or qualifications, department for which the work is done, or budgetary availability of money.

(2) If there is no class title to which a new position can properly be assigned, the Human Resource Director, with approval of the City Manager, is authorized to create a class title to which the position may be allocated.

B) Request for Reclassification: Existing Position

When, upon notification of the Department Head through Request for Reclassification, or through field audit, it is determined the duties of an employee has changed substantially as to kind and/or level of work, the Human Resource Director shall be responsible for the preparation of a position description, and the initiation of a classification action. The Human Resource Director, with approval of the City Manager, shall determine whether the position has changed sufficiently to justify reassignment to a new or different class title.

If an employee has facts which indicate to that employee that their position is improperly classified, the employee with the knowledge of the immediate supervisor and/or Department Head, may request the Human Resource Director to review the classification of their position. Such a request shall be submitted in writing and shall contain the above statement of justification. A request for

City of Sterling Personnel Policies

reclassification does not automatically mean the position in question shall increase in relative value to the organization. In some instance the resultant reclassification review may find the position in question decreased in organization value due to changes in duties, responsibilities and other factors pertinent to the classification of the position.

It shall be the duty of the Human Resource Director to submit to the City Manager a revised position description and subsequent revised classifications for all affected positions each time a department or division is substantially reorganized.

C) Classification Appeals

If the supervisor, Department Head, division head, or the employee who is affected by a pending reclassification disagrees with a classification decision, including evaluation of the position or class, that person may submit a written memorandum to the Human Resource Director requesting review of the decision. The Human Resource Director shall review information submitted, audit the position, and use other available means of identifying factors of the position, and determine if any further action is required.

If, upon the decision of the Human Resource Director, the employee, supervisor, Department Head, or division head do not agree, the issue shall be forwarded, with gathered data and information, to the City Manager, who shall determine action, if any, to be taken. Any action taken by the City Manager as to adjustments of the classification of the position in question shall close the classification issue, and become the official classification of the position.

SECTION 4 - REVISIONS AND REVIEW OF THE CLASSIFICATION PLAN

The Human Resource Director shall work in concert with the City Manager to insure that the Position Classification Plan is amended as necessary. Periodically, after the adoption of these regulations, the Human Resource Director shall conduct a general review of the classification plan and recommend to the City Manager any amendments to the classification plan.

SECTION 5 - OFFICIAL COPY OF THE POSITION CLASSIFICATION PLAN

The Human Resource Director shall be responsible for maintaining an official copy of the Position Classification Plan. The official copy shall include the initially adopted Position Classification Plan plus all amendments to the classification plan. A copy of the official plan shall be available for inspection under reasonable conditions during regular business hours.

SECTION 6 - OFFICIAL COPY OF THE POSITION DESCRIPTIONS AND POSITION CLASSIFICATIONS

The Human Resource Director shall maintain all current position descriptions and position classification information as approved by the City Manager. The position descriptions are available for review in the Human Resource Office during normal business hours.