

## **SECTION 9**

### **CLASSIFICATION PLAN**

#### **9.1 PURPOSE**

To provide a uniform and objective system for classifying all positions and establish proper internal relationships between the classifications based on duties, responsibilities, and the minimum qualifications of a position.

The Personnel Director shall establish and maintain a Classification Plan which contains a complete inventory of all positions. This Classification Plan will be based on analysis of the difficulty of duties and responsibilities, educational requirements and skills of each approved position. Copies of the Classification Plan will be distributed to Departments on an annual basis and shall be available in the Personnel Division office for public inspection during regular working hours.

The Classification Plan consists of:

- Classes of positions/jobs which are similar in their difficulty of duties and responsibilities, educational requirements and skills, and which can be equitably compensated within the same pay grade.
- Position titles/job titles relevant to the duties of each position.
- A job description for each position specific to the duties of the Division in which the position is assigned.

#### **9.2 POSITION TITLES**

The position/job title shall be the official title of every position allocated to that function and shall be used for administrative purposes such as payroll, personnel, accounting, and budget records.

No permanent employee shall be employed in, promoted to, or appointed to a position under a title that is not included in the Classification Plan.

Adding position titles to the Classification Plan is at the discretion of the City Manager or Executive Director of Aviation.

Specific working titles used in the course of departmental routine to indicate level of authority, status, special assignments, or administrative rank, different from position titles, may be used upon approval of the City Manager or Executive Director of Aviation.

### **9.3 JOB DESCRIPTIONS**

Each position within a class shall have a written description consisting of the characteristics of the class, essential functions of the position, training and education, knowledge, skills, and abilities, and physical and mental requirements which are specific to every Division possessing the position.

Job descriptions, while developed to be representative of the major functions and requirements of a position in the class, may not necessarily be inclusive of all of the duties of the position.

Job descriptions are generated by the Department and reviewed by Personnel for structure, conformity and validity.

### **9.4 ADMINISTRATION OF THE PLAN**

The Personnel Division shall have responsibility for the proper maintenance of the Classification Plan. These responsibilities include:

Study proposals for the placement of new positions.

Recommendations to the City Manager regarding the placement of a position into a current class, and current or proposed position title.

Upon recommendation of the Department Director, study existing positions which have incurred a substantial change in duties and responsibilities which may justify consideration for reclassification.

Conduct periodic studies to analyze the status of the Classification Plan as uniform and current.

Review requests from management for reorganization.

Make necessary alterations to the plan, once notified by the Management and Budget Officer, regarding positions that are changed through the budget process.

Develop forms and procedures to be used as necessary to determine the proper classification of positions.

Review, and maintain job descriptions for each class and working title that illustrate current information regarding the position.

Update and provide management with an accurate Classification Plan each fiscal year.