

ARTICLE 2 - CLASSIFICATION PLAN

Section 1. Preparation of Classification Plan

- A. The Human Resources Director shall determine and record the duties and responsibilities of all positions in the classified service. After consultation with the Directors affected, the Human Resources Director shall submit to the City Administrator a Classification Plan, with Classification Specifications for all positions, for approval. Revisions to the plan shall be made in the same manner. The Classification Plan shall be so developed and maintained that all positions substantially similar with respect to duties, responsibilities, authority and character of work are included within the same class, and the same schedules of compensation made to apply with equality under like working conditions to all positions in the same class.
- B. The classification plan shall be amended as duties, responsibilities and employment conditions, and classification specifications change.

Section 2. Enactment, Amendment, and Revision of Classification Plan.

The classification plan shall be enacted or revised only upon approval by the City Administrator.

Section 3. Classification Specifications

- A. The Human Resources Director shall maintain, and have on file, copies of current classification specifications for all positions.
- B. The classification specifications shall include title, general statement of duties, minimum qualifications, essential job functions, required knowledge, skills and abilities, acceptable experience and training, and for positions requiring necessary special requirements, a statement of such shall be included. The specification will also contain information as to whether the position is exempt from overtime payment, and whether it is considered to be a supervisory position.
- C. The Human Resources Director shall periodically review the duties, responsibilities and qualifications of position(s) in the classified service. A review will also be made upon request of a Director when approved by the City Administrator. The review shall determine whether the position(s) are properly classified. The findings shall be reported, after coordination with the Director, to the City Administrator who may approve reclassification of the positions found to be improperly classified.
- D. Class Specifications shall become effective, amended, or revised, only upon the approval of the City Administrator.

Section 4. Reclassification

- A. If an occupied position is reclassified, the occupant shall be informed prior to the City Administrator's action. Upon reclassification, the occupant may be transferred and shall be the occupant of the new position if the occupant meets the minimum qualifications of the new position.
- B. Whenever an unoccupied position is reclassified, normal appointment procedures will be followed.